

# **MAINTEL HOLDINGS PLC**

## **NOTICE OF ANNUAL GENERAL MEETING**

**Maintel Holdings Plc (the 'Company')**  
**(Registered in England and Wales with no: 03181729)**

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

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

If you have sold or transferred all of your shares in Maintel Holdings Plc, please send this document and any accompanying documents as soon as possible to the purchaser or transferee of those shares or to the stockbroker, bank or other agent through whom the sale or transfer was effected for onward transmission to the purchaser or transferee.

**Notice of the Annual General Meeting of the Company to be held at its offices at Lancaster Court, 8 Barnes Wallis Road, Fareham, Hampshire PO15 5TU, on 30 June 2020 at 10.00am is set out on pages 5 to 8 of this document.**

A Form of Proxy for use at the Annual General Meeting is enclosed. To be valid, any instrument appointing a proxy must be received by the Company's registrars, Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZY, as soon as possible but in any event so as to arrive by no later than 10.00am on 26 June 2020. As an alternative to completing a hard copy Form of Proxy, you can appoint a proxy or proxies electronically by visiting [www.investorcentre.co.uk/eproxy](http://www.investorcentre.co.uk/eproxy). You will need your Control Number, PIN and Shareholder Reference Number (as printed on your Form of Proxy). For an electronic proxy appointment to be valid, the appointment must be received by the Company's registrar, Computershare, no later than 10:00 am on 26 June 2020 (or, if the AGM is adjourned, no later than 48 hours (excluding any part of a day that is not a working day) before the time of any adjourned meeting).

# MAINTEL HOLDINGS PLC

(Registered in England and Wales with no: 03181729)

## Directors

J D S Booth *Non-executive chairman*  
I MacRae *Chief executive*  
S D Legg *Group sales and marketing director*  
A J McCaffery *Non-executive director*  
A P Nabavi *Non-executive director*  
K Stevens *Chief operating officer*  
N J Taylor *Non-executive director*  
M V Townsend *Chief financial officer*

## Registered Office

160 Blackfriars Road  
London  
SE1 8EZ

**4 June 2020**

To holders of ordinary shares of 1 pence each in the Company.

Dear Shareholder,

This letter accompanies the annual report for the financial year to 31 December 2019 (the 'Annual Report') and gives details of the business to be transacted at the Annual General Meeting of the Company.

## COVID-19

The United Kingdom, like countries the world over, is currently having to deal with rapidly changing developments caused by the Covid-19 (coronavirus) outbreak. On 1 June 2020, the Company published its full year results for year ended 31 December 2019 which provided guidance on the potential impact of Covid-19 on our business and outlined the steps we are taking to protect profitability and to conserve cash.

Maintel's key priority in these unprecedented times is the health and safety of our employees, customers, business partners and, of course, our shareholders. We are closely monitoring developments relating to the current outbreak of Covid-19, including the related public health guidance and legislation issued by the UK Government. At the time of publication of this Notice, the UK Government has prohibited public gatherings of more than two people and non-essential travel, save in certain limited circumstances.

In light of these measures, we hope that shareholders will understand that our AGM this year will be run as a closed meeting and shareholders will not be permitted to attend in person. The Company will make arrangements such that the legal requirements to hold the meeting will be satisfied through the attendance of a minimum number of directors who will ensure that a quorum is present and the format of the meeting will be purely functional. The AGM will comprise of only the formal votes on each resolution set out in the Notice, without any business update or Q&A.

We are therefore implementing the following precautions to ensure that we hold our AGM in a compliant and safe way:

- **shareholders and their representatives will NOT be permitted to attend the AGM in person;**
- instead, all shareholders should vote by proxy to ensure that their vote is counted at the AGM either:
  - by appointing a proxy electronically (as explained on the following page) or
  - by completing the enclosed Form of Proxy and returning it by post.

Given the restrictions on attendance, shareholders are strongly advised to appoint the "Chairman of the meeting" as their proxy rather than a named person who will not be permitted to attend the meeting.

