

CPPGROUP PLC

NOTICE OF ANNUAL GENERAL MEETING

9 May 2023

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.** If you are in any doubt as to the actions you should take, you are recommended immediately to seek your own advice from your stockbroker, solicitor, accountant or other appropriate independent professional adviser duly authorised under the Financial Services and Markets Act 2000. If you have sold or otherwise transferred all of your shares in CPPGroup Plc, please send this document at once to the purchaser or transferee or to the stockbroker, bank or other agent through whom the sale or transfer was effected, for delivery to the purchaser or transferee.

As previously advised, in order to reduce our environmental impact, your Board have decided to remove paper from the voting process. Please register your proxy in accordance with the instructions given in the notes to this document on pages 4 and 5.

## Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting (the “**Meeting**”) of CPPGroup Plc (the “**Company**”) will be held at Liberum Capital Limited, Ropemaker Place, 25 Ropemaker Street, London, EC2Y 9LY at 4pm on 9 May 2023 to consider and, if thought fit to pass, the following resolutions:

### Ordinary Business

1. To receive and consider the reports of the Directors and the Auditor and the Financial Statements for the year ended 31 December 2022.
2. To re-appoint PKF Littlejohn LLP as Auditor of the Company to hold office from the conclusion of the Meeting until the next Annual General Meeting at which the accounts are laid before the Company.
3. To authorise the Directors to set the Auditor’s remuneration.

### Special Business

To consider and, if thought fit, to pass the following resolutions, of which resolution 4 will be proposed as an ordinary resolution and resolutions 5 and 6 each as a special resolution.

4. That pursuant to section 551 of the Companies Act 2006 (the “Act”) the Directors be, and they are, hereby generally and unconditionally authorised to exercise all of the powers of the Company to allot and grant rights to subscribe for, or convert any security into, Ordinary Shares of £1.00 each in the capital of the Company (the “Ordinary Shares”) up to a maximum nominal amount (within the meaning of section 551(3) and (6) of the Act) of £2,948,682 to such persons at such times and on such terms as they think proper during the period from the passing of this resolution and expiring on 8 August 2024 or at the conclusion of the next Annual General Meeting of the Company to be held in 2024 (or any adjournment thereof), whichever is the earlier, save that the Company may, before such expiry, make an offer or agreement which would or might require Ordinary Shares to be allotted after such expiry and the Board may allot Ordinary Shares in pursuance of such offer or agreement as if the authority conferred hereby had not expired.
5. That subject to the passing of resolution 4 above, the Directors be, and they are, hereby generally authorised pursuant to section 570 of the Act to allot for cash or otherwise equity securities (as defined in section 560 of the Act) of the Company pursuant to the authority conferred by resolution 4 above as if section 561 of the Act did not apply to such allotment or sale provided that this power shall be limited:
  - (a) to the allotment of equity securities for cash in connection with or pursuant to an offer by way of a rights issue, open offer or otherwise in favour of the holders of Ordinary Shares where the equity securities respectively attributable to the interests of all such shareholders are proportionate (as nearly as may be practicable) to the respective numbers of Ordinary Shares held by them on the record date for such allotment but subject to such exclusions or other arrangements as the Directors of the Company may deem necessary or expedient in relation to fractional entitlements or legal or practical problems under the laws of, or the requirements of, any recognised regulatory body or any stock exchange in any territory or any other matter whatsoever;
  - (b) to the allotment of equity securities otherwise than pursuant to sub paragraph (a) above, pursuant to the terms of any share schemes for directors and employees of the Company or any of its subsidiaries; and
  - (c) to the allotment otherwise than pursuant to sub paragraphs (a) and (b) above of equity securities not exceeding in aggregate the nominal amount of £884,604, being an aggregate nominal amount equal to 10% of the share capital of the Company as at 31 March 2023 (being the latest practicable date before publication of this notice (the “**Latest Practicable Date**”)), provided that of such amount, equity securities not exceeding in the aggregate a nominal amount of £442,302 (being an aggregate nominal amount equal to 5% of the share capital of the Company as at the Latest Practicable Date), shall only be applied for the purposes of financing (or refinancing, if such refinancing occurs within twelve months of the
- original transaction) a transaction which the Directors determine to be an acquisition or other capital investment of a kind contemplated by the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group prior to the date of this notice.
 

