

<<Insert name of Company>> (the Company)

To:

<<insert name of shareholder & address>>

<<Date>>

Dear <<insert name of shareholder>>

### Virtual and Hybrid General Meetings

The provisions introduced under the Companies and Governance Act 2020 to allow for purely virtual meetings due to the company's constitution, expired on [date]. The company will therefore no longer be able to hold closed meetings.

As there is some legal uncertainty regarding purely virtual general meetings, the Company has decided that given the current situation, it is still [necessary] [desirable] to limit physical attendance at general meetings and therefore it will hold all shareholder meetings as hybrid meetings.

A hybrid meeting is a meeting that is held at a physical location and electronically, providing shareholders with the option to attend either in person or virtually. For a hybrid meeting to be valid, all shareholders must be able to participate on an equal basis. As a small to medium-sized enterprise (SME) company, we do not consider that the shareholder engagement will be affected by shareholders attending general meetings.

A hybrid meeting is generally considered to be a valid meeting under the requirements of section 311 of the Companies Act 2006, which states that a meeting must be given.

It is considered in the best interests of the company and the shareholder body that shareholders carefully consider their attendance at general meetings, and other than those whose physical attendance is required, should consider attending meetings only by virtual means. In addition, it is strongly recommended to give the chairperson their proxy vote in relation to matters to be considered at the meeting.

All instructions in relation to virtual meetings will be sent to shareholders in advance of each meeting. Electronic platforms will be sent to shareholders in advance of each meeting.

### EITHER

The Company's articles of association require shareholders to be physically present to count as a valid meeting.

### OR

The Company proposes to amend its articles of association to expressly permit it to hold virtual or hybrid meetings.

Any change to this arrangement will be made by [letter/email].

Yours faithfully,

<< insert relevant name >>

[For and on behalf of <<Company Director Name>>]

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