

**Foundation of Hearts Limited**  
**Board Election – December 2019**  
**Nomination Form**

**Candidate's Details**

Full Name: .....

Address: .....

.....

Contact Telephone Number: .....

Contact e-mail address: .....

Date of Birth: .....

Please state your business occupation  
(if any), qualifications, key skills and  
personal connection with Hearts FC: .....

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.....(a separate sheet of paper may be used, if preferred)

I confirm that I wish to stand for election as a director. I also agree to abide by the terms and the spirit of the election rules and the Foundation constitution, and I certify that the information given in the Appendix to this form is accurate and correct.

**Signature:** ..... **Date:** .....2019

To complete the form, please provide:

- details of your nominators (see page 3)
- an election address (see page 4);
- a completed personal questionnaire (see page 6); and

- a digital photograph of yourself (a head and shoulders close-up, in colour, taken in the last month). Please send this by e-mail.

Please also make sure you have read the guidance notes on page 5.

The closing date for receipt of nominations is 8 November 2019.

**Nominators' Details:** Twenty-five nominations are required. Nominators must be Foundation members who are aged 16 years or more and who have been members throughout the period of six months ending on the date the completed nomination is lodged. The nominators may sign different copies of the nomination form. See also the alternative e-mail procedure in paragraph 9 of the guidance notes on page 5.

Name	E-mail address	Signed	Date

Name	E-mail address	Signed	Date

Name	E-mail address	Signed	Date

Name	E-mail address	Signed	Date

Name	E-mail address	Signed	Date

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Name	E-mail address	Signed	Date

Please use the attached continuation page to give the remaining nominators' details.

**Foundation Board Election – December 2019  
Nomination Form**

**Election Address:** Please write up to 500 words below or on a separate sheet which will be published as your election address and circulated with ballot papers.

(Please continue on another sheet if necessary)

**Foundation Board Election – December 2019**  
**Nomination Form Guidance Notes**

1. Every eligible Foundation member has the opportunity to stand for election to the Foundation Board. They must be a member of the Foundation and aged 16 years or over on the date of the AGM (17 December 2019).
2. Nominees are invited to produce an election address of no more than five hundred (500) words, either on this form or on a separate sheet of paper. The election address should be typed or word-processed, and it would be helpful if a copy could also be sent to the Foundation by e-mail to save retyping. Election addresses will be published and circulated by the directors with ballot papers.
3. The election address should describe why you feel you should be elected.
4. Any address longer than 500 words will be truncated by the directors and the following comment added: “The candidate’s election address has exceeded the permitted five hundred words and has therefore been truncated”.
5. The election address must not include threats, insults, derogatory, abusive, racist, sexist, or homophobic remarks or references to other candidates. Any comments deemed to fall under the above will be removed and replaced by a comment explaining the removal.
6. In agreeing to be nominated, you agree to indemnify the Foundation for the cost of meeting any liability of the Foundation that may arise as a result of the content of your election address.
7. Completed nomination forms should be sent to the Foundation at Foundation of Hearts Limited, c/o Heart of Midlothian Football Club, Tynecastle Park, Gorgie Road, Edinburgh EH11 2NL. Envelopes should be clearly marked “FAO the directors”. Your election address can be e-mailed separately.
8. If a candidate is unable to obtain the original signatures of all the nominators on the nomination form, the candidate may return the form unsigned by some or all of the nominators, and showing instead the e-mail address of the nominator(s) as recorded against that member’s details on the Foundation’s database. The nomination will be considered valid upon receipt of an e-mail by the Foundation from that address confirming the nomination. The e-mail should include that member’s name and postal address.
9. E-mails to the Foundation in connection with the completion or return of nomination forms should be sent to [info@foundationofhearts.org](mailto:info@foundationofhearts.org).

**The closing date for receipt of nominations is 5pm on 8 November 2019**

## APPENDIX

## Personal questionnaire

Before completion, you should read the Notes at the end of the questions.

- |       |  |         |
|-------|--|---------|
| 1.    | Have you been declared bankrupt, or made any arrangement with your creditors, in the last five years?  | *Yes/No |
| <hr/> |  |         |
| 2.    | Have you been convicted of an offence by any court (except for summary motoring offences) in the last five years?  | *Yes/No |
| <hr/> |  |         |
| 3.    | Are there any current court proceedings against you?   | *Yes/No |
| <hr/> |  |         |
| 4.    | Are you, or have you been in the last five years, disqualified from acting as a director of a company or a charity trustee?  | *Yes/No |
| <hr/> |  |         |
| 5.    | Have you been censured, disciplined, fined or reprimanded by any professional body or trade association in the last five years?  | *Yes/No |
| <hr/> |  |         |
| 6.    | Have you been dismissed (except on grounds of redundancy) or asked to resign from any full-time office or employment in the last five years?   | *Yes/No |
| <hr/> |  |         |
| 7.    | Are you, or have you been in the last five years, a director or company secretary of any company, or a partner in any business partnership?  | *Yes/No |
| <hr/> |  |         |
| 8.    | <p>Has any company, business partnership, club or other organisation with which you are, or have been in the last five years, associated as a director, officer, controller or manager:</p> <p style="margin-left: 20px;">(i) been compulsorily wound up or placed in administration; or</p> <p style="margin-left: 20px;">(ii) ceased trading in circumstances where its creditors did not receive full settlement of their claims,</p> <p>either while you were associated with it or within one year after you ceased to be associated with it?</p> | *Yes/No |

If you have answered Yes to any of the questions, please provide further details in the Continuation box on page 7.

*\* Please delete as appropriate*

**NOTES:**

- It is important to stress that disclosure of a matter in response to a question above will not necessarily mean that you are ineligible to stand for election as a director. The matters which automatically disqualify a member are listed on pages 1 and 2 of the accompanying memorandum, and they are narrower in scope than the areas covered by this questionnaire. The wider disclosures are sought in this questionnaire because it is part of the Foundation's values to ensure good standards of behaviour

by its officers, and the disclosures are designed to provide assurance that candidates are suitable for the role of directors.

2. The Foundation fully respects your right to privacy, and any personal data that you provide will be treated with the highest standards of confidentiality. The personal data will not, otherwise than in accordance with law, be made available to any third parties.
3. Where required, assistance on the completion of the form may be obtained from the Foundation.

CONTINUATION

Please indicate relevant question number:

*Note. If there is not enough room on this continuation box for your entries, please attach separate sheets of information to this application form as necessary.*

**Continuation Page**  
**Nominators' details (continued)**

Name	E-mail address	Signed	Date

Name	E-mail address	Signed	Date

Name	E-mail address	Signed	Date

Name	E-mail address	Signed	Date

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