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 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,
North Yorkshire
LS25 6PT

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

Dear shareholder

General Meeting of the Company

1. Introduction

I am pleased to be writing to you with details of the Company's 2025 Annual General Meeting ("AGM"), which we are holding at the The Linton Suite, The Queens Hotel, City Square, Leeds, LS1 1PJ on 30 September 2025 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 2024 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 2025 Annual General Meeting in the post automatically. Instead, you will be able to appoint a proxy electronically using the Investor Centre App. 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, MUFG Corporate Markets. 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.

1) *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.

2) *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, MUFG Corporate Markets, 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 26 September 2025. 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

V. Venkatesan

Venkatesan Venkataraman

Non-executive Director

04 September 2025

By order of the Board