

## 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 holds which will then entitle them to attend and vote in person, or ask their nominee to vote and appoint them as their proxy. This will still give them ability to attend but 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 be allowed entry and to ask questions but not to 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 either have been sent attendance cards in advance or have a letter of representation and have attendance cards issued at the time of entry.
- Only those persons holding an attendance card will be able to vote
- If the show of hands produces a different result from the proxy voting a poll will be called by the Chairman

#### Proxies for shares held by nominee

Effectively if someone holds shares via a Nominee there are two ways that the Nominee can vote. 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.