This situation is constantly evolving, and the UK Government may change current restrictions or implement further measures relating to the holding of general meetings during the affected period. Any changes to the AGM will be communicated to shareholders before the meeting through our website ([www.maintel.co.uk](http://www.maintel.co.uk)) and, where appropriate, by RNS announcement.

We trust that all our shareholders will understand the need for these precautions in light of Government public health guidelines on Covid-19.

## Voting

**Please do NOT to try to attend the AGM in person.**

If you would like to vote on the resolutions, please vote by proxy as follows:

- you can appoint a proxy electronically by visiting [www.investorcentre.co.uk/eproxy](http://www.investorcentre.co.uk/eproxy). You will need your Control Number, PIN and Shareholder Reference Number (as printed on your Form of Proxy). To be valid your proxy appointment(s) and instructions should be made no later than 10:00 am on Friday 26 June 2020.
- you can appoint a proxy by completing the enclosed Form of Proxy. This should be returned as soon as possible and, in any event, must be received no later than 10:00 am on Friday 26 June 2020.

Given the restrictions on attendance, for your votes to be counted, you are strongly advised to appoint the "Chairman of the meeting" as your proxy rather than a named person as they will not be permitted to attend the meeting.

Appointing a proxy, either electronically or by post, will ensure your vote is recorded. The quorum for the AGM is at least two shareholders present in person, by proxy or by a corporate representative. The special resolutions will require the approval of at least 75% of the votes cast at the AGM on the relevant resolution and the ordinary resolutions will require a simple majority.

All resolutions will be decided by way of a poll so that the votes of shareholders who do not attend in person will be counted.

## **ANNUAL GENERAL MEETING**

Notice of the Annual General Meeting is given on pages 6 to 8. Resolutions 1 to 9 set out in the Notice comprise ordinary resolutions. This means that, for each of those resolutions to be passed, more than 50% of the votes cast must be in favour of the resolution. Resolutions 10 and 11 will be proposed as special resolutions. This means that, for each of those resolutions to be passed, at least 75% of the votes cast must be in favour of the resolution.

### **Resolution 1 – To present the Annual Report and Accounts**

Company law requires the directors to present their report, the financial statements, the strategic report and the auditor's report on those financial statements, to shareholders. These documents for the financial year to 31 December 2019 are included in the Annual Report.

### **Resolution 2 – To approve the report of the Remuneration committee**

The report of the Remuneration committee for the year to 31 December 2019 is included in the Annual Report and this resolution asks shareholders to approve it. As the result of the vote is advisory, it does not affect the actual remuneration paid to any individual director.

However, there are two important changes which we have decided to make in light of the Covid-19 outbreak, which post-date the Directors' remuneration report:

- on page 38 of the Annual Report we provide details of the base salaries we intended to pay the executive directors in the forthcoming year. The executive Directors have volunteered to reduce their base salaries by 20%, with effect from 1 April 2020. These arrangements will all be reviewed again on 1 July 2020;
- on page 41 of the Annual Report we provide details of the non-executive director fees we intended to pay in the forthcoming year. In light of the significant pay cuts taken by the executive Directors, the non-executive Directors proposed to reduce their fees with effect from 1 April 2020 by 20%, for a period of 3 months. This arrangement will be reviewed again on 1 July 2020.

### **Resolution 3 – To elect I MacRae as a director**

The Articles of Association require a new director to offer themselves for election at the next annual general meeting following their appointment. Mr I MacRae was appointed to the Board as Chief Executive on 4 October 2019 and is therefore offering himself for election. Iain is an experienced company executive, with a wealth of sales and management expertise in the technology sector which is coupled with considerable experience in leading businesses through periods of sustained growth.

### **Resolution 5– To re-elect J D S Booth as a director**

It is deemed good corporate governance practice for directors who have more than nine years' service to retire each year and, if relevant, offer themselves for re-election. Mr J D S Booth, the Company's non-executive chairman, joined the board in 1996, and accordingly retires and offers himself for re-election.

### **Resolution 5 – To re-elect A McCaffery as a director**

Mr McCaffery joined the board in 1996, and so also retires and offers himself for re-election, as is good corporate governance practice for directors who have more than nine years' service.

