

## THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

If you are in any doubt as to any aspect of the proposals referred to in this document or as to the action you should take, you should seek your own personal financial advice from your stockbroker, bank, solicitor, accountant or other appropriate independent professional adviser.

If you have sold or otherwise transferred all of your shares in Pennant International Group plc (the "**Company**"), please pass this document, together with the accompanying documents, as soon as possible to the purchaser or transferee, or to the stockbroker, bank or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee.

### PENNANT INTERNATIONAL GROUP PLC

*(Incorporated in England and Wales with registered number 03187528; Registered office: Pennant Court, Staverton Technology Park, Cheltenham, Gloucestershire GL51 6TL)*

### NOTICE OF ANNUAL GENERAL MEETING

This year's ANNUAL GENERAL MEETING ("**AGM**") will be held at Pennant Court, Staverton Technology Park, Cheltenham, GL51 6TL on Friday 15 May 2020 at 10.30 a.m.

The AGM will be held subject to the provisions of Section A of this Notice if applicable. This means that **if the UK Government's restrictions on travel and gatherings (to combat Covid-19) are still in place at the date of the AGM, you must not attend the meeting** and may only vote via proxy. Section A of this Notice contains more details on the arrangements which will apply in such a scenario.

You will be asked to consider and pass the resolutions below. Resolutions 1 to 7 will be proposed as ordinary resolutions. Resolutions 8 and 9 will be proposed as special resolutions.

#### Ordinary resolutions

1. That the Company's financial statements and the reports of the Directors and auditors for the year ended 31 December 2019 be received and adopted.
2. That Mr D. Clements, who retires by rotation, be re-elected as a Director of the Company.
3. That Mr P. Cotton who retires pursuant to the Company's Articles of Association (the "**Articles**"), having been appointed a Director since the Company's 2019 AGM, be appointed as a Director of the Company.
4. That Mr M. Skates, who retires pursuant to the Articles, having been appointed a Director since the Company's 2019 AGM, be appointed as a Director of the Company.
5. That Mazars LLP be re-appointed auditors of the Company to hold office until the conclusion of the next general meeting at which the accounts are laid before the members.
6. That the Directors be authorised to fix the auditors' remuneration.
7. That the general unconditional authority conferred upon the Directors by the Articles to allot relevant securities (as defined in the Articles) under section 551 of the Companies Act 2006 be renewed for the period ending on the date of the AGM of the Company held in 2021 or 15 July 2021, whichever is earlier, and that the maximum aggregate nominal value of relevant securities which can be allotted is £605,477.

#### Special resolutions

8. That in substitution for all previous authorities, which are hereby revoked, the Company be and is hereby generally and unconditionally authorised for the purposes of section 701 of the Companies Act 2006 to make one or more market purchases (within the meaning of section 693 of the said Act) of ordinary shares of 5p each in the capital of the Company ("**Ordinary Shares**") provided that:

- a. the maximum aggregate number of Ordinary Shares hereby authorised to be purchased is up to 15% of the Ordinary Shares in issue at the date of this meeting, being 5,449,295 Ordinary Shares if no more Ordinary Shares are purchased by the Company between the date of the notice convening this meeting and the date of this meeting;
  - b. the maximum price (exclusive of expenses) which may be paid for an Ordinary Share is an amount equal to 105 per cent. of the average of the middle market quotations for an Ordinary Share taken from the Daily Official List of the London Stock Exchange Plc for the five business days immediately preceding the day on which the Ordinary Share is purchased;
  - c. the minimum price (exclusive of expenses) which may be paid for an Ordinary Share is 5p;
  - d. unless previously renewed, varied or revoked, the authority hereby conferred shall expire at the conclusion of the AGM of the Company to be held in 2021 or 15 July 2021, whichever is earlier;
  - e. the Company may make a contract or contracts to purchase Ordinary Shares under the authority hereby conferred prior to the expiry of such authority which will or may be executed wholly or partly after the expiry of such authority and may make a purchase of Ordinary Shares in pursuance of any such contract or contracts; and
  - f. the foregoing authority may not be exercised if the result thereof would be to require any person to make a mandatory offer for the whole of the ordinary share capital of the Company not already owned by that person or persons acting in concert with that person pursuant to Rule 9 of the City Code on Takeovers and Mergers.
9. That the period during which the power conferred upon the Directors by the Articles to allot equity securities (as defined in section 560 of the Companies Act 2006) entirely paid for in cash free of the restriction in section 561(1) of the Companies Act 2006 be fixed as the period ending on the date of the AGM of the Company held in 2021 or 15 July 2021, whichever is the earlier, and that the limit on the maximum amount of equity securities that can be allotted under that power be and is fixed as the number which has an aggregate nominal value of £363,286.

