

# PUBLIC COMPANY LIMITED BY SHARES NOTICE OF ANNUAL GENERAL MEETING

of

#### Craneware plc (the "Company")

(Registered in Scotland under company number SC196331)

#### dated 17 October 2023

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Company will be held at the offices of Craneware plc, 1 Tanfield, Edinburgh, EH3 5DA, UK, on Thursday 16 November 2023, at 10am, for the following purposes:

#### **ORDINARY RESOLUTIONS**

To consider and, if thought fit, to pass the following resolutions which will be proposed as ordinary resolutions:

- 1. To receive and consider the audited consolidated accounts of the Company and its subsidiaries for the financial year ended 30 June 2023 together with the Directors' Report and the Auditors' Report on those accounts.
- 2. To approve the Directors' Remuneration Report for the financial year ended 30 June 2023.
- 3. To re-appoint William Whitehorn, who wishes to retire and, being eligible, offers himself for reappointment, as a director of the Company.
- 4. To re-appoint Keith Neilson, who wishes to retire and, being eligible, offers himself for reappointment, as a director of the Company.
- 5. To re-appoint Craig Preston, who wishes to retire and, being eligible, offers himself for reappointment, as a director of the Company.
- 6. To re-appoint Isabel Urquhart, who wishes to retire and, being eligible, offers herself for reappointment, as a director of the Company.
- 7. To re-appoint Colleen Blye, who wishes to retire and, being eligible, offers herself for reappointment, as a director of the Company.
- 8. To re-appoint Russ Rudish, who wishes to retire and, being eligible, offers himself for reappointment, as a director of the Company.
- 9. To re-appoint Alistair Erskine, who wishes to retire and, being eligible, offers himself for reappointment, as a director of the Company.
- 10. To re-appoint David Kemp, who wishes to retire and, being eligible, offers himself for reappointment, as a director of the Company.
- 11. To re-appoint Anne McCune, who was appointed since the last annual general meeting and therefore holds office only until this Annual General Meeting but, being eligible, offers herself for reappointment as a director of the Company.
- 12. To declare a final dividend for the year ended 30 June 2023 of 16.0 pence per share (giving a total dividend for the year ended 30 June 2023 of 28.5 pence per share) payable on 15 December 2023 to shareholders registered at the close of business on 24 November 2023, such dividend to be payable in US dollars at the election of each such shareholder and at the exchange rate to be determined by the Company on 24 November 2023.
- 13. To re-appoint PricewaterhouseCoopers LLP as auditors to hold office from the conclusion of the Annual General Meeting to the conclusion of the next meeting at which accounts are laid before the Company and to authorise the directors to fix their remuneration.

- 14. THAT the directors of the Company are generally and unconditionally authorised pursuant to section 551 of the Companies Act 2006 to allot shares in the Company and to grant rights to subscribe for or to convert any security into shares in the Company:
- (a) comprising equity securities (as defined in section 560(1) of the Companies Act 2006) up to an aggregate nominal amount of £235,671.38 (including within such limit any shares issued or rights granted under paragraph (b) below) in connection with an offer by way of rights issue:
  - (i) to ordinary shareholders in proportion (as nearly as may be practicable) to their existing holdings;
  - (ii) to the holders of other equity securities as required by the rights of those securities or as the directors otherwise consider necessary,

and subject to such exclusions or other arrangements as the directors consider expedient in relation to fractional entitlements, legal, regulatory or practical problems under the laws of, or the requirements of any regulatory body or stock exchange in, any territory, or any other matter; and

(b) in any other case up to an aggregate nominal amount of £117,835.69 (such amount to be reduced by the nominal amount of any equity securities allotted pursuant to the authority in paragraph (a) above in excess of £117,835.69),

provided that such authority, unless renewed, varied or revoked by the Company, shall expire on 31 December 2024 or, if earlier, at the conclusion of the next Annual General Meeting of the Company after the passing of this resolution save that the Company may before such expiry make an offer or agreement which would or might require equity securities to be allotted after such expiry and the directors may allot equity securities in pursuance of such an offer or agreement as if the authority conferred hereby had not expired.

This resolution revokes and replaces all unexercised authorities previously granted to the directors to allot shares in the Company and to grant rights to subscribe for, or to convert any security into shares in the Company but is without prejudice to any allotment of shares or grant of rights already made, offered or agreed to be made pursuant to such authorities.