## **Resolution 6 – To re-elect N J Taylor as a director**

Mr N J Taylor joined the board in 2006, and so also retires and offers himself for re-election, as is good corporate governance practice for directors who have more than nine years' service.

Brief biographies of the directors are included in the Annual Report on pages 28 and 29 and the board's conclusions in relation to the ongoing independence of Mr Booth, Mr McCaffery and Mr Taylor are recorded on pages 33 and 34 of the Annual Report.

## **Resolutions 7 and 8 – To appoint RSM UK Audit LLP as the Company's auditors and determine their remuneration**

The Company is required to appoint auditors at each Annual General Meeting at which accounts are laid before the Company, to hold office until the conclusion of the next such meeting. Following a recommendation by the Audit and Risk committee the board has approved, subject to shareholder approval of resolution 8, the reappointment of RSM UK Audit LLP as the Company's auditors. Resolution 9 proposes authorising the Audit and Risk committee to determine the remuneration of the auditors.

## **Resolution 9 – To renew the power of the board to allot shares**

The Companies Act 2006 (the 'Act') provides that the directors may not allot ordinary shares unless authorised to do so by the Company in General Meeting or by its Articles of Association ('Articles'). The directors by the Articles are empowered to allot unissued shares but the power is subject to shareholder renewal. The renewal of this power is sought until the conclusion of the 2021 Annual General Meeting or fifteen months from the date of the passing of this resolution, whichever is the earlier, subject to the limitation specified in this resolution. The directors' current authority expires at the close of the forthcoming Annual General Meeting and so this resolution proposes that the directors are given a new authority to allot ordinary shares and other relevant securities up to an aggregate nominal amount of £47,740 without obtaining the further consent of its shareholders. This is the equivalent of one-third of the issued share capital of the Company as at 29 May 2020 being the last practicable date prior to publication of this document.

In addition, the proposed authority will allow the directors to allot new shares and other relevant securities in connection with a rights issue up to a further aggregate nominal amount of £47,740 equivalent to approximately a further one-third of the Company's issued ordinary share capital as at 29 May 2020 being the last practicable date prior to publication of this document. Once this resolution is passed the directors will have the authority in certain circumstances to allot new shares and other relevant securities up to a nominal amount of £95,480 representing a total amount equal to two-thirds of the Company's issued ordinary share capital as at 29 May 2020. The directors consider it desirable to have the maximum flexibility permitted by corporate governance guidelines in order to respond to market developments and to enable allotments to take place.

The directors have no present intention of allotting, or agreeing to allot, any shares otherwise than in connection with the Company's employee share schemes, to the extent permitted or required by such schemes.

## **SPECIAL RESOLUTIONS**

### **Resolution 10 – To disapply rights of pre-emption**

The Act gives holders of ordinary shares, with limited but important exceptions, certain rights of pre-emption on the issue for cash of new equity securities. The directors believe that it is in the best interests of the Company that, as in previous years, the board should have limited authority to allot some shares for cash without first having to offer such shares to existing shareholders. The directors' current authority expires at the close of the forthcoming Annual General Meeting and, accordingly, this resolution seeks to renew the authority on similar terms. The authority, if granted, will relate to allotment in respect of rights issues, and similar offerings (where difficulties arise in offering shares to certain overseas shareholders and in relation to fractional entitlements and certain other technical matters) and generally to allotments (other than in respect of rights issues) of equity securities having an aggregate nominal value not exceeding £14,322. This authority represents 10% of the issued share capital of the Company as at 29 May 2020. Whilst the board recognises that the 10% figure is outside the accepted Investment Association Share Capital Management Guidelines the board considers that, given the Company's size, market position and general liquidity, 10% is appropriate. The board has no present intention of exercising this authority but wishes to have the flexibility to do so in the future. This authority will expire at the conclusion of the next Annual General Meeting of the Company or fifteen months after the passing of this resolution, if earlier.

