

Symphony Environmental Technologies Plc 6 Elstree Gate, Elstree Way Borehamwood Hertfordshire WD6 1JD United Kingdom

+44 (0)20 8207 5900 Telephone +44 (0)20 8207 7632 Facsimile www.symphonyenvironmental.com info@d2w.net

# LETTER FROM THE CHAIRMAN

10 April 2019

Dear Shareholder

## **Re: Consent to Electronic Communications**

I am writing to you to seek your consent to the Company communicating with you electronically in the future.

The Company's articles of association permit the Company to supply certain notices, documents and information to its members by making them available on the Company's website. This means that the Company has the ability to publish documents such as its Annual Report and Accounts and any notice of general meeting on its website at www.symphonyenvironmental.com instead of printing and posting them out to members. Reducing the number of communications sent by post will not only result in cost savings for the Company, but it will also reduce the impact that unnecessary printing and distribution of documents has on the environment.

Company law requires that members are asked individually to consent to this method of publication. I am, therefore, seeking your agreement to receive future documents and information generally via the Company's website as a default method of communication.

If you consent to website publication, you will no longer receive hard copies of any documents and information in the post. You will instead be notified each time that the Company places a communication with members on its website. Our preference is that this notification will be by email, in order to do this we will need you to provide us with your email address, alternatively this notification will be sent to you by post.

Notwithstanding your consent to website publication there may be particular circumstances in which the Company needs to, or is required to, send documents or information to you in hard copy form, in which case the Company reserves the right to do so.

## Action to be taken

If you wish to consent to the website publication of documents and information generally you do not need to take any further action. Alternatively if you wish to receive email notification of the availability of such documents and information on the website, please register your email address via the share portal: www.signalshares.com or by completing the enclosed electronic communications preference form and returning it to the appropriate address shown on that form.

If you require assistance while registering your email address, please telephone the Company's registrar, Link Asset Services on 0371 664 0391. Calls are charged at the standard geographic rate and will vary by provider. Calls outside the UK will be charged at the applicable international rate. Lines are open between 9.00am-5.30pm, Monday to Friday, excluding public holidays in England and Wales.

If you do not wish to consent to website publication and would prefer to continue to receive hard copies of future documents and information through the post, you must complete the enclosed electronic communications preference form and return it to the appropriate address.

# If you do not return the form within 28 days from the date of this document, you will be deemed to have consented to website publication and you will no longer receive hard copies in the post.

Even if you consent, or are deemed to have consented, to website publication, you can always request a printed copy of any document or information from the Company at any time. You can also change your instructions at any time by contacting the Company's registrar, Link Asset Services, on 0871 664 0300 (calls cost 12p per minute plus network extras).

Yours faithfully **Nirj Deva,** DL, FRSA, MEP Non-Executive Chairman



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## ELECTRONIC COMMUNICATIONS PREFERENCE FORM

#### PLEASE register your email address via the share portal: www.signalshares.com

Please complete in BLOCK CAPITALS

Full name of member(s):	
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Address:

Investor code (if known):	
(This can be found on you	r share certificate)

Signature:

Date: .....

Please tick ONE of the boxes below and return to Link Asset Services at the appropriate address shown below.

#### NOTIFICATION OF AVAILABILITY

I/We would like to receive email notification when new documents and information are available on the Symphony Environmental Technologies Plc's website. My/our email address for this purpose is provided below.

Email address: .....

You may, alternatively, register your email address via the share portal: www.signalshares.com

#### PRINTED MATERIAL

I/we would prefer to continue receiving all documents and information in paper form rather than via the Symphony Environmental Technologies Plc's website. Please continue to send them to me/us by post.

If you do not return this form within 28 days from 10 April 2019, you will be deemed to have consented to website publication and you will no longer receive hard copies in the post.

Please return your completed form to:

#### UK based members: FREEPOST SAS, 34 Beckenham Road, BR3 9ZA

(Please note this is all you need to write on the envelope and no stamp is required).

#### **Overseas members:**

SAS - Link Asset Services, 34 Beckenham Road, Beckenham, Kent BR3 4TU