

Shareholder Name
Address 1
Address 2
Address 3
Postcode

4 June 2020

Dear Shareholder

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019
AND NOTICE OF 2020 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 2019 and the notice of the 2020 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 8100 Alec Issigonis Way, Oxford, OX4 2HU on 30 June 2020 at 10:00am

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.

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.

Proxy Voting

You will **not** receive a hard copy form of proxy for the 2020 AGM in the post. Instead, you will be able to vote electronically using the link www.signalshares.com. You will need to log into your signal shares 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 Asset Services.

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 10.00am on 26 June 2020**.

If you need help with voting online, please contact our Registrar, Link Asset Services, on 0871 664 0391 if calling from the UK, or +44 (0) 371 664 0391 if calling from outside of the UK, or email Link at enquiries@linkgroup.co.uk. 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. The lines are open between 9.00 a.m. – 5.30 p.m., Monday to Friday 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