## **::**GENinCode

GENinCode plc One, St Peter's Square, Manchester M2 3DE UK

23 May 2022

Dear Sirs and/or Madam

## Request to send or supply documents and information via a website and/or in electronic form

**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.

This letter accompanies the Notice to Members of the Annual General Meeting of GENinCode plc to be held on 23 June 2022, at 2.00 p.m.

The articles of association of the Company (Article 40.3.2) entitles the Company to send any documents or notices to its members by means of a website and any such documents or notices will be validly sent provided that, *inter alia*:

- a) the member has expressly agreed (generally or specifically) that documents or notices may be sent by means of a website to him or he has been asked (individually) to agree that documents and notices can be sent by means of a website and the Company has received no response to that request within 28 days from the date on which the request was sent; and
- b) the member is notified of the presence of the documents on the website, the address of the website, the place on the website where the documents may be accessed and how they may be accessed.

Such documents and information are expected to include (without limitation) annual financial statements including directors and auditors reports, directors remuneration report, notice of annual general meetings and other general meetings, and any other documents included with any notice of general meeting or the Company's interim financial statements and any letters and circulars to shareholders.

Increased use of electronic communications will deliver 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 will also have environmental benefits.

Accordingly under the provisions of the Companies Act 2006 and the Company's Articles of Association, we are required to ask you individually to confirm your agreement to the Company sending or supplying documents or information to you as a member of the Company via the Company's website www.genincode.com (the Website). If we do not receive a 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 and in accordance with the provisions of Article 40.3.2 of the Company's Articles of Association) that the Company may send or supply documents and information to you via the Website.

Therefore, if you agree to the Company sending or supplying the documents or information to you via the Website, you need take no further action in relation to this part of the letter. If you would prefer to receive documents and information in paper form rather than via the Website, you will need to let us know by completing the reply slip at the end of this letter and returning it to the Company at the above address.

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

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

If the Company is required to restrict the sending of any documents or information to any shareholder within the European Economic Area (EEA), 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 such shareholders. In any such case, we will send you hard copies of the documents and information.

Please also confirm your agreement to the Company sending or supplying documents and information to you in electronic form. If you agree to this, please provide your electronic address, for example an email address, for these purposes.

Please note that there may be particular circumstances in which the Company needs to send documents or information to you in hard copy rather than by the Website or email, in which case the Company reserves the right to do so.

Please detach the reply slip below and sign and return it to the Company at the above address, indicating your consent to the Company sending or supplying documents and information to you in electronic form (in accordance with paragraph 6 of Schedule 5 to the Companies Act 2006 and Article 40.3.2 of the Company's Articles of Association). Please also provide details of your email address for this purpose in the space provided on the reply slip.

Yours faithfully

On behalf of GENinCode plc

Return to:

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GENinCode plc c/o Link Group 10th Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL

I/we agree to the Company's request to send or supply documents and information to me/us in electronic form. My/our address for such purposes is

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Signature

.....

..... Date

Print Name of Shareholder

\* Recipient to insert email address

## ONLY COMPLETE IF REQUIRED.

## **RETURN TO**

GENinCode plc c/o Link Asset Services The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU

I/we elect to continue to receive documents and information in hard copy from the Company by post.

Signature

Date

Print Name