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If you have sold or transferred all of your ordinary shares in the Company, please pass this document and the Form of Proxy to the purchaser or transferee or to the stockbroker, bank or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee.

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# TRANSENSE TECHNOLOGIES PLC

## Notice of Annual General Meeting

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Notice convening the Annual General Meeting of the Company to be held at 1 Landscape Close, Weston-on-the-Green, Bicester, Oxon OX25 3SX on 1 December 2022 at 10am is set out on pages 6 to 8 of this document. A Form of Proxy accompanies this document. **To be valid, the Form of Proxy must be completed and returned so as to be received at the offices of the Company's registrars, Neville Registrars, Neville House, Steelpark Road, Halesowen B62 8HD not later than 10am on 29 November 2022.** The completion and depositing of a Form of Proxy will not preclude you from attending and voting in person at the Annual General Meeting should you wish to do so.

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## Expected Timetable of Principal Events

Publication date of this document	24 October 2022
Latest time and date for receipt of Forms of Proxy	10am on 29 November 2022
Annual General Meeting	10am on 1 December 2022

If any details contained in the timetable above should change, the revised times and dates will be notified by means of an announcement through a Regulatory Information Service.

## PART I

### Letter from the Chairman

#### TRANSENSE TECHNOLOGIES PLC

*(Incorporated in England and Wales with registered number 01885075)*

*Directors*

Nigel Rogers (Chairman)  
Melvyn Segal (Chief Financial Officer)  
Nicholas Hopkins (Chief Operating Officer)  
Rodney Westhead (Non-Executive Director)  
Ryan Maughan (Business Development Director)

*Registered Office*

1 Landscape Close

Weston-On-The-Green  
Bicester  
Oxfordshire  
OX25 3SX

24 October 2022

*To Shareholders*

Dear Shareholder,

#### Annual General Meeting

##### 1. Introduction

I am pleased to be writing to you with details of the 2022 AGM of the Company, which will be held at the Company's offices at 1 Landscape Close, Weston on the Green, Oxfordshire OX25 3SX on 1 December 2022 at 10am. The formal notice of AGM is set out in the Appendix to this document.

I would like to explain to you the ordinary and special business to be transacted and the Resolutions to be proposed at the Annual General Meeting which are set out in full in the Notice:

- Section 2 explains the business to be proposed at the AGM (as well as summarising all the Resolutions contained in the Notice).
- Section 3 of this letter sets out the action Shareholders are asked to take.
- Section 4 contains the unanimous recommendation of the Directors to vote in favour of the Resolutions.

##### 2. Annual General Meeting: explanation of all business and summary of the Resolutions proposed

The notice convening the AGM is set out in the Appendix to this document. The Resolutions are required in order to enable the Company to implement the ordinary and special business that the Company proposes to transact at the AGM.

Resolutions 1 to 9 will be proposed as Ordinary Resolutions. This means that for these Resolutions to be passed, more than one-half of the votes cast must be in favour of the Resolution.

Resolutions 10 to 11 will be proposed as Special Resolutions. This means that for each of those Resolutions to be passed, at least three-quarters of the votes cast must be in favour of the Resolution.

##### Resolution 1 – To receive and adopt the Annual Report and Accounts

It is proposed to receive and adopt the Company's annual accounts for the financial year ended 30 June 2022 together with the Directors' report and independent auditor's report on those accounts.

### **Resolution 2 – To receive and adopt the Remuneration Report**

It is proposed to receive and adopt the Company's remuneration report that is contained in the report of the Directors for the year ended 30 June 2022. The report gives details of the directors' remuneration for the year ended 30 June 2022 and sets out the Company's overall policy on directors' remuneration. In accordance with section 439 of the Act, this is an advisory vote only and does not affect the actual remuneration paid to any individual director.

### **Resolution 3 – Appointment of Auditors**

This Resolution relates to the re-appointment of Cooper Parry Group Limited as the Company's auditors to hold office until the next annual general meeting of the Company and to authorise the Directors to set their remuneration.

### **Resolutions 4 to 8 – Reappointment of Directors**

These Resolutions deal with the reappointment of Nigel Rogers, Melvyn Segal, Rodney Westhead, Nicholas Hopkins and Ryan Maughan who retire as Directors by rotation in accordance with the articles of association of the Company and, being eligible, offer themselves for re-election as a director of the Company.

### **Resolution 9 – Allotment of Share Capital**

This Resolution deals with the Directors' authority to allot new ordinary shares in the capital of the Company in accordance with section 551 of the Act.

The Board considers it appropriate that the Directors be granted authority to allot shares in the capital of the Company up to a maximum nominal amount of £527,793 representing approximately one third of the Company's issued ordinary share capital excluding shares held in treasury as at 21 October 2022 (the latest practicable date prior to publication of this document). The power will last until the earlier of 29 February 2024 and the conclusion of the next annual general meeting of the Company.

