



## 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:**

Gopal Mahadevan (Non-executive Director)  
Venkatesan Venkataraman (Non-executive Director)

**Registered office:**

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

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

Dear shareholder

### **2024 Annual General Meeting of Optare plc (the “Company”)**

#### **1. Introduction**

I am pleased to be writing to you with details of the Company’s 2024 Annual General Meeting (“AGM”), which we are holding at the Company’s registered office, Unit 3, Hurricane Way South, Sherburn in Elmet, Leeds, North Yorkshire LS25 6PT on **26 September 2024 at 12:00 pm**. The formal notice of the AGM is set out in the accompanying document.

Following the practice adopted by the Company for 2023 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 2024 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 published on Company’s website and 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.

##### *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.

##### **Ordinary resolution 3 – 4 (Extending of Funding) TBC**

### **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 **12:00 pm on 24 September 2024**. 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

**Venkatesan Venkataraman**

***Non-executive Director***

**28 August 2024**

By order of the Board

# Notice of Annual General Meeting

## Optare plc

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

Notice is given that the AGM of the Company will be held at the Company's registered office, Unit 3, Hurricane Way South, Sherburn in Elmet, Leeds, North Yorkshire LS25 6PT, on **26 September 2024 at 12:00 PM** for the purpose of transacting the following businesses:

### Ordinary business

To consider and if thought fit, to pass resolutions with or without modification(s) in respect of the following matters:

As ordinary resolutions of the Company:

1. To receive, consider and adopt the Balance sheet as at 31<sup>st</sup> March 2024 and Profit & Loss account together with the reports of the Directors and auditor thereon.
2. To re-appoint BDO LLP as auditor of the Company and to authorise the Directors to determine their remuneration.
3. **Resolution 3 & 4 TBC.**

By order of the Board

**Abhijit Mukhopadhyay**

**Company Secretary**

**Registered office:  
Unit 3 Hurricane Way South,  
Sherburn in Elmet, Leeds,  
North Yorkshire  
LS25 6PT**

**28 August 2024**

### Notes

1. The Company specifies that only those holders of ordinary shares of 0.1p each in the capital of the Company registered in the Company's register of members at:
  - 1.1 close of business on **24 September 2024**; or
  - 1.2 if this meeting is adjourned, at close of business two working days prior to the adjourned meeting, shall be entitled to vote through appointment of proxy at the meeting in respect of the number of ordinary shares of 0.1p each in the capital of the Company registered in their name at that time. Subsequent changes to entries in the register of members shall be disregarded in determining the rights of any person to vote through the appointment of proxy at the meeting.
2. Members may appoint a proxy:
  - 2.1 online at [www.signalshares.com](http://www.signalshares.com) (the "Website") by following the on-screen instructions, in particular at the "Proxy Voting" link, by no later than **12:00 pm on 24 September 2024**. In order to appoint a proxy using the Website, members will need to log into their Signal Shares account or register if they have not previously done so. To register members will need to identify themselves with their Investor Code which is detailed on their share certificate or available from our Registrar, Link Group, on Tel: 0371 664 0300. Calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 09:00 – 17:30, Monday to Friday excluding public holidays in England and Wales.
  - 2.2 Link Group, the company's registrar, has launched a shareholder app: LinkVote+. It's free to download and use and gives shareholders the ability to access their shareholding record at any time and allows users to submit a proxy appointment quickly and easily online rather than through the post. The app is available to download on both the Apple App Store and Google Play, or by scanning the relevant QR code below.

Apple App Store	GooglePlay
	

- 2.3 You may request a hard copy form of proxy directly from our Registrar, Link Group, on Tel: 0371 664 0300 or by emailing [shareholderenquiries@linkgroup.co.uk](mailto:shareholderenquiries@linkgroup.co.uk). Calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 09:00 – 17:30, Monday to Friday excluding public holidays in England and Wales.
- 2.4 To appoint a proxy using the hard copy form of proxy, the form must be:
- completed and signed;
  - sent or delivered to PXS 1, Link Group, Central Square, 29 Wellington Street, Leeds, LS1 4DL; and
  - received by Link Group no later than **12:00 pm on 24 September 2024** or two working days prior to any adjourned meeting or, in the case of a poll, taken more than 48 hours after it is demanded, one working day before the time appointed for the taking of the poll
- 2.5 in the case of CREST members, through the CREST electronic proxy appointment service.
- 2.6 If you are an institutional investor you may also be able to appoint a proxy electronically via the Proxymity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proxymity, please go to [www.proxymity.io](http://www.proxymity.io).
3. A member may appoint the Chairman as their proxy in relation to the AGM and such proxy is appointed to exercise the rights attached to different shares held by a member. You may not appoint more than one proxy to exercise rights attached to any one share. Please also indicate if the proxy instruction is one of multiple instructions being given. All forms must be signed and should be returned together in the same envelope.  
In the case of a member which is a company, the Form of Proxy must be executed under its common seal or signed on its behalf by an officer of the Company or an attorney for the Company. Any power of attorney or any other authority under which the Form of Proxy is signed (or a duly certified copy of such power or authority) must be included with the Form of Proxy.
4. CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual (available via [www.euroclear.com/CREST](http://www.euroclear.com/CREST)). CREST personal members or other CREST sponsored members, and those CREST members who have appointed a voting service provider(s), should refer to their CREST sponsor or voting service provider(s) who will be able to take the appropriate action on their behalf.
5. In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a “CREST Proxy Instruction”) must be properly authenticated in accordance with Euroclear UK & International Limited (“EUI”)’s specifications and must contain the information required for such instructions, as described in the CREST Manual. The message, regardless of whether it constitutes the appointment of a proxy or is an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer’s agent (ID RA10) by **12:00 pm on 24 September 2024**. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Applications Host) from which the issuer’s agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.
6. CREST members and, where applicable, their CREST sponsors or voting service providers should note that EUI does not make available special procedures in CREST for any particular messages.  
Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed a voting service provider(s), to procure that his CREST sponsor or voting service provider(s) take(s)) such action as shall be necessary to ensure that a message is transmitted by the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.

7. The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5) (a) of the Uncertificated Securities Regulations 2001.
8. Proxymity Voting - if you are an institutional investor you may also be able to appoint a proxy electronically via the Proxymity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proxymity, please go to [www.proxymity.io](http://www.proxymity.io). Your proxy must be lodged by **12:00pm on 24 September 2024** in order to be considered valid or, if the meeting is adjourned, by the time which is 48 hours before the time of the adjourned meeting. Before you can appoint a proxy via this process you will need to have agreed to Proxymity's associated terms and conditions. It is important that you read these carefully as you will be bound by them and they will govern the electronic appointment of your proxy. An electronic proxy appointment via the Proxymity platform may be revoked completely by sending an authenticated message via the platform instructing the removal of your proxy vote.
9. A vote withheld is not a vote in law, which means that the vote will not be counted in the calculation of votes for or against the resolution. If no voting indication is given, your proxy will 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 every other matter which is put before the AGM.
10. In the case of joint holders, where more than one of the joint holders' purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first named being the most senior).
11. To change your proxy instructions, simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also applies in relation to amended instructions: any amended proxy appointment received after the relevant cut-off time will be disregarded.
12. If you submit more than one valid proxy appointment in respect of the same shares, the appointment received last before the latest time for the receipt of proxies will take precedence.
13. A corporation which is a member can appoint one or more corporate representatives who may exercise, on its behalf, all its powers as a member provided that no more than one corporate representative exercises powers over the same share.
14. You may not use any electronic address provided either in this notice of AGM or any related documents (including the Chairman's