

Henry Boot PLCBanner Cross Hall,
Ecclesall Road South,
Sheffield, S11 9PDt: 0114 255 5444
e: plc@henryboot.co.uk
www.henryboot.co.uk

Our ref: ALS/JLR

Your ref:

Date: 16 April 2021

THIS DOCUMENT IS IMPORTANT and requires your immediate attention. If you are in any doubt about the action you should take, you should immediately consult your stockbroker, bank manager, solicitor, accountant or other independent professional adviser authorised under the Financial Services and Markets Act 2000.

Dear Shareholder

Henry Boot PLC ('the Company')**2020 Annual Report and Financial Statements and Notice of Annual General Meeting**

This letter is to notify you that the Company's 2020 Annual Report and Financial Statements, also containing the Notice of Annual General Meeting, has now been published on the Company's website at www.henryboot.co.uk

The Notice of Annual General Meeting will remain on this website until the conclusion of the meeting, and to access the document please click on the 2020 Annual Report link located on the home page. In the interests of the environment, I would ask that you please refrain from printing unless absolutely necessary.

This letter is introducing the proposals contained in the document which should be read before taking a decision. This notification is not a summary of the proposals and should not be regarded as a substitute for reading the document.

The Annual General Meeting will be held at Banner Cross Hall, Ecclesall Road South, Sheffield S11 9PD on Thursday 20 May 2021 at 12.30pm. In view of the UK Government placing restrictions on gatherings due to the CV-19 pandemic, ordinary shareholders are kindly requested not to attend the AGM in person, as the number of permitted attendees is likely to be restricted. Details of how shareholders can access the Board's company update, usually delivered at the AGM, will be detailed on the Company's website in due course. The Board encourages shareholders to monitor the Company's website (www.henryboot.co.uk/investors) and regulatory news services for any updates in relation to the Annual General Meeting that may need to be provided. In the meantime, the Board encourages shareholders to submit their proxy form as early as possible by post or electronically as detailed in the notes to the Notice of Annual General Meeting and the proxy form.

Ordinarily, ordinary shareholders are entitled to appoint any person as their proxy to attend and to exercise all or any of their rights to vote and to speak at the Annual General Meeting instead of the shareholder. However, in view of the UK Government restrictions, the Company is encouraging ordinary shareholders to appoint the Chairman as their proxy (either electronically or by post) with their voting instructions as attendance at the Annual General Meeting is likely to be restricted. The deadline for doing this is set out in the notes to the Notice of Annual General Meeting and the proxy form. In addition, the method of submitting questions to the Board is detailed on the Notice of AGM. The Company is taking these precautionary measures to safeguard its shareholders' and employees' health and make the Annual General Meeting as safe and efficient as possible.



We would like to take this opportunity to thank you for having consented to receive this report via the Company's website, as this will help the Company in reducing printing and mailing costs and also the impact of such activities on the environment. If in the future you would prefer to receive shareholder communications from the Company via email, instead of by post, please register your email address via the Computershare Investor Services PLC Investor Centre at www.investorcentre.co.uk and follow the instructions provided.

Yours sincerely

A handwritten signature in black ink, appearing to read 'ASB', is positioned above a solid blue horizontal line.

Amy Stanbridge
Company Secretary

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Yours faithfully



Amy Stanbridge
Company Secretary





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Dear Shareholder

**Henry Boot PLC ('the Company')
2020 Annual Report and Financial Statements and Notice of Annual General Meeting**

Further to your registration to receive Henry Boot PLC shareholder communications electronically, we are pleased to announce that the Annual Report and Financial Statements for the year ended 31 December 2020, also containing the Notice of Annual General Meeting, has been published and will be available to view from the 16 April 2021 on the Company's website at:

www.henryboot.co.uk

The Annual General Meeting will be held at Banner Cross Hall, Ecclesall Road South, Sheffield, S11 9PD on Thursday 20 May 2021 at 12.30pm. However, in view of the UK Government placing restrictions on gatherings due to the CV-19 pandemic, shareholders are kindly requested not to attend the AGM in person, as the number of permitted attendees is likely to be restricted. Shareholders are encouraged to appoint the Chairman as their proxy for the meeting, by completing the relevant proxy form clicking on the link below:

www.investorcentre.co.uk/eproxy

You will need to enter the Control Number, your Shareholder Reference Number (SRN) and your PIN (all of which are shown below). To be valid, proxy appointments must be lodged with the Company's Registrar (Computershare Investor Services PLC) by post at the Registrar's address at The Pavilions, Bridgwater Road, Bristol, BS99 6ZY or electronically via the internet (as explained above) no later than 12.30pm on 18 May 2021.

Control Number:

SRN:

PIN:

Your understanding of the current situation in regards to not attending the meeting in person is greatly appreciated.

Yours faithfully

Amy Stanbridge
Company Secretary

Registered office: Banner Cross Hall, Ecclesall Road South, Sheffield, S11 9PD



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Dear Sir/Madam

**Henry Boot PLC ('the Company')
2020 Annual Report and Financial Statements and Notice of Annual General Meeting**

You have been sent this email because the custodian of your investment has notified Computershare that you wish to receive shareholder communications from Henry Boot PLC by email.

We are pleased to announce that the Annual Report and Financial Statements for the year ended 31 December 2020, also containing the Notice of Annual General Meeting, has been published and will be available to view from the 16 April 2021 on the Company's website at:

www.henryboot.co.uk

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Although you have been nominated to receive general shareholder communications directly from Henry Boot PLC, it is important to remember that your main contact in terms of your investment remains with the registered shareholder (the custodian or broker who administers the investment on your behalf). Therefore, any changes or questions relating to your personal details and holding (including any administration thereof) must continue to be directed to your investment manager or custodian.

Your understanding of the current situation in regards to not attending the meeting in person is greatly appreciated.

Yours faithfully

Amy Stanbridge
Company Secretary

Registered office:
Banner Cross Hall, Ecclesall Road South, Sheffield, S11 9PD