

# James Cropper Plc

## Notice of 132<sup>nd</sup>

### Annual General Meeting

### Update for visitors to the AGM

20 July 2021

Dear Shareholder

#### **Annual General Meeting 2021**

The Annual general Meeting (“AGM”) of James Cropper Plc (the “Company”) will be held at 11.00am, on Wednesday 28 July 2021 in the premises of TFP, Burneside Mills, Kendal, Cumbria, LA9 6PZ.

The Board would like to welcome our shareholders to our 132<sup>nd</sup> Annual General Meeting to be held in the new extension of TFP’s premises. The safety and wellbeing of all our stakeholders is taken very seriously by the Company and hence this letter is to provide additional information for any shareholders planning to attend the AGM. Whilst many safety guidelines have now been relaxed by the government, the safety of our stakeholders remains very important to the Company. In order to attend the AGM you must comply with the following instructions:

- 1 Included with this letter is a visitor questionnaire with a number of questions concerning your current status with vaccinations and your status regarding any Covid symptoms. A questionnaire needs to be completed for every attendee and brought with you to the AGM.
- 2 To attend the AGM, you will need to bring along the visitor questionnaire which includes a self-declaration that you have either had two vaccinations for at least two weeks before the AGM (before 14 July) or have had a negative lateral flow test no older than 48 hours before the AGM (no older than 26 July).
- 3 If you are unable to self-declare, either double vaccination or a recent negative lateral flow test, the Company can offer you the opportunity to undertake a lateral flow test at the factory, prior to being allowed to attend the AGM.

- 4 In order to minimise social interaction, the Board has decided not to include any exhibition stands at the event, nor provide any food refreshments. Tea or coffee will be available prior to the start of the meeting. The Board kindly asks all attendees to wear masks when moving around inside the building and comply with social distancing guidelines. The wearing of masks will be optional if you are seated in a chair set up for the AGM. Chairs will be socially distanced.
  
- 5 Following the formal opening of the new production line, the Board will retire and visitors will be asked to leave the site as safely as possible. Please at all times follow the instructions of the marshalls on site. Unfortunately, no site tours will be available this year.

**In order to manage social distancing, the Board request that if you are planning to attend the AGM, please let us know by contacting us to confirm your attendance by:**

**Telephone: 01539 722 002; or**

**Email: [info@cropper.com](mailto:info@cropper.com)**

**The Board also recommends that you refer to our website prior to travelling for the meeting where notice will be given if the pandemic guidelines suggest that the meeting will need to take place without the presence of shareholders. ([www.jamescropper.com](http://www.jamescropper.com))**

The Board encourages all our shareholders to actively engage with the Company, in particular, by using your voting rights and submitting your votes on each resolution by using the proxy card enclosed or attending the meeting.

We look forward to meeting as many of you as possible at our AGM.

Yours faithfully

**Jim Aldridge**  
Company Secretary