THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION. IF YOU ARE IN ANY DOUBT AS TO WHAT ACTION TO TAKE YOU ARE RECOMMENDED TO CONSULT YOUR STOCKBROKER, SOLICITOR, ACCOUNTANT OR OTHER INDEPENDENT ADVISER AUTHORISED UNDER THE FINANCIAL SERVICES AND MARKETS ACT 2000.

If you have sold or transferred all of your ordinary shares in Arcontech Group PLC, you should pass this document, together with the accompanying form of proxy and other documents enclosed herein, to the person through whom the sale or transfer was made for transmission to the purchaser or transferee.

# ARCONTECH GROUP PLC NOTICE OF ANNUAL GENERAL MEETING

### **Notice of Annual General Meeting**

Notice of the annual general meeting which has been convened for 10.00am on 26 September 2017 at the offices of the Company at 1<sup>st</sup> Floor, 11-21 Paul Street, London EC2A 4JU is set out at pages 4 and 5 of this document.

To be valid, forms of proxy must be completed and returned in accordance with the instructions printed thereon, so as to be received by the Company's registrar Capita Asset Services as soon as possible and in any event not later than 10.00am on 24 September 2017.

#### ARCONTECH GROUP PLC

(Incorporated and registered in England and Wales under company number 4062416)

#### **Registered Office**

1<sup>st</sup> Floor 11-21 Paul Street London EC2A 4JU

11 August 2017

To the Holders of Arcontech Group PLC Shares

Dear Shareholder,

#### **Notice of Annual General Meeting**

I am pleased to be writing to you with details of our annual general meeting (**AGM**) which we are holding at the Company's offices at 1<sup>st</sup> Floor, 11-21 Paul Street, London EC2A 4JU at 10.00am on 26 September 2017. The formal notice of the AGM is set out on pages 4 and 5 of this document.

If you would like to vote on the resolutions but cannot attend the AGM, please fill in the proxy form enclosed with this notice and return it to the Company's registrars, Capita Asset Services PXS, 34 Beckenham Road, Beckenham, Kent, BR3 4ZF, as soon as possible. They must receive it by not later than 10.00am on 24 September 2017.

Explanatory notes on all the business to be considered at this year's AGM can be found on pages 6 to 7.

#### Dividend

Having completed the cancellation of the share premium account (creating positive distributable reserves) and the share consolidation, I am pleased to announce that subsequent to the year-end we agreed to propose, subject to approval at the Annual General Meeting, to pay a maiden dividend of 1 penny per share for the year ended 30 June 2017, to those shareholders on the register as at the close of business on 25 August 2017, with an exdividend date of 24 August 2017. The dividend will be paid on 29 September 2017.

#### Recommendation

The board considers that all of the resolutions are in the best interests of the Company and its shareholders as a whole and are most likely to promote the success of the Company for the benefit of its shareholders as a whole. Accordingly, the board unanimously recommends that you vote in favour of all resolutions.

Yours Sincerely

Richard Last Chairman

### EXPECTED TIMETABLE OF PRINCIPAL EVENTS

Shares become ex-dividend	24 August 2017		
Record date for dividend	25 August 2017		
Notice of AGM posted to Shareholders	25 August 2017		
Latest time and date for receipt of Forms of Proxy	10.00am on 24 September 2017		
Annual general meeting	10.00am on 26 September 2017		
Payment of dividend	29 September 2017		

## **Notice of Annual General Meeting**

#### ARCONTECH GROUP PLC Company Number 4062416

**NOTICE IS HEREBY GIVEN** that the annual general meeting of Arcontech Group PLC (the "**Company**") will be held at the Company's offices, 1<sup>st</sup> Floor, 11-21 Paul Street, London EC2A 4JU at 10.00am on 26 September 2017 to consider, and if thought fit, pass the Ordinary and Special Resolutions specified below:

#### **Ordinary Business**

That the following resolutions be considered as Ordinary Resolutions:

- 1. **THAT** the audited financial statements of the Company for the financial year ended 30 June 2017 together with the reports on those financial statements of (i) the directors of the Company (the "**Directors**") and (ii) the auditors of the Company (the "**Auditors**") be received and adopted.
- 2. **THAT** Nexia Smith & Williamson be reappointed as Auditors to hold office until the conclusion of the next general meeting at which financial statements are laid before the Company, and that the Directors be authorised to determine their remuneration.
- 3. **THAT** Matthew Jeffs, who retires by rotation under Article 106 of the Company's articles of association and, who being eligible, offers himself to be re-elected as Director, be re-elected a director of the Company.
- 4. **THAT** Richard Last, who retires having been in office for 10 years, and, who being eligible, offers himself to be re-elected as Director, be re-elected a director of the Company.
- 5. **THAT** Louise Barton, who retires having been in office for 10 years, and, who being eligible, offers herself to be re-elected as Director, be re-elected a director of the Company.
- 6. **THAT** a final dividend of 1 penny per ordinary share be declared and paid in respect of the financial year of the Company ended 30 June 2017, payable on 29 September 2017, to ordinary shareholders whose names appear in the register of members at the close of business on 25 August 2017.

#### **Special Business**

That the following resolution be considered as an Ordinary Resolution:

7. **THAT** in accordance with section 551 of the Companies Act 2006 ("2006 Act"), the Directors of the Company ("Directors") be generally and unconditionally authorised to allot shares in the Company or grant rights to subscribe for or to convert any security into shares in the Company ("Rights") up to an aggregate nominal amount of £600,000 provided that this authority shall, unless renewed, varied or revoked by the Company, expire on the day falling fifteen months after the passing of this resolution or at the conclusion of the annual general meeting of the Company to be held in the calendar year 2018 (whichever is earlier) save that the Company may, before such expiry, make an offer or agreement which would or might require shares to be allotted or Rights to be granted and the Directors may allot shares or grant Rights in pursuance of such offer or agreement notwithstanding that the authority conferred by this resolution has expired.

This authority is in substitution for all previous authorities conferred on the Directors in accordance with section 551 of the 2006 Act.

THAT the following resolution be considered as a Special Resolution:

8. **THAT** subject to the passing of the resolution 7 above and in accordance with section 570 of the 2006 Act, the directors of the Company ("**Directors**") be generally empowered to allot equity securities (as defined in section 560 of the 2006 Act) pursuant to the authority conferred by resolution 7, as if section 561(1) of the 2006 Act did not apply to any such allotment, provided that this power shall:

# **Notice of Annual General Meeting (continued)**

- 8.1 be limited to the allotment of equity securities up to an aggregate nominal amount of £600,000; and
- 8.2 expire on the day falling fifteen months after the passing of this resolution or at the conclusion of the annual general meeting of the Company to be held in the calendar year 2018 (whichever is earlier) (unless renewed, varied or revoked by the Company prior to or on that date) save that the Company may, before such expiry make an offer or agreement which would or might require equity securities to be allotted after such expiry and the Directors may allot equity securities in pursuance of any such offer or agreement notwithstanding that the power conferred by this resolution has expired.

By Order of the Board	Registered Office: 1st Floor
	11-21 Paul Street
	London
	EC2A 4JU
Michael Levy	
Secretary	

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11 August 2017

### **Notice of Annual General Meeting (continued)**

#### EXPLANATORY NOTES TO EACH RESOLUTION

The following notes give an explanation of the proposed resolutions

#### **Ordinary Resolutions**

Resolutions 1 to 7 (inclusive) are 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.

#### Report and Accounts (Resolution 1)

The directors of the Company must present the accounts to the meeting.

#### Reappointment and Remuneration of Auditors (Resolution 2)

Resolution 2 proposes the reappointment of Nexia Smith & Williamson as Auditors of the Company and authorises the directors of the Company to fix their remuneration.

#### **Re-election of Director (Resolution 3)**

The Company's articles of association require that any Director who was elected, or last re-elected, a Director at or before the annual general meeting held in the third calendar year before the current year shall retire by rotation, subject to re-election by a simple majority of the members. Matthew Jeffs is offering himself for re-election pursuant to the Company's articles of association.

#### Re-election of Non-Executive Directors (Resolutions 4 and 5)

Richard Last and Louise Barton, having been in office for 10 years, will now retire on an annual basis and are offering themselves for re-election.