### **Resolution 11 – Purchase of own shares**

This resolution is to grant the Company authority to make market purchases of its own shares. The authority should not be taken to imply that shares will be purchased at any particular price or, indeed, at all. The authority will expire on the earlier of the conclusion of the 2021 Annual General Meeting and fifteen months after the passing of this resolution. The resolution specifies the maximum number of shares which may be purchased (representing 14.99% of the Company's issued ordinary share capital as at 29 May 2020) and the maximum and minimum prices at which they may be bought, the maximum price not to exceed 5% above the average published market price for the five business days immediately preceding the day on which the shares are contracted to be purchased. The directors

would consider whether such shares, if repurchased, would be cancelled or taken into treasury, the decision being taken in the light of prevailing circumstances. The board will only exercise the power to make purchases of shares after considering the effect on earnings per share and the benefit to shareholders generally.

#### **ACTION TO BE TAKEN**

You are asked to complete the enclosed Form of Proxy and return it, together with any power of attorney or other authority under which it is signed or a notarially certified or office copy thereof, to Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZY, so as to arrive by no later than 10.00am on 26 June 2020.

Completion of the Form of Proxy does not prevent you from attending and voting in person. Please note that the Annual Report for the period ended 31 December 2019 together with this Notice are also available on the Company's website at [www.maintel.co.uk](http://www.maintel.co.uk).

#### **Recommendation**

The board believes that the resolutions to be put to the Annual General Meeting are in the best interests of the Company and its shareholders as a whole and are most likely to promote the success of the Company for the benefit of its members as a body. Accordingly, the directors unanimously recommend that shareholders vote in favour of the resolutions as they intend to do in respect of their own beneficial shareholdings.

Yours sincerely

**R Grig**

Company Secretary  
Maintel Holdings Plc

# Notice of Annual General Meeting

## Maintel Holdings Plc

(Registered in England and Wales with no: 03181729)

**NOTICE** is given that the Annual General Meeting of Maintel Holdings Plc (the 'Company') will be held at its offices at Lancaster Court, 8 Barnes Wallis Road, Fareham, Hampshire PO15 5TU, on 30 June 2020 at 10.00am for the transaction of the following business:

**To consider and, if thought fit, to pass the following resolutions as ordinary resolutions:**

1. To receive the financial statements of the Company for the year ended 31 December 2019, together with the strategic report, the report of the directors and the independent auditor's report thereon.
2. To approve the report of the remuneration committee (other than the section containing the directors' remuneration policy) for the year ended 31 December 2019.
3. To elect Mr I MacRae as a director of the Company, who was appointed to the Board since the last annual general meeting.
4. To re-elect Mr J D S Booth as a director of the Company, who is retiring as a non-executive director in accordance with good corporate governance practice, having been a director for more than nine years and who, being eligible, offers himself for re-election.
5. To re-elect Mr A McCaffery as a director of the Company, who is retiring as a non-executive director in accordance with good corporate governance practice, having been a director for more than nine years and who, being eligible, offers himself for re-election.
6. To re-elect Mr N J Taylor as a director of the Company, who is retiring as a non-executive director in accordance with good corporate governance practice, having been a director for more than nine years and who, being eligible, offers himself for re-election.
7. To appoint RSM UK Audit LLP as auditors of the Company to hold office from the conclusion of the meeting to the conclusion of the next meeting at which accounts are laid before the Company.
8. To authorise the Audit and Risk committee to determine the remuneration of the auditors.
9. That, pursuant to Section 551 of the Companies Act 2006 ("the Act"), the directors be generally and unconditionally authorised to allot Relevant Securities:
  - (a) up to a maximum aggregate nominal amount of £47,740; and
  - (b) up to a further maximum aggregate nominal amount of £47,740 in connection with an offer by way of a rights issue comprising equity securities (as defined in Section 560(1) of the Act):
    - (i) to holders of ordinary shares in the capital of the Company in proportion (as nearly as practicable) to the respective numbers of ordinary shares held by them; and
    - (ii) to holders of other equity securities in the capital of the Company, as required by the rights of those securities or, subject to such rights, as the directors otherwise consider necessary,

but subject to such exclusions or other arrangements as the directors may deem necessary or expedient in relation to treasury shares, fractional entitlements, record dates or any legal or practical problems under the laws of any territory or the requirements of any regulatory body or stock exchange,

provided that these authorities shall expire at the conclusion of the next Annual General Meeting of the Company or 15 months after the passing of this resolution (if earlier) unless revoked, renewed or

extended prior to such time, except that the Company may before such expiry make an offer or agreement which would or might require the relevant securities to be allotted after such expiry and the directors may allot Relevant Securities in pursuance of such offer or agreement as if the authorities conferred hereby had not expired. This authority is in substitution for all subsisting authorities to the extent unused.

