

**This document is important and requires your immediate attention. If you are in any doubt as to what action you should take, you are recommended to seek your own financial advice from your stockbroker or other independent adviser authorised under the Financial Services and Markets Act 2000. If you have sold or transferred all of your shares in SigmaRoc plc (the Company), please forward this document, together with the accompanying documents, as soon as possible 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.**

20 April 2020

Dear shareholder,

### **Electronic communications**

The Company's articles of association (Articles) allow communications to shareholders in electronic form and, in addition, they permit the Company to take advantage of the provisions of the Companies Act 2006 relating to website communications.

The Board now wishes to implement this regime.

Under the provisions of the Companies Act 2006, we are required to ask you individually to confirm your agreement to the Company sending or supplying documents and information, such as the annual accounts and interim accounts, to you by electronic form or placing such documents and information on [www.sigmaroc.com](http://www.sigmaroc.com) (the Website).

Increased use of electronic communications will improve the speed in which shareholders receive information and the limited use of paper will also have environmental benefits. It also provides the Company with more options to communicate with shareholders during periods of uncertainty, such as we are currently experiencing in relation to the Coronavirus pandemic.

As referred to above, the Articles permit communications in electronic form and via a website and one of the following three scenarios can apply to you:

**Scenario A – Documents and information will be sent to you by electronic form (i.e. email)**

If you prefer to receive documents and information by email, please sign and complete Section A of the Electronic Communications Reply Slip enclosed and return it in the pre-paid envelope provided. Please insert your email address into the appropriate place in **Section A**.

If your email address changes, please notify us of your new email address as soon as possible by email to [enquiries@shareregistrars.uk.com](mailto:enquiries@shareregistrars.uk.com) or in writing to the Company Secretary, Heytesbury Corporate LLP.

**Scenario B - Documents and information will be sent to you by post**

If you prefer to receive the documents and information in paper form rather than via email or the Website, please sign and complete **Section B** of the Electronic Communications Reply Slip enclosed and return it in the pre-paid envelope provided.

**Scenario C - Documents and information will be placed on the Website and you will be notified of this by post**

If we do not receive any response from you within 28 days of the date of this letter, then you will be taken to have agreed (under paragraph 10 of Schedule 5 to the Companies Act 2006) that the Company may send or supply the documents and information to you via the Website. Therefore, if you agree to the Company sending or supplying documents and information to you via the Website, you need take no further action in relation to this part of the letter.

In order to access the documents and information on the Website, you will need access to the internet through web browser software (such as Google Chrome or Safari) and Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can download a free copy from [www.adobe.com](http://www.adobe.com).

We will notify you when the documents and information are available to access on the Website by post and we will provide you with:

- the address of the Website;
- the place on the Website where the documents and information may be accessed; and
- details of how to access the documents and information.

If the Company is required to restrict the sending of any documents or information to any shareholders within the European Economic Area (EEA) (other than the UK), for example due to the local laws of the EEA country in which the particular shareholders are resident or otherwise located, we will not be permitted to use electronic means to communicate with any shareholders holding shares of the same class as those shareholders within the EEA (other than the UK). In any such case, we will send you hard copies of any documents or information.

Yours faithfully,

Heytesbury Corporate LLP  
Company Secretary

