



## VELOCYS PLC

*(Incorporated and registered in England & Wales with registered number: 05712187)*

**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.**

Dear Shareholder

5 August 2020

### **Velocys plc ('the Company')**

### **Annual Financial Report for the year ended 31 December 2019**

The Company's Annual Financial Report for the year ended 31 December 2019, together with the Notice of the Annual General Meeting, have been published and are available for download from the following website:

[www.velocys.com](http://www.velocys.com)

The Company's Annual Financial Report and the Notice of Annual General Meeting can be found in the 'Investors/Financial Information' section of the website. To access the documents you will need to have Adobe Acrobat Reader or an alternative pdf file reader.

The Annual General Meeting of the Company will be held at 10.45 a.m. on Wednesday 2 September 2020 at the Magdalen Centre, Robert Robinson Avenue, The Oxford Science Park, Oxford OX4 4GA.

In light of the UK Government's health advice in response to the COVID-19 outbreak, including to limit travel and public gatherings wherever possible, the Company strongly encourages all shareholders to submit their proxy, appointing the Chairman of the Annual General Meeting as proxy. Only the formal business of the Resolutions will be carried out at the meeting and no update will be provided. The Annual General Meeting has been arranged on the assumption that the measures introduced by the UK Government aimed at controlling the spread of COVID-19 (the "**COVID-19 Measures**") will continue to apply at the date of the Annual General Meeting. As a result, the Annual General Meeting will be held as a closed meeting, while still allowing for shareholders to exercise their voting rights. Unless notified otherwise after publication of the Notice of Annual General Meeting, no shareholder, proxy or corporate representative (other than those required for a quorum to exist) should attend the Annual General Meeting in person, as doing so would be in breach of the COVID-19 Measures and potentially unsafe for them or the limited number of other persons in attendance. The Chairman of the Annual General Meeting will exercise his powers to exclude any person who attempts to attend the Annual General Meeting, and they will not be permitted entry to the location of the Annual General Meeting. The situation regarding COVID-19 is constantly evolving, and the UK Government may change current restrictions or implement further measures relating to the holding of general meetings during the affected period. Any changes to the Annual General Meeting (including any change to the location of the Annual General Meeting) will be communicated to shareholders before the meeting through our website at [www.velocys.com](http://www.velocys.com) and, where appropriate, by announcement made by the Company to a Regulatory Information Service.

Please register your vote by completing and submitting your proxy vote online through:

[www.signalshares.com](http://www.signalshares.com)

To vote online you will need to log in to your Signal Shares account or register on the site if you have not already done so. To register on the Signal Shares website you will need your investor code which you can find on your share certificate. Once registered, you will immediately be able to vote. Voting by proxy prior to the meeting does not affect your right to attend the meeting and vote in person, should you so wish.

Thank you for having consented to receive this report via the Company's website rather than in hard copy form, as this contributes to cost savings for the Company and minimises unnecessary paper usage. If you would like to receive general communications from the Company via e-mail, please register your e-mail address at:

[www.signalshares.com](http://www.signalshares.com)

If you require assistance while registering your e-mail address, please telephone Link Asset Services on 0371 664 0300. 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. Link are open between 09:00 – 17:30, Monday to Friday excluding public holidays in England and Wales.

Yours faithfully

**Jeremy Gorman FCA**

Company Secretary

**Registered Office:**

Magdalen Centre  
Robert Robinson Avenue  
The Oxford Science Park  
Oxford OX4 4GA

This communication has been sent to certain beneficial owners of shares that have been nominated by their registered holders of shares to enjoy information rights in accordance with section 146 of the Companies Act 2006. **Such persons are advised that, in order to vote at the forthcoming Annual General Meeting they must issue an instruction to the registered holder of their shares.** The Company may only accept instructions from registered holders of its shares and it would therefore be unable to act upon any instructions received from nominated persons.