

**Gresham Technologies plc**

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Registered in England number 1072032

29 March 2022

Dear Shareholder

**GRESHAM TECHNOLOGIES PLC (“GRESHAM” OR “COMPANY”)****ANNUAL FINANCIAL REPORT 2021 AND NOTICE OF ANNUAL GENERAL MEETING 2022****Notice of Availability**

You have previously advised us that you wish to be notified (or have been deemed to have elected to be notified) whenever shareholder documents are available on our website. I am pleased to advise you that the following documents are now available at [www.greshamtech.com/invest-in-us](http://www.greshamtech.com/invest-in-us) under the Shareholder Documents section of that page:

- Annual Financial Report 2021
- Notice of Annual General Meeting 2022
- Proxy form

**Annual General Meeting (“AGM”)**

The AGM is due to be held at the offices of Singer Capital Markets, 1 Bartholomew Lane, London EC2N 2AX at 11.00 a.m. on Tuesday 10 May 2022. The Board is keen to welcome shareholders in person to the AGM this year given the constraints faced in 2020 and 2021 arising from the COVID-19 pandemic. However, the safety and wellbeing of our shareholders and colleagues continue to be of paramount importance and, should we consider it is no longer possible for shareholders to attend the meeting, we will make alternative arrangements and notify you of the change on our website and by way of a public announcement released via a regulatory information service.

Shareholders who plan to attend the AGM in person are, however, requested not to attend if they are displaying any symptoms of COVID-19, or have recently been in contact with anyone who has tested positive. Furthermore, if deemed by the Board to be necessary, the Company reserves the right to put in place appropriate COVID-19 safety measures for those attending the meeting, which will be communicated upon arrival.

Shareholders who are either not able or who would prefer not to attend the AGM in person will be able to participate in the meeting using the online Investor Meet Company (“IMC”) platform. Shareholders who are not already registered to the IMC platform will need to register with IMC, for which there is no charge, and add “to meet” Gresham Technologies plc to register attendance, using the following link:

<https://investormeetcompany.com/gresham-technologies-plc/register-investor>

Advance registration to attend the meeting in this manner is required. Shareholders who have already registered to the IMC platform will be able to add to meet the Company to register attendance at the AGM.

If any shareholder has a question they would like to put to the Board relating to the business to be conducted at the AGM, this can be submitted ahead of the meeting via the IMC dashboard or at any time during the AGM via the “Ask a Question” function or may otherwise be submitted via an email sent to [investorrelations@greshamtech.com](mailto:investorrelations@greshamtech.com) at least 48 hours in advance of the meeting.

**Proxy Form**

Votes will be taken at the Annual General Meeting on a poll but the online IMC platform will not include a facility for attendees to vote live. Accordingly, whether or not they propose to attend the meeting in person, shareholders are encouraged to appoint the Chair of the meeting (or their own choice of person) as their proxy (either electronically or by post) with their voting instructions. This will ensure that your vote is counted on the poll vote to be taken at the meeting if you do not attend the meeting in person. A copy of the proxy form is enclosed.

**Why you are receiving this letter**

You have received this notification because you have registered to receive shareholder communications electronically. If you wish to change your mailing preferences or amend personal details, including your postal address, visit [www.shareview.co.uk](http://www.shareview.co.uk). You will need to log on to your Shareview portfolio and click the “change” button next to your current details. Alternatively, you may write to the Company’s registrars, Equiniti, Aspect House, Spencer Road, Lancing BN99 6DA.

If you are an indirect investor through a nominee shareholder, we have received notification from a nominee shareholder that, as an underlying investor in the Company, you have elected to enjoy “information rights” in accordance with the Companies Act 2006. This entitles you to receive copies of documents sent to shareholders on our share register. This letter therefore notifies you of the above documents which are available on our website at [www.greshamtech.com/invest-in-us](http://www.greshamtech.com/invest-in-us). Your main contact in terms of your investment remains the registered shareholder, custodian or broker who administers your investment. Any changes or queries relating to your personal details or shareholding must be directed to your existing contact.

### Paper copies of shareholder documents

You are entitled to receive a paper copy of the shareholder documents referred to above. If you wish to receive these, please call 0371 384 2208\*, or write to Equiniti, Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA, stating your name, shareholding and Shareholder Reference Number.

### Enquiries

For general enquiries, including queries regarding your share account, please contact Equiniti, on 0371 384 2208\*.

Yours sincerely

**Jonathan Cathie**

Company Secretary

Notes:

1. The facility to receive shareholder documents electronically does not discriminate between shareholders. The same documents will be made available to all shareholders whether in paper or electronic form.
2. It is your responsibility to notify Equiniti, or the Company itself, of any change to your name, address or other contact details, as appropriate.
3. Your election (or deemed election) to receive shareholder documents via our website and your contact details will remain valid until the Company or Equiniti, via Shareview ([www.shareview.co.uk](http://www.shareview.co.uk)), receives alternative instructions from you.
4. The Company cannot be held responsible for any failure in the transmission of any electronic communication which is beyond its control. With electronic communications, the Company's obligations will be satisfied when it publishes the relevant documents on its website and it, or the registrar on the Company's behalf, transmits the notification of availability of those documents to the postal address you have provided along with details of the website address and the place on the website where the relevant documents can be accessed.
5. You are responsible for ensuring that you have the appropriate equipment and computer capabilities sufficient for the purpose. The Company takes all reasonable steps to provide you with a readable and retainable copy of the documents referred to in this communication via a holding webpage from which the documents can be accessed.
6. If you are not resident in the United Kingdom it is your responsibility to ensure that you may validly receive shareholder documents electronically, either generally or in relation to any particular document, without the Company or Equiniti being required to comply with any governmental or regulatory procedures or any similar formalities. The Company may deny electronic access to documents relating to certain corporate actions in respect of those shareholders whom it believes are resident in jurisdictions where it is advised that to provide such access would or may be a breach of any legal or regulatory requirements.
7. Your postal address and any other information which you provide when registering to receive shareholder documents electronically will be used by the Company and on its behalf by its agents (including Equiniti) for the purposes of providing you with shareholder documents in that manner. Use of information for the foregoing purposes and the transmission of information via the Internet may, by its nature, involve the transfer of information outside the UK including to countries which do not provide equivalent protection for personal data as is provided in the UK and on systems which are not under the control of the Company.
8. Please note that in accessing the Shareview website, you will also be bound by Equiniti's terms and conditions contained on that site, including use of information as described in those terms and conditions. The Company does not control and is not responsible for the use of information by or on behalf of Equiniti or third parties as described in those terms and conditions.
9. The Company reserves the right, irrespective of your election (or deemed election), to revert to sending paper documentation, by post, whenever it considers it necessary or desirable to do so.

\* Lines are open 8.30 am to 5.30 pm, UK time, Monday to Friday, excluding public holidays in England and Wales. Overseas shareholders should call +44 121 415 7047. For those with hearing difficulties, a textphone is available on 0371 384 2255 for UK callers with compatible equipment.