

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION. If you are in any doubt as to the action you should take, you are recommended to seek your own professional advice from your stockbroker, bank manager, solicitor, accountant or other independent financial adviser authorised under the Financial Services and Markets Act 2000 if you are resident in the United Kingdom or, if not, from another appropriate adviser.**

If you have sold or otherwise transferred all of your ordinary shares in Accsys Technologies PLC (the "Company"), please forward this document and the accompanying form of proxy to the purchaser or transferee or to the stockbroker, bank or other agent through whom the sale or transfer was effected, for transmission to the purchaser or transferee.

Persons holding their ordinary shares in Accsys Technologies PLC through Euroclear Nederland B.V. ("Euroclear") via banks and brokers are not included in the Company's register of members - such ordinary shares are included in the register of members under the name of Euroclear. If anyone who holds their ordinary shares through Euroclear wishes to (i) appoint the chair as proxy to attend, speak and vote on their behalf or (ii) give voting instructions without attending the Annual General Meeting, they must instruct Euroclear accordingly. To do this, they are advised to contact their bank or broker as soon as possible and advise them which of the two options they prefer. In all cases, the validity of the instruction will be conditional upon ownership of the shares at 6.00pm (UK time) on 16 September 2020.



## Accsys Technologies PLC

(Incorporated in England and Wales with registered no. 5534340)

# Notice of 2020 Annual General Meeting

Notice of the Annual General Meeting of the Company to be held by telephone on Friday, 18 September 2020 at 10.30 a.m. (UK time), is set out on pages 06 and 07 of this document. A form of proxy is also attached at the end of this document for use at the Annual General Meeting. Forms of proxy should be completed, signed, dated and returned to the Company's Registrars, SLC Registrars, by post at Elder House St Georges Business Park, Brooklands Road, Weybridge, Surrey, KT13 0TS or by sending a completed, signed and dated scanned version of the proxy form by email to [accsysproxy@davidvenus.com](mailto:accsysproxy@davidvenus.com) as soon as possible and in any event so as to be received not later than 48 hours before (excluding days which are not working days) the time fixed for the Annual General Meeting, being 10.30 a.m. (UK time) on Wednesday, 16 September 2020.

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[www.accsysplc.com](http://www.accsysplc.com)

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Brettenham House, 19 Lancaster Place,  
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Accsys Technologies PLC. Registered in England No: 05534340.

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# Letter from the Chairman of the Company

## Accsys Technologies PLC

(registered in England and Wales with registered no: 5534340)

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### Directors:

Patrick Shanley\* (Chairman)  
 Stephen Odell\* (Chairman Designate)  
 Rob Harris (Chief Executive Officer)  
 William Rudge (Finance Director)  
 Nick Meyer\*  
 Sue Farr\*  
 Sean Christie\*  
 Trudy Schoolenberg\*

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### Registered Office:

Brettenham House,  
 19 Lancaster Place,  
 London WC2E 7EN

(\* Non-Executive Director)

18 August 2020

Dear Shareholder,

## 2020 Annual General Meeting

I am writing to give you details of the resolutions to be proposed at this year's Annual General Meeting to be held telephonically at 10.30 a.m. (UK time) on Friday, 18 September 2020. These resolutions are set out in the Notice of Annual General Meeting on pages 06 and 07 of this document.

Shareholders should read the contents of this document in conjunction with the audited financial statements of the Company for the financial year ended 31 March 2020, together with the reports of the Directors and auditors thereon (all together, the "2020 Financial Statements") enclosed with this document.

## Impact of Coronavirus (COVID-19) on the Annual General Meeting

The Company is closely monitoring developments relating to the current outbreak of COVID-19, including the related public health guidance and legislation issued by the UK Government.

At the last practicable date prior to the publication of this Notice, the UK Government advice is, amongst other things, to help people to work from home and to maintain social distancing where possible.

