

The Company's AGM will be held at 11:00am on Friday 1 May 2020 at the registered office of the Company, 2 Lochside Avenue, Edinburgh Park, Edinburgh, EH12 9DJ.

On 26 March 2020, the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 passed into law with immediate effect. The UK and Scottish Governments have recently confirmed that the compulsory 'Stay at Home Measures' remain in place. Current advice is that attendance at a general meeting by a shareholder (other than one specifically required to form the quorum for that meeting), does not meet that criterion. Therefore, the Board would like to remind shareholders of the meeting arrangements. The governmental measures mean that the AGM this year will be convened with the minimum necessary quorum of two shareholders. This will be facilitated by the Company, and social distancing measures will be in place, in order to comply with Government measures on gatherings that are 'essential for work purposes'. **Other shareholders should not attend the AGM in person and any shareholders that seek to attend will unfortunately not be admitted.**

It is important that shareholders do still cast their votes in respect of the business of the AGM. Shareholders who wish to submit their votes on the resolutions should therefore do so online at [www.investorcentre.co.uk/eproxy](http://www.investorcentre.co.uk/eproxy) or by proxy without attending in person. Further details of how to submit your votes by proxy can be found in the notes accompanying the Notice of Meeting set out on page 216 of the Annual Report and Accounts 2019 and Notice of Annual General Meeting published in this section of the Company's website.

As the current situation continues to evolve, and if necessary, the Company will update this section of the website and shareholders are strongly encouraged to check for any additional updates on or before 30 April 2020.

As stated previously, there will be no question and answer session at the meeting, but any shareholder who has a question they would have intended to ask at the meeting is invited to do so by email to the following address: [Investor.Relations@johnmenziesplc.com](mailto:Investor.Relations@johnmenziesplc.com).

## **Display Documents**

Up to and including the date of the AGM, the following documents have been made available electronically for inspection:

- **Notice Annual General Meeting** of the Company;
- a copy of the Company's current **Articles of Association**; and
- a copy of the Company's proposed **new Articles of Association** marked to show the change proposed to be made as a consequence of resolution 16.

If you are a shareholder and wish to view the Directors' service contracts and/or letters of appointment, please email [Investor.Relations@johnmenziesplc.com](mailto:Investor.Relations@johnmenziesplc.com).