

14 August 2019

Dear Shareholder,

Notice of Availability – Annual Report 2019 and Notice of Annual General Meeting of Totally plc (the “Company”) will be held at the offices of Totally plc, Cardinal Square West, 10 Nottingham Road, Derby DE1 3QT at 3.00 p.m. on 9 September 2019.

Please accept this letter as notification that the Annual Report 2019 and Notice of Annual General Meeting has been published on the Company's website at <http://www.totallyplc.com> in *Reports & Documents* page in the *Investor Relations* section of the website.

Shareholders will also find enclosed with this document a form of proxy for use in connection with the Annual General Meeting. To be valid, the form of proxy should be completed, signed and returned in accordance with the instructions printed on it, as soon as possible and, in any event, so as to reach the Registrars of the Company by no later than 48 hours before the start of the AGM.

Completion and return of a proxy form will not preclude shareholders from attending and voting at the Annual General Meeting should they choose to do so. Further instructions relating to the proxy form are set out in the notes to the Notice of Annual General Meeting.

If you are a CREST Member, you should contact your CREST Service Provider, who will be able to help you submit your vote via the CREST system.

We would like to take this opportunity to thank you for having consented to receive the Annual Report 2019 and Notice of Annual General Meeting via the Totally plc website rather than in hard copy form, as this will contribute to cost savings for the Company and will minimise unnecessary paper usage.

If you have any questions regarding this notice, call Share Registrars Limited on +44 (0) 1252 719232 or contact them at Share Registrars Limited, The Courtyard, 17 West Street, Farnham, Surrey GU9 7DR.

Yours sincerely,

John Charlton
Group Company Secretary