

21 July 2021

Dear Shareholder,

NOTICE OF AVAILABILITY – ANNUAL REPORT 2021 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 10.00 a.m. on Monday 6 September 2021.

Please accept this letter as notification that the Annual Report 2021 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 10.00 a.m. on Thursday 2 September 2021. 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 10.00 a.m. on Thursday 2 September 2021. 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.

At present, following the resumption of indoor gatherings, we can hold this year's AGM in person. However, given the constantly evolving nature of the situation, we want to ensure that we are able to adapt these arrangements efficiently to respond to changes in circumstances. On this basis, should the situation change such that we consider that it is no longer possible for shareholders to attend the meeting, we may have to make alternative arrangements for the AGM. Should we have to change the arrangements in this way, it is likely that we will not be in a position to accommodate shareholders beyond the minimum required to hold a quorate meeting which will be achieved through the attendance of employee shareholders. If there are any changes to the current arrangements for the AGM, the information will be made available on our website and, where appropriate, by an announcement via a Regulatory Information Service.

We would like to take this opportunity to thank you for having consented to receive the Documents 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