The health and safety of our shareholders and colleagues is always our utmost priority. As provided for pursuant to the Corporate Insolvency and Governance Act 2020, and in line with guidance from The Chartered Governance Institute (July 2020, endorsed by The Department for Business, Energy and Industrial Strategy and the Financial Reporting Council) we have taken the decision to hold the Annual General Meeting as a closed meeting and shareholders and their proxies (other than the chair) will not be able to attend. The Company will make arrangements such that the legal requirements to hold the Annual General Meeting can be satisfied through the attendance of a minimum number of Directors or employees and the format of the Annual General Meeting will be purely functional.

Shareholders are therefore strongly encouraged to submit a proxy vote in advance of the Annual General Meeting. Details on how to submit your proxy vote by post are set out on page 08 of this Notice. Given the current restrictions on attendance, shareholders are encouraged to appoint the chair of the Annual General Meeting as their proxy rather than a named person who will not be permitted to attend the Annual General Meeting.

Notwithstanding the above, shareholder engagement remains important to your Company. We therefore encourage shareholders to submit any questions that they may otherwise have wished to raise in person at the Annual General Meeting to the Company in advance of the Annual General Meeting by email, addressed to: [agm2020@accsysplc.com](mailto:agm2020@accsysplc.com). We shall endeavour to respond to any questions as swiftly as possible.

This situation is constantly evolving, and the UK Government may change current restrictions or implement further measures relating to the holding of general meetings during the affected period. Any changes to the Annual General Meeting (including any change to the location of the Annual General Meeting) will be communicated to shareholders before the Annual General Meeting through our website at [www.accsysplc.com](http://www.accsysplc.com) and, where appropriate, by RIS announcement.

## Annual General Meeting

The resolutions set out below will be proposed at this year's Annual General Meeting. Resolutions 1 to 8 are to be proposed as ordinary resolutions. This means that for each of those resolutions to be passed, more than half of the votes cast must be in favour of the resolution. Resolutions 9 to 11 are proposed as special resolutions. This means that for each of those resolutions to be passed, at least three-quarters of the votes cast must be in favour of the resolution.

### Resolutions nos. 1-8

Resolutions nos. 1-8 to be proposed at the Annual General Meeting will each be proposed as an ordinary resolution as follows:

- i) the receipt and adoption of the audited financial statements of the Company for the financial year ended 31 March 2020 (resolution no. 1);
- ii) the approval of the Directors' Remuneration Report (excluding the Remuneration Policy) for the financial year ended 31 March 2020 (resolution no. 2);
- iii) the re-election of Stephen Odell who has been appointed by the Board since the last Annual General Meeting, and retires as a Director under article 94 of the Company's current articles of association and, being eligible, offers himself for re-election as a Director (resolution no. 3);
- iv) the re-election of Nick Meyer and Trudy Schoolenberg who retire by rotation as Directors under article 88 of the Company's current articles of association and, being eligible, offer themselves for re-election each as a Director at the Annual General Meeting (resolutions no. 4 and 5);
- v) the re-appointment of PricewaterhouseCoopers LLP as auditors of the Company (resolution no. 6);
- vi) the authorisation of the Directors to determine the auditors' remuneration (resolution no. 7); and
- vii) the renewal of authority for Directors to allot shares generally (resolution no. 8).

### Directors' Remuneration Report

As with previous years, this year's Remuneration Report is prepared under the UK regime for the reporting of executive pay which has applied to UK companies fully listed on the UK stock exchange from October 2013. Although we are quoted on AIM in the UK, our cross-listing on NYSE Euronext in the Netherlands and our UK incorporated status means that we come within the definition of a "quoted company" under the UK Companies Act 2006 (the "Act").

Accordingly, and exceptionally amongst AIM companies, we are therefore legally required to comply with the regime for the reporting and approval of directors' remuneration by UK quoted companies, including:

1. a binding vote on the directors' remuneration policy not less than once every three years; and
2. an advisory (non-binding) vote on the remainder of the Remuneration Report, which includes the implementation of our current remuneration policy for the year ended 31 March 2020.

Our remuneration policy was last approved by shareholders at the Annual General Meeting in September 2018 following a review of our remuneration framework and engagement with major investors. Limited changes were made to our Remuneration Policy in 2018 and your Board continues to believe that the Remuneration Policy implemented is appropriate and the remuneration structure and mechanisms align shareholder and Executive Director interests as we continue in a period of rapid growth.

