

24 July 2020

Dear Shareholder,

**NOTICE OF AVAILABILITY – ANNUAL REPORT 2020 AND NOTICE OF ANNUAL GENERAL MEETING OF TOTALLY PLC**

This year's annual general meeting ("**AGM**") of Totally plc (the "**Company**") will be held at the registered office of the Company at Cardinal Square First Floor – West, 10 Nottingham Road, Derby, England, DE1 3QT at 3.00 p.m. on 7 September 2020.

Please accept this letter as notification that the Annual Report 2020 and Notice of AGM (the "**Documents**") have been published on the Company's website at <http://www.totallyplc.com> on the Reports & Documents page of the Investor Relations section of the website.

Shareholders will also find a proxy form enclosed with this letter for use in connection with the AGM. To be valid, the proxy form 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 3.00 p.m. on 3 September 2020. Further instructions relating to the proxy form are set out in the notes to the Notice of AGM.

CREST members who wish to appoint a proxy or proxies by using the CREST electronic appointment service may do so by using the procedures described in the CREST Manual. To be valid, you must ensure that your vote is registered by no later than 3.00 p.m. on 3 September 2020. Please see the notes to the Notice of AGM for further information on proxy appointment through CREST.

Completion and return of a proxy form will not preclude shareholders from attending and voting at the AGM should they choose to do so.

The UK Government has introduced certain social distancing measures (the "**Measures**") aimed at controlling the spread of COVID-19. The Company is continuing to monitor the outbreak of COVID-19 in the UK and the impact it, and the Measures, may have on the arrangements for the AGM.

Unless the Measures are lifted in advance of the AGM, the Company will arrange to hold the meeting with the minimum number of shareholders legally required to attend in order to form a quorum under the Company's articles of association. These shareholders will each be directors, officers or employees of the Company.

Unfortunately, in order to comply with the Measures and in the interests of maintaining the safety of our shareholders, colleagues and staff, as well as the public, no other person, including shareholders, will be permitted to attend the AGM and any person seeking to attend the meeting will be refused entry.

If the Measures have been lifted by the time of the AGM, shareholders may be permitted to attend the meeting. In the event of any change to the AGM arrangements, the Company will issue a further communication via a regulatory information service and on our website at [www.totallyplc.com/investor-relations/](http://www.totallyplc.com/investor-relations/). Shareholders are encouraged to monitor our announcements and website for any updates.

We would like to take this opportunity to thank you for having consented to receive the Annual Report 2020 and Notice of AGM via the Company's 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 letter, please 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.

**This letter is not a summary of the Documents or of any proposals to be put to the AGM and should not be regarded as a substitute for reading the Documents. The Documents should be read before taking a decision.**

Yours sincerely

**John Charlton**  
Group Company Secretary