20 April 2020

By order of the Board

D J Clements

Company Secretary

**IMPORTANT NOTICE – COVID-19:** in the event that the UK government's Covid-19 restrictions are still in place on the date of the AGM, the provisions of Section A of this Notice (below) will apply. Section B (General Notes and Explanatory Notes to the Resolutions) will apply in any event.

## SECTION A – COVID-19 PROVISIONS

The provisions of this Section shall apply in the event that the UK Government's restrictions on travel and/or public gatherings in response to the Covid-19 pandemic remain in force at the date of the AGM.

If the restrictions on both travel and gatherings are lifted before the date of the AGM, this Section will not apply.

"Restrictions" means the restrictions publicised on the UK Government's website <https://www.gov.uk/coronavirus> and introduced under the Public Health (Control of Disease) Act 1984, the Coronavirus Act 2020 and/or any subordinate or successor legislation thereto.

The provisions of this Section are made under article 55 of the Articles, and through the Chairman's common law powers, for the purpose of ensuring the safe, orderly and lawful conduct of the AGM.

### 1. Attendance

- 1.1. Members must not attend the AGM. Attending the AGM is not essential travel.
- 1.2. Two Directors who are members (one of whom will be the Chairman or, if he is unable to attend for any reason, an acting Chairman appointed by the Board) will attend the AGM in order to form a quorum.
- 1.3. No other persons will be admitted to the AGM.

### 2. Voting

- 2.1. In order to vote on the Resolutions, members must do so via a proxy form or through CREST if they are registered to do so.
- 2.2. The 'General Notes' in Section B below provide further details on how to vote via proxy.

### 3. Questions for the Board

- 3.1. Questions may be submitted to the Board in writing (via email or post) in advance of the AGM.
- 3.2. Questions submitted via post should be sent to the Company's registered office; emailed questions should be sent to the following address: [cosec@pennantplc.co.uk](mailto:cosec@pennantplc.co.uk).
- 3.3. Written responses to any questions submitted will be circulated after the AGM (in the form of a Q&A Sheet) to all persons who have submitted a question.
- 3.4. Questions must be received 48 hours in advance of the AGM.
- 3.5. The Board reserves the right (acting in good faith) to disregard any questions which appear to be frivolous, vexatious or unrelated to the Company or the business of the AGM.
- 3.6. As with questions asked in person, the Board's response will be subject to any prevailing obligations of confidence and/or stock exchange rules.

Any queries regarding the application or operation of this Section should be directed to the Company Secretary in writing to the postal address or email address specified above.

## SECTION B

### General Notes

- 1 Members are entitled to appoint a proxy to exercise all or any of their rights to attend and to speak and vote on their behalf at the meeting. A shareholder may appoint more than one proxy in relation to the AGM provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that shareholder. A proxy need not be a shareholder of the Company. A proxy form which may be used to make such appointment and give proxy instructions accompanies this notice.
- 2 To be valid any proxy form or other instrument appointing a proxy must be received by post or (during normal business hours only) by hand at Neville Registrars Limited, Neville House, Steelpark Road, Halesowen, B62 8HD not later than 48 hours before the time of the meeting.
- 3 The return of a completed proxy form, other such instrument or any CREST Proxy Instruction (as described in paragraph 6 below) will not prevent a shareholder attending the AGM and voting in person if he/she wishes to do so.
- 4 To be entitled to attend and vote at the AGM (and for the purpose of the determination by the Company of the votes they may cast), shareholders must be registered in the Register of Members of the Company 48 hours before the time of the meeting (or, in the event of any adjournment, 48 hours before the time of the adjourned meeting). Changes to the Register of Members after the relevant deadline shall be disregarded in determining the rights of any person to attend and vote at the meeting.
- 5 As at 17 April 2020 (being the last business day prior to the publication of this Notice) the Company's issued share capital comprised 36,328,631 ordinary shares, carrying one vote each so the total voting rights in the Company as at 17 April 2020 is 36,328,631.
- 6 To appoint a proxy or to give or amend an instruction to a previously appointed proxy via the CREST system, the CREST message must be received by the Company's agent 7RA11 no later than 48 hours before the time of the meeting. 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. After this time any change of instructions to a proxy appointed through CREST should be communicated to the proxy by other means. CREST Personal Members or other CREST sponsored members, and those CREST members who have appointed voting service providers should contact their CREST sponsor or voting service providers for assistance with appointing proxies via CREST. For further information on CREST procedures, limitations and system timings please refer to the CREST manual. The Company may treat as invalid a proxy appointment sent through CREST in the circumstances set out in Regulation 35(5) (a) of the Uncertificated Securities Regulations 2001.
- 7 In order to facilitate voting by corporate representatives at the meeting, arrangements will be put in place at the meeting so that (i) if a corporate shareholder has appointed the chairman of the meeting as its corporate representative to vote on a poll in accordance with the directions of all the other corporate representatives for that shareholder at the meeting, then on a poll those corporate representatives will give voting directions to the chairman and the chairman will vote (or withhold a vote) as corporate representative in accordance with those directions; and (ii) if more than one corporate representative for the same corporate shareholder attends the meeting (subject always to the provisions of Section A) but the corporate shareholder has not appointed the chairman of the meeting as its corporate representative, a designated corporate representative will be nominated, from those corporate representatives who attend, who will vote on a poll and the other corporate representatives will give voting directions to that designated corporate representative. Corporate shareholders are referred to the guidance issued by the Institute of Chartered Secretaries and Administrators on proxies and corporate representatives ([www.icsa.org.uk](http://www.icsa.org.uk)) for further details of this procedure.

