



Private & Confidential

Dear Shareholder

1 September 2020

Request to send or supply documents in electronic form and to making documents available on a website

This document is important and requires your immediate attention. If you are in any doubt about the contents of this document, or as to what action you should take, you should seek your own financial advice from your stockbroker, solicitor, accountant or other independent adviser authorised under the Financial Services and Markets Act 2000.

The purpose of this letter is for OTAQ PLC (the “**Company**”) to seek your consent to sending or supplying you with documents and information in electronic form and by way of website publication.

In addition to obtaining your individual consent to communications by way of electronic form and website publication, the Company is required to obtain the authority of the members by way of ordinary resolution. A notice of annual general meeting (the “**AGM**”) of the Company is enclosed with this letter to convene a meeting at 8-3-4 Harpers Mill, South Road, White Cross, Lancaster, England, LA1 4XF on 25 September 2020 at 11am. An ordinary resolution seeking authority to send or supply documents or information to members or debt securities holders by making them available on a website or other electronic means is being proposed at the AGM (the “**Resolution**”). The Company already has provisions to allow electronic and website communications in its articles of association.

The Company would like to communicate with you electronically for the following reasons:

- (a) cutting back on hard copy paper printing is beneficial to the environment;
- (b) electronic communication is faster than hard copy postage, so you will receive information from the Company more promptly; and
- (c) sending documents electronically will increase shareholder value by saving on the Company’s printing and postage costs.

Please note that if you consent to receiving documents or information in electronic form or by website publication, you will remain entitled to a hard copy version of any document or information upon request. In addition, the Company may in certain circumstances choose to send you documents or information in hard copy rather than electronic form or by website publication.

Action required:

1. If you consent to the Company sending or supplying you with documents and information in electronic form, you should complete the attached Form A and return it to the Company at our offices at 8-3-4 Harpers Mill, South Road, White Cross, Lancaster, England, LA1 4XF (*for the attention of the company secretary*) in the stamped envelope provided for UK shareholders (an envelope is provided for non-UK shareholders). If you do not return this form to the Company, the Company will not be permitted to send or supply you with such documents and information in electronic form.
- 2.1 If you consent to the Company communicating with you by way of website publication, no further action is required. Subject to the Resolution being passed, you will be deemed to have agreed to the Company sending or supplying documents or information to you by making them available on a website following a period of 28 days beginning on the date of this letter.
- 2.2 If you do not consent to the Company communicating with you by way of website publication, you should complete the attached Form B and return it to the Company at our offices at 8-3-4 Harpers Mill, South Road, White Cross, Lancaster, England, LA1 4XF (*for the attention of the company secretary*) in the stamped envelope provided for UK shareholders (an envelope is provided for non-UK shareholders).

If the Company is permitted to proceed with website communications, it will notify you whenever it makes documents or information available on a website, giving you details of:

- (a) the address of the website;
- (b) the place on the website where the documents and information are located; and

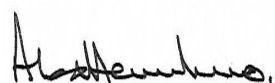
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E info@otaq.com

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(c) details of how to access the documents or information.

Yours faithfully

A handwritten signature in black ink, appearing to read "Alex Hambro".

Alex Hambro
Chairman

FORM A: Consent to communications in electronic form

I/We agree to the Company’s request to send or supply documents and information to me/us in electronic form.

My/Our email address for this purpose

is.....[Specify email address]

.....

Signed

.....

Shareholder name

.....

Date

FORM B: Objection to communications by way of website publication

I/We do not agree to the Company’s request to send or supply documents and information to me/us by way of website publication.

.....

Signed

.....

Shareholder name

.....

Date