We remain committed to pay at appropriate, but not excessive, levels and to reflect market practice amongst AIM companies.

## Letter from the Chairman of the Company continued

### Accsys Technologies PLC

(registered in England and Wales with registered no: 5534340)

#### Re-election of Directors

After 9 years as a Non-Executive Director and 4 years as your Chairman, I am stepping down as a Non-Executive Director and Chairman of the Company with effect from the end of the Annual General Meeting.

As previously announced, Stephen Odell was appointed, under a letter of appointment dated 18 May 2020, as a Non-Executive Director of the Company, effective from 23 June 2020 and as Chairman Designate. Stephen has joined Accsys following 38 years of service at Ford Motor Company, including extensive Board and Chair positions and brings with him a wealth of global operational experience. As a Director appointed since the previous Annual General Meeting in September 2019, under our Articles of Association, Stephen retires from office and offers himself up for re-election. Stephen's appointment as Chairman of Accsys will commence immediately after the end of the Annual General Meeting, subject to his re-election.

Trudy Schoolenberg acts as a Non-Executive Director and Senior Independent Director of the Company pursuant to a letter of appointment with the Company dated 5 February 2018. Nick Meyer acts as a Non-Executive Director of the Company pursuant to a letter of appointment dated 17 May 2011.

Whilst Mr Odell has only recently been appointed to the Board and has therefore not yet been subject to an annual performance evaluation, the performance of Dr Schoolenberg and Mr Meyer has been evaluated; each Director continues to be effective and continues to demonstrate commitment to their respective role. They therefore offer themselves up for re-election.

Further information about Stephen, Trudy and Nick can be found at pages 60 and 61 of the enclosed 2020 Annual Report and Financial Statements.

#### Renewal of Authority for Directors to allot shares generally

Resolution no. 8 will be proposed as an ordinary resolution to give the Directors a general authority, in accordance with section 551 of the Act, to allot shares. Paragraph (A) of this resolution would give the Directors the authority to allot ordinary shares or grant rights to subscribe for or convert any securities into ordinary shares up to an aggregate nominal amount equal to €2,737,914 (representing 54,758,285 ordinary shares of €0.05 each). This amount represents approximately one-third of the issued ordinary share capital of the Company as at the date of this document.

In line with guidance issued by the Investment Association, paragraph (B) of this resolution would give the Directors authority to allot ordinary shares or grant rights to subscribe for or convert any securities into ordinary shares in connection with a rights issue in favour of ordinary shareholders up to an aggregate nominal amount equal to €5,475,828 (representing 109,516,569 ordinary shares of €0.05 each), as reduced by the nominal amount of any shares issued under paragraph (A) of this resolution. This amount (before any reduction) represents approximately two thirds of the issued ordinary share capital of the Company as at the date of this document.

The authorities sought under paragraphs (A) and (B) of this resolution will expire at the conclusion of next year's Annual General Meeting or 15 months after the passing of the resolution (whichever is earlier).

This authority replaces the authority to allot shares generally as given to the Directors at last year's Annual General Meeting.

## Resolutions nos. 9–11

Resolutions nos. 9 to 11 are to be proposed as special resolutions - as follows:-

### **Resolution no. 9 – Renewal of Authority for Directors to allot shares for cash disapplying statutory pre-emption rights**

Resolution no. 9 will be proposed as a special resolution to authorise the Directors to allot ordinary shares for cash (otherwise than pro rata to existing shareholdings) in connection with a rights issue, open offer or any other pre-emptive offer in favour of the holders of ordinary shares which is made not strictly in accordance with section 561 of the Companies Act 2006 or otherwise up to a maximum aggregate nominal value of €821,374 (representing approximately 10% of the Company's issued ordinary share capital at the date prior to the printing of this document). This authority replaces the resolution passed at last year's Annual General Meeting and will expire at the conclusion of next year's Annual General Meeting or 15 months after the passing of the resolution (whichever is the earlier). The resolution will enable the Directors, at their discretion, to allot a limited number of equity securities for cash and also provide the Directors with greater flexibility to take advantage of business opportunities as they arise.

