



## Letter to shareholders

### **THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.**

If you are in any doubt as to the action you should take, you should immediately consult your stockbroker, solicitor, accountant or other professional adviser authorised under the Financial Services and Markets Act 2000. If you have sold or transferred all your shares in Optare plc, please hand this document, to the purchaser or transferee, or to the bank, stockbroker or other agent through whom the sale or transfer was effected, for transmission to the purchaser or transferee.

### **Notice of Annual General Meeting Optare plc (the "Company")**

(Incorporated and registered in England and  
Wales with registered number 06481690)

#### Directors:

Andrew Charles Palmer (Non-executive Chairman)  
Steven Norris (Non-executive Director)  
Gopal Mahadevan (Non-executive Director)  
Venkatesan Venkataraman (Non-executive Director)

#### Registered office:

Unit 3 Hurricane Way  
Sherburn in Elmet  
North Yorkshire  
LS25 6PT

### **To holders of ordinary shares of 0.1p each in the capital of the Company ("Ordinary Shares")**

Dear shareholder

### **2022 Annual General Meeting of Optare plc (the "Company")**

#### **1. Introduction**

I am pleased to be writing to you with details of the Company's 2022 Annual General Meeting ("AGM"), which we are holding at the Company's registered office, Unit 3, Hurricane Way South, Sherburn in Elmet, North Yorkshire LS25 6PT on 30 September 2022 at 12:00pm. The formal notice of the AGM is set out in the accompanying document.

Following the practice adopted by the Company for 2021 Annual General Meeting, and in order to reduce the Company's environmental impact, you will not receive a hard copy form of proxy for the 2022 Annual General Meeting in the post automatically. Instead, you will be able to appoint a proxy electronically using the link [www.signalshares.com](http://www.signalshares.com). Details of how to appoint a proxy in this way are set out on page 3 of this document. Alternatively, you may request a hard copy form of proxy directly from our Registrar, Link Group. Details of how to request, and complete, a hard copy form of proxy are set out on page 3 of this document.

Please note, the annual report is currently being audited and will be published on Company's website once available. It can be accessed at: <https://www.optare.com/investors/>

#### **2. Business to be transacted at the AGM**

Details of the resolutions that are to be proposed at the AGM are set out below.

##### *Ordinary resolution 1 – Reports and accounts*

The Directors of the Company are required under the Companies Act 2006 to lay the audited accounts and reports for each financial year before the Company in general meeting. The accounts are being audited.

### *Ordinary resolution 2 – Re-appointment and remuneration of auditor*

The auditor of the Company be re-appointed at each meeting at which the Company's annual accounts are presented, Resolution 2 proposes the re-appointment of BDO LLP. The resolution also follows past practice in giving the Directors authority to determine the remuneration to be paid to the auditor.

### **3. Action to be taken**

You are entitled to appoint any person as proxy to exercise all or any of your rights to attend, speak and vote at the AGM on your behalf. Whether or not you propose to attend the AGM in person, you are requested to complete and return the Form of Proxy to the Company's registrar, PXS 1, Link Group, Central Square, 29 Wellington Street, Leeds, LS1 4DL, or electronically through the CREST electronic proxy appointment service as soon as possible and, in any event, so as to be received no later than 12:00pm on 28 September 2022. Completion and return of a Form of Proxy will not stop you from attending the AGM and voting in person should you so wish.

Please note that if you do not give your proxy an indication of how to vote on any resolution, your proxy may vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

### **4. Recommendation**

The Directors consider that all of the resolutions to be proposed at the AGM are in the best interests of the Company and its shareholders as a whole and unanimously recommend that shareholders vote in favour of all of the resolutions, as the Directors intend to do in respect of their own beneficial holdings.

Yours faithfully

A handwritten signature in black ink, appearing to be "A. Palmer", written over a light pink circular graphic.

**Andrew Charles Palmer**  
**Non-executive Chairman**

02 September 2022

By order of the Board