## Explanatory notes to the Resolutions

### Resolution 1: Annual report and accounts

The Directors must present the Company's annual accounts and Directors' and auditors' reports to shareholders at a general meeting. Those to be presented at the AGM are in respect of the year ended 31 December 2019. The annual accounts (which contain the Directors' and auditors' reports) are available on the Company's website: [www.pennantplc.co.uk](http://www.pennantplc.co.uk).

### Resolution 2: Re-election of Director

Mr Clements is required to retire pursuant to the retirement by rotation provisions in the Articles and has put himself forward for re-election at the AGM.

### Resolutions 3 and 4: Appointment of Directors

Mr Cotton and Mr Skates are required to offer themselves for election as Directors having been appointed after the last AGM.

### Resolutions 5 and 6: Reappointment and remuneration of auditors

The Company is required to appoint auditors at each general meeting at which its annual accounts and reports are presented to shareholders. Therefore, resolution 5 proposes the reappointment of Mazars LLP as auditors (to hold office until the next such meeting), and, in accordance with normal practice. Resolution authorises the Directors to determine the auditors' remuneration.

### Resolution 7: Authority to allot shares

Generally, the Directors may only allot shares in the Company (or grant rights to subscribe for, or to convert any security into, shares in the Company) if they have been authorised to do so by shareholders in general meeting.

Resolution 7 renews a similar authority given at last year's AGM which, if passed, will authorise the Directors to allot shares in the Company (and to grant such rights) up to an aggregate nominal amount of £605,477 (which represents approximately one-third of the issued ordinary share capital of the Company as at 17 April 2020, being the last practicable date before the publication of this document). If given, this authority will expire at the conclusion of the Company's 2021 AGM or on 15 July 2021 (whichever is the earlier). It is the Directors' intention to renew this authority each year.

### Resolution 8: Buyback authority

Resolution 8, proposed as a special resolution, renews a similar authority given at last year's AGM.

If passed, it will allow the Company to purchase up to 5,449,295 ordinary shares in the market (which represents approximately 15 per cent of the issued ordinary share capital of the Company as at 17 April 2020, being the last practicable date before the publication of this document). The minimum and maximum prices for such a purchase are set out in the resolution. If given, this authority will expire (unless renewed, varied or revoked) at the conclusion of the Company's 2021 AGM or 15 July 2021 which is earlier.

It is the Directors' intention to renew this authority each year. The Directors are not permitted to use the authority if its use would result in a shareholder being required to undertake a mandatory offer for the Company under the provisions of Rule 9 of the City Code on Takeovers and Mergers.

### Resolution 9: Disapplication of pre-emption rights

If the Directors wish to allot new shares or other equity securities (within the meaning of section 560 of the Companies Act 2006 (the "**Act**")) for cash then under the Act they must first offer such shares or securities to shareholders in proportion to their existing holdings. These statutory pre-emption rights may be disapplied by shareholders.

Resolution 9 which will be proposed as a special resolution, renews a similar power given at last year's AGM and, if passed, will enable the Directors to allot equity securities for cash without having to comply with statutory pre-emption rights.

This year, to provide additional flexibility to quickly access equity funding in the event that it is needed to deal with the impacts of Covid-19 or otherwise, the Directors propose that this power be limited to allotments up to an aggregate nominal amount of £363,286, representing approximately 20% of the issued ordinary share capital of the Company) as at 17 April 2020, being the last practicable date before the publication of this document.

If given, this authority will expire at the end of the Company's 2021 AGM or on 15 July 2021 (whichever is the earlier). It is the Directors' intention to renew this authority each year.

### **Recommendation**

The Directors believe that the proposals set out in this Notice are in the best interests of the shareholders as a whole. Accordingly, they unanimously recommend that you vote in favour of these resolutions, as they intend to do in respect of their own beneficial shareholdings.