### **Resolution no. 10 – Authority to purchase own ordinary shares**

It is proposed by a special resolution (no. 10) that the Company be authorised to purchase up to 16,427,485 of its own ordinary shares in the market, representing approximately 10% of the current issued ordinary share capital of the Company, at a price at not less than the nominal value of the ordinary shares and not more than the highest of (i) 5% above the average of the middle market quotations of the Company's ordinary shares as derived from the London Stock Exchange Daily Official List for the 5 business days before the purchase is made and (ii) the higher of the price of the last independent trade and the highest current independent bid on the trading venues where the purchase is carried out. The authority would be given for the period ending on the date of next year's Annual General Meeting or 15 months after the passing of the resolution (whichever is the earlier) and it is anticipated that a resolution for the renewal of such authority will be proposed at each future Annual General Meeting.

Whilst the Directors have no present intention of making such purchases, it is considered prudent to have this authority so as to be able to act at short notice if circumstances change. The authority would however only be exercised if the Directors believe that to do so would result in an increase in earnings per share and would be in the best interests of shareholders generally.

Options over an aggregate of 4,931,331 ordinary shares in the Company under the Company's existing Share Option Schemes and Long-Term Incentive Plan were outstanding as at the date of this document representing approximately 3.00% of the Company's issued share capital at that date and which would represent 3.34% of the Company's issued share capital if the proposed authority being sought at the 2020 Annual General Meeting to buy back 16,427,485 ordinary shares was exercised in full.

The resolution will also permit the Company to purchase its own shares to hold as 'treasury shares'. As at the date of this document the Company did not hold any of its ordinary shares as treasury shares.

The Directors would consider holding as treasury shares any shares which the Company purchases pursuant to the authority proposed to be granted by resolution no. 10.

## Letter from the Chairman of the Company continued

### Accsys Technologies PLC

(registered in England and Wales with registered no: 5534340)

#### **Resolution no. 11 – Notice period for calling a general meeting**

Resolution 11 will also be proposed as a special resolution. Changes made to the Companies Act 2006 by the Shareholders' Rights Regulations increase the notice period required for general meetings of the Company to 21 days unless shareholders approve a shorter notice period, which cannot however be less than 14 clear days (Annual General Meetings will continue to be held on at least 21 clear days' notice).

Resolution 11 seeks approval for a shorter notice period of 14 days. The shorter notice period would not be used as a matter of routine for such meetings, but only where the flexibility is merited by the business of the meeting and is thought to be to the advantage of shareholders as a whole.

The approval will be effective until the Company's next Annual General Meeting, when it is intended that a similar resolution will be proposed.

#### **Action to be taken in respect of Annual General Meeting**

Shareholders will find enclosed with this document a form of proxy for use at the Annual General Meeting. As stated on page 1 of this document, due to COVID-19, the Annual General Meeting will proceed as a closed meeting and shareholders will not be able to attend. You are therefore requested to complete, sign, date and return the form of proxy so as to reach the Company's Registrars, SLC Registrars, by post at Elder House St Georges Business Park, Brooklands Road, Weybridge, Surrey, KT13 0TS or by sending a completed, signed and dated scanned version of the proxy form by email to [accsysproxy@davidvenus.com](mailto:accsysproxy@davidvenus.com) as soon as possible and in any event not later than 48 hours before the time appointed for the Annual General Meeting (excluding days which are not working days), being 10.30 a.m. (UK time) on Wednesday, 16 September 2020.

#### **Recommendation**

Your Directors are unanimously in favour of resolutions nos. 1-11 (inclusive) to be proposed at this year's Annual General Meeting, which they consider to be in the best interests of the shareholders of the Company as a whole. Accordingly, your Directors unanimously recommend shareholders to vote in favour of those resolutions at the Annual General Meeting, as they intend to do in respect of any of their own beneficial holdings of ordinary shares over which they have direct or indirect control.

