

1 June 2021

Dear Shareholder

## **GRESHAM TECHNOLOGIES PLC (“GRESHAM” OR “COMPANY”) NOTICE OF GENERAL MEETING**

### **Notice of Availability**

You have previously advised us that you wish to be notified (or you 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 shareholder documents are now available at [www.greshamtech.com/invest-in-us](http://www.greshamtech.com/invest-in-us):

- Shareholder circular prepared in compliance with Chapter 13 of the Listing Rules and also containing a Notice of General Meeting; and
- Proxy Form.

### **General Meeting**

A General Meeting is due to be held at the Company's registered office at Aldermay House, 10-15 Queen Street, London, EC4N 1TX at 10:00 a.m. on Monday, 21 June 2021. The Board's preference had been to welcome shareholders in person to the General Meeting, particularly given the constraints faced both in 2020 and again this year due to the COVID-19 pandemic. However at present, under the UK Government's four-step roadmap to lifting lockdown restrictions, there can be no certainty as to the number of people who will be able to attend and it is accordingly proposed to hold the General Meeting as a combined physical and electronic meeting.

Shareholders are accordingly requested not to attend the Company's offices for the General Meeting in person but are instead encouraged to participate 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 link:

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

Advance registration to attend the meeting 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 General Meeting. Questions can be submitted ahead of the General Meeting via the IMC dashboard or at any time during the meeting via the “Ask a Question” function or may otherwise be submitted to the Chair via an email sent to [investorrelations@greshamtech.com](mailto:investorrelations@greshamtech.com) at least 48 hours prior to the meeting.

The Company is taking these precautionary measures to safeguard shareholders' and its employees' health and to enable the General Meeting to comply with current law and UK Government guidelines. The Company is however keeping the practicalities of the location, date and format of the General Meeting under close review and it is possible these may change at short notice. Any such changes will be announced via a Regulatory Information Service and on the Company's website.

You are accordingly strongly recommended to monitor all Company announcements carefully.

### **Proxy Form**

Votes will be taken at the General Meeting on a poll but the online IMC platform will not include a facility for attendees to vote live. Accordingly, shareholders are strongly encouraged to appoint the Chair of the General Meeting (rather than their own choice of person) as their proxy with their voting instructions. This will ensure that your vote is counted on the poll vote taken at the meeting if, as requested, you (and any other proxy you might otherwise appoint) do not attend the meeting in person (or are not permitted to attend due to lockdown restrictions or health and safety precautions).

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, 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 the current details. Alternatively, you may write to the Company’s registrars, Equiniti Limited, 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 receive “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](http://www.greshamtech.com). 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 Limited, 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*

\* Lines are open 8:30 a.m. to 5:30 p.m., UK time, Monday to Friday, excluding public holidays in England and Wales. Overseas shareholders should call +44 (0)121 415 7047. For those with hearing difficulties, a textphone is available on 0371 384 2255 for UK callers with compatible equipment.

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, the Company’s registrars, 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. 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.
5. 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.
6. 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.
7. 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.