



**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION**

**IMPORTANT INFORMATION CONCERNING THE 2020 ANNUAL GENERAL MEETING**

Dear Shareholder,

In light of the rapidly evolving events of the COVID-19 outbreak the Directors of ConvaTec Group Plc (the "Company") have made the decision to hold the Company's 2020 Annual General Meeting ("AGM" or "Meeting") in the form of a hybrid meeting, which will allow shareholders to attend and participate in the Meeting electronically.

In furtherance of the aforementioned decision, the AGM will no longer be held at The Roseate Reading Hotel, but will instead take place on 7 May 2020 at 11am, at the Company's registered office, 3 Forbury Place, 23 Forbury Road, Reading, RG1 3JH. Facilities will be made available for shareholders to join the Meeting electronically and we ask that shareholders do not attend the AGM in person, but instead join the Meeting remotely, and this document provides information and guidance for shareholders to join and participate in the AGM by such means.

We will continue to provide shareholders with further information on our website as and when this becomes available at, [www.convatecgroup.com/investors](http://www.convatecgroup.com/investors), where you will also be able to locate all documentation and information relating to the forthcoming AGM, including a copy of this document. The Company will ensure that the Meeting adheres to the Government's and Public Health England's advice around social distancing and enhanced hygiene measures will be in place. To further support these efforts there will be only limited Company representation at the meeting.

The well-being of our shareholders is vitally important to us and we recommend that shareholders adhere to the current instructions from the Government and Public Health England's advice to stay at home. We wish to reiterate that your vote is important to us and we encourage shareholders to vote on the resolutions proposed within the Notice of Meeting by completion of the Form of Proxy or by electronic means, further details of which can be found on page 9 of the Notice of Meeting. Please note the deadline for submitting proxies will be 11am on Tuesday 5 May 2020.

## **ELECTRONIC MEETING**

This year, we will be conducting a hybrid AGM, giving shareholders the opportunity to attend and participate in the Company's AGM electronically. This can be done by either downloading the dedicated "Lumi AGM" app or by accessing the AGM website, <http://web.lumiagm.com>.

## **DOWNLOADING THE AGM APP**

To access the AGM you will need to download the latest version of the dedicated AGM App, called "Lumi AGM", onto your smartphone from the Google Play Store™ or the Apple® App Store. We recommend that you do this in advance of the meeting date. Please note that the app is not compatible with older devices operating Android 4.4 (and below) or iOS 9 (and below).

## **ACCESSING THE AGM WEBSITE**

Lumi AGM can also be accessed online using most well-known internet browsers such as Internet Explorer (Not compatible with versions 10 and below), Chrome, Firefox and Safari on a PC, laptop or internet-enabled device such as a tablet or smartphone. If you wish to access the AGM using this method, please go to <https://web.lumiagm.com> on the day.

## **Logging In**

On accessing either the app or AGM website, you will be asked to enter a Meeting ID which is **194-423-827**. You will then be prompted to enter your unique SRN and PIN. These can be found printed on your Form of Proxy. Access to the meeting via the app or website will be available from 10.00 a.m. on 7 May 2020; however, please note that your ability to vote will not be enabled until the Chairman formally opens the meeting at 11am.

## **Voting**

After the resolutions have been proposed, voting options will appear on the screen. Press or click the option that corresponds with the way in which you wish to vote, "For", "Against" or "Abstain". Once you have selected your choice, you will see a message on your screen confirming that your vote has been received. If you make a mistake or wish to change your voting instruction, simply press or click the correct choice until the poll is closed on that resolution. If you wish to cancel your "live" vote, please press "Cancel".

Please note that an active internet connection is required in order to successfully cast your vote when the Chairman commences polling on the resolutions. It is your responsibility to ensure connectivity for the duration of the meeting.

## **Process**

The process of asking questions, voting and accessing the AGM presentation will be further explained within the application and located on the information page.

## **Duly appointed proxies and corporate representatives**

Please contact the Company's registrar before 10.00am on 6 May 2020 on +44 370 703 6219 for your unique username and password. Lines are open 8.30am to 5.30pm Monday to Friday (excluding public holidays in England & Wales).

Shareholders should note that electronic entry to the AGM will open at 10.50am on 7 May 2020.

## Online Shareholders' Guide to the 2020 Annual General Meeting

This year we will be conducting a hybrid AGM, giving you the opportunity to attend the AGM in person or to participate online, using your smartphone, tablet or computer.



If you choose to participate online you will be able to view a live webcast of the meeting, ask the Directors questions and submit your votes in real time and you will need to either:

