

**THIS LETTER AND THE RELATED DOCUMENTS ARE IMPORTANT AND REQUIRE YOUR IMMEDIATE ATTENTION.**

**If you are in any doubt as to the action you should take, you are recommended to consult your stockbroker, solicitor, accountant or other professional adviser authorised under the Financial Services and Markets Act 2000 as soon as possible.**

**If you have sold or otherwise transferred all of your shares in Ibstock plc, please pass this document immediately to the purchaser or transferee, or to the person who arranged the sale or transfer, so they can pass this letter to the person who now holds the shares.**

**This letter does not contain sufficient information to allow you to gain an understanding of the proposals contained in the shareholder documents published online and should not be regarded as a substitute for reading the shareholder documents or relied on as the basis upon which to make decisions. It is recommended that you read the shareholder documents carefully before taking any action.**

22 March 2021

Dear Shareholder,

**Notice of Availability of Ibstock plc Annual Report and Accounts and Notice of Annual General Meeting**

The Annual General Meeting (“AGM”) of the Company will be held at 11:00 a.m. on Thursday 22 April 2021 at Ibstock’s London office, 54 Hatton Garden, London EC1N 8HN

This letter is to notify you that the following shareholder documents have now been published on the Ibstock plc (the ‘Company’) website: <http://www.ibstockplc.com/investors> and are available to view or download:

Annual Report and Accounts for the year ended 31 December 2020

Notice of Annual General Meeting 2021

To access these shareholder documents, you will need to have the Adobe Acrobat Reader program installed.

**Coronavirus (COVID-19) and its impact on the AGM**

Our preference had been to welcome shareholders in person to our AGM this year, particularly given the constraints we faced in 2020 due to COVID-19. However, at the time of posting this notice, we are still in a national lockdown and, as a result, are therefore proposing to hold the meeting with the minimum attendance required to form a quorum. Shareholders will not be permitted to attend the AGM in person but can be represented by the Chairman of the meeting acting as their proxy.

Given the constantly evolving nature of the situation, should circumstances change before the date of the meeting, we want to ensure that we are able to adapt arrangements and welcome shareholders to the AGM, within safety constraints and in accordance with government guidelines. Should we consider that it has become possible to do so, we will open the meeting to attendance from all shareholders and provide notification of this change through a Regulatory Information Service (RIS) announcement as early as is possible before the date of the meeting. Please refer to the Shareholder information section of our website at [www.ibstockplc.co.uk](http://www.ibstockplc.co.uk) for any updates to this position.

To increase the level of transparency with shareholders, and encourage engagement, the Company will provide access for individuals wishing to view a webcast of the AGM online and further information regarding this service will be published on our website. In addition, any shareholder who wishes to ask a question can do so in advance of the meeting by emailing [company.secretariat@ibstock.co.uk](mailto:company.secretariat@ibstock.co.uk) prior to the start of the AGM. We endeavour to answer as many questions as possible, prior to, and during the AGM and will respond by email if we are unable to answer your question during, or prior to, the meeting.

**Ibstock plc**

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E: [enquiries@ibstock.co.uk](mailto:enquiries@ibstock.co.uk)

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Registered office: Leicester Road, Ibstock, Leicestershire LE67 6HS, United Kingdom

No. 09760850



**Proxies**

Given the uncertainty around whether shareholders will be able to attend the AGM, we recommend that all shareholders submit a proxy vote in advance of the meeting. Details on how to do so by post, online or through CREST are set out in the Notice of the Meeting. Given the current restrictions on attendance, shareholders are urged to appoint the Chairman of the meeting as their proxy to ensure their vote will be counted (rather than a named person who will not be permitted to attend the meeting).

**Action to be taken**

Your vote is important to us and we encourage you to submit your proxy vote in one of the following ways:

- Submit your proxy vote electronically by accessing the shareholder portal at [www.signalshares.com](http://www.signalshares.com), logging in and selecting the 'Vote Online Now' link. You will require your username and password in order to log in and vote; or
- Request and complete a hard copy proxy form from our Registrars Link Asset Services by emailing [enquiries@linkgroup.co.uk](mailto:enquiries@linkgroup.co.uk) or by post at Link Group, 10th Floor, Wellington Square, Leeds LS1 4DL; or
- In the case of CREST members, you can appoint your proxy through the CREST proxy appointment service as detailed in note 6 on page 7 of the Notice of Meeting.

Please note that the deadline for the receipt by our Registrars of all proxy appointments is 11:00 a.m. on Tuesday 20 April 2021 (48 hours before the start of the meeting. In view of current government restrictions on public gatherings, we urge you to appoint the Chairman of the meeting as your proxy, to ensure your vote will be counted.

The results of the AGM will be announced through an RIS announcement and on the Company website, as soon as practicable after the AGM.

**Your communication preferences**

We would like to take this opportunity to thank you for agreeing to receive the Annual Report and Accounts and the Notice of Annual General Meeting via our website rather than in paper form. By viewing documents in this way you are helping the Company meet its sustainability objectives, cut production and distribution costs and reduce waste and pollution.

Should you wish to register for email notification of future communications or revert to receiving paper copies of documents, please contact our Registrars, Link Asset Services online at [www.signalshares.com](http://www.signalshares.com); via email at [enquiries@linkgroup.co.uk](mailto:enquiries@linkgroup.co.uk); by post at PXS1, Link Group, 10th Floor, Wellington Square, Leeds LS1 4DL; or by telephone on: (from the UK) 0871 664 0300, (from outside the UK) + 44 (0)371 664 0300. Calls cost 12p per minute plus your phone company's access charge. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open 9:00 a.m. to 5:30 p.m., Monday to Friday excluding public holidays in England and Wales.

Yours faithfully,

**Nick Giles**  
Company Secretary