

# SHAREHOLDER COMMUNICATIONS



7 October 2020

Dear Shareholder

## Shareholder communications – How do you want to receive your shareholder information?

ScS Group PLC is committed to acting sustainably and reducing the amount of paper we use through greater use of electronic communications. This will reduce our environmental impact and shareholders can also benefit from being able to access documents on the day of publication.

We therefore now wish to ask ScS shareholders to consider how you want us to provide you with shareholder information such as the annual report, notices of meetings and other shareholder documents or information in the future. The following options available to you are:

### Option 1 – website communication

This is the default option if you take no action. We will send you a letter to inform you when shareholder information (i.e. annual reports and notices of meeting) has been published on our website.

### Option 2 – email communication

Alternatively, you can sign up to receive emails advising you when shareholder information becomes available on our website by simply registering at [www.shareview.co.uk](http://www.shareview.co.uk).

### Option 3 – paper communication

To continue to receive all shareholder information by post, please complete the form below and return it to our Registrar, Equiniti, Freepost RTHJ-CLLL-KBKU, Equiniti Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 8LU by no later than 24 November 2020. Shareholders mailing the form from outside of the United Kingdom will need to attach the appropriate postage to the response envelope in order to ensure the form is received in time.

You can of course change your mind at any time by contacting Equiniti.

If you have any questions concerning these options or would like additional information, please contact Equiniti by telephone on 0371 384 2468 or +44 (0)121 415 0107 if calling outside the United Kingdom.

Yours faithfully

**Richard Butts**  
Company Secretary

ScS Group Plc  
Registered Office: 44-49 Villiers Street, Sunderland, SR1 1HA  
Registered in England and Wales under number 03263435

Shareholder reference number

To continue to receive shareholder documents in hard copy format please place an "X" in the box ☐ and return it in an envelope using the freepost address referred to above.

**Please note that if you do not return this form before 24 November 2020 you will be treated as having agreed to receive future shareholder information through the Company's website.**