



**Byotrol plc**

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**20 October 2020**

*Dear Shareholder*

**Byotrol plc's Report and Accounts for the financial year ended 31 March 2020  
Circular in connection with a proposed capital reduction and  
Notice of 2020 Annual General Meeting**

This letter is to advise you that Byotrol plc's Report and Accounts for the financial year ended 31 March 2020, a Circular in connection with a proposed capital reduction and Notice of 2020 Annual General Meeting (the "Notice") have now been published on the Company's website at <https://www.byotrolplc.com>.

**Annual General Meeting and voting**

The Annual General Meeting of Byotrol plc (the "Company") (the "AGM") will be held at 11:00 am (UK time) on 13 November 2020 at the offices of finnCap Limited, 1 Bartholomew Close, London, EC1A 7BL. Due to the COVID-19 pandemic, shareholders (other than the minimum number of 2 required to form a quorum, as arranged by the Company) will not be able to attend and vote at the AGM in person. We are committed to conducting the business of the Company in the safest and most practical way possible in these circumstances and therefore the meeting will be run as a closed meeting for the purpose of completing the formal business of the AGM only.

This is a notification only. It does not summarise the resolutions contained in the Notice and should not be regarded as a substitute for reading the Notice.

**Voting by proxy**

You will not receive a hard copy form of proxy for the AGM in the post. Instead, you will be able to appoint a proxy electronically using the link <https://www.signalshares.com>. You will need to log into your Signal Shares account, or register if you have not previously done so. To register you will need your Investor Code, this is detailed on your share certificate or available from our registrar, Link Asset Services. Proxy votes must be received by no later than 11.00 am on 11 November 2020. Alternatively, you may submit your proxy vote via CREST where applicable.

**Request a hard copy form of proxy**

You may request a hard copy form of proxy directly from the registrars on 0371 664 0300. Calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 09:00 - 17:30, Monday to Friday excluding public holidays in England and Wales.

Alternatively, you can request a hard copy proxy card by emailing [shareholderenquiries@linkgroup.co.uk](mailto:shareholderenquiries@linkgroup.co.uk).

We would like to take this opportunity to thank you for having consented to receive these documents via the Company's website rather than in hard copy form. If you would like to receive general communications from the Company via email, please register your email address at <https://www.signalshares.com>.

Thank you for your continuing support.

Yours sincerely

**John Langlands**  
Chairman