

10 May 2024

Dear Shareholder

## Notice of availability

### Notice of Annual General Meeting and annual report and accounts

Thank you for registering to receive Checkit plc shareholder communications in electronic form via the internet.

The Notice of Annual General Meeting and the annual report and accounts for the year ended 31 January 2024 are now available on the Company's website at [www.checkit.net](http://www.checkit.net).

The Company's Annual General Meeting will be held at 12 noon on Thursday 6 June 2024 at Fieldfisher LLP, Riverbank House, 2 Swan Lane, London EC4R 3TT.

### Proxy voting

If you are voting by proxy, please send us your vote by completing and submitting your form of proxy online through Link Investor Centre at <https://investorcentre.linkgroup.co.uk/Login/Login> so as to be received at least **48 hours** before the time of the meeting.

Link Investor Centre is a free app for smartphone and tablet provided by Link Group (the Company's registrar). It allows you to securely manage and monitor your shareholdings in real time, take part in online voting, keep your details up to date, access a range of information including payment history, and much more. The app is available to download on both the Apple App Store and Google Play, or by scanning the relevant QR code below.



If you are an institutional investor you may also be able to appoint a proxy electronically via the Proxymity platform, a process which has been agreed by the Company and approved by the registrar. For further information regarding Proxymity, please go to [www.proxymity.io](http://www.proxymity.io). Your proxy must be lodged by noon 4 June 2024 in order to be considered valid or, if the meeting is adjourned, by the time which is 48 hours before the time of the adjourned meeting. Before you can appoint a proxy via this process you will need to have agreed to Proxymity's associated terms and conditions. It is important that you read these carefully as you will be bound by them and they will govern the electronic appointment of your proxy. An electronic proxy appointment via the Proxymity platform may be revoked completely by sending an authenticated message via the platform instructing the removal of your proxy vote.

If you are a CREST member, you should contact your CREST service provider, who will be able to help you vote via the CREST system.

If you are unable to locate any of the documents on the web page or need help with voting, please email our registrar, Link Group, at [shareholderenquiries@linkgroup.co.uk](mailto:shareholderenquiries@linkgroup.co.uk) or telephone the Link shareholder helpline 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. Lines are open from 9.00am to 5.30pm, Monday to Friday (excluding public holidays in England and Wales).

Yours faithfully

**Greg Price**

Director and CFOO

### Checkit plc

Registered office

Broers Building, J J Thomson Avenue, Cambridge CB3 0FA, United Kingdom

t: +44 (0) 1252 406 344 w: [www.checkit.net](http://www.checkit.net).

Registered in England and Wales, number: 00448274