



Abbey House, 2 Southgate Road, Potters Bar, Herts, EN6 5DU, England.  
Telephone: (01707) 651266 Fax: (01707) 645920

6 September 2021

Dear Shareholder,

### **Proposed Share Consolidation, treatment of Fractional Entitlements and Notice of Extraordinary General Meeting**

I have pleasure in enclosing the Notice of Meeting and Circular for the Extraordinary General Meeting of Abbey plc (the **Company**) scheduled to be held at 10:30 a.m. on Thursday, 30 September 2021 (**EGM**).

Full details of the resolution to be proposed at the EGM, together with explanatory notes, are contained in the Notice of EGM which is set out at the end of the Circular. The website address to access the Notice of EGM is <https://abbeyplc.ie/diary-events/>.

#### **Important Notice - Measures to reduce COVID-19 transmission at EGM**

Due to ongoing restrictions on public gatherings and current regulations and public health guidance in effect in response to COVID-19, shareholders are asked not to attend the EGM in person in the interest of their own safety and that of the staff and employees of the Company. It is proposed that all legal requirements of the EGM, in accordance with the Company's constitution, are satisfied with the minimum necessary quorum and physical distancing measures will be in place. Shareholders are **STRONGLY ENCOURAGED** to appoint the Chairman of the meeting as their proxy using the enclosed proxy form to ensure they can vote and be represented at the EGM without attending in person.

#### **Appointment of proxies**

If you wish to validly appoint a proxy, proxy forms must be completed and signed in accordance with the instructions printed thereon and returned by post (or if delivered by hand during normal business hours only, being 9:00 a.m. to 5:00 p.m.) to the Company's Registrar, Computershare Investor Services (Ireland) Limited, at 3100 Lake Drive, Citywest Business Campus Dublin 24, D24 AK82 or submitted by fax (in legible form) to +353 (0)1 447 5572, in each such case as soon as possible but in any event so as to be received by the Company's Registrar **no later than 10:30 a.m. on 28 September 2021**. Alternatively, electronic proxy appointment is also available for the EGM. This facility enables Shareholders to appoint a proxy by electronic means by logging on to [www.eproxyappointment.com](http://www.eproxyappointment.com). To appoint a proxy on this website Shareholders need to enter a Control Number, a Shareholder Reference Number (SRN), a PIN and agree to the terms and conditions specified by the Company's Registrar. The Control Number, the Shareholder Reference Number (SRN) and PIN can be found on the top of the Form of Proxy. A member who wishes to appoint more than one proxy must contact the Company's Registrar by sending an email to [clientservices@computershare.ie](mailto:clientservices@computershare.ie).

#### **Questions**

While we will have the facility to take some live questions on the day of the EGM, we would nonetheless request that you submit any questions that you would like to raise and/or might otherwise have raised in person at the EGM in writing by email to [egm2021@abbeyplc.com](mailto:egm2021@abbeyplc.com) **no later than 6:00 p.m. on 28 September 2021** or by sending a letter and evidence of your shareholding at least four (4) business days prior to the EGM by post to the Company Secretary at the Company's registered office (the details of which are set out above). All correspondence should include sufficient information to verify the identity of the shareholder on the Register of members, for example, a shareholder reference number which is printed on the enclosed form of proxy.



## Meeting participation

Shareholders are requested to avail of the teleconferencing facilities provided by the Company for this purpose. To join the teleconference at **10:30 a.m. on Thursday, 30 September 2021**, you will need to pre-register. In order to pre-register, please click the link below and following the instructions. Once registered, you'll receive dial in number(s) and your conference and user PINs ready for the call.

<https://247meeting.confserve.com/SelfRegistration/registration.aspx?booking=O2xkelLKrypK9dBo6Fs519lpY7bPwu9rfpOj6DPyhow=>

This link is also available on our website at <https://abbeyplc.ie/diary-events/>.

Alternatively you can send an email to [egm2021@abbeyplc.com](mailto:egm2021@abbeyplc.com) requesting to be sent the link directly to enable you to register.

Please note that the teleconference facility will allow you to listen to the business of the EGM and to raise questions or points only, **you will not be able to use the teleconference facility to vote** (as noted above, voting is facilitated via the proxy service).

The Company will continue to monitor the impact of COVID-19 and any relevant updates regarding the EGM will be available at [www.abbeyplc.ie](http://www.abbeyplc.ie).

If you have any queries, please contact me at [egm2021@abbeyplc.com](mailto:egm2021@abbeyplc.com) or the Company's Registrars, Computershare Investor Services (Ireland) Limited on +353 1 447 5104.

Furthermore, if you are in any doubt about the contents of this letter, the Circular or the Notice of EGM and what action you should take, you are recommended to consult your independent professional adviser, who is authorised or exempted under the European Union (Markets in Financial Instruments) Regulations 2017 (as amended) or the Investment Intermediaries Act 1995 (as amended), if you are resident in Ireland, or who is authorised under the Financial Services and Markets Act, 2000 (as amended), if you are resident in the United Kingdom, or from another appropriately authorised independent financial adviser if you are in a territory outside Ireland or the United Kingdom.

David J Dawson  
Company Secretary  
6 September 2021