Provided further that the authority hereby granted shall expire (unless renewed, varied or revoked by the Company) on 8 August 2024 or at the conclusion of the next Annual General Meeting of the Company to be held in 2024 (or any adjournment thereof), whichever is the earlier, save that the Company may, before such expiry, make any offer or agreement which would or might require equity securities to be allotted or rights to be granted after the expiry of such power and the Directors may allot shares, or grant rights to subscribe for or to convert any securities into shares, in pursuance of any such offer or agreement as if the authorisations conferred hereby had not expired.
6. That the Company is hereby generally and unconditionally authorised for the purposes of section 701 of the Act to make one or more market purchases (within the meaning of section 693(4) of the Act) of any of its Ordinary Shares on such terms and in such manner as the Directors of the Company may from time to time determine, provided that:
  - (a) the maximum number of Ordinary Shares which may be purchased is 884,604 (representing 10% of the issued share capital);
  - (b) the minimum price (excluding any expenses) which may be paid for each Ordinary Share is the nominal value at the date of purchase;
  - (c) the maximum price (excluding any expenses) which may be paid for each Ordinary Share shall not be more than the higher of:
    - (i) the amount equal to 5% above the average of the closing middle market quotations for the Ordinary Shares as derived from the AIM appendix to the London Stock Exchange Daily Official List for the five business days immediately preceding the day on which such share is contracted to be purchased; and
    - (ii) the value of each Ordinary Share on the basis of the higher of the price quoted for:
      - (A) the last independent trade of; and
      - (B) the highest current independent bid,
 for an Ordinary Share on the trading venue where the purchase is carried out at the relevant time, including when the Ordinary Shares are traded on different venues;
  - (d) the authority hereby conferred shall expire on 8 August 2024 or at the conclusion of the next Annual General Meeting of the Company to be held in 2024 (or any adjournment thereof), whichever is the earlier (unless such authority is renewed, revoked, or varied by the Company at a general meeting prior to such time); and
  - (e) the Company may, before this authority expires, make a contract to purchase Ordinary Shares under the authority which would or might be executed wholly or partly after the expiry of such authority, and may make purchases of Ordinary Shares pursuant to any such contract as if this authority had not expired.

## Notice of Annual General Meeting *continued*

By order of the Board

**Sarah Atherton**  
Company Secretary

CPPGroup Plc

Registered office:  
6 East Parade  
Leeds  
LS1 2AD

Registered in England and Wales No 07151159  
4 April 2023  
Registrar: Link Group, 10th Floor, Central Square, 29  
Wellington Street, Leeds, LS1 4DL

## Explanatory notes

### Entitlement to attend and vote

1. Pursuant to regulation 41 of the Uncertificated Securities Regulations 2001, the Company specifies that in order to have the right to vote at the Annual General Meeting (and also for the purpose of determining how many votes a person entitled to vote may cast), a person must be entered on the register of members of the Company at close of business on 4 May 2023 or, in the event of any adjournment, at close of business on the date which is two business days before the day of the adjourned meeting. Changes to entries on the register of members after this time shall be disregarded in determining the rights of any person to attend or vote at the Meeting.

We ask all those present at the Meeting to facilitate the orderly conduct of the Meeting and comply with all reasonable health and safety requirements. If a shareholder is unable to meet such reasonable health and safety requirements or threatens the orderly conduct of the meeting due to their behaviour, we reserve the right to require that person to leave. In addition, if the Meeting is already at capacity based on any limit on gathering imposed or recommended by the UK government at the time, we reserve the right to refuse entry to the Meeting.

### Appointment of proxies

2. If you are a member of the Company at the time set out in note 1 above, you are entitled to appoint another person or persons as your proxy or proxies to exercise all or any of your rights to attend, speak and vote at the Meeting provided that each proxy is appointed to exercise the rights attached to a different share or shares held by you. You can only appoint a proxy using the procedures set out in these notes.
3. Registration of a proxy or proxies, or any CREST Proxy Instruction (as defined below) will not preclude a member from attending and voting in person at the Meeting if he/she wishes to do so.
4. If you are not a member of the Company but you have been nominated by a member of the Company to enjoy information rights, you do not have a right to appoint any proxies under the procedures set out in this Appointment of proxies section. Please read the section "Nominated persons" below.
5. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chairman of the Meeting or another person as your proxy are set out below. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy (not the Chairman) and give your instructions directly to them.
6. You may appoint more than one proxy provided each proxy is appointed to exercise rights attached to different shares. You may not appoint more than one proxy to exercise rights attached to any one share. To appoint more than one proxy, each different proxy instruction must be received by the Company's Registrar at Link Group, PXS1, Central Square, 29 Wellington Street, Leeds, LS1 4DL no later than 48 hours before the time appointed for the Meeting (excluding non-working days).
7. 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 you select the "Discretionary" option or 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 any other matter which is put before the Meeting.

### Voting arrangements

8. In order to reduce the Company's environmental impact our intention is to remove paper from the voting process as far as possible. You are therefore asked to vote in one of the following ways:
  - Register your vote on line through our registrar's portal - [www.signalshares.com](http://www.signalshares.com). You will need your investor code which is printed on your share certificate or may be obtained by calling

the Company's registrar, Link Group, on 0371 664 0300. If you are outside the United Kingdom, please call +44 (0) 371 664 0300 (Calls are charged at the standard geographic rate and will vary by provider. Calls from outside the United Kingdom will be charged at the applicable international rate. Lines are open 9.00 a.m. - 5.30 p.m. (London time), Monday to Friday (excluding public holidays in England and Wales).