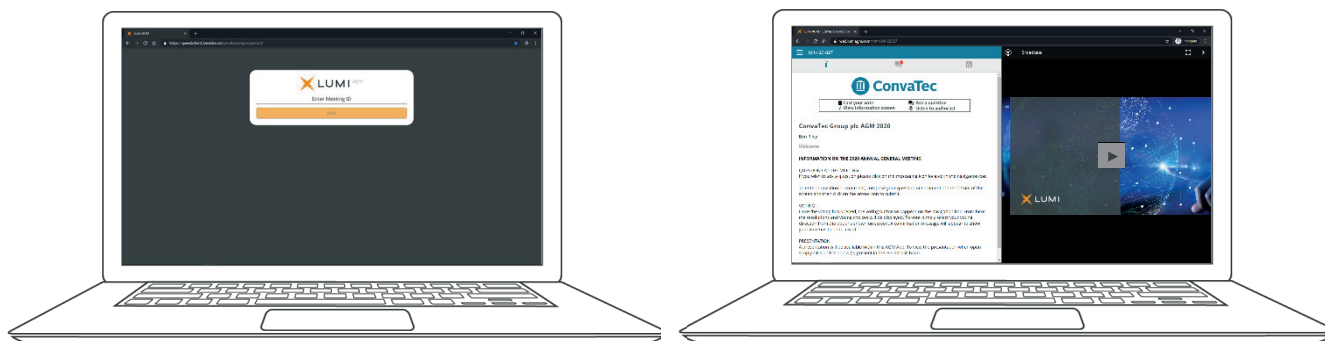
- a) Download the Lumi AGM app from the Apple App or Google Play Stores by searching for Lumi AGM.
- b) Visit <https://web.lumiagm.com> on your smartphone, tablet or computer. You will need the latest versions of Chrome, Safari, Internet Explorer 11, Edge and Firefox. Please ensure your browser is compatible.

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**Meeting ID: 194-423-827**  
**To login you must have your SRN and PIN**

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<b><u>Access</u></b>		<b><u>Audiocast</u></b>
<p>Once you have either downloaded the <b>Lumi AGM app</b> or entered <b>web.lumiagm.com</b> into your web browser, you'll be prompted to enter the Meeting ID as above.</p> <p>You will then be required to click 'I have a login' and enter your:</p> <ol style="list-style-type: none"><li>a) SRN; and</li><li>b) Pin.</li></ol> <p><b>You will be able to log into the site on 7 May 2020 at 10am.</b></p>	<p>To enter as a shareholder, select '<b>I have a login</b>' and enter your SRN and PIN. If you are a visitor, select '<b>I am a guest</b>'</p> <p>As a guest, you will be prompted to complete all the relevant fields including; title, first name, last name and email address.</p> <p><b>Please note, visitors will not be able to ask questions or vote at the meeting.</b></p>	<p>When successfully authenticated, the info screen  will be displayed. You can view company information, ask questions and listen to the audiocast.</p> <p>If you would like to listen to the <b>audiocast</b> press the broadcast icon  at the bottom of the screen.</p> <p>If viewing on a computer, the broadcast will appear at the side automatically once the meeting has started.</p>



## Voting

The chairman will open voting on all resolutions at the start of the meeting. Once the voting has opened, the polling icon  will appear on the navigation bar at the bottom of the screen.

From here, the resolutions and voting choices will be displayed.

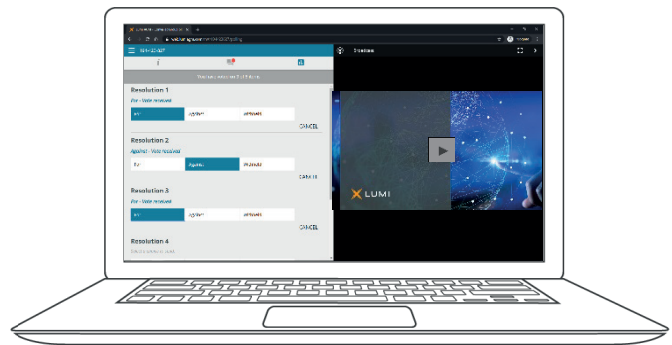
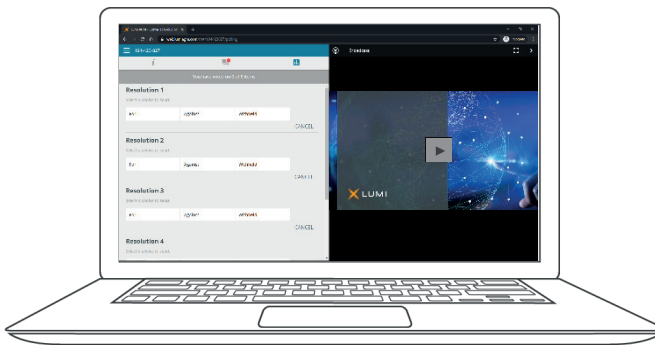
To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.

*For - Vote received*

To change your vote, simply select another direction. If you wish to cancel your vote, please press Cancel


Once the chairman has opened voting, voting can be performed at any time during the meeting until the chairman closes the voting on the resolutions. At that point your last choice will be submitted.

You will still be able to send messages and view the webcast whilst the poll is open.



## Questions

Any shareholder or appointed proxy attending the meeting is eligible to ask questions.

If you would like to ask a question, select the  messaging icon

Messages can be submitted at any time during the Q&A session up until the Chairman closes the session.

Type your message within the chat box at the bottom of the messaging screen.

Once you are happy with your message click the send button.

Questions sent via the Lumi AGM online platform will be moderated before being sent to the chairman. This is to avoid repetition.

## Downloads

Links are present on the info screen. When you click on a link, the selected document will open in your browser.

Data usage for streaming the Meeting or downloading documents via the AGM platform varies depending on individual use, the specific device being used for streaming or download (Android, iPhone, etc) and the network connection (3G, 4G).