#### **Dividend (Resolution 6)**

The Company proposes to pay a dividend of 1 penny per share to shareholders on the register of members at close of business on 25 August 2017.

#### **Authority to Allot Shares (Resolution 7)**

Directors may only allot shares if authorised to do so by shareholders. The authority granted at the last Annual General Meeting ("AGM") is due to expire at the conclusion of this year's AGM. Therefore, this resolution seeks to grant a new authority to allow authority to allow the directors of the Company to allot shares until the conclusion of the next AGM or until 15 months from the date of this meeting, whichever is the earlier. The maximum amount of shares which the Directors would be able to allot without further authority from shareholders is 4,800,000. It is expected that this amount will be sufficient for the day to day running of the Company.

#### **Special Resolution**

Resolution 8 is proposed as a special resolution. This means that for the resolution to be passed, at least three-quarters of the votes cast must be in favour of the resolution.

### $\textbf{Disapplication of Pre-emption Rights} \ (\textbf{Resolution 8})$

Under the requirements of the 2006 Act, if directors of the Company wish to allot any of the unissued shares, they must first offer them to existing shareholders on a pro-rata basis in proportion to their shareholdings. There may be occasions however where the directors will need the flexibility to finance business opportunities through the issue of shares without a pre-emptive offer to existing shareholders. This resolution asks shareholders to waive the pre-emption rights on shares issued up to a maximum aggregate number of shares of 4,800,000. As with resolution 7, this authority will expire at the next AGM or within 15 months of the date of this meeting, whichever is earlier.

## **Notice of Annual General Meeting (continued)**

#### **Notes:**

- 1. The Company, pursuant to regulation 41 of the Uncertificated Securities Regulations 2001, specifies that only those members registered in the register of members of the Company at the close of business two days before the meeting or any adjournment thereof, shall be entitled to attend, speak or vote at the meeting in respect of the number of shares registered in their name at the relevant time. Changes to entries in the relevant register of securities later than this shall be disregarded in determining the rights of any person to attend, speak or vote at the meeting.
- 2. Information regarding the meeting, including the information required by section 311A of the 2006 Act, can be found at the Company's website <a href="www.arcontech.com">www.arcontech.com</a>, including information on the number of shares and voting rights.
- 3. Any member who is entitled to attend and vote at this meeting is entitled to appoint one or more persons as proxies to attend, speak and vote on their behalf at the meeting or any adjournment of it. A proxy need not be a member of the Company. You can only appoint a proxy using the procedure set out in these notes and the notes to the proxy form.
- 4. A form of proxy is provided with this notice. You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different shares. You may not appoint more than one proxy to exercise rights attached to any one share. To appoint more than one proxy you may photocopy the proxy form. Please indicate the proxy holders name and number of shares in relation to which they authorised to act as your proxy. Please also indicate if the proxy is one of multiple instructions being given.
- 5. All forms must be signed and should be returned together in the same envelope. To be valid, a form of proxy together with any power of attorney or other authority under which it is executed or a copy thereof certified notarially or in accordance with the Power of Attorney Act 1971 or as the Directors shall accept must be lodged at the Company's registrars Capita Asset Services PXS1, 34 Beckenham Road, Beckenham, Kent, BR3 4ZF, so as to arrive not later than 48 hours before the start of the meeting. Completion of the form of proxy will not affect the right of a member to attend, speak and vote at the meeting.
- 6. The register of Directors' share interests will be available for inspection at the meeting convened by this notice, as will the Directors' service contracts.
- 7. Any corporate entity which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided that they do not do so in relation to the same shares.
- 8. In the case of joint holders, the vote of the senior who tenders a vote, whether in person or by proxy, will be accepted to the exclusion of the votes of the other joint holders and seniority shall be determined by the order in which their names stand on the register of members of the Company.
- 9. Any member attending the meeting has the right to ask questions. The Company must cause to be answered any such question relating to the business being dealt with at the meeting but no such answer need be given if: (i) to do so would interfere unduly with the preparation for the meeting or would involve the disclosure of confidential information; or (ii) it is undesirable in the interests of the Company or the good order of the meeting that the question be answered.

