

## Versarien Plc

### Note re procedure at AGM

#### Attendance

- A shareholder whose name is on the register of shareholders can attend and vote in person
- A shareholder whose name is on the register can appoint a proxy to attend and vote on their behalf by completing a proxy card
- A shareholder whose name is not on the register (held in a nominee account) can obtain a letter of representation for the shares he/she holds which will then entitle him/her to attend and vote in person, or ask their nominee to vote and appoint him/her as their proxy. This will still give them ability to attend and their votes will already be included upon their attendance
- A shareholder whose name is not on the register (held in a nominee account) can contact the nominee holder and ask them to vote by proxy as directed
- Shareholders whose shares are held in nominee accounts but without the proper authority to attend will, at the discretion of the Company, be allowed entry and to ask questions but not vote

#### Procedure for voting

- Resolutions will be put to the vote by a show of hands with the results of the proxy voting read out after the show of hands
- Persons entitled to attend will be given voting cards at the time of entry.
- Only those persons holding a voting card will be able to vote on a show of hands
- A poll may be taken if appropriate

#### Proxies for shares held by nominee

Effectively if someone holds shares via a Nominee there are two ways that the Nominee can vote on behalf of their underlying holder. They can either;

- A. Vote via CREST message instruction. We will receive this electronically and process immediately upon receipt
- B. Vote via proxy form (in the same way you would expect a certificated shareholder to vote). They can either post the original to us or send a scanned copy to [voting@shareregistrars.uk.com](mailto:voting@shareregistrars.uk.com)

The beneficial shareholder will need to get in touch with their Nominee (or CREST custodian) and advise them that they wish to vote at the upcoming AGM. As only the registered shareholder can vote the Nominee will then need to vote on their behalf by one of the aforementioned methods.

## COVID-19

The current COVID-19 status in the UK means that the AGM can proceed with reduced safety measures which are as follows:

- Face coverings must be worn at all times whilst moving around the building
- Attendees must register with the Registrar at the entrance to the meeting room. (If a queue forms please keep one metre apart)
- Coffee/tea will be available on a served basis using cardboard cups that should be disposed of in the bins provided
- Seating will be placed one metre apart and attendees are asked to take their seat and remain seated other than for using the toilets
- At the conclusion of the meeting attendees are asked to leave the building keeping in mind the need to wear face coverings

However, if this changes and the Government imposes a lockdown or other company general meeting limitations before the time of the AGM, it may be that the AGM will not be able to be held as is currently proposed, i.e. with shareholder attendance. In that case, the AGM will be held with the minimum permissible attendance (probably two shareholders who are also employees or directors of Versarien plc) and, if necessary, any other shareholders attending will have to be refused admittance to the AGM. However, any such action will depend on Government announcements and in the event that the AGM cannot be held in the normal manner, Versarien Plc will make an appropriate announcement on its website at [www.versarien.com](http://www.versarien.com) and via Regulatory Information Services.