

**THIS LETTER AND THE RELATED DOCUMENTS ARE IMPORTANT AND REQUIRE YOUR IMMEDIATE ATTENTION.**

If you are in any doubt as to the action you should take, you are recommended to consult your stockbroker, solicitor, accountant or other professional adviser authorised under the Financial Services and Markets Act 2000 as soon as possible.

If you have sold or otherwise transferred all of your shares in Ibstock plc, please pass this document immediately to the purchaser or transferee, or to the person who arranged the sale or transfer, so they can pass this letter to the person who now holds the shares.

This letter does not contain sufficient information to allow you to gain an understanding of the proposals contained in the shareholder documents published online and should not be regarded as a substitute for reading the shareholder documents or relied on as the basis upon which to make decisions. It is recommended that you read the shareholder documents carefully before taking any action.

18 March 2022

Dear Shareholder,

**NOTICE OF AVAILABILITY**

This letter is to notify you that the following shareholder documents (the 'Documents') have now been published on the Ibstock plc (the 'Company') website (<http://www.ibstockplc.com/investors>) and are available to view or download:

- Annual Report and Accounts for the year ended 31 December 2021
- Notice of Annual General Meeting 2022

To access these shareholder documents, you will need to have the Adobe Acrobat Reader program installed.

**2022 Arrangements**

The Company's Annual General Meeting ('AGM' or 'Meeting') will be held at 11.00am on Thursday 21 April 2022 at the London offices of Ibstock plc, 54 Hatton Garden, London, EC1N 8HN.

The Board is looking forward to welcoming shareholders in person to the AGM this year as permitted by government guidance relating to the COVID-19 pandemic in place at the time of publication of this Notice. If you wish to attend in person, please bring this letter with you. The letter will authenticate your right to attend, speak and vote at the AGM and assist us to register your attendance without delay. Shareholders are asked to note that the Company may be required to change the arrangements for the Meeting at short notice should government restrictions on public gatherings or other social distancing measures be reintroduced, for example in the event of a further outbreak of COVID-19. In such circumstances, the Company may be required to hold the Meeting as a closed meeting, without shareholders being able to attend in person.

If this is the case, we will publish the relevant information on the Company's website, [www.ibstockplc.co.uk](http://www.ibstockplc.co.uk), and make an announcement to the London Stock Exchange via the regulatory information service. Please check the Company's website in advance of the Meeting in case there are any changes made to the arrangements of the AGM.

As we did last year, and to maintain engagement with shareholders, if you are a shareholder and are unable to attend the AGM and would like to ask a question on the business of the Meeting please submit your question to [Company.Secretariat@ibstock.co.uk](mailto:Company.Secretariat@ibstock.co.uk) prior to the start of the AGM. We will endeavour to answer as many questions as possible, prior to and during the meeting, and will respond by email if we are unable to do so.

**Proxies**

If you are unable to attend the AGM in person, we strongly encourage you to vote in advance by appointing the Chairman or another duly nominated person as your proxy (or proxies) to attend and vote on your behalf. Details on how to do so by post, online or through CREST are set out in the Notice of the Meeting.

**Action to be taken**

Your vote is important to us and we encourage you to submit your proxy vote in one of the following ways:

- Submit your proxy vote electronically by accessing the shareholder portal at [www.signalshares.com](http://www.signalshares.com), logging in and selecting the 'Vote Online Now' link. You will require your username and password in order to log in and vote; or
- Request and complete a hard copy proxy form from our Registrars Link Group by emailing [enquiries@linkgroup.co.uk](mailto:enquiries@linkgroup.co.uk) or by post at Link Group, 10th Floor, Central Square, 29 Wellington Street, Leeds LS1 4DL; or
- In the case of CREST members, you can appoint your proxy through the CREST proxy appointment service as detailed in note 6 on page 7 of the Notice of Meeting.

Please note that the deadline for the receipt by our Registrars of all proxy appointments is 11:00 a.m. on Tuesday 19th April 2022 (48 hours before the start of the meeting).

The results of the AGM will be announced through an RIS announcement and on the Company website, as soon as practicable after the AGM.

**Your communication preferences**

We would like to take this opportunity to thank you for agreeing to receive the Documents via our website rather than in paper form. By viewing documents in this way you are helping the Company meet its sustainability objectives, cut production and distribution costs and reduce waste and pollution.

Should you wish to register for email notification of future communications or revert to receiving paper copies of documents, please contact our Registrars, Link Group online at [www.signalshares.com](http://www.signalshares.com); via email at [enquiries@linkgroup.co.uk](mailto:enquiries@linkgroup.co.uk); by post at PXS1, Link Group, 10th Floor, Central Square, 29 Wellington Street, Leeds LS1 4DL; or by telephone on: (from the UK) 0371 664 0300, (from outside the UK) + 44 (0)371 664 0300. Calls are charged at the standard geographical rate. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open 9:00 a.m. to 5:30 p.m., Monday to Friday excluding public holidays in England and Wales.

Yours faithfully,

**Nick Giles**  
Company Secretary