

Shareholder Name  
Address 1  
Address 2  
Address 3  
Postcode

25 May 2023

Dear Shareholder

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022  
AND NOTICE OF 2023 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 2022 and the notice of the 2023 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 29 June 2023 at 10.30am

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 2023 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 10.30am on 27 June 2023**.

If you need help with voting online, 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. 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