

**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 if you are in the United Kingdom, or if you are outside the United Kingdom, from another appropriately authorised independent adviser.**

18 March 2024

Dear Shareholder

**Headlam Group plc**

('Headlam' or the 'Company')

**2023 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 2023 ('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 Thursday, 23 May 2024 at our head office at Gorsey Lane, Coleshill, Birmingham B46 1JU. We would be delighted to welcome shareholders in person to the meeting. To help prioritise safety and manage the numbers attending the AGM, we are asking that only shareholders or their duly nominated proxies attend the AGM in person.

The Board of Directors has taken the decision to continue to offer the option for shareholders to ask questions in advance of the proxy vote cut off date. Should you wish to ask a question in writing, you may submit them by email to [headlamgroup@headlam.com](mailto:headlamgroup@headlam.com) including your IVC (investor code) with AGM clearly shown in the subject field. We will respond to emails received by no later than 5pm on 20 May 2024 prior to the proxy vote cut off at 10am on Tuesday 21 May 2024. Shareholders can also submit questions to the Board on the business of the meeting immediately prior to the formal business. Further details on how to submit your questions by email 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, [proximity.io](http://proximity.io) (if you are an institutional investor) 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

**Alison Hughes**

General Counsel & 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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