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If you have sold or otherwise transferred all of your shares in Checkit plc, subject to the restrictions on distribution described below and in the enclosed announcement, please send this letter and its enclosure as soon as possible to the purchaser or transferee or to the stockbroker, bank or other agent through whom the sale or transfer was effected for transmission to the purchaser or transferee.

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**STRICTLY PRIVATE AND CONFIDENTIAL**

27 March 2026

To Checkit plc (the "**Company**") shareholders and persons with information rights

#### **STATEMENT REGARDING CHECKIT PLC FORMAL SALE PROCESS**

Dear Shareholder,

In accordance with Rule 2.11(a) of the City Code on Takeovers and Mergers (the "**Code**"), you will find on the offer microsite on the Company's website [www.checkit.net/investor-relations](http://www.checkit.net/investor-relations), a copy of the the announcement released by the Company on 26 March 2026 (the "**Announcement**"). In the Announcement, the Board of the Company (the "**Board**") states that it has been conducting a review of the various strategic options available to the Company and has determined that it would be appropriate to investigate a sale of the Company and thus has announced the commencement of a Formal Sale Process (as referred to in Note 2 on Rule 2.6 of the Takeover Code) (the "**Formal Sale Process**").

It is the right of the persons to whom this notification is sent to receive a hard copy of the Announcement (and any information incorporated into it by reference to another source) but please note that you will not receive a hard copy unless you so request. Hard copies of the Announcement may be obtained at the offices of the Company at Broers Building, 21 J J Thomson Avenue, Cambridge, CB3 0FA or by calling +44 (0) 1223 643313.

This letter is not to be taken as a summary of the information in the Announcement and should not be regarded as a substitute for reading the Announcement in full. The Announcement also includes a summary of the provisions of Rule 8 of the Code.

There can be no certainty that a transaction will be pursued by the Company, nor as to the terms of any eventual transaction.

We will make further announcements when appropriate.

### **Responsibility**

The Board accepts responsibility for the information (including any expressions of opinion) contained in this letter. To the best of the knowledge and belief of the Checkit plc directors (who have taken all reasonable care to ensure that such is the case), the information contained in this letter is in accordance with the facts and does not omit anything likely to affect the import of such information.

### **Addresses may be provided to offerors (if applicable)**

Please note that addresses, electronic addresses and certain other information provided by you for the receipt of communications from the Company may be provided to an offeror in due course during the offer period as required under Section 4 of Appendix 4 of the Code.

This letter and the Announcement will be available, subject to certain restrictions, on the Company's website at [www.checkit.net](http://www.checkit.net). The content of the website referred to in this letter is not incorporated into and does not form part of this letter.

If you have any queries in relation to this letter, you can contact me at [keith.daley@checkit.net](mailto:keith.daley@checkit.net). However please note that neither I nor the Company will be able to provide you with any legal, tax planning or investment advice during the Formal Sale Process, nor information which is not in the public domain and hence provided to all other shareholders.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Keith Daley', with a wavy line underneath.

**Keith Daley**  
**Non-Executive Chair**  
**Checkit plc**