

22 March 2023

Dear shareholder,

## **Synectics plc (the 'Company') 2022 Annual Report and Financial Statements and 2023 Annual General Meeting ('AGM')**

Please accept this letter as notification that the Company's Annual Report and Financial Statements for the year ended 30 November 2022 and notice of the 2023 AGM have now been published on the Company's website at [www.synecticsplc.com](http://www.synecticsplc.com).

### **AGM attendance**

The Company's AGM will be held at Synectics House, 3-4 Broadfield Close, Sheffield S8 0XN on Thursday 27 April 2023 at 11.00am.

**If you wish to attend the AGM in your capacity as a shareholder, please register your interest with the Company Secretary, Claire Stewart at [legalandsecretarial@synecticsplc.com](mailto:legalandsecretarial@synecticsplc.com) or on 0114 280 2828.**

When attending the AGM, please bring this letter with you and, upon arrival, show it to the Company's representative to facilitate your entry to the meeting.

### **Proxy voting**

This letter does not contain the full details of the resolutions to be tabled at the AGM. These are contained in the notice of AGM and should be read before you complete your vote. The Directors consider that the proposed resolutions contained in the notice of AGM are in the best interests of the Company and shareholders as a whole, and unanimously recommend that you vote in favour of them, as they intend to do in respect of their own shareholdings.

### **You are encouraged to vote electronically using the link [www.signalshares.com](http://www.signalshares.com)**

To vote, please use the link to log into your Signal Shares account or register if you have not previously done so. To register you will need your investor code; this is detailed on your share certificate or available from our Registrar, Link Group. Proxy votes must be received by Link Group by **no later than 11.00am on 25 April 2023**.

Link Group has launched a shareholder app: LinkVote+. It's free to download and use and gives shareholders the ability to access their shareholding record at any time and allows users to submit a proxy appointment quickly and easily online rather than through the post. The app is available to download on both the Apple App Store and Google Play, or by scanning the relevant QR code below.



If you are an institutional investor, you may be able to appoint a proxy electronically via the Proxymity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proxymity, please go to [www.proxymity.io](http://www.proxymity.io)

Your proxy must be lodged by 11.00am on 25 April 2023 in order to be considered valid or, if the meeting is adjourned, by the time which is 48 hours before the time of the adjourned meeting. Before you can appoint a proxy via this process you will need to have agreed to Proxymity's associated terms and conditions. It is important that you read these carefully as you will be bound by them, and they will govern the electronic appointment of your proxy. An electronic proxy appointment via the Proxymity platform may be revoked completely by sending an authenticated message via the platform instructing the removal of your proxy vote.

Voting by proxy prior to the 2023 AGM does not affect your right to attend the 2023 AGM and vote in person should you so wish. Proxy votes must be received by **no later than 11.00am on 25 April 2023**.

If you need help with voting online, or require a paper proxy form, please contact Link Group, on 0371 664 0300. Calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 9.00am and 5.30pm, Monday to Friday excluding public holidays in England and Wales.

Thank you for your continued support as a shareholder of Synectics plc.

Yours sincerely

Craig Wilson, Chairman

### **Synectics plc**

Synectics House  
3-4 Broadfield Close  
Sheffield  
S8 0XN

T +44 (0) 114 280 2828  
E [info@synecticsplc.com](mailto:info@synecticsplc.com)  
W [synecticsplc.com](http://synecticsplc.com)