

THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION. If you are in any doubt about the action to be taken you should immediately consult your stockbroker, bank manager, solicitor, accountant or other independent financial adviser authorised pursuant to the Financial Services and Markets Act 2000 if you are in the United Kingdom, or, if you are not in the United Kingdom, another appropriately authorised independent professional adviser.

If you have sold or otherwise transferred all your shares in Scapa Group plc please send this document at once to the purchaser or transferee or to the stockbroker, bank manager or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee. If you have sold or otherwise transferred some only of your shares in Scapa Group plc, you should retain these documents.



Scapa Group plc
997 Manchester Road
Ashton-under-Lyne
Greater Manchester
OL7 0ED

11 June 2018

Dear Shareholder

Request to send or supply documents and information via a website and in electronic form

This letter accompanies the notice to shareholders of the Annual General Meeting (**Notice**) of Scapa Group plc (**the Company**) to be held on 17 July 2018. At the Company's AGM in 2013, shareholders approved an amendment to the Articles of Association to permit the Company to send or supply documents and information (**Documents and Information**) to shareholders in electronic form and via a website.

Under the provisions of the Companies Act 2006, we are required to ask you individually to confirm your agreement to the Company sending or supplying the Documents and Information to you as a shareholder of the Company via www.scapa.com (**the Website**).

If we do not receive a response from you within 28 days of the date of this letter, then you will be taken to have agreed (under paragraph 10 of Schedule 5 to the Companies Act 2006) that the Company may send or supply the Documents and Information to you via the Website. Therefore, if you agree to the Company sending or supplying the Documents or Information to you via the Website, you need take no further action in relation to this part of the letter. If you would prefer to receive the Documents and Information in paper form rather than via the Website, you will need to let us know by completing the reply slip at the end of this letter and returning it to the Company's Registrars.

In order to access the Documents and Information on the Website and by email, you will need Adobe Reader, which is available for download free of charge. We will notify you by post when the Documents and Information are available to access on the Website and we will provide you with the address of the Website, the place on the Website where the Documents and Information may be accessed, and details of how to access the Documents or Information. If you would prefer to receive these notifications by e-mail you can register your e-mail address via the share portal <https://www.signalshare.com> or complete the reply slip.

If the Company is required to restrict the sending of any Documents or Information to any shareholders within the European Economic Area (EEA), for example due to the local laws of the EEA country in which the particular shareholders are resident or otherwise located, we will not be permitted to use electronic means to communicate with any shareholders holding shares of the same class as those shareholders within the EEA. In any such case, we will send you hard copies of the Documents or Information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'W. Baker', written over a light blue horizontal line.

Wendy Baker
Company Secretary

REPLY SLIP



Scapa Group plc

Please complete either A or B below:

A) You can be notified when new documents are available on the website via email or post.

1. Email notifications: If you would like to receive email notification when new documents are available on the web, please register for electronic communication:

i. <https://www.signalshares.com>

ii. Or by completing the details below:

Email Address:	<input type="text"/>
Name:	<input type="text"/>
Investor Code*:	<input type="text"/>
Address:	<input type="text"/>
Signed/date:	<input type="text"/>

(*available on your share certificate)

2. Postal notifications: If you would like to receive notifications via post then you need take no further action.

B) If you would prefer to continue receiving all documents in paper form rather than via a website please complete the details below:

Name:	<input type="text"/>
Investor Code*:	<input type="text"/>
Address:	<input type="text"/>
Signed/date:	<input type="text"/>

(*available on your share certificate)

Return to:

FREEPOST SAS, 34 Beckenham Road, Beckenham, BR3 9ZA