

Your Investor Code

Dear Shareholder,

Urgent Action required: receiving dividend payments electronically

We would like to inform our shareholders that with **immediate** effect, Hansard Global plc will no longer be paying ordinary share dividends in a paper form by cheque and will pay these dividends by direct transfers to shareholders' bank or building accounts. Dividend confirmations will only be available to download from the Share Portal.

Why is Hansard Global plc switching to chequeless payments?

Our dividend banking provider has taken the decision to no longer offer a cheque payment facility. Direct bank or building society account payments are faster and more secure. Hansard is also dedicated to minimizing its carbon footprint across all business activities as a socially conscious company. The removal of the use of paper as a form of payment and eliminating transportation, will also enable us to lessen the environmental effect of our operations and enable ordinary share dividend payments to be made on the dividend payment date, as shareholders will no longer have to wait for a cheque to arrive in the post.

What Action do I need to take?

We note that you have not yet provided your bank account details for registration and therefore future dividend payments will not be made until this information has been provided. **To enable the payment of dividends direct to your bank or building society account on the payment date, you need to register a mandate via the Share Portal (www.signalshares.com).**

Can I still receive unclaimed dividends related to previous periods?

Once you have registered your mandate, all outstanding dividends will automatically be paid to your designated bank account. This payment will be made within one month of the mandate being added. Your dividend will not accrue any interest whilst it is being held for you.

International Payment Service (IPS)

If you do not have a UK bank or building society account, you may be able to arrange for payments to be converted and paid in your local currency. For further details of this service, please contact MUFG CM or visit www.mpms.mufg.com/en/for-individuals/uk/shareholders/international-payment-service/. You can sign up to this service via the Share Portal (www.signalshares.com).

Contacting the registrar

If you have any queries, please contact our Registrar, MUFG CM, using the contact details below:

Online: A range of help is available via the Share Portal at www.signalshares.com. From there, you will be able to securely email MUFG CM with your enquiry. If you have not previously registered for the Share Portal, you will need your Investor Code which is included at the top of this letter.

By phone: +44 (0) 371 664 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. The helpline is open between 9.00am and 5.30pm, Monday to Friday excluding public holidays in England and Wales.

By post: MUFG Corporate Markets (Guernsey) Limited, Central Square, 29 Wellington Street, Leeds, LS1 4DL.

Further information in relation to the switch to electronic dividend payments can be found on Hansard's website at www.hansard.com/investors/results-reports-presentations

Finally, please note that shortly, the current Share Portal (Signal Shares) will be replaced by an enhanced web platform, Investor Centre. You will receive further information once this transition has been made about how to access the new Investor Centre.

Yours sincerely

Hazel Stewart
Company Secretary