



CHARTERED
INSTITUTE
OF EXPORT &
INTERNATIONAL
TRADE

The Chartered Institute of Export & International Trade

(Royal Charter body no. RC000937, charity no. 1206688)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 2nd Annual General Meeting of the Chartered Institute of Export & International Trade (the '**Chartered Institute**') will be held at Leonardo Royal London St Paul's, 10 Godliman St, London EC4V 5AJ and online via Microsoft Teams on 19th November 2025, at 08:00 a.m. for the following purposes:

AGENDA

1. Meeting opened by Lord Stephen Green of Hurstpierpoint, Hon President
2. To note the minutes of the 1st AGM of the Chartered Institute
3. To note the Trustees' Report and the Accounts of the Chartered Institute for the year ended 31st December 2024, together with the report of the Auditors thereon
4. To receive an Overview of the Year from Terry Scuoler CBE MCIEEx, Chair, and Jakes Venkateraman MCIEEx, Hon Treasurer
5. To receive an update ('Look ahead to 2026') from Marco Forgione MCIEEx, Director General
6. To consider, and if thought fit, pass the following resolutions:

6.1 Election of Trustees

THAT **Rinat Abdrasilov**, currently serving as a co-opted Trustee, be elected as Trustee of the Chartered Institute for a three year term with effect from the conclusion of the AGM.

THAT **John Alty CB** be elected for a second three year term as Trustee of the Chartered Institute with effect from the conclusion of the AGM.

Background: Under the terms of the Royal Charter and Bylaws of the Chartered Institute, the Board of Trustees should consist of up to **12** Trustees, with an additional five places reserved to allow for the Board to co-opt Trustees. The current Board contains **11** elected Trustees. The current composition of the Board is set out below:



BOARD MEMBER	PN	OFFICE	EXPIRY (AGM)
<u>Terry SCUOLER CBE</u>	MCIEEx	Chairman	2027
<u>Marcel LANDAU</u>	FCIEEx (G)	Vice Chairman	2027
Jayakumar VENKATARAMAN	MCIEEx	Hon Treasurer	2027
Dominic BROOM	MCIEEx		2025
Steve MCQUILLAN	MCIEEx		2025
Caroline GUMBLE	MCIEEx		2026
Prof Sangeeta KHORANA	MCIEEx		2026
John ALTY CB	MCIEEx		2025
Philly TEIXEIRA	MCIEEx		2027
Jale CAIRNEY	MCIEEx		2027
Scott PARKER	MCIEEx		2027

Dominic Broom MCIEEx and Steve McQuillan MCIEEx have concluded their allowed terms as Trustees. The Board would like to express their sincerest gratitude to both for their tremendous support.

As provided for in the Royal Charter and Bylaws, the Board has co-opted one new Trustee, Rinat Abdrasilov and they are now seeking to be elected by the members as Trustee at this AGM. If elected, in accordance with the Royal Charter and Bylaws, their term of office would expire at the conclusion of the 3rd AGM after their election (in 2028) unless they are re-elected.

6.2 Membership Fees

THAT the membership subscriptions for 2025, as determined by the Board, shall remain at their 2024 levels as set out below:

Level	Post Nominal	Subscription	Voting right	Criteria
Affiliate Member		£75.00		
Student Member		£118.00		
Associate Member	AMCIEEx	£118.00		3 years experience
Full Member by Experience	MCIEEx	£130.00	✓	5 years experience
Full Member by Graduation	MCIEEx (Grad.)	£130.00	✓	Level 5 Graduate
Fellow (Member by Experience)	FCIEEx	£150.00	✓	5 years experience
Fellow (Member by Graduation)	FCIEEx (Grad.)	£150.00	✓	Level 5 Graduate
Retired Member		£36.00		



CHARTERED
INSTITUTE
OF EXPORT &
INTERNATIONAL
TRADE

CPD Surcharge (ECP et al.)	£38.00	
Small Business Membership	£375.00	<15 employees
Medium Business membership	£750.00	16-50 employees
Corporate membership	£1950.00	>51 employees

Background: Over the past 4 years the IOE&IT Board has taken significant steps to support members both in freezing membership fees, investing in new services and providing a four-month period of free membership.

The Board of the Chartered Institute will continue to invest in membership and for the coming year is proposing in 2025 to hold membership subscriptions at the same level as 2021, 2022, 2023 and 2024.

- 6 To note the appointment of MacIntyre Hudson LLP as Auditors of the Chartered Institute to hold office until the conclusion of the next annual general meeting
- 7 Any other business

By order of the Board

Terry Scuoler CBE

For and on behalf of:

The Chartered Institute of Export & International Trade

Export House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6FT

Date: 17 October 2025

Notes:

Members of the Chartered Institute may appoint a proxy to exercise all or any of their rights to attend, speak and vote at the Meeting. Any member wishing to appoint a proxy should contact Charlie Laycock, charlotte.laycock@export.org.uk, to make the necessary arrangements.



CHARTERED
INSTITUTE
OF EXPORT &
INTERNATIONAL
TRADE

Voting may be in electronic format and will be treated as a full vote; only one voting slip can be completed by each member.

There will be an opportunity after the closure of the formal meeting to consider any other appropriate business.

All requests for a proxy and in order that full responses can be given at the AGM, all questions, particularly those pertaining to the accounts, where the board may require clarification from our auditors, should be submitted in writing by 05 November 2025.

To access the online AGM a link via Microsoft Teams will be issued by email to members the day before the AGM.