

Shareholder Name
Address 1
Address 2
Address 3
Postcode

18 April 2019

Dear Shareholder

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018
AND NOTICE OF 2019 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 2018 and the notice of the 2019 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 23 May 2019 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.

If you wish to attend the AGM in your capacity as a shareholder, please bring this letter with you and on arrival hand it to the Company’s registrar, this will facilitate your entry to the meeting.

Proxy Voting

You will **not** receive a hard copy form of proxy for the 2019 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 21 May 2019**.

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

Shareholder Communications

The majority of shareholders choose to receive Annual Reports and Notices of meetings electronically. This has a number of advantages for the Company and its shareholders. It increases the speed of communication, saves you time and reduces print and distribution costs and our impact on the environment.

Company law requires that the Company asks shareholders to consent to the receipt of communications electronically and via a website*. Please note that if you consent to website publication you will continue to be notified in writing and through the release of an announcement on the London Stock Exchange each time the Company places a statutory communication on the website. Annual Reports and other documents which are required to be sent to shareholders ('shareholder information') are published on our website at **www.ingenta.com**. If you consent, the website will be the way in which you access all future shareholder information.

Please note that you still have the right to request hard copies of shareholder information at no charge.

- If you would like to receive notifications by email, you can register your email address via the Share Portal **www.signalshares.com** or complete and sign the reply slip by ticking option (a) and return it to the Freepost address on the form
- If you would like to receive shareholder information by means of a website, there is nothing more you need to do. You will be notified by post when shareholder information has been placed on the website.
- If you would like to receive shareholder information in hard copy form, you can register your request via the Share Portal **www.signalshares.com** or complete and sign the reply slip by ticking option (b) and return it to the Freepost address on the form.

Please note that if you hold your shares corporately or in a CREST account, you are not able to use the Share Portal to inform us of your preferred method of communication and should instead complete and return the reply slip. **If we do not receive a reply from you within 28 days of the date of dispatch of this letter, you will be deemed to have consented to website publication of shareholder information and you will not receive hard copies of shareholder information in the post.**

*The Company reserves the right to send hard copy documents to shareholders where, for example, overseas securities laws do not permit electronic communication or in other circumstances where the Company considers that electronic delivery may not be appropriate.

Ingenta plc – Shareholder Communications

Please note that if you do not return the form below within 28 days of the date of posting, you will be deemed to have consented to the receipt of shareholder documentation via a website.

Option (a) I would like to receive all shareholder communication by email	Option (b) I would like to receive printed copies of all shareholder communications
Name	
Investor code (IVC)	
Address	
Email	
Sign	Date
Please return to: FREEPOST SAS, 34 Beckenham Road, BR3 9ZA (no stamp or further address detail is required. Please write in BLOCK CAPITALS)	