



Incorporated and registered in England and Wales with Registered No. 03870101

User name:

Access code:

**You can register your vote(s) online
for the Annual General Meeting at
www.shareregistrars.uk.com**

**Click on the "Proxy Vote" button and
then follow the on-screen instructions**

**Please note that you must submit your
vote by 10.00 am on 30 August 2023**

8 August 2023

Dear Shareholder,

NOTICE OF ANNUAL GENERAL MEETING

We hereby notify you that the Notice of the Annual General Meeting to be held on 1 September 2023 at 10.00 am at the registered office of Totally plc (the "Company") at Cardinal Square First Floor – West, 10 Nottingham Road, Derby, England DE1 3QT, and the Annual Report and Financial Statements for the year ended 31 March 2023 are available on the Company's website (www.totallyplc.com) under the tab "Results, reports and presentations" which is in the "Investors" section of the Company's website.

You will need access to the internet, web browser software (such as Google Chrome) and Adobe Acrobat Reader to access these documents. If you do not have Adobe Acrobat Reader you can download a free copy from www.adobe.com.

You can register your vote(s) for the Annual General Meeting either:

- by visiting www.shareregistrars.uk.com, clicking on the "Proxy Vote" button and then following the on-screen instructions;
- by post or by hand to Share Registrars Limited, 3 The Millennium Centre, Crosby Way, Farnham, Surrey GU9 7XX, using the form of proxy accompanying this notice; or
- in the case of CREST members, by utilising the CREST electronic proxy appointment service in accordance with the procedures set out in the Notes to the Notice of Annual General Meeting.

In order for a proxy appointment to be valid the proxy must be received by Share Registrars Limited by 10.00 am on 30 August 2023.

Appointment of a proxy will not preclude shareholders from attending and voting at the Annual General Meeting should they choose to do so.

If you would prefer to receive documents and information in hard-copy form rather than via the website you will need to inform the Registrars (whose address, email address and telephone number are set out below) in writing.

Alternatively, you may prefer to receive future notifications that documents or information are available to download to your email address. In which case, please provide your email address to the Registrars (whose address, email address and telephone number are set out below) in writing.

This letter is not a summary of the documents or any of the proposals to be put to the Annual General Meeting and should not be regarded as a substitute for reading the documents. The documents should be read before taking a decision.

Yours sincerely

Bob Holt OBE
Chairman

Registrars
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