

# INGENTA PLC

## NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Ingenta plc will be held at 8100 Alec Issigonis Way, Oxford, OX4 2HU on 30 June 2020 at 10:00am (the "Meeting").

**The Stay at Home Measures currently in place prohibit public gatherings of more than two people where the activities involved are not essential for work purposes. Accordingly, shareholders are not permitted to attend the AGM in person but can continue to attend by proxy. Anyone seeking to attend the meeting in person will be denied entry.**

The Meeting will deal with the following items:

### **As Ordinary Business:**

1. To receive and adopt the statement of accounts for the year ended 31 December 2019 together with the reports of the Directors and the auditors thereon.
2. To re-elect M Rowse, who retires by rotation, as a Director.
3. To re-elect N Kirton, who retires by rotation, as a Director.
4. To elect S White as a Director
5. To re-appoint Messrs Grant Thornton UK LLP as auditors to act as such until the conclusion of the next General Meeting of the Company at which the requirements of sections 437 and 438 of the Companies Act 2006 (the "Act") are complied with and to authorise the Directors of the Company to fix their remuneration.

### **As Special Business:**

To consider, and if thought fit pass, the following resolutions of which resolution 6 will be proposed as an ordinary resolution and resolutions 7 and 8 will be proposed as special resolutions.

#### ORDINARY RESOLUTION

6. THAT the directors be and they are hereby generally and unconditionally authorised in accordance with section 551 of the Act to exercise all powers of the Company to allot Relevant Securities (as defined in this resolution) up to the aggregate nominal amount of 30 per cent of the issued share capital of the Company provided that the authority hereby conferred shall operate in substitution for and to the exclusion of any previous authority given to the directors pursuant to section 551 of the Act or section 80 of the Companies Act 1985 and shall expire either 15 months from the date of this resolution or at the Company's next annual general meeting, whichever is sooner, provided that the Company may at any time before such expiry make an offer or agreement which might require relevant securities to be allotted after such expiry and the directors may allot Relevant Securities in pursuance of such offer or agreement as if the authority hereby conferred had not expired. 'Relevant Securities' means any shares in the capital of the Company and the grant of any right to subscribe for, or to convert any security into, shares in the capital of the Company ("Shares") but does not include the allotment of Shares or the grant of a right to subscribe for Shares in pursuance of an employee's share scheme or the allotment of Shares pursuant to any right to subscribe for, or to convert any security into, Shares.

#### SPECIAL RESOLUTIONS

7. THAT subject to and conditional upon the passing of resolution 6 above, the directors be and they are hereby empowered pursuant to section 570 of the Act to allot equity securities (as defined in section 560 of the Act) for cash as if section 561(1) of the Act did not apply to any such allotment pursuant to the general authority conferred on them by resolution 6 above (as varied from time to time by the Company in general meeting) PROVIDED THAT such power shall be limited to:
  - (a) the allotment of equity securities in connection with a rights issue or any other pre-emptive offer in favour of holders of equity securities where the equity securities respectively attributable to the interests of all such holders are proportionate (as nearly as may be) to the respective amounts of equity securities held by them subject only to such exclusions or other arrangements as the directors may consider appropriate to deal with fractional entitlements or legal or practical difficulties under the laws or the requirements of any recognised regulatory body in any territory or otherwise; and
  - (b) the allotment (otherwise than pursuant to sub-paragraph (a) above) of equity securities up to an aggregate nominal amount equal to 10 per cent. of the issued share capital of the Company,

and the power hereby conferred shall operate in substitution for and to the exclusion of any previous power given to the directors pursuant to section 95 of the Companies Act 1985 or section 570 of the Act and shall expire on whichever is the earlier of the conclusion of the next annual general meeting of the Company or the date falling 15 months from the date of the passing of this resolution unless such power is renewed or extended prior to or at such meeting except that the Company may before the expiry of any power contained in this resolution make an offer or agreement which would or might require equity securities to be allotted after such expiry and the directors may allot equity securities in pursuance of such offer or agreement as if the power conferred hereby had not expired.