#### SPECIAL RESOLUTIONS

To consider and, if thought fit, to pass the following resolutions as special resolutions:

- 15. THAT, if resolution 14 is passed, the board of directors of the Company be authorised to allot equity securities (as defined in the Companies Act 2006) for cash under the authority given by that resolution and/or to sell ordinary shares held by the Company as treasury shares for cash as if section 561 of the Companies Act 2006 did not apply to any such allotment or sale, such authority to be limited:
- (a) to the allotment of equity securities in connection with an issue in favour of holders of ordinary shares of 1 pence each in the capital of the Company ("Ordinary Shares") where the equity securities are offered to such holders in proportion (as nearly as may be practicable) to the respective number of Ordinary Shares held, or deemed to be held, by each such holder but subject to such exclusions or other arrangements as the directors may deem necessary or expedient in relation to treasury shares, fractional entitlements or legal or practical problems under the laws of, or the requirements of any recognised regulatory body or any stock exchange in, any territory;
- (b) to the allotment of equity securities or sale of treasury shares (otherwise than under paragraph (a) above) up to a nominal amount of £35,350.71; and
- (c) to the allotment of equity securities or sale of treasury shares (otherwise than under paragraph (a) or paragraph (b) above) up to a nominal amount equal to 20% of any allotment of equity securities or sale of treasury shares from time to time under paragraph (b) above, such authority to be used only for the purposes of making a follow-on offer which the board of directors of the Company determines to be of a kind contemplated by paragraph 3 of Section 2B of the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group prior to the date of this notice,

such authority to expire at the conclusion of the next Annual General Meeting of the Company (or, if earlier, at close of business on 31 December 2024) but, in each case, prior to its expiry the Company may make offers, and enter into agreements, which would, or might, require equity securities to be allotted (and treasury shares to be sold) after the authority expires and the board of directors of the Company may allot equity securities (and sell treasury shares) under any such offer or agreement as if the authority had not expired.

- 16. THAT, if resolution 14 is passed, the board of directors of the Company be authorised, in addition to any authority granted under resolution 15 above, to allot equity securities (as defined in the Companies Act 2006) for cash under the authority given by resolution 14 and/or to sell ordinary shares held by the Company as treasury shares for cash as if section 561 of the Companies Act 2006 did not apply to any such allotment or sale, such authority to be:
- (a) limited to the allotment of equity securities or sale of treasury shares up to a nominal amount of £35,350.71 such authority to be used only for the purposes of financing (or refinancing, if the authority is to be used within 12 months after the original transaction) a transaction which the board of directors of the Company determines to be either an acquisition or a specified capital investment of a kind contemplated by the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group prior to the date of this notice; and
- (b) limited to the allotment of equity securities or sale of treasury shares (otherwise than under paragraph (a) above) up to a nominal amount equal to 20% of any allotment of equity securities or sale of treasury shares from time to time under paragraph (a) above, such authority to be used only for the purposes of making a follow-on offer which the board of directors of the Company determines to be of a kind contemplated by paragraph 3 of Section 2B of the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group prior to the date of this notice,

such authority to expire at the conclusion of the next Annual General Meeting of the Company (or, if earlier, at the close of business on 31 December 2024) but, in each case, prior to its expiry the Company may make offers, and enter into agreements, which would, or might, require equity securities to be allotted (and treasury shares to be sold) after the authority expires and the board of directors of the Company may allot equity securities (and sell treasury shares) under any such offer or agreement as if the authority had not expired.

- 17. THAT the Company be and is hereby generally and unconditionally authorised for the purposes of section 701 of the Companies Act 2006 to make market purchases (within the meaning of section 693(4) of the Companies Act 2006) of ordinary shares of 1 pence each in the Company provided that:-
- (a) the maximum number of ordinary shares which may be purchased is 3,535,071 (representing 10 per cent of the Company's issued ordinary share capital, excluding treasury shares, as at the latest practicable date prior to the printing of the Notice of Annual General Meeting of which this resolution forms part);
- (b) the minimum price (exclusive of expenses) which may be paid for each ordinary share is an amount equal to 1 pence;
- (c) the maximum price (exclusive of expenses) which may be paid for each ordinary share is an amount equal to 105 per cent of the average of the middle market quotations of an ordinary share of the Company taken from the AIM supplement of the London Stock Exchange Daily Official List for the five business days immediately preceding the day on which the share is contracted to be purchased;
- (d) this authority shall expire (unless previously renewed, varied or revoked by the Company in general meeting) on 31 December 2024 or, if earlier, at the conclusion of the next Annual General Meeting of the Company to be held in 2024; and
- (e) the Company may, before such expiry, enter into one or more contracts to purchase ordinary shares under which such purchases may be completed or executed wholly or partly after the expiry of this authority and may make a purchase of ordinary shares in pursuance of any such contract or contracts.