- CREST members may use the CREST electronic proxy appointment service as detailed in note 9 below.
- If you are an institutional investor you may be able to appoint a proxy electronically via the Proximity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proximity, please go to [www.proximity.io](http://www.proximity.io). Your proxy must be lodged by 4pm on 4 May 2023 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 (excluding non-working days). Before you can appoint a proxy via this process you will need to have agreed to Proximity'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 Proximity platform may be revoked completely by sending an authenticated message via the platform instructing the removal of your proxy vote.

If you prefer, you may request a hard copy form from Link Group using the numbers shown above and return it to Link at the address shown on the form.

All proxy appointments, whether electronic or hard copy, must be received by the Company's Registrar no later than 48 hours before the time appointed for holding the Meeting (excluding non-working days).

### Appointment of proxies through CREST

9. CREST members who wish to appoint a proxy or proxies by utilising the CREST electronic proxy appointment service may do so for the Meeting and any adjournment(s) thereof by utilising the procedures, and to the address described in the CREST Manual available via [www.euroclear.com](http://www.euroclear.com), subject to the provisions of the Company's Articles of Association. 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.

In order for a proxy appointment made by means of CREST to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with *Euroclear UK & International Limited's ("Euroclear")* 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 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) no later than 48 hours before the time appointed for holding the Meeting (excluding non-working days). For this purpose, the time of receipt will be taken to be the time (as determined by the time stamp 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.

CREST members and, where applicable, their CREST sponsors or voting service provider(s) should take 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

## Explanatory Notes *continued*

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 means of 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.

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.

Unless otherwise indicated on the Form of Proxy, CREST voting or any other electronic voting channel instruction, the proxy will vote as they think fit or, at their discretion, withhold from voting.

### Appointment of proxy by joint members

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).

### Changing proxy instructions

11. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. 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.

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

12. In order to revoke a proxy instruction you will need to inform the Company by sending a signed hard copy notice to the Company's Registrar clearly stating your intention to revoke your proxy appointment. In the case of a member which is a company, the revocation notice 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 revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.

The revocation notice must be received by Link Group no later than 48 hours before the time appointed for holding the meeting (excluding non-working days).

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

### Issued shares and total voting rights

13. As at the Latest Practicable Date, the Company's issued share capital comprised 8,846,045 Ordinary Shares of £1.00 each. Each Ordinary Share carries the right to one vote at a general meeting of the Company and, therefore, the total number of voting rights in the Company as at the Latest Practicable Date is 8,846,045.

### Nominated persons

14. If you are a person who has been nominated under section 146 of the Act to enjoy information rights (a "Nominated Person"):
  - You may have a right under an agreement between you and the member of the Company by whom you were nominated to have information rights (the "Relevant Member") to be appointed (or to have someone else appointed) as proxy for the Annual General Meeting.
  - If you either do not have such a right or if you have such a right but do not wish to exercise it, you may have a right, under an agreement between you and the Relevant Member, to give instructions to the Relevant Member as to the exercise of voting rights.

- Your main point of contact in terms of your investment in the Company remains the Relevant Member (or, where applicable, your custodian or broker) and you should continue to contact them (and not the Company) regarding any changes or queries relating to your personal details and your interest in the Company (including any administrative matters). The only exception to this is where the Company expressly requests a response from you.

The statement of the above rights of the members in relation to the appointment of proxies does not apply to Nominated Persons. Those rights can only be exercised by members of the Company.

### Documents on display

15. Copies of Directors' service contracts and Non-Executive Directors' letters of appointment are available for inspection by members during normal business hours at 6 East Parade, Leeds, LS1 2AD from the date of this notice until the close of the Meeting (Saturdays, Sundays and public holidays excepted) and will be available for at least 15 minutes prior to the Meeting and during the Meeting. So that the appropriate arrangements can be made for shareholders wanting to inspect documents, we request that shareholders contact the Company Secretary by email (at sarah.atherton@cpp.co.uk) in advance of any visit to ensure that access can be arranged.
16. A copy of this Notice, and the other information required by section 311A of the Act, can be found at <https://international.cppgroup.com/investors/shareholder-info/>.

### Communication

17. Except as provided above, members who wish to communicate with the Company in relation to the Meeting should contact the Company Secretary, by writing to the registered office of the Company. No other methods of communication will be accepted. Shareholders may not use any electronic address provided either in this Notice of General Meeting or any related documents (including the proxy form), to communicate with the Company for any purposes other than those expressly stated.

### Corporations which are members

18. Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided that they do not do so in relation to the same shares.