Yours faithfully,



**Patrick Shanley**

**Chairman**

Accsys Technologies PLC

# Notice of Annual General Meeting

## Accsys Technologies PLC

(registered in England and Wales with registered no: 5534340)

**NOTICE IS HEREBY GIVEN** that the thirteenth **ANNUAL GENERAL MEETING** of the Company will be held by telephone on Friday, 18 September 2020 at 10.30 a.m. (UK time) at which the following resolutions will be proposed, in the case of resolutions nos. 1 to 8 (inclusive) as ordinary resolutions and, in the case of resolutions nos. 9 to 11, as special resolutions:-

### ORDINARY RESOLUTIONS

1. **THAT** the audited financial statements of the Company for the financial year ended 31 March 2020 together with the reports of the Directors and auditors thereon (the "2020 Financial Statements") be received and adopted.
2. **THAT** the Directors' Remuneration Report for the financial year ended 31 March 2020, excluding the Directors' Remuneration Policy, set out on pages 78 to 80 of the Directors' Remuneration Report within the 2020 Financial Statements, be approved.
3. **THAT** Stephen Odell be re-elected as a Director.
4. **THAT** Trudy Schoolenberg be re-elected as a Director.
5. **THAT** Nick Meyer be re-elected as a Director.
6. **THAT** PricewaterhouseCoopers LLP be re-appointed as independent auditors of the Company to hold office until the conclusion of the next Annual General Meeting of the Company before which accounts of the Company are laid.
7. **THAT** the Directors be authorised to determine the remuneration of the independent auditors.
8. **THAT** the Directors be and are hereby generally and unconditionally authorised in accordance with section 551 of the Companies Act 2006 (the "**Act**") to allot shares in the Company and to grant rights to subscribe for or convert any security into shares in the Company:
  - (A) up to a nominal amount of €2,737,914 (such amount to be reduced by the nominal amount allotted or granted under paragraph (B) below in excess of such sum); and
  - (B) comprising equity securities (as defined in section 560(1) of the Act) up to a nominal amount of €5,475,828 (such amount to be reduced by any allotments or grants made under paragraph (A) above) in connection with an offer by way of a rights issue:
    - (i) to ordinary shareholders in proportion (as nearly as may be practicable) to their existing holdings; and
    - (ii) to holders of other equity securities as required by the rights of those securities or as the Board otherwise considers necessary,
 and so that the Board may impose any limits or restrictions and make any arrangements which it considers necessary or appropriate to deal with treasury shares, fractional entitlements, record dates, legal, regulatory or practical problems in, or under the laws of, any territory or any other matter,

provided that this authority shall expire on the date of the Annual General Meeting of the Company to be held in 2021 or, if earlier, the date being 15 months after the passing of this resolution (unless and to the extent that such authority is renewed or extended prior to such date) but so that the Company may before the expiry of such period make an offer or agreement which would or might require equity securities to be allotted or rights to subscribe for or convert securities into shares to be granted after the expiry of such period and the Directors may allot equity securities or grant rights to subscribe for or convert securities into shares pursuant to such an offer or agreement as if the authority conferred hereby had not expired. This authority shall be in substitution for any existing or previous authorities granted in this regard by the Company.

# Notice of Annual General Meeting continued

## Accsys Technologies PLC

(registered in England and Wales with registered no: 5534340)

### SPECIAL RESOLUTIONS

9. **THAT** the Directors be and are hereby empowered pursuant to section 570 of the Act to allot equity securities (within the meaning of section 560 of the Act) of the Company for cash pursuant to the general authority conferred on the Directors pursuant to resolution no. 8 of the notice of Annual General Meeting of which this resolution forms part and/or to sell ordinary shares held by the Company as treasury shares for cash as if section 561(1) of that Act did not apply to such allotment and/or sale, provided that this power shall be limited to the allotment of equity securities and/or sale of treasury shares:-

(a) in connection with or pursuant to a rights issue, open offer or any other pre-emptive offer in favour of the holders of ordinary shares and other persons entitled to participate therein in proportion (as nearly as may be) to their respective holdings of ordinary shares (or, as appropriate, the number of ordinary shares which such other persons are for those purposes deemed to hold), subject only to such exclusions or other arrangements as the Directors may consider necessary or expedient to deal with record dates, fractional entitlements or legal, regulatory or practical problems under the laws of any territory or the regulations or requirements of any regulatory body or any stock exchange in any territory; - and