In this resolution, "Relevant Securities" means shares in the Company or rights to subscribe for or to convert any security into shares in the Company; a reference to the allotment of Relevant Securities includes the grant of such a right; and a reference to the nominal amount of a Relevant Security which is a right to subscribe for or to convert any security into shares in the Company is to the nominal amount of the shares which may be allotted pursuant to that right.

**To consider and, if thought fit, to pass the following resolutions as special resolutions:**

10. That, subject to the passing of resolution 10, the directors be and are hereby generally empowered pursuant to Section 570 of the Act to allot equity securities as defined in Section 560 of the Act for cash pursuant to the authority granted by resolution 10 as if Section 561(1) of the Act did not apply to any such allotment, provided that this power shall be limited:

- (a) to the allotment of equity securities in connection with an offer of equity securities (whether by way of a rights issue, open offer or otherwise, but in the case of an allotment pursuant to the authority granted by paragraph (b) of resolution 10, such power shall be limited to the allotment of equity securities in connection with an offer by way of a rights issue):
  - (i) to holders of ordinary shares in the capital of the Company in proportion (as nearly as practicable) to the respective numbers of ordinary shares held by them; and
  - (ii) to holders of other equity securities in the capital of the Company, as required by the rights of those securities or, subject to such rights, as the directors otherwise consider necessary,

but subject to such exclusions or other arrangements as the directors deem necessary or expedient in relation to treasury shares, fractional entitlements, record dates or any legal or practical problems under the laws of any territory or the requirements of any regulatory body or stock exchange; and

- (b) to the allotment (otherwise than pursuant to sub-paragraph (a) above) of equity securities up to an aggregate nominal value of £14,322.

This power shall expire at the conclusion of the next Annual General Meeting of the Company or 15 months after the passing of this resolution (if earlier) unless revoked, renewed or extended prior to such time except that the Company may before such expiry make an offer or agreement which would or might require the relevant securities to be allotted after such expiry and the directors may allot equity securities in pursuance of such offer or agreement as if the power conferred hereby had not expired. This power is in substitution for all existing powers under Section 570 of the Act.

11. That the Company is, pursuant to Section 701 of the Act, hereby generally and unconditionally authorised to make market purchases (within the meaning of Section 693(4) of the Act) of up to a maximum of 2,146,877 ordinary shares of 1p each in its capital (representing 14.99% of the Company's current issued ordinary share capital), provided that:

- (a) the minimum price, exclusive of any expenses, which may be paid for an ordinary share is 1p;
- (b) the maximum price, exclusive of any expenses, which may be paid for each ordinary share is not more than 5% above the average published market value for an ordinary share as derived from the London Stock Exchange Alternative Investment Market for the five business days immediately preceding the day on which such share is contracted to be purchased; and
- (c) this authority shall expire at the conclusion of the next Annual General Meeting of the

Company or 15 months after the passing of this resolution (if earlier) unless revoked, renewed or extended prior to such time, except that the Company may enter into a contract to purchase any of the ordinary shares before this authority expires under which such purchase will or may be completed or executed wholly or partly after this authority expires and may make a purchase of any ordinary shares pursuant to any such contract as if this authority had not expired.

By order of the board

**R Grig**

Company Secretary  
Maintel Holdings Plc

4 June 2020

160 Blackfriars Road, London SE1 8EZ

## Notes

1. Under normal circumstances, shareholders may appoint one or more proxies, provided each proxy is appointed to exercise rights attached to different shares. However, given the restrictions on attendance at the