



# APPLIED GRAPHENE MATERIALS

5 November 2020

Dear Shareholder

## **Annual Report 2020 and Notice of the 2020 Annual General Meeting**

Please accept this letter as notification that Applied Graphene Materials plc's (the Company) Annual Report for the year ended 31 July 2020 and the Notice of the 2020 Annual General Meeting (AGM) have now been published on the Company's website at [www.appliedgraphenematerials.com/investor-relations](http://www.appliedgraphenematerials.com/investor-relations) and are enclosed for shareholders who elected for a hard copy of the Annual Report.

### **AGM attendance**

The Company's AGM will be held at 11 a.m. on Tuesday 15 December 2020 at the offices of Squire Patton Boggs (UK) Limited, being 6 Wellington Place, Leeds LS1 4AP.

This letter does not contain the full details of the resolutions to be tabled at the AGM, and these are contained in the Notice of the AGM and should be read before you complete your vote. The Directors consider that the proposed resolutions contained in the Notice of the AGM are in the best interests of the Company and shareholders as a whole and unanimously recommend that you vote in favour of them, as they intend to do in respect of their own shareholdings.

The Board recognises that the AGM of the Company is an important event for shareholders, but at the moment the health and wellbeing of the Company's employees, shareholders and the wider community in which we operate is of paramount importance to the Board.

Given the current Government guidelines relating to Covid-19 (as published as at the date of this letter), shareholders and their proxies will not be permitted to attend the AGM in person, other than for the specific purpose of ensuring that the AGM is quorate. The AGM will be held for the sole purpose of approving the formal business as set out in the resolutions contained in the Notice of AGM.

### **Proxy voting**

You will not receive a hard copy form of proxy for the 2020 AGM in the post. Instead, you will be able to vote electronically using the link [www.signalshares.com](http://www.signalshares.com). You will need to log in to your Signal Shares account, or register if you have not previously done so. To register you will need your Investor Code; this is detailed on your share certificate or available from our registrars, Link Asset Services.

In light of the Covid-19 pandemic, shareholders are requested to **vote on all resolutions by completing and submitting an online form of proxy** and are asked that they do not attend the AGM. Shareholders and their proxies will not be permitted to attend the AGM in person, as set out above. Proxy votes must be received no later than **48 hours before the time and date scheduled for the Meeting**.

You may request a hard copy form of proxy directly from the registrars, Link Asset Services, on 0371 664 0391 if calling from the United Kingdom, or +44 (0) 371 664 0391 if calling from outside the United Kingdom. Calls are charged at the standard geographical rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 9 a.m. and 5.30 p.m., Monday to Friday excluding public holidays in England and Wales.

Thank you for your continued support as a shareholder of Applied Graphene Materials plc.

Yours sincerely

**David Blain**

**Company Secretary**

Applied Graphene Materials plc

This letter has been sent to registered shareholders who have elected to receive communications electronically and to certain beneficial owners of shares who have been nominated by their registered holders of shares to enjoy information rights in accordance with Section 146 of the Companies Act 2006 (nominated persons). Such nominated persons are advised that, in order to vote at the forthcoming Annual General Meeting, they must issue an instruction to the registered holder of their shares. The Company may only accept instructions from registered holders of its shares and it would therefore be unable to act upon any instructions received from nominated persons.

## Shareholder communications

The majority of shareholders choose to receive Annual Reports and notices of meetings electronically. This has a number of advantages for the Company and its shareholders. It increases the speed of communication, saves you time and reduces print and distribution costs and our impact on the environment. Company law requires that the Company asks shareholders to consent to the receipt of communications electronically and via a website\*. Please note that if you consent to website publication you will continue to be notified in writing and through the release of an announcement on the London Stock Exchange each time the Company places a statutory communication on the website. Annual Reports and other documents which are required to be sent to shareholders (shareholder information) are published on our website at [www.appliedgraphenematerials.com/investor-relations](http://www.appliedgraphenematerials.com/investor-relations). If you consent, the website will be the way in which you access all future shareholder information.

Please note that you still have the right to request hard copies of shareholder information at no charge.

- If you would like to receive notifications by email, you can register your email address via the Share Portal at [www.signalshares.com](http://www.signalshares.com) or complete and sign the reply slip by ticking option (a) and return it to the Freepost address on the form.
- If you would like to receive shareholder information by means of a website, there is nothing more you need to do. You will be notified by post when shareholder information has been placed on the website.
- If you would like to receive shareholder information in hard copy form, you can register your request via the Share Portal at [www.signalshares.com](http://www.signalshares.com) or complete and sign the reply slip by ticking option (b) and return it to the Freepost address on the form.

Please note that if you hold your shares corporately or in a CREST account, you are not able to use the Share Portal to inform us of your preferred method of communication and should instead complete and return the reply slip. **If we do not receive a reply from you within 28 days of the date of dispatch of this letter, you will be deemed to have consented to website publication of shareholder information and you will not receive hard copies of shareholder information in the post.**

\* The Company reserves the right to send hard copy documents to shareholders where, for example, overseas securities laws do not permit electronic communication or in other circumstances where the Company considers that electronic delivery may not be appropriate.



## APPLIED GRAPHENE MATERIALS PLC – SHAREHOLDER COMMUNICATIONS

Please note that if you do not return the form below within 28 days of the date of posting, you will be deemed to have consented to the receipt of shareholder documentation via a website.

### Option (a)

I would like to receive all shareholder communications by email

### Option (b)

I would like to receive printed copies of all shareholder communications

Name	
Investor code (IVC)	
Address	
Email	
Sign	Date

**Please return to: FREEPOST SAS, 34 Beckenham Road BR3 9ZA  
(no stamp or further address detail is required. Please write in BLOCK CAPITALS)**