

THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.

If you are in any doubt as to what action you should take, you are recommended to seek your own financial advice from your stockbroker or other independent adviser authorised under the Financial Services and Markets Act 2000.

If you have sold or transferred all of your shares in K3 Business Technology Group plc, please forward this document, together with the accompanying documents, as soon as possible either to the purchaser or transferee or to the person who arranged the sale or transfer so they can pass these documents to the person who now holds the shares.

Date: 3 December 2024

K3 BUSINESS TECHNOLOGY GROUP PLC – Proposed disposal of NexSys Solutions Limited and Notice of General Meeting

Dear Shareholder

Please accept this letter as notification that the circular in relation to the proposed disposal of NexSys Solutions Limited (the “**Circular**”) by K3 Business Technology Group plc (the “**Company**”) and the Notice of General Meeting (“**GM**”) (the “**Notice**”) have now been published on the Company’s website at <https://www.k3btg.com/investor-centre/financial-information/> and are enclosed for shareholders who elected for a hard copy.

GM attendance

The Company’s General Meeting will be held at 10.00 a.m. on Thursday 19 December 2024 at Cavendish, One Bartholomew Close, London, EC1A 7BL.

This letter does not contain the full details of the resolutions to be tabled at the meeting, and these are contained in the Notice and should be read before you complete your vote. The Directors consider that the proposed resolutions contained in the Notice 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

You will not receive a hard copy form of proxy for the GM in the post. Instead, you will be able to vote electronically at <https://investorcentre.linkgroup.co.uk/Login/Login>. You will need to log into your 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 Group.

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. Alternatively, you may access the Link Investor Centre via a web browser at: <https://investorcentre.linkgroup.co.uk/Login/Login>.

If you are an institutional investor, you may be able to appoint a proxy electronically via the Proximity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proximity, please go to www.proximity.io.

CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual.

Proxy votes must be received no later than **10.00 a.m. on 17 December 2024**.

You may request a hard copy form of proxy directly from the Registrars, Link Group, 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 09.00 – 17.30, 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

Thank you for your continued support as a shareholder of K3 Business Technology Group Plc.

Yours sincerely

E Dodd

Company Secretary

K3 BUSINESS TECHNOLOGY GROUP PLC

This letter has also 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 2016 ("nominated persons"). **Such nominated persons are advised that, in order to vote at the forthcoming GM, 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 by nominated persons.