

2 April 2020

Dear Shareholder

GRESHAM TECHNOLOGIES PLC (“GRESHAM” OR “COMPANY”) ANNUAL FINANCIAL REPORT 2019 AND NOTICE OF ANNUAL GENERAL MEETING 2020

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 that the following documents are now available at www.greshamtech.com:

- Annual Financial Report 2019
- Notice of Annual General Meeting 2020
- Proxy Form 2020

Annual General Meeting (“AGM”)

The Annual General Meeting is due to be held at the offices of N+1 Singer Capital Markets Limited, One Bartholomew Lane, London EC2N 2AX, at 11.00 am on Thursday 14 May 2020. However, in light of the current COVID-19 (“Coronavirus”) situation and the related legal and other requirements of governmental authorities, the Company is keeping the practicalities of the location, date and format of the meeting under close review and it is possible these may change at short notice. Any such changes will be announced via RNS and we strongly recommend that shareholders monitor all Company announcements carefully.

However, whilst, in normal circumstances, the Board values very highly the opportunity to meet shareholders in person at the AGM, in light of the seriousness of the ongoing pandemic, and following the enactment of certain compulsory measures prohibiting, among other things, public gatherings of more than two people as well as all non-essential travel and social contact, attendance by shareholders in person at the AGM is likely not to be lawful or possible.

Accordingly, given the uncertainty around timeframes for resolving the current situation and unless this changes, we are presently requiring all shareholders not to seek to attend the AGM in person but, instead, to appoint the Chairman of the meeting (rather than their own choice of person) as their proxy (either electronically or by post) with their voting instructions. A copy of the Proxy Form is enclosed.

The Company is taking these precautionary measures to safeguard its shareholders’ and employees’ health and to enable the AGM to comply with current law. 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.

For these reasons, the business at the AGM will be curtailed to the formal business section only, with no wider presentations on business performance or Q&A. Our advisers and other guests have also been asked not to attend. 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 should be submitted to the Chairman via investorrelations@greshamtech.com.

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 2053*, 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 2053*.

Yours sincerely

Jonathan Cathie
Company Secretary

* Lines 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 7587. For those with hearing difficulties, a textphone is available on 0371 384 2255 for UK callers with compatible equipment.