### By Order of The Board

**Craig Preston** Secretary Registered Office of the Company: 1 Tanfield, Edinburgh, EH3 5DA, UK.

#### Notes:

#### **Appointment of Proxy**

- 1. As a member of the Company, at the time set out in note 5, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a meeting of the Company. You should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in the notes to the proxy form.
- 2. To be effective, the proxy form, and any power of attorney or other authority under which it is executed (or a duly certified copy of any such power or authority), must be sent to PXS, Link Group, Central Square, 29 Wellington Street, Leeds, LS1 4DL, UK not less than 48 hours (excluding days that are not business days) before the time for holding the meeting (i.e. before 10am on 14 November 2023), and if not so deposited shall be invalid. Alternatively, you may appoint a proxy and submit a proxy vote for this meeting online at www.signalshares.com. For your vote to be valid, please ensure that it is received no later than 10am on 14 November 2023.
- 3. Alternatively, you may vote via the LinkVote+ app. The LinkVote+ app, provided free of charge by Link Group (the company's registrar), offers shareholders the option to submit a proxy appointment quickly and easily online, with real-time access to their shareholding records. The app is available to download on both the Apple App Store and Google Play, or by scanning the relevant QR code below.

Apple App Store	GooglePlay

4. If you are an institutional investor you may also be able to appoint a proxy electronically via the Proxymity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proxymity, please go to www.proxymity.io. Your proxy must be lodged by 10am on 14 November 2023 in order to be considered valid or, if the meeting is adjourned, by the time which is 48 hours before the time of the adjourned meeting. Before you can appoint a proxy via this process you will need to have agreed to Proxymity's associated terms and conditions. It is important that you read these carefully as you will be bound by them and they will govern the electronic appointment of your proxy. An electronic proxy appointment via the Proxymity platform may be revoked completely by sending an authenticated message via the platform instructing the removal of your proxy vote.

#### Entitlement to attend and vote

- 5. Pursuant to Regulation 41 of the Uncertificated Securities Regulations 2001, only those members entered in the Company's register of members at:
  - (a) 6.00pm on Tuesday 14 November 2023; or
  - (b) if this Meeting is adjourned, at close of business on the day two days prior to the adjourned meeting, are entitled to attend and vote at the Meeting.

#### CREST

6. CREST members who wish to appoint a proxy or proxies by utilising the CREST electronic proxy appointment service may do so for the Meeting and at any adjournment(s) thereof by utilising the procedures described in the CREST Manual. CREST Personal Members or other CREST sponsored members and those CREST members who have appointed a voting service provider(s) should refer to their CREST sponsor or voting service provider(s) who will be able to take the appropriate action on their behalf.

In order for a proxy appointment made by means of CREST to be valid, the appropriate CREST message (a "**CREST Proxy Instruction**") must be properly authenticated in accordance with EuroClear UK & International Limited's ("**EUI**") specifications and must contain the information required for such instructions, as described in the CREST Manual. The message must be transmitted so as to be received by Link Group ("**ID RA10**") not less than 48 hours (excluding days that are not business days) before the time fixed for the AGM (i.e. before 10am on 14 November 2023). For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Applications Host) from which ID RA10 is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST.

CREST Members and, where applicable, their CREST sponsors or voting service provider(s) should note that EUI does not make available special procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member or sponsored member or has appointed a voting service provider(s)), to procure that his CREST sponsor or voting service provider(s) take(s) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this regard, CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.

7. The Company may treat as invalid, a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertified Securities Regulations 2001. Unless otherwise indicated on the Form of Proxy, CREST, Proxymity or any other electronic voting instruction, the proxy will vote as they think fit or, at their discretion, withhold from voting.

