

# Tracsis PLC

(the 'Company')

(Incorporated and Registered in England and Wales under the Companies Act 1985 with Registered Number 05019106)

Registered Office

Nexus

Discovery Way

Leeds

LS2 3AA

## Directors

Christopher Matthew Barnes

Jill Easterbrook

Andrew John Kelly

Ross John Paterson

Dr James Mathew Routh

Tracy Florence Sheedy

Dear Shareholder,

8 August 2024

### Request to send or supply documents and information via a website: Preferred Option Card

In accordance with the Companies Act 2006 and its Articles of Association, the Company is authorised to send or supply certain documents and information ('Documents') to shareholders by making such Documents available electronically via a website, in this case [www.tracsis.com](http://www.tracsis.com) (the 'Website').

Utilising electronic communication will deliver savings to the Company in terms of administration, printing and postage, as well as helping to deliver environmental benefits arising from a reduction of paper and ink consumption, as well as speeding up the provision of information to shareholders.

In order to be able to send and supply Documents to shareholders electronically, the Company is required to ask shareholders individually to confirm their agreement. Accordingly, this letter constitutes a request for your agreement for the Company to send or supply Documents to you via the Website.

If you:

- (i) agree to the Company sending or supplying Documents to you via the Website, please either complete Part A of the attached reply form and return it to Neville Registrars Limited, or do nothing to have deemed to consent to this method of communication; or
- (ii) would prefer to continue to receive Documents in paper form rather than via the Website, please complete Part B of the attached reply form and return it to Neville Registrars Limited.

**For UK shareholders, the reply form is pre-paid for your convenience. Please note, if the Company does not receive a response from you within 28 days from the date of this letter, then it will be taken that you have agreed (under paragraph 10 of Schedule 5 to the Companies Act 2006) that the Company may send or supply Documents to you electronically via the Website.**

We will notify you when Documents are available to access on the Website and we will provide you with:

- (i) the address of the Website;
- (ii) the place on the Website where the Documents may be accessed; and
- (iii) details of how to access the Documents.

Please note that there may be particular circumstances in which the Company needs to send Documents to you in 'hard copy' rather than by Website publication, in which case the Company reserves the right to do so.

Yours faithfully,  
Jan David Mitson  
Company Secretary

Please complete and return this Preferred Option Card using the reply paid envelope provided. If it is posted outside the United Kingdom, please return it in an envelope to Neville Registrars Limited, Neville House, Steelpark Road, Halesowen, B62 8HD and you will need to pay the appropriate postage charge.

# Tracsis PLC

## Preferred Option Card: request to send or supply documents and information via a website

>123-0



Please complete either:

**Part A** - If you would like to be notified when shareholder documents are available on our website ([www.tracsis.com](http://www.tracsis.com)) and return it to Neville Registrars Limited. If you provide an email address in Part A, we will provide notification that Documents are available by e-mail. If no e-mail address is provided in Part A, we will provide a short notification by post; or

**Part B** - If you would like to continue to receive all shareholder documents in paper form by post please complete Part B of this reply form and return it to Neville Registrars Limited.

Please note that if you take no action, we will no longer post shareholder documents to you after 28 days, but we will write to you whenever such documents are produced to advise you that they are available for viewing via the Company's website.

Preference for \_\_\_\_\_ :

### PART A

#### Complete this Part A if you consent to the supply of Documents to you via the Website

I/We agree to the Company's request to send or supply Documents to me/us by making the same available on the Tracsis PLC website.

Email address

Signed

Date.....

### OR: PART B

#### Complete this Part B if you do NOT consent to the supply of Documents to you via the Website

I/We elect to continue to receive Documents in hard copy from the Company by post.

Signed

Date.....

>123-0  
Name  
Address 1  
Address 2  
Address 3  
Address 4  
Address 5  
Address 6

Business Reply Plus  
Licence Number  
RTZE-YRRG-ETSK



NR 1

Neville Registrars Limited  
Neville House  
Steelpark Road  
Halesowen  
B62 8HD