

11 December 2020

Dear Shareholder

GRESHAM TECHNOLOGIES PLC (“GRESHAM” OR “COMPANY”) CIRCULAR AND 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. This letter is to notify you that a Circular and Notice of General Meeting is now available at www.greshamtech.com. It provides information on where you can find the document and is not a substitute for reading it.

General Meeting

The General Meeting is due to be held at the registered office of the Company at Aldermay House, 10-15 Queen Street, London EC4N 1TX at 11:00 on 30 December 2020.

Whilst, in normal circumstances, the Board values very highly the opportunity to meet Shareholders in person at a general meeting, due to the ongoing COVID-19 pandemic, following the enactment of compulsory measures prohibiting, among other things, public gatherings as well as all non-essential travel and social contact and the extension of the relevant provisions of the Corporate Insolvency and Governance Act 2020, the meeting will be held as a closed meeting with a minimum number of Directors and/or employee Shareholders present, such that the legal requirement to hold a quorate meeting will be satisfied, and no other Shareholders will be permitted to access, attend or participate in person.

Shareholders are accordingly strongly urged to appoint the Chairman of the General Meeting (rather than their own choice of person) as their proxy (either electronically or by post) as this is the only way to ensure their vote is counted. A copy of the Proxy Form is enclosed. Shareholders should also bear in mind that if they or any alternative proxy do, nonetheless, travel to attend the meeting in person, they would be denied entry based on prevailing circumstances.

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 this, 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 the Company’s Registrar, Equiniti on 0371 384 2208*.

Yours sincerely

Jonathan Cathie
Company Secretary

* Lines open 8.30am to 5.30pm, 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.