

Shareholder Name  
Address 1  
Address 2  
Address 3  
Postcode

4 June 2021

Dear Shareholder

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020  
AND NOTICE OF 2021 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 2020 and the notice of the 2021 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 2021 at 2:00pm

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.

**Whilst the Directors are hopeful that the gradual easing of public health restrictions across England will make attendance at the AGM lawful for shareholders, given ongoing public health considerations, shareholders are strongly encouraged not to attend the meeting in person. The Board encourages shareholders to complete Forms of Proxy, appointing the Chair of the meeting as proxy, and to vote on the resolutions before the deadline of 2:00p.m. on 28 June 2021.**

**Proxy Voting**

You will **not** receive a hard copy form of proxy for the 2021 AGM in the post. Instead, you will be able to vote electronically using the link [www.signalshares.com](http://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 2.00pm on 28 June 2021**.

If you need help with voting online, please contact our Registrar, Link Asset Services, on 0371 664 0391 if calling from the UK, or +44 (0) 371 664 0391 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. Lines are open 9.00 am – 5.30 pm Mon-Fri excluding public holidays in England and Wales). Calls from outside the United Kingdom will be charged at the applicable international rate. Thank you for your continued support as a shareholder of Ingenta plc.

Yours sincerely

Jon Sheffield  
Chief Financial Officer/Company Secretary