#### Information

8. The information required to be published by s.311(A) of the Companies Act 2006 (information about the contents of this notice and numbers of shares in the Company and voting rights exercisable at the meeting and details of any members' statements, members' resolutions and members' items of business received after the date of this notice) may be found at www.thecranewaregroup.com

#### Communication

9. Except as provided above, members who wish to communicate with the Company in relation to the Meeting should do so using by writing to the Company Secretary at the address set out below. No other methods of communication will be accepted.

#### Address:

Company Secretary Craneware plc 1 Tanfield, Edinburgh, EH3 5DA, UK.



# EXPLANATORY NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

#### Resolutions 3 to 11 — Re-election of directors

These resolutions relate to the re-election of directors of the Company. In accordance with the recommendations of The UK Corporate Governance Code (July 2018 version) (the 'Code'), all directors retire at the AGM and those wishing to serve again submit themselves for re-election by the shareholders. The Company has adopted the Code as its corporate governance framework against which it has reported in respect of the 2023 Annual Report. In the case of Anne McCune, she was appointed to the Board since the date of the annual general meeting held in 2022 and accordingly is required to retire at this AGM. However, being eligible, Anne McCune offers herself for re-election.

Biographical details of each director standing for re-election can be found on pages 57 and 58 of the 2023 Annual Report together with their skills and experience, which support the reasons why their contributions are, and continue to be, important to the Company. The Board of Directors supports the re-election of each director who is standing for re-election by the shareholders at the AGM. The Board considers that the performance and contribution of each director continues to be effective and each director demonstrates commitment to their role with the Company.

The Board reviews on an annual basis the independence of each non-executive Director. In making this assessment, in addition to considering Provision 10 of the Code, the Board determines whether the Director is independent in character and judgement and whether there are relationships or circumstances which are likely to affect, or could appear to affect, the Director's judgement. The Board has not identified any matters that would affect the independence of the non-executive directors. The Board acknowledges the factors contained in Provision 10 of the Code. Notwithstanding that both Colleen Blye and Russ Rudish have served on the Board for more than nine years, having been appointed to the Board in November 2013 and in August 2014 respectively, the Board considers that both Colleen and Russ are independent in character and judgement.

The Board has carefully considered the role Colleen has within the Board and ongoing contribution, including in Colleen's role as the Senior Independent Director being one of the four senior Board positions. The Board concluded that the knowledge and independent challenge Colleen brings to the Board, including discussions at Board meetings, continues to contribute great value to the Board and as such it is appropriate to retain Colleen's independent services in the Senior Independent Director role at this time. The Board has performed a similar review of Russ' independence and concluded that Russ continues to be independent. However, as a result, the Board will keep the composition of the Board and its committees under review going forward, including its continued independent balance.

#### **Resolution 14** — Allotment Authority

14. In line with guidance issued by the Investment Association, the authority contained in paragraph (a) of this resolution will (if passed) give the directors authority to allot ordinary shares in connection with a rights issue in favour of ordinary shareholders up to an aggregate nominal amount equal to £235,671.38 (representing 23,567,138 ordinary shares) as reduced by the nominal amount of any shares issued under paragraph (b) of this resolution. This amount (before any reduction) represents approximately two-thirds of the issued ordinary share capital (excluding treasury shares) of the Company as at the latest practicable date prior to publication of the Notice of Annual General Meeting.

The authority contained in paragraph (b) of this resolution will (if passed) give the directors of the Company the authority to allot ordinary shares up to an aggregate nominal value of £117,835.69 (representing 11,783,569 ordinary shares of 1p each). This amount represents approximately one-third of the issued ordinary share capital (excluding treasury shares) of the Company as at the latest practicable date prior to the publication of the Notice of the Annual General Meeting. This authority will expire on 31 December 2024 or, if earlier, at the conclusion of the next Annual General Meeting.

