

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.**

**If you are in any doubt as to the action you should take, you are recommended to seek your own financial advice immediately from your stockbroker, bank manager, solicitor, accountant or other independent financial adviser authorised under the Financial Services and Markets Act 2000.**

24 March 2021

Dear Shareholder

**Headlam Group plc**  
(‘Headlam’ or the ‘Company’)

**2020 Annual Report and Accounts and Notice of Annual General Meeting**

I am writing to advise you that the Company’s Annual Report and Accounts for the year ended 31 December 2020 (‘Annual Report’) and the Notice of Annual General Meeting (‘AGM’) have now been published on the Company’s website at [www.headlam.com](http://www.headlam.com).

The AGM will be held at 10.00 am on Friday, 21 May 2021 at our head office at Gorsey Lane, Coleshill, Birmingham B46 1JU. Our preference would have been to welcome shareholders in person to the meeting, however, public health guidance and legislation issued by the UK Government in relation to the COVID-19 pandemic mean that restrictions are still in place preventing public gatherings at the time of writing. It is unclear what the situation will be on the date of the AGM. The health, safety and wellbeing of the Company’s stakeholders is of paramount importance to us and the Board of Directors has, therefore, taken the decision to recommend that shareholders and other attendees should not attend the meeting in person, save for such persons nominated by the Chairman of the meeting in order to establish a quorum. The Board will continue to monitor COVID-19 related restrictions closely and if restrictions should change sufficiently in advance of the date of the AGM, we may adapt the arrangements for the AGM, having regard to the UK government guidelines and mindful of public health concerns. If the arrangements do change, we will notify any changes as early as possible before the date of the meeting. Shareholders are advised to monitor the Company’s website and regulatory information service announcements for any updates in relation to the AGM.

We will, however, be pleased to answer questions you may have on the business of the meeting. You can submit your questions by email to [headlamgroup@headlam.com](mailto:headlamgroup@headlam.com) in advance of the AGM and we will respond to questions received no later than 5pm on 14 May 2021 prior to the proxy vote cut off on 19 May 2021. Additionally, we are pleased to be able to provide a facility for shareholders to follow the AGM remotely and submit questions to the Board on the business of the meeting immediately prior to the formal business of the AGM. Further details on how to submit your questions by email or follow the AGM remotely are set out in the Notice of AGM.

The Company would like to encourage you to cast your proxy vote for the AGM electronically by registering an email address via the shareholder portal at [www.signalshares.com](http://www.signalshares.com) or, for CREST holders, via the CREST network. However, should you require a hard copy Form of Proxy please telephone Link Group on the details below. Further details are contained within the Notice of AGM.

Thank you for agreeing to receive the Annual Report via the website, rather than in hard copy, as this is reducing our environmental impact and directly contributing to cost savings for the Company. If you would like to receive general communications from Headlam via email, rather than paper notifications, such as this letter, please telephone Link Group on 0371 664 0300\* or register your preference via their shareholder portal at [www.signalshares.com](http://www.signalshares.com).

Yours faithfully

**Karen Atterbury**  
*Company Secretary*

\*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.

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