



CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT

lowcarbonhub.org

Low Carbon Hub Community Groups: Becoming a member of the IPS

Further to the recent consultation and consolidation of the Low Carbon Hub, all current B class shareholders in the Low Carbon Hub CIC are invited to sell their £1 share in the Low Carbon Hub CIC to the Low Carbon Hub IPS in exchange for a £1 share in the Low Carbon Hub IPS Ltd.

This agreement is a supplementary agreement to the Share Exchange Agreement and should be completed by the named representative of your community group.

Please return the completed form, along with the other two bits of paperwork in the stamped addressed envelope provided by Monday **24 July 2023** to:

*Tessa Paterson, Company Secretary, Low Carbon Hub,
Holywell House, Osney Mead, Oxford OX2 9RD*

Section 1: About you and your group

Your name: [name of rep here]

Full official organisation name: [name of group here]

Registered charity or company number (if applicable):

Name of Signatory [name of rep here]

Position in Organisation: Authorised Representative

Address of organisation, including postcode [address here]

I confirm I have the agreement of my group's organising committee to sign up to membership of the Low Carbon Hub IPS, and undertake this share exchange, on their behalf.

Signed

Date

Continues overleaf

Section 2: Supplementary information for your application for £1 share in Low Carbon Hub IPS Limited

My organisation wishes to become a member of the Low Carbon Hub IPS limited in accordance with the Rules and apply for shares in the Community Energy Fund to the value of £1.

The following is the standard agreement for any Member investing in the Community Energy Fund, who we encourage to read our full set of documentation so that they fully understand the conditions under which they are investing their capital.

The documentation can be viewed at <https://www.lowcarbonhub.org/share-exchange/>

Agreement

- I have read the Community Energy Fund 2021 Share Offer Document with particular attention to the risk factors. In particular:
 - That I may lose some, or all, of my £1 investment
 - As a member of the IPS my liability is limited to the amount paid for my shares
- I have read the Business Plan, Community Energy Fund Guidelines and Rules of the Low Carbon Hub IPS Limited.
- I wish to become a Member of the Low Carbon Hub IPS Limited.
- I agree to be bound by the Terms and Conditions included in the Share Offer Document and the Rules of Low Carbon Hub IPS Limited
- I understand that the Board of Directors of the Low Carbon Hub IPS Limited may reject my application and are not obliged to tell me why it has been rejected.
- I consent to receiving formal notices by email and links to formal documents on the low Carbon Hub website.

Please sign below to confirm your group agrees to these terms

Signed

Date

Continues overleaf

The Low Carbon Hub CIC (Community Interest Company) Ltd. Registration number: 7583663
Holywell House, Osney Mead, Oxford OX2 0ES

The Low Carbon Hub IPS is registered in England as a registered society under the
Co-operative and Community Benefit Societies Act 2014. Registration number: 31903R

Holywell House, Osney Mead, Oxford OX2 0ES

Email: info@lowcarbonhub.org Telephone: 01865 246099

Section 3: Sensible management of Interest payments

The £1 share will be held in the CEF Fund and therefore may be eligible for interest payments. In order to keep administrative costs to a minimum we propose to only pay over interest accrued once it reaches a minimum of £1.

Please chose **one** of the following options by ticking the appropriate box:

I am happy with the arrangement for any interest earned on our £1 share to be held by the IPS until such time as it is over £1 in value.

We waive any interest due on our £1 Shareholding

Signed

Name in print [name of rep here]

Date

Section 4. Selling your £1 share in Low Carbon Hub CIC to the Low Carbon Hub IPS

There are four different documents that need to be signed (including this one) to enable the share transfer to take place.

Please tick each box to confirm you enclose a signed copy of each of the following:

Document 1: Written Resolution (on pink paper)

Document 2: Share exchange agreement (on green paper)

Document 3: Stock transfer Form (on white paper)

A completed and signed copy of this agreement

Please tick this box if you would like a copy of the countersigned agreements for your records.

Phew, that's it! Please return the completed form, along with the other two bits of paperwork in the stamped addressed envelope provided by Monday **24 July 2023** to:

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