#### **Resolution 15** — Disapplication of Pre-emption Rights

15. If new shares are to be allotted for cash, section 561 of the Companies Act 2006 requires that those shares are offered first to existing shareholders pro rata to their holdings. These pre-emption provisions also apply to the sale of treasury shares by the Company. However, it may be in the interests of the Company for the directors to allot shares and/or sell treasury shares other than to shareholders in proportion to their existing holding or otherwise than strictly in compliance with those requirements. This resolution would allow the directors, pursuant to section 570 of the Companies Act 2006, to allot shares and/or sell treasury shares for cash without first offering them to shareholders pursuant to their statutory pre-emption rights. The authority sought by paragraph (a) of resolution 15 would, if granted, be limited to allotments or sales in connection with pre-emptive offers to ordinary shareholders in connection with rights issues and similar offerings, where difficulties arise in offering shares to overseas shareholders, and in relation to fractional entitlements and other technical matters.

The authority sought by paragraph (b) of resolution 15 would, if granted, relate generally to allotments (other than in respect of pre-emptive offerings) of ordinary shares or the sale of treasury shares having an aggregate nominal value not exceeding £35,350.71 (representing 3,535,071 ordinary shares). This aggregate nominal amount represents approximately 10% of the issued ordinary share capital of the Company (excluding treasury shares) as at the latest practicable date before publication of the Notice of the Annual General Meeting. The authority sought by paragraph (c) of resolution 15 would, if granted, relate to allotments (other than in respect of pre-emptive offerings) of ordinary shares or the sale of treasury shares on a follow-on offer which the board of directors of the Company determines to be of a kind contemplated by paragraph 3 of Section 2B of the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group prior to the date of this notice.

The authority given under resolution 15 will expire on 31 December 2024 or, if earlier, at the conclusion of the next Annual General Meeting of the Company.

#### **Resolution 16 – Disapplication of Pre-emption Rights**

16. The authority sought by resolution 16 would, if granted, give the directors of the Company authority to issue ordinary shares, or sell treasury shares, for cash in connection with an acquisition or capital investment of a kind contemplated by the Pre-Emption Group's Statement of Principles (a) up to an additional aggregate nominal amount of £35,350.71 (representing 3,535,071 ordinary shares). This aggregate nominal amount represents approximately 10% of the issued ordinary share capital of the Company (excluding treasury shares) as at the latest practicable date before publication of the Notice of the Annual General Meeting and (b) in respect of a follow-on offer which the Board of Directors determines to be of a kind contemplated by paragraph 3 of Section 2B of the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group prior to the date of this notice.

The board of directors confirm that they will only allot shares pursuant to this authority where the allotment is in connection with the financing (or refinancing, if the authority is to be used within 12 months after the original transaction) a transaction which the board of directors determines to be either an acquisition or a specified capital investment of a kind contemplated by the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group prior to the date of this notice of Annual General Meeting.

The authority given under resolution 16 will expire on 31 December 2024 or, if earlier, at the conclusion of the next Annual General Meeting of the Company.

#### Resolution 17 – Purchase of own shares

17. The board of directors of the Company is committed to managing the Company's capital effectively and the directors believe that it is in the interests of the Company and its members to continue to have the flexibility to purchase its own shares. This resolution seeks authority from members to do so. The directors only intend to exercise this authority when, after considering market conditions prevailing at the time, they believe that the effect of such exercise would be to increase the earnings per share and be in the best interests of shareholders generally. On 12 April 2023 the Company announced a £5 million share buyback programme to operate under the authority granted by shareholders at the Company's Annual General Meeting held on 15 November 2022 and within the regulatory limit on the quantity of shares the Company may purchase on any single day. The share buyback programme was effected using a phased approach and had an initial duration of three months which was extended. The share buyback programme is therefore ongoing at the date of the Notice of Annual General Meeting. The Company has purchased a total of 273,864 of its own Ordinary Shares under this buyback programme at the date of this Notice which represents 0.77% of the Company's issued share capital at a total cost of £3.8 million. The shares purchased by the Company are being held in treasury (with no voting rights attached) to be utilised in the satisfaction of employee share plan awards and as at the date of this Notice, 82,402 of those shares have been utilised for that purpose.

The effect of such purchases would either be to cancel the number of shares in issue or the directors may elect to hold them in treasury pursuant to Chapter 6 of Part 18 of the Companies Act 2006.

Certain listed companies may hold shares in treasury, as an alternative to cancelling them, following a purchase of own shares by a company in accordance with the Companies Act 2006. Shares held in treasury may subsequently be cancelled, sold for cash or used to satisfy share options and share awards under a company's employee share scheme. Once held in treasury, a company is not entitled to exercise any rights, including the right to attend and vote at meetings in respect of the shares. Further, no dividend or other distribution of the company's assets may be made to the company in respect of the treasury shares. The Company currently holds 191,462 of its ordinary shares in treasury; those shares were purchased by the Company through the share buyback programme which commenced in April 2023.

