

To Shareholders

## **NOTICE OF ANNUAL GENERAL MEETING**

Dear Shareholder

This notice gives details of the business to be transacted at the Annual General Meeting (“AGM”) of the Company to be held on 17 September 2020 at 9.30 a.m. at Roman Park, Roman Way, Coleshill, West Midlands B46 1HG.

The formal notice of AGM together with the explanatory notes is enclosed with this document which sets out the business to be considered at the meeting.

### **Covid-19 Restrictions**

The situation in relation to COVID-19 continues to evolve however, at the time of writing, significant restrictions remain, which has resulted in the Company reviewing the format of its AGM.

The health of the Company’s shareholders, as well as its officers and employees is of paramount importance. **Accordingly we regret that shareholders will not be permitted to attend the AGM in person. Please do not travel to the venue, as in the interests of safety anyone who attempts to attend the AGM in person will be refused admission.**

In view of the measures in place in response to the COVID-19 pandemic and the overriding health and safety concerns, we are currently planning that the AGM will be held as a closed meeting and convened with the minimum quorum of two shareholders present, which the Company will arrange. The AGM will be limited to the formal business required and there will be no corporate presentations, Q&A or refreshments. Any Board members in attendance will not meet with shareholders individually who attempt to attend the AGM. Social distancing measures will be in place and strict hygiene arrangements in force.

As shareholders will not be able to attend the AGM in person, they should vote by submitting a proxy in advance of the AGM. To ensure that their vote counts, shareholders should only appoint the Chairman of the AGM to act as their proxy rather than a named person (who will not be permitted to attend the meeting). Details of how to submit a proxy are set out in the AGM Notice.

The Company will continue to update shareholders on arrangements for the AGM through the Regulatory News Service (RNS) and the Company’s website at <https://www.trakm8.com/investors/>. Shareholders are advised to check the Company’s website for updates.

The Board believes these measures are necessary and appropriate in light of the current pandemic to protect the health and wellbeing of the Company's shareholders and colleagues.

The Board would like to thank shareholders for their continuing support and understanding during these extraordinary times and look forward to fully engaging again in due course.

As this year's AGM will be a closed meeting and limited to formal business required, if any shareholder has a question they would like to pose to the Board, this should be submitted to the Chairman, John Watkins via email to [john.watkins@trakm8.com](mailto:john.watkins@trakm8.com).

Yours sincerely

John Watkins  
Chairman