#### ARCONTECH GROUP PLC

I/We		of		
being (a) member(s) of the	e above-named	Company hereby appoint the	e Chairman of the meeting OR (No	ote 3)
(Name of Proxy)				
as my/our proxy to vote 26 September 2017 and a		•	general meeting to be held at 10:	00am on
Datad	2017	Cianatuma(a)		

	For	Against	Withheld
1. Ordinary resolution - To receive and adopt the Report of the Directors and			
the Audited Financial Statements of the Company for the year ended			
30 June 2017			
2. Ordinary resolution - To reappoint Nexia Smith & Williamson as Auditors			
of the Company and to authorise the Directors to fix their remuneration			
3. Ordinary resolution - To re-elect Matthew Jeffs as a Director			
4. Ordinary resolution - To re-elect Richard Last as a Director			
5. Ordinary resolution - To re-elect Louise Barton as a Director			
6. Ordinary resolution - Declaration of dividend			
7. Ordinary resolution - Directors' authority to allot shares			
8. Special resolution - Disapplication of pre-emption rights			

#### **Notes**

- 1. Please indicate with an "X" in the appropriate boxes how you wish your proxy to vote. Unless otherwise directed the proxy will vote or abstain as he or she thinks fit.
- 2. If you do not indicate how you wish your proxy to vote, your proxy will exercise his/her discretion as to whether, and if so how, he/she votes. Your proxy may also vote or abstain from voting as he/she thinks fit on any other business which may properly come before the meeting including on any permissible amendment to the resolutions set out in the notice of meeting.
- 3. You are entitled to appoint a proxy or proxies, who need not be a member of the Company or the Chairman, to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. If you wish to appoint someone else other than the Chairman as proxy please delete the words "the Chairman of the meeting" and insert the name of the person whom you wish to appoint in the space provided. The Chairman of the meeting will act as your proxy, whether or not such deletion is made, if no other name is inserted.
- 4. You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different shares. You may not appoint more than one proxy to exercise rights attached to any one share. To appoint more than one proxy, copy this form as many times as needed and indicate on each form how many shares are allocated to each proxy appointment.
- 5. In the case of joint registered holders the signature of one holder on the form of proxy will be accepted by the vote of the senior who tenders a vote whether in person or by proxy to the exclusion of the votes of any joint holders and for this purpose seniority shall be determined by the order in which the names stand in the register of members in respect of such joint holdings.
- 6. In the case of a corporation the form of proxy must be executed under its common seal or signed on its behalf by a duly authorised attorney or a duly authorised officer of the corporation.
- 7. Any alteration made to the form of proxy should be initialled.
- 8. To change your proxy instructions simply submit a new proxy appointment. Note that the cut-off time for receipt of proxy appointments (see below) also applies in relation to amended instructions; any amended proxy appointment received after the cut-off time shall be disregarded. You may contact the Company

Secretary of Arcontech Group PLC, 1<sup>st</sup> Floor, 11-21 Paul Street, London EC2A 4JU to obtain another proxy form. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence. To revoke a proxy instruction, you will need to inform the Company by sending a hard copy notice clearly stating your intention to revoke your proxy appointment to the Company's registrars – Capita Asset Services PXS1, 34 Beckenham Road, Beckenham, Kent BR3 4ZF by the cut-off time stated below. In the case of a member which is a corporation, the revocation must be executed under its common seal or signed on its behalf by a duly authorised attorney or duly authorised officer of the corporation. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power of attorney) must be included in the revocation notice.

- 9. This form of proxy should be signed and dated.
- 10. Completion and return of the form of proxy will not affect the right of a member to attend and vote at the meeting.
- 11. We have included on the proxy form the ability for a vote to be withheld. A vote withheld is not a vote in law and will not be counted towards the calculation of the proportions of votes "for" or "against".

To be effective, this form of proxy, together with any power of attorney or any other authority (if any) under which it is executed, or a copy of such power of attorney or other authority, certified notarially, must be lodged at the Company's registrars – Capita Asset Services PXS1, 34 Beckenham Road, Beckenham, Kent BR3 4ZF, not later than the close of business two days before the holding of the meeting or adjourned meeting at which it is to be used.