This resolution renews the authority given at the Annual General Meeting held on 15 November 2022 and would be limited to 3,535,071 ordinary shares, representing approximately 10 per cent of the issued share capital (excluding treasury shares) at the latest practicable date prior to the printing of the Notice of Annual General Meeting of which this resolution forms part.



#### Craneware plc (the "Company") (Registered in Scotland under company number SC196331)

# FORM OF PROXY

# Before completing this form, please read the Explanatory Notes. You may appoint a proxy and submit your proxy vote at www.signalshares.com instead of using this form.

Form of Proxy for use by members of Craneware plc (the "Company") at the Annual General Meeting (AGM) to be held at the offices of Craneware plc, 1 Tanfield, Edinburgh, EH3 5DA, UK, on 16 November 2023, at 10am.

## FORM OF PROXY Craneware plc — Annual General Meeting

I/We, (print your name(s)):

being a member of the Company appoint the Chairman of the meeting or (see note 2)

as my/our proxy to attend, speak and vote on my/our behalf at the Annual General Meeting of the Company to be held on 16 November 2023 at 10am and at any adjournment thereof.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X'. If no indication is given, my/our proxy will vote or abstain from voting at his or her discretion and I/we authorise my/our proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

Please tick here if this proxy appointment is one of multiple appointments being made.

ORDINARY RESOLUTIONS Please mark 'X' to indicate how you wish to vote	For	Against	Vote withheld	Number of Shares in respect of which proxy appointed (see note 5)
1. To receive and consider the Company's 2023 annual accounts				
and the Directors' and Auditors' reports   2. To approve the Directors' Remuneration Report				
3. To re-appoint William Whitehorn as a Director				
5. To re-appoint william writehorn as a Director				
4. To re-appoint Keith Neilson as a Director				
5. To re-appoint Craig Preston as a Director				

# ORDINARY RESOLUTIONS (cont'd)

ORDINARY RESOLUTIONS (cont'd) Please mark 'X' to indicate how you wish to vote	For	Against	Vote withheld	Number of Shares in respect of which proxy appointed (see note 5)
6. To re-appoint Isabel Urquhart as a Director				
7. To re-appoint Colleen Blye as a Director				
8. To re-appoint Russ Rudish as a Director				
9. To re-appoint Alistair Erskine as a Director				
10. To re-appoint David Kemp as a Director				
11. To re-appoint Anne McCune as a Director				
12. To declare a final dividend of 16.0 pence per share, giving a total dividend for the year of 28.5 pence per share				
13. To re-appoint PricewaterhouseCoopers LLP as the auditors of the Company and to authorise the directors to fix their remuneration				
14. To authorise the directors to allot unissued ordinary shares				

# SPECIAL RESOLUTIONS

Please mark 'X' to indicate how you wish to vote

15. To disapply pre-emption rights in respect of certain allotments		
16. To disapply pre-emption rights in respect of certain allotments in relation to acquisitions or other capital investments		
17. To authorise the Company to be able to buy back up to 10% of its own issued share capital from shareholders		

Signature:

Date:

