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STATUTORY RULES OF NORTHERN IRELAND

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**2021 No. 257**

**The Postal Administration Rules (Northern Ireland) 2021**

**PART 4**

**MEETINGS AND REPORTS**

**CHAPTER 2**

*Company Meetings*

**Venue and conduct of company meeting**

**35.**—(1) Where the postal administrator summons a meeting of members of the company, the postal administrator shall fix a venue for it having regard to the postal administrator's convenience.

(2) The chair of the meeting shall be the postal administrator or a person nominated by the postal administrator in writing to act in the postal administrator's place.

(3) A person so nominated shall be either—

- (a) one who is qualified to act as an insolvency practitioner in relation to the company; or
- (b) an employee of the postal administrator or the postal administrator's firm who is experienced in insolvency matters.

(4) If within 30 minutes from the time fixed for commencement of the meeting there is no person present to act as chair, the meeting stands adjourned to the same time and place in the following week or, if that is not a business day, to the business day immediately following.

(5) Subject to anything to the contrary in the 1989 Order and the Rules, the meeting shall be summoned and conducted—

(a) in the case of a company incorporated—

- (i) in Northern Ireland, or
- (ii) outside the United Kingdom other than in an EEA state,

in accordance with the law of Northern Ireland, including any applicable provision in or made under the Companies Act;

(b) in the case of a company incorporated in an EEA state, in accordance with the law of that state applicable to meetings of the company.

(6) The chair of the meeting shall cause minutes of its proceedings to be entered in the company's minute book.