### **Resolution 10 – Disapplication of Statutory Pre-emption Rights**

This Resolution will give the Directors authority to allot shares in the capital of the Company pursuant to the authority granted under Resolution 9 above for cash without complying with the pre-emption rights in the Act. This authority will permit the Directors to allot shares up to a maximum nominal value of £79,967 representing approximately 5% of the issued ordinary share capital excluding shares held in treasury of the Company as at 21 October 2022 (the latest practicable date prior to publication of this document) otherwise than in connection with a pre-emptive offer to existing Shareholders.

### **Resolution 11 – Authority to purchase the Company's own shares**

This resolution grants authority to the Company to make purchases of up to a maximum of 10% of the issued ordinary share capital excluding shares held in treasury of the Company as at 21 October 2022 (the latest practicable date prior to publication of this document).

In certain circumstances it may be advantageous for the Company to purchase its ordinary shares. The Directors would use the share purchase authority with discretion and in light of market conditions prevailing at the time. In reaching a decision to purchase ordinary shares, your Directors would take account of the Company's cash resources and capital, the effect of such purchases on the Company's business and on earnings per ordinary share. The Directors consider that it is in the best interests of the Company and its shareholders as a whole that the Company should have flexibility to buy back its own shares should the directors in the future consider that it is appropriate to do so. In relation to any buy back, the maximum price per ordinary share at which the Company is authorised in terms of resolution 11 to effect that buy back is 5% above the average middle market price of an ordinary share for the five business days immediately preceding the date on which the buy back is effected and the higher of the price of the last independent trade and the highest current independent bid on the trading venue where the purchase is carried out. The Company may either cancel any shares it purchases under this authority or transfer them into treasury (and subsequently sell or transfer them out of treasury or cancel them).

### **3. Action to be taken**

You will find enclosed with this document a Form of Proxy for use at the AGM. Whether you intend to be present at the AGM or not, you are asked to complete the Form of Proxy in accordance with the

instructions printed on it and to return it to the Registrars as soon as possible and, in any event, so as to be received by no later than 10am on 29 November 2022. The completion and return of the Form of Proxy will not preclude you from attending the AGM and voting in person if you wish to do so.

Shareholders who hold their shares in the Company through CREST are referred to the Notes to the Notice of Annual General Meeting.

If the Form of Proxy is not returned or the CREST Proxy Instructions submitted by 10am on 29 November 2022, your vote will not count.

#### **4. Recommendation**

The Board considers that the business that it proposes to transact at the AGM are in the best interests of the Company as a whole. Accordingly, the Board recommends that you vote in favour of the Resolutions as they have agreed to do in respect of their own shareholdings representing 2.31% of the issued share capital excluding shares held in treasury of the Company.

Yours faithfully

**Nigel Rogers**  
(Chairman)

**Appendix**  
**TRANSENSE TECHNOLOGIES PLC**  
**Notice of Annual General Meeting**

NOTICE IS HEREBY GIVEN that the annual general meeting of the Company will be held at the Company's offices at 1 Landscape Close, Weston on the Green, Oxfordshire OX25 3SX on 1 December 2022 at 10am for the purpose of considering and, if thought fit, passing the following resolutions, 1 to 9 being Ordinary Resolutions and resolutions 10 and 11 being Special Resolutions:

**Ordinary Resolutions**

- (1) To receive and adopt the report of the directors of the Company (the "**Directors**") and the financial statements of the Company for the year ended 30 June 2022.
- (2) To receive and adopt the remuneration report contained within the report of the Directors for the year ended 30 June 2022.
- (3) To re-appoint Cooper Parry Group Limited as auditor and to authorise the Directors to fix their remuneration.
- (4) To re-elect Nigel Rogers as a Director.
- (5) To re-elect Melvyn Segal as a Director.
- (6) To re-elect Rodney Westhead as a Director.
- (7) To re-elect Nicholas Hopkins as a Director.
- (8) To re-elect Ryan Maughan as a Director.
- (9) That the Directors be and they are hereby generally and unconditionally authorised (in substitution for all subsisting authorities to the extent unused) pursuant to and accordance with section 551 of the Companies Act 2006 (the "**Act**") to allot new ordinary shares or grant rights to subscribe for or to convert any securities into new ordinary shares ("**Rights**") up to an aggregate nominal amount of £527,793 for a period expiring (unless previously renewed, varied or revoked by the Company in general meeting) at the conclusion of the next annual general meeting of the Company or 15 months after the passing of this resolution (whichever is earlier) except that the Directors may, before the expiry of such period, make an offer or agreement which would or might require new ordinary shares to be allotted or Rights to be granted after the expiry of such period, and the Directors may allot new ordinary shares or grant Rights in pursuance of such offer or agreement notwithstanding that the authority conferred by this resolution has expired.

