

Shareholder Name  
Address 1  
Address 2  
Address 3  
Postcode

24 June 2024

Dear Shareholder

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023  
AND NOTICE OF 2024 ANNUAL GENERAL MEETING (“AGM”)**

Please accept this letter as notification that Ingenta Plc’s (the “Company”) Annual Report and Financial Statements for the year ended 31 December 2023 and the notice of the 2024 Annual General Meeting have now been published on the Company’s website at <http://www.ingenta.com>

**AGM Attendance**

The Company’s AGM will be held at Whichford House, Parkway Court, Oxford, OX4 2JY on 18 July 2024 at 2.30pm.

This letter does not contain the full details of the resolutions to be tabled at the AGM, and these are contained in the notice of the meeting and should be read before you complete your vote. The Directors consider that the proposed resolutions contained in the notice of AGM are in the best interests of the Company and shareholders as a whole and unanimously recommend that you vote in favour of them, as they intend to do in respect of their own shareholdings.

**Proxy Voting**

You will **not** receive a hard copy form of proxy for the 2024 AGM in the post. Instead, you will be able to vote electronically using the Link Investor Centre app or by accessing the web browser at <https://investorcentre.linkgroup.co.uk/Login/Login>. You will need to log into your Link Investor Centre account or register if you have not previously done so, to register you will need your investor code, this is detailed on your share certificate or available from our registrar, Link Group.

Voting by proxy prior to the AGM does not affect your right to attend the AGM and vote in person should you so wish. Proxy votes must be received **no later than by 2.30pm on 16 July 2024**.

If you need help with voting online or require a hard copy form of proxy, please contact our Registrar, Link Group, on 0371 664 0300 if calling from the UK, or +44 (0) 371 664 0300 if calling from outside of the UK, or email [Link at shareholderenquiries@linkgroup.co.uk](mailto:shareholderenquiries@linkgroup.co.uk). Calls are charged at the standard geographic rate and will vary by provider. Calls from outside the United Kingdom will be charged at the applicable international rate. Lines are open 9.00 am – 5.30 pm Mon-Fri excluding public holidays in England and Wales.

Thank you for your continued support as a shareholder of Ingenta plc.

Yours sincerely

Jon Sheffield  
Chief Financial Officer/Company Secretary