

# Notice of availability



## THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

If you are in any doubt as to 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 if you are resident in the United Kingdom or, if you reside elsewhere, another appropriately authorised financial adviser.

**24 July 2017**

**Dear Shareholder**

**Notification of shareholder documentation available on the DS Smith Plc website**

If you have previously agreed to receive shareholder documentation from DS Smith Plc via the Company's website, I am pleased to advise you that the Annual Report and Accounts for the year ended 30 April 2017 is now available on the Company's website at [www.dssmith.com](http://www.dssmith.com). For direct access to this document, please type the following link into your web browser:

[www.dssmith.com/investors/annual-reports](http://www.dssmith.com/investors/annual-reports)

The Company's Annual General Meeting will be held at 12 noon on Tuesday 5 September 2017 at the offices of Allen & Overy LLP, One Bishops Square, London E1 6AD. The full Notice of Meeting is now available on our website and can be viewed by following the link above. All resolutions will be put to poll votes. This means that the votes of all shareholders, including those who cannot attend the meeting but who validly appoint a proxy, are counted. The results of the poll will be posted on the Company's website shortly after the meeting.

Enclosed with this letter is a personalised Form of Proxy. If you are an ordinary shareholder, you can complete and return your pre-paid Form of Proxy by post. Alternatively you may appoint a proxy (or proxies) electronically via the website [www.sharevote.co.uk](http://www.sharevote.co.uk). Your appointed proxy can exercise all or any of your rights, as set out on the Form of Proxy, to attend, to speak and to vote on your behalf at the Annual General Meeting. If you are appointing your proxy electronically you will need the voting ID, task ID and shareholder reference number shown on the enclosed Form of Proxy. You are reminded that, to be valid, the appointment of a proxy or proxies must be received by the Registrars by post or on-line by 6.30pm on 3 September 2017.

This letter is only intended to inform you of the availability of shareholder documents online. It does not contain sufficient information to allow for an understanding of the proposals contained in the shareholder documents and should not be regarded as a substitute for reading the documents.

For general enquiries, including queries regarding your share account, please contact the Company's Registrars, Equiniti, from within the UK on 0371 384 2197. Lines are open 8.30am to 5.30pm Monday to Friday. Overseas telephone: +44 121 415 7047.

You are entitled to receive a hard copy of the Company's Annual Report and Accounts and other shareholder documentation. If you wish to receive this, please call 0371 384 2197 or write to Equiniti, Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA, stating your name, shareholding and shareholder reference number.

Yours faithfully

**Iain Simm**  
Company Secretary