8. THAT the Company be and is hereby generally and unconditionally authorised to make market purchases (within the meaning of section 693(4) of the Act) of ordinary shares of 10p each in the capital of the Company ("Ordinary Shares") provided that:
- (a) the maximum number of Ordinary Shares authorised to be purchased pursuant to this resolution is 20 per cent. of the issued share capital of the Company;
  - (b) the minimum price which may be paid for an Ordinary Share is 10p;
  - (c) the maximum price which may be paid for an Ordinary Share is an amount equal to 150% of the average of the middle-market prices shown in the quotation for an Ordinary Share as derived from the Stock Exchange Alternative Trading Service for the 10 business days immediately preceding the day on which the Ordinary Share is purchased;
  - (d) the authority hereby conferred shall expire on the earlier of the date falling 15 months after this annual general meeting or the conclusion of the next annual general meeting of the Company; and
  - (e) the Company may make a contract to purchase its Ordinary Shares under the authority hereby conferred prior to the expiry of such authority, which contract will or may be executed wholly or partly after the expiry of such contract.

*Registered Office*  
8100 Alec Issigonis Way  
Oxford  
OX4 2HU

By Order of the Board  
Jon Sheffield  
*Chief Financial Officer/ Company Secretary*

4 June 2020

Notes:

1. Shares held in uncertificated form (i.e. in CREST) may be voted through the CREST Proxy Voting Service in accordance with the procedures set out in the CREST manual.
  2. The Company, pursuant to Regulation 41 of the Uncertificated Securities Regulations 2001 (as amended), specifies that only those members registered in the Register of Members of the Company at the close of business on 26 June 2020 (or if the Meeting is adjourned, members entered on the Register of Members of the Company not later than the close of business which is two working days before the date of the adjourned Meeting) shall be entitled to attend, speak and vote at the Meeting in respect of the number of ordinary shares registered in their name at that time. Changes to entries on the Register of Members of the Company after this time shall be disregarded in determining the rights of any person to attend, speak or vote at the Meeting.
  3. If you are a member of the Company at the time set out in note 1 above, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting. You can only appoint a proxy using the procedures set out in these notes.
  4. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy and not the Chairman of the Meeting and give your instructions directly to them.
  5. You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different shares. You may not appoint more than one proxy to exercise rights attached to any one share. To appoint more than one proxy, please contact the Company's registrars as set out in note 6.
  6. You can vote either:
    - by logging on to [www.signalshares.com](http://www.signalshares.com) and following the instructions.
    - by requesting a hard copy form of proxy directly from the registrars, Link Asset Services on Tel: 0371 664 0300. Calls cost 12p per minute plus your phone company's access charge. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 09:00 – 17:30, Monday to Friday excluding public holidays in England and Wales.
- In the case of CREST members, by utilising the CREST electronic proxy appointment service in accordance with the procedures set out above. In each case the appointment of a proxy must be received by Link Asset Services at 34 Beckenham Road, Beckenham, Kent, BR3 4TU by 10 am on 26 June 2020.
7. In the case of joint holders, where more than one of the joint holders purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first-named being the most senior).
  8. Except as provided above, members who have general queries about the Meeting should use the following means of communication (no other methods of communication will be accepted):
    - calling our Registrar's shareholder helpline on 0871 664 0300. Calls cost 12p per minute plus your phone company's access charge. If you are outside the United Kingdom, please call +44 371 664 0300. Calls outside the United Kingdom will be charged at the applicable international rate. We are open between 9.00am – 5.30pm, Monday to Friday excluding public holidays in England and Wales. Link Registrars cannot provide advice on the merits of the business to be transacted at the Meeting nor give any financial, legal or tax advice.

You may not use any electronic address provided either:

- in this notice of Annual General Meeting; or
- any related documents (including the chairman's letter),

to communicate with the Company for any purposes other than those expressly stated.

9. As at 5.00pm on the day immediately prior to the date of posting of this notice of Annual General Meeting, the Company's issued share capital comprised 16,919,609 ordinary shares of 10p each. Each ordinary share carries the right to one vote at a general meeting of the Company and, therefore, the total number of voting rights in the Company as at 5.00 pm on the day immediately prior to the date of posting of this notice of annual general meeting is 16,919,609.