#### **Explanatory Notes:**

- 1. Entitlement to Appoint a Proxy: As a member of the Company you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.
- 2. **Identity of Proxy:** A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you sign and return this proxy form with no name inserted in the box, the Chairman of the meeting will be deemed to be your proxy. To appoint as your proxy a person other than the Chairman of the meeting, insert their full name in the box.
- 3. **Appointment of Proxy via CREST:** Crest members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual. In order for a proxy appointment or instruction made using CREST service to be valid, the appropriate CREST message, regardless of whether it constitutes the appointment of a proxy or an amendment to the instruction given to a previously appointed proxy, must be transmitted so as to be received by Link Group (ID RA 10) not less than 48 hours (excluding days that are not business days) before the time fixed for the AGM (i.e. before 10am on 14 November 2023). Please refer to the notes of the notice of the meeting for further information on proxy appointments through CREST.
- **4. Attendance by member at meeting:** Submission of a form of proxy does not preclude you from attending the meeting and voting in person. If a member has appointed a proxy but wishes to attend the meeting in person, the member will be permitted to do so and the proxy appointment will automatically be terminated.
- 5. **Appointment of multiple proxies:** A member is entitled to appoint more than one proxy in relation to the meeting, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by him. If you wish to appoint more than one proxy, please photocopy this form and insert in each form the name of the relevant proxy and the number of shares in respect of which that proxy is appointed.
- 6. **Directions on how to vote:** To direct your proxy how to vote on the resolutions, mark the appropriate box with an 'X'. To abstain from voting on a resolution, select the relevant "Vote withheld" box. A vote withheld is not a vote in law which means that the vote will not be counted in the calculation of votes for or against the resolution. If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.
- 7. Joint Holders: In the case of joint holders any one may sign this proxy form, but the vote of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other joint holders. Seniority is determined by the order in which the names stand in the Register of Members (the first-named being the most senior). In the case of a member which is a company, this proxy must be signed by two directors or given under the hand of an officer or attorney duly authorised.
- 8. Return of proxy to the Company: To be valid this proxy together with any power of attorney or other authority (if any) under which it has been signed must be completed and signed and must be received by PXS, Link Group, Central Square, 29 Wellington Street, Leeds, LS1 4DL, UK, not less than 48 hours (excluding days that are not business days) before the time appointed for the meeting (i.e. before 10am on 14 November 2023).
- 9. **Termination of Proxy's Authority:** You may terminate the authority of any person appointed to act as your proxy by sending written notice to PXS, Link Group, Central Square, 29 Wellington Street, Leeds, LS1 4DL, UK, to that effect which must be received before the commencement of the meeting.
- 10. **Submission of more than one valid proxy appointment:** If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.
- 11. **Appointment of Proxy online:** You may appoint a proxy and submit your proxy vote online at www.signalshares.com instead of using this form. Alternatively, you may via the LinkVote+ app (please refer to the notes of the notice of the meeting for further information). If you are an institutional investor you may also be able to appoint a proxy electronically via the Proxymity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proxymity, please go to www.proxymity.io and refer to the notes of the notice of the meeting. For your vote to be valid, please ensure that it is received no later than 10am on 14 November 2023.



17 October 2023

Dear Shareholder

Craneware plc (the 'Company') would like to offer you the opportunity, if you so wish, to elect to receive dividends from the Company in US Dollars. Dividends will be declared and paid in sterling unless a valid election is received or has already been received for US Dollars. If no valid election is received you will continue to receive your dividend payments in sterling. If you already have a valid election for US Dollars in place, this will remain in place unless you contact Link Group to cancel it.

As you hold your ordinary shares in uncertificated form in CREST, you may elect to receive your dividends in US Dollars by means of the CREST procedures to effect such an election referred to below. If you are a CREST Personal Member, or other CREST Sponsored Member, you should consult your CREST sponsor, who will be able to take the appropriate action on your behalf. Link Group will not accept a paper election for shareholders in CREST.

The CREST procedures require the use of the Dividend Election Input Message in accordance with the CREST manual. The message includes the following fields which, for a valid election to be made, must be correctly input as indicated below and submitted in order for it to be received no later than the dividend record date for which it is to apply (in the present case, 24 November 2023).

- (i) Dividend Election Reference you must indicate here a reference for the dividend election which is unique to your CREST participant ID;
- Account ID If you have more than one member account, you must indicate the member account I.D. to which the election relates: the relevant account must be enabled (a) at the time your Dividend Election Input Message is entered into CREST, and (b) on the relevant dividend payment date;
- (iii) ISIN This is GB00B2425G68;
- (iv) Evergreen This field must be entered with the flag set to yes. This requests the Company to apply your election to the current dividend and to all future dividends in respect of your entire shareholding in CREST at each relevant record date until (a) you delete your Dividend Election Input Message and that deletion is accepted in accordance with the CREST procedures on behalf of the Company, (b) you transfer your shareholding in CREST or convert it into certificated form, or (c) the facility is withdrawn by the directors;
- (v) Corporate Action Number This is not to be input;
- (vi) Distribution type You must enter "currency" here;
- (vii) Currency code This is USD;
- (viii) Number of shares Partial elections are not permitted. If this field is completed the message will be rejected;
- (ix) Contact details this field is optional, although you are asked to include details of whom to contact in the event of a query relating to your election.

