

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

If you have sold or otherwise transferred all of your holding of shares in Synectics plc, please send this letter as soon as possible to the stockbroker, bank or other agent through whom the sale or transfer was effected for delivery to the purchaser or transferee. If you have sold or otherwise transferred only part of your holding you should retain this letter.

8 January 2018

Dear Shareholder

**Important information regarding communications with shareholders of Synectics plc**

Under the provisions of the Companies Act 2006 and the Articles of Association of Synectics plc (the "Company"), the Company may send documents, notices and information to its shareholders by means of a website.

Therefore, in future, our proposal is to send documents, notices and information such as the Annual Report and Accounts and Interim Reports to you by publishing them on the Company's website at [www.synecticsplc.com](http://www.synecticsplc.com).

Reducing the number of hard copy documents sent by post will deliver significant savings to the Company in terms of administration, printing and postage costs, as well as speeding up the provision of information to shareholders. The reduced use of paper and resources used in distribution will also have environmental benefits.

To sanction such website publication, company law and the Articles of Association of the Company require that shareholders are individually asked to consent to this method of publication of documents and information. Please treat this letter as the Company's request for your individual consent.

Please note that if you consent to website publication we will notify you when documents and information are available to access on the Company's website. This notification will be sent to you, together with any applicable Forms of Proxy, **by post**.

**Actions to be taken in response to this letter**

If you wish to consent to website publication, you do not need to take any action in response to this letter.

**However, if you wish to continue to receive hard copies of documents and information from the Company, you must return the reply slip enclosed to our Registrars. If you do not return this slip by Monday 5 February 2018, the Companies Act 2006 allows us to assume that you have agreed that the documents and information referred to in this letter can be sent to you by publishing them on the Company's website.**

Yours faithfully

A handwritten signature in black ink, appearing to read "Richard Brierley".

Richard Brierley  
Company Secretary