### Asking questions at the Annual General Meeting

19. Any member attending the Annual General Meeting has the right to ask questions. The Company must cause to be answered any such question relating to the business being dealt with at the Meeting but no such answer need be given if (a) to do so would interfere unduly with the preparation for the Meeting or involve the disclosure of confidential information, (b) it is undesirable in the interests of the Company or the good order of the Meeting that the question be answered.

## Notes to the Notice of Annual General Meeting *continued*

### 1 Resolution 1: Financial Statements

For each financial year the Directors are required to present the audited financial statements, the Directors' Report and the Auditor's Report to the shareholders at a general meeting.

### 2 Resolutions 2 and 3: Appointment and remuneration of auditors

At each Annual General Meeting the Company is required to appoint an Auditor to serve until the next such meeting. PKF Littlejohn LLP has expressed its willingness to be re-appointed. Resolution 2 proposes the re-appointment of PKF Littlejohn LLP and resolution 3 proposes that, in accordance with normal practice, the Directors should be authorised to agree the fees of the Auditor.

### 4 Resolutions 4 (Authority to allot shares) and 5 (Disapplication of pre-emption rights)

Under the Act your Directors may allot shares and grant rights to subscribe for, or convert any security into shares, only if authorised to do so by the Company's shareholders. The Act also prevents allotments for cash, other than to existing shareholders in proportion to their existing shareholdings (what are known as "pre-emptive rights"). The authority granted by a shareholders' resolution dated 3 May 2022 is due to expire at the conclusion of this year's Annual General Meeting. Accordingly, resolution 4 will be proposed to allot Ordinary Shares up to a maximum nominal amount of £2,948,682, representing approximately one third (33.3%) of the Company's issued share capital on the Latest Practicable Date.

Under resolution 5, the Directors will be able either to issue shares for cash, other than to existing shareholders in proportion to their existing holdings, up to a maximum amount of £442,302, representing approximately 5% of the issued ordinary share capital or in a rights or other pre-emptive issue and in addition to such authority, up to a maximum amount of £442,302, representing approximately 5% of the issued ordinary share capital for use only for the purposes of financing or refinancing an acquisition or capital investment of the kind contemplated by the Statement of Principles on Disapplying Pre-emption Rights published by the Pre-emption Group (PEG).

These arrangements are intended to ensure that the interests of existing shareholders are protected so that, for example, in the event of an issue of new shares for cash to new shareholders, which is not a rights issue, the proportionate interest of existing shareholders could not, without their agreement, be reduced by more than 5%. In addition, existing shareholders could not be diluted more than 5% in circumstances where the Company issues ordinary shares for use only for the purposes of financing or refinancing an acquisition or capital investment.

Passing resolutions 4 and 5 will extend the Directors' flexibility to act in the best interests of shareholders, when opportunities arise, to issue new shares. Save for the allotment of shares pursuant to the Company's share option schemes, the directors have no intention at this time to allot shares pursuant to the passing of these resolutions. To reflect market practice, the Company has widened the potential offers that could benefit from a disapplication of the pre-emptive provisions of section 561(1) of the Act to include open offers in addition to rights issues or other pro-rata offers.

As at the date of this notice the Company holds no treasury shares.

The authorities sought by resolutions 4 and 5 will last until the conclusion of the next Annual General Meeting in 2024 or 8 August 2024 (whichever is the earlier).

### 5 Resolution 6: Purchase of own shares

This resolution will give the Company authority to purchase its own shares in the market up to a limit of 884,604 Ordinary Shares, being approximately 10% of the Company's ordinary shares in issue (based on the issued share capital as at close of business on the Latest Practicable Date).

The maximum and minimum prices are stated in the resolution. Your Directors believe that it is advantageous for the Company to have this flexibility to make market purchases of its own shares. The authority

sought by resolution 6 will last until the conclusion of the next Annual General Meeting to be held in 2024 or 8 August 2024 (whichever is the earlier). The Directors have no intention at this time to purchase any shares pursuant to the passing of this resolution, and would only do so if satisfied that, in their opinion, a purchase would be expected to result in an increase in expected earnings per share and would be in the interests of shareholders generally.

In the event that shares are purchased under this authority, they would either be cancelled (and the number of shares in issue reduced accordingly) or, in accordance with the Act, be retained as treasury shares. Whilst held in treasury, all rights attaching to the Ordinary Shares, including voting rights and any rights to receive a dividend, are suspended. The Company will consider holding repurchased shares pursuant to the authority conferred by this resolution as treasury shares. This would give the Company the ability to re-issue treasury shares quickly and cost effectively and would provide the Company with additional flexibility in the management of its capital base.

### Recommendation

Your Directors believe that the proposed resolutions to be considered at the Annual General Meeting as set out in this document are in the best interests of the Company and its shareholders as a whole. Accordingly, your Directors unanimously recommend that you vote in favour of them.