A valid election made by means of Dividend Election Input Message will, to the extent it relates to shares held in uncertificated form at any given record date, supersede all previous written elections made in respect of holdings in the same member account.

You may only revoke an election which has been made by a Dividend Election Input Message by utilising the CREST procedures for deletions described in the CREST Manual. The deletion will be valid in relation to the then current dividend only if the deletion is accepted, in accordance with the CREST procedures, by or on behalf of the Company prior to the relevant record date. It is recommended that you input any deletion message 48 hours in advance of this deadline to give the Company or its agent sufficient time to accept the deletion. There is no facility to amend an election which has been made by Dividend Election Input Message. If you wish to change your election details, you must first delete the existing election as described above and then input a Dividend Election Input Message with the required new details. Any attempts to send a new Dividend Election Input Message, where an existing Dividend Election Input Message is present and has not been deleted, will be rejected.

Yours faithfully,



17 October 2023

Dear Shareholder

Craneware plc (the 'Company') would like to offer you the opportunity, if you so wish, to elect to receive dividends from the Company in US Dollars. Dividends will be declared and paid in sterling unless a valid election is or already has been received for US Dollars. If no valid election is received you will continue to receive your dividend payments in sterling. If you already have a valid election for US Dollars in place, this will remain in place unless you contact Link Group to cancel it.

If you wish for your future dividend payments to be payable in US Dollars, please complete the enclosed currency election form and return it to:

Link Group, Corporate Actions Delivery, Central Square, 29 Wellington Street, Leeds, LS1 4DL.

This should be received no later than the dividend record date for which it is to apply (in the present case, 24 November 2023) in order that Link Group can arrange for the appropriate currency marker to be recorded on your account.

This election will remain valid in respect of all future dividends declared by Craneware plc unless Link Group are otherwise instructed by you in writing.

Please note that partial currency elections will not be accepted.

THE ENCLOSED FORM NEED ONLY BE COMPLETED AND RETURNED IF YOU WISH TO RECEIVE ALL FUTURE CRANEWARE PLC DIVIDEND PAYMENTS IN US DOLLARS

Yours faithfully,

Craig Preston Company Secretary Craneware plc

Registered office of the Company: 1 Tanfield, Edinburgh, EH3 5DA, UK.



## Craneware plc Dividend Currency Election Form (for use by certificated registered shareholders only)

Full Name of Shareholder and any designation:	□ Mr □ Mrs □ Miss □ Ms
Investor code: (as shown on your share certificate)	
Full address:	
Signature(s) (please see note 2 below):	Signature 1st Holder: Signature 2nd Holder: Signature 3rd Holder: Signature 4th Holder:
Date:	

# I/We the above named shareholder(s) wish to elect to receive all future dividends declared by Craneware plc in US Dollars.

#### NOTES:

- 1. If you do not return a completed Dividend Currency Election Form to Link Group, Corporate Actions Delivery, Central Square, 29 Wellington Street, Leeds, LS1 4DL, so as to be received no later than the dividend record date for which it is to apply (in the present case, 24 November 2023), you will receive your dividend payment in pounds sterling.
- 2. All joint holders must sign this form. In the case of a company this form must be executed in accordance with Sections 43 48 of the Companies Act 2006 or signed on its behalf by a duly authorised officer.
- 3. Late or incorrect election forms will not be accepted and you will receive your dividends in pounds sterling.
- 4. Currency elections may not be split in respect of the same shareholding and elections are enduring for future dividends made by the Company.
- 5. If you wish subsequently to revoke your US Dollar election you must write to the Registrars requesting that your election is to be cancelled. Any such request must be received by the record date for the next relevant dividend payment.
- 6. No acknowledgement of receipt of Dividend Currency Election Forms will be given.
- 7. Shareholders who hold Craneware plc shares in uncertificated form (that is, in CREST) should NOT complete this Dividend Currency Election Form.
- 8. If you hold Craneware plc shares under different account designations you must complete a separate Dividend Currency Election Form for each designated account.

# THIS FORM NEED ONLY BE COMPLETED AND RETURNED IF YOU WISH TO RECEIVE ALL FUTURE CRANEWARE PLC DIVIDEND PAYMENTS IN US DOLLARS