



Scapa Group plc
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6 July 2020

Dear Shareholder

Annual Report 2020 and Notice of the 2020 Annual General Meeting

Please accept this letter as notification that Scapa Group plc's (the 'Company') Annual Report for the year ended 31 March 2020 and the Notice of the 2020 Annual General Meeting (AGM) have now been published on the Company's website at www.scapa.com/investors.

AGM

The Company's Annual General Meeting will be held at 10.00 am on Friday, 7 August 2020 at the registered office of the Company, 997 Manchester Road, Ashton-under-Lyne, Greater Manchester OL7 0ED.

In response to the COVID-19 global pandemic, the UK Government has put in place new regulations restricting public gatherings, unless essential for work purposes, and preventing non-essential travel. **As a result, and in order that shareholders can comply with the measures currently in place, the AGM this year is required to be a closed meeting, which shareholders are not permitted to attend.**

In the event that the arrangements for the AGM change due to the evolving COVID-19 situation, the Company will issue a further communication via the regulatory news service.

This letter does not contain the full details of the resolutions to be tabled at the meeting, but these are contained in the Notice of Meeting and should be read before you complete your vote. The Directors consider that the proposed resolutions contained in the Notice of Meeting are in the best interests of the Company and shareholders as a whole and unanimously recommend that you vote in favour of them, as they intend to do in respect of their own shareholdings.

Proxy voting

Shareholders are strongly encouraged to ensure that their votes are counted and to appoint the Chairman of the AGM as their proxy. All proxy appointments must be received by the Company's Registrar, Link Asset Services, **no later than 10.00 am on Wednesday, 5 August 2020.**

You will **not** receive a hard copy form of proxy for the 2020 AGM in the post. Instead, you will be able to vote electronically using the link www.signalshares.com. You will need to log in to your Signal Shares account, or register if you have not previously done so; to register you will need your Investor Code which is detailed on your share certificate or available from our Registrar, Link Asset Services (previously called Capita). Proxy votes must be received **no later than 10.00 am on Wednesday, 5 August 2020.**

You may request a hard copy form of proxy from the Registrar, Link Asset Services, on Tel: 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. Lines are open between 9.00 am and 5.30 pm, Monday to Friday excluding public holidays in England and Wales. Alternatively, you can request a hard copy proxy card by emailing shareholderenquiries@linkgroup.co.uk.

Please note that as shareholders will not be able to attend this year's AGM, the Company is proposing to allow shareholders the opportunity to raise any issues or concerns arising from the business proposed to be conducted at the meeting. Appropriate questions on the business of the meeting should be emailed to investors@scapa.com before 6.00 pm on 6 August 2020; please include a Shareholder Reference Number in any correspondence. Responses will be posted on the Company's website on the morning of the AGM.

We would like to take this opportunity to thank you for having consented to receive these documents via the Company's website rather than in hard copy form. If you would like to receive general communications from the Company via email, please register your email address at www.signalshares.com.

Thank you for your continued support as a shareholder of Scapa Group plc.

Yours faithfully

Wendy Baker
Company Secretary

This letter has been sent to registered shareholders who have elected to receive communications electronically and to certain beneficial owners of shares who have been nominated by their registered holders of shares to enjoy information rights in accordance with Section 146 of the Companies Act 2006 ('nominated persons'). **Such nominated 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.