**Special Resolutions**

- (10) That subject to, and conditional on, the passing of Resolution 9 above, the Directors be and they are hereby empowered (in substitution for all subsisting authorities to the extent unused) in accordance with section 570 of the Act to allot equity securities (within the meaning of section 560 of the Act) pursuant to the authority conferred upon them by Resolution 9 for cash as if section 561(1) of the Act did not apply to any such allotment, provided that this power shall be limited to the allotment of equity securities:
  - (i) in connection with an offer of such securities by way of a Rights Issue; and
  - (ii) otherwise then pursuant to subparagraph (i) above, up to an aggregate nominal amount of £79,967.

In this Resolution 10, “**Rights Issue**” means an offer of equity securities open for acceptance for a period fixed by the Directors to shareholders on the register of the Company on a fixed record date in proportion as nearly as may be to their respective holdings, but subject to such exclusions or other arrangements as the Directors may deem necessary or expedient to deal with any fractional entitlements or legal or practical difficulties under the laws of, of the requirements of any recognised regulatory body or stock exchange, in any territory.

- (11) That the Company be and is hereby generally and unconditionally authorised for the purposes of section 701 of the Act to make one or more market purchases (within the meaning of section 693(4) of that Act) of ordinary shares of 10 pence each in the Company on such terms and in such manner as the directors shall determine, provided that:
- a. the maximum number of ordinary shares hereby authorised to be purchased is 1,599,374
  - b. the minimum price (exclusive of any expenses) which may be paid for each ordinary share is 10 pence;
  - c. the maximum price (exclusive of any expenses) which may be paid for each ordinary share shall be the higher of:
    - i. an amount equal to 5% above the average of the middle market quotations for an ordinary share on the relevant investment exchange on which the ordinary shares are traded for the five business days immediately preceding the date on which such ordinary share is contracted to be purchased; and
    - ii. the higher of the price of the last independent trade and the highest current independent bid on the trading venue where the purchase is carried out;
  - d. unless previously revoked or varied, the authority hereby conferred shall expire at the conclusion of the next annual general meeting of the Company or 15 months after the passing of this resolution (whichever is earlier); and
  - e. the Company may make a contract or contracts for the purchase of ordinary shares under this authority before the expiry of this authority which would or might be executed wholly or partly after the expiry of such authority and may make purchases of ordinary shares in pursuance of such a contract or contracts, as if such authority had not expired.

By order of the Board

Melvyn Segal  
Company Secretary

24 October 2022

Registered Office: 1 Landscape Close, Weston-on-the-Green, Bicester OX25 3SX

## Notes to the Notice of Annual General Meeting

- A member entitled to attend and vote at the above meeting convened by the above notice shall be entitled to appoint a proxy (or proxies) to attend, speak and vote in his place. A form of proxy has been sent to all shareholders. You may appoint more than one proxy provided that each proxy is appointed to exercise rights attached to different shares. You may not appoint more than one proxy to exercise rights attached to any one share. To appoint more than one proxy, please contact the Company's Registrars (details below). Such proxy need not be a member of the Company.
- To be valid, the form of proxy (together with the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of such power or authority) must be completed in accordance with the instructions set out on the form and deposited at or posted to the offices of the Company's registrars, Neville Registrars Limited, Neville House, Steelpark Road, Halesowen B62 8HD so as to be received no later than 10am on 29 November 2022. If you hold your shares in uncertificated form, you may use the CREST electronic proxy appointment service as described below.
- In the case of joint holders, the vote of the senior who tenders a vote, whether in person or by proxy, will be accepted to the exclusion of the votes of any other joint holders. For these purposes, seniority shall be determined by the order in which the names stand in the register of members in respect of the joint holding.
- In the case of a corporation, the form of proxy must be executed under its common seal or signed on its behalf by a duly authorised attorney or duly authorised officer of the corporation.
- As provided in Regulation 41 of the Uncertificated Securities Regulations 2001, only those members registered in the register of members of the Company at 10am on 29 November 2022 (or in the case of an adjournment 48 hours (excluding non-working days) before the adjourned meeting) shall be entitled to attend and vote at the meeting in respect of the number of shares registered in their name at that time. Changes to entries on the relevant register of securities after that time shall be disregarded in determining the rights of any person to attend or vote at the meeting.
- CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual. CREST Personal Members or other CREST sponsored members, and those CREST members who have appointed a service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.
- In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a "**CREST Proxy Instruction**") must be properly authenticated in accordance with Euroclear UK & Ireland Limited's specifications, and must contain the information required for such instruction, as described in the CREST Manual. The message, regardless of whether it constitutes the appointment of a proxy or is an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the issuer's agent (ID 7RA11) by no later than 10am on 29 November 2022. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Application Host) from which the issuer's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.
- CREST members and, where applicable, their CREST sponsors, or voting service providers should note that Euroclear UK & Ireland Limited does not make available special procedures in CREST for any particular message. Normal system timings and limitations will, therefore, apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member, or sponsored member, or has appointed a voting service provider, to procure that his CREST sponsor or voting service provider(s) take(s)) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting system providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.
- The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.