(b) (other than pursuant to sub-paragraph 9(a) above) up to an aggregate nominal amount of €821,374; and such power shall expire on the date of the Annual General Meeting of the Company to be held in 2021 or, if earlier, the date being 15 months after the passing of this resolution, but so that the Company may before such expiry make an offer or agreement which would or might require equity securities to be allotted and/or treasury shares to be sold after such expiry and the Directors may allot equity securities or sell treasury shares in pursuance of such offer or agreement as if the power conferred hereby had not expired. This power shall be in substitution for any previous powers granted in this regard by the Company.

10. **THAT** the Company be and is hereby generally and unconditionally authorised for the purposes of Section 701 of the Act to make one or more market purchases (as defined by section 693(4) of the Act) of ordinary shares of €0.05 each in the capital of the Company ("ordinary shares") provided that:-

(a) the maximum aggregate number of ordinary shares authorised to be purchased is 16,427,485 ordinary shares;

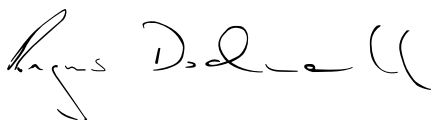
(b) the minimum price which shall be paid for the ordinary shares is €0.05 for each, and the maximum price (exclusive of expenses) which may be paid for such shares is the highest of (i) an amount equal to 5 per cent above the average of the middle market quotations derived from the London Stock Exchange Daily Official List for the 5 business days before the purchase is made and (ii) the higher of the price paid of the last independent trade and the highest current independent bid on the trading venues where the purchase is carried out;

(c) unless previously renewed, varied or revoked, the authority hereby conferred shall expire at the conclusion of the Annual General Meeting of the Company to be held in 2021 or 15 months after the date of passing of this resolution (whichever is the earlier); and

the Company may, before such expiry, make a contract to purchase its own shares under the authority hereby conferred which will or may be executed wholly or partly after the expiry of such authority, and may make a purchase of its own shares in pursuance of such a contract as if the power had not ended.

11. **THAT** a general meeting of the Company, other than an annual general meeting, may be called on not less than 14 clear days' notice.

By Order of the Board:



**Angus Dodwell**  
Company Secretary

18 August 2020

**Registered Office:**

Brettenham House  
19 Lancaster Place  
London, WC2E 7EN

Registered in England  
and Wales No. 5534340



## Notes

1. The health and safety of our shareholders and colleagues is always our utmost priority and therefore we have taken the decision to hold the Annual General Meeting as a closed meeting and shareholders and their proxies (other than the chair) will not be able to attend.
2. Any member of the Company entitled to vote at this Annual General Meeting may appoint the chair as proxy to exercise all or any of his or her rights to vote at the meeting. Given the current restrictions on attendance, a proxy other than the chair will not be permitted to attend the meeting.
3. As members are unable to attend the Annual General Meeting, a form of proxy is enclosed which to be valid should be completed, signed, dated and returned, along with any power of attorney or other authority under which it is signed, to the Company's Registrars, SLC Registrars, by post at Elder House St Georges Business Park, Brooklands Road, Weybridge, Surrey, KT13 0TS or by sending a completed, signed and dated scanned version of the proxy form by email to accsysproxy@davidvenus.com by 10.30 a.m. (UK time) on Wednesday, 16 September 2020, being 48 hours (excluding days which are not working days) before the time fixed for the Annual General Meeting, or if the Annual General Meeting is adjourned, such time being not more than 48 hours prior to the time fixed for the adjourned meeting excluding days which are not working days.
4. Any person to whom this Notice is sent who is a person nominated under section 146 of the Companies Act 2006 to enjoy information rights (a "**Nominated Person**") may, under an agreement between him/her and the shareholder by whom he/she was nominated have a right to be appointed (or to have someone else appointed) as a proxy for the Annual General Meeting. If a Nominated Person has no such proxy appointment right or does not wish to exercise it, he/she may, under any such agreement, have a right to give instructions to the shareholder as to the exercise of voting rights.
5. The statement of the rights of shareholders in relation to the appointment of proxies in notes 2 and 3 does not apply to Nominated Persons. The rights described in these paragraphs can only be exercised by shareholders of the Company.
6. Pursuant to Regulation 41 of the Uncertified Securities Regulations 2001, only those members who have been entered on the Company's register of members by 6.00pm (UK time) on 16 September 2020, or, if the Annual General Meeting is adjourned, such time being not more than 48 hours prior to the time fixed for the adjourned meeting excluding days which are not working days, shall be entitled to vote at the Annual General Meeting and only in respect of the number of ordinary shares in the Company registered in their name at that time. Changes to entries on the Company's register of members after that time will be disregarded in determining the rights of any person to vote at the Annual General Meeting.
7. As at the close of business on the date of this document, the Company's issued ordinary share capital comprised 164,274,854 ordinary shares of €0.05 each. Each ordinary share carries the right to one vote at a general meeting of the Company and therefore the total number of voting rights in the Company as at the date of this document is 164,274,854.
8. Persons holding their ordinary shares of €0.05 each in the Company through Euroclear Nederland B.V. ("**Euroclear**") via banks and brokers are not included in the Company's register of members - such ordinary shares are included in the register of members under the name of Euroclear. If anyone who holds their ordinary shares through Euroclear wishes to (i) appoint the chair as proxy to vote on their behalf or (ii) give voting instructions without attending the Annual General Meeting, they must instruct Euroclear accordingly. To do this, they are advised to contact their bank or broker as soon as possible and advise them which of the two options they prefer. In all cases, the validity of the instruction will be conditional upon ownership of the shares at 6.00pm (UK time) on 16 September 2020.

## Notes continued

9. Copies of the service contracts, consultancy deeds and engagement letters of all the Directors of the Company will be available for inspection at the registered office of the Company during normal business hours on any weekday (Saturdays and public holidays excepted) from the date of this document until the close of the Annual General Meeting, and at the place of the Annual General Meeting for at least 15 minutes prior to and during the Annual General Meeting.
10. Under section 527 of the Companies Act 2006 members meeting the threshold requirements set out in that section have the right to require the company to publish on a website a statement setting out any matter relating to: (i) the audit of the Company's accounts (including the auditor's report and the conduct of the audit) that are to be laid before the Annual General Meeting; or (ii) any circumstance connected with an auditor of the Company ceasing to hold office since the previous meeting at which annual accounts and reports were laid in accordance with section 437 of the Companies Act 2006. The Company may not require the shareholders requesting any such website publication to pay its expenses in complying with sections 527 or 528 of the Companies Act 2006. Where the Company is required to place a statement on a website under section 527 of the Companies Act 2006, it must forward the statement to the Company's auditor not later than the time when it makes the statement available on the website. The business which may be dealt with at the Annual General Meeting includes any statement that the Company has been required under section 527 of the Companies Act 2006 to publish on a website.
11. Shareholder engagement remains important to your Company. We therefore encourage shareholders to submit any questions that they may otherwise have wished to raise in person at the Annual General Meeting to the Company by email, addressed to: [agm2020@accsysplc.com](mailto:agm2020@accsysplc.com). We shall endeavour to respond to any questions as swiftly as possible. The company reserves the right not to answer any questions submitted if (a) to do so would interfere unduly with the preparation for the Annual General Meeting or involve the disclosure of confidential information, (b) the answer has already been given on a website in the form of an answer to a question, or (c) it is undesirable in the interests of the company or the good order of the Annual General Meeting that the question be answered.
12. A copy of this Notice, and other information required by section 311A of the Companies Act 2006, can be found at [www.accsysplc.com](http://www.accsysplc.com).
13. You may not use any electronic address provided in either this Notice of Annual General Meeting or any related documents (including the proxy form) to communicate with the Company for any purposes other than those expressly stated.





**Registered Office:**

Brettenham House  
19 Lancaster Place  
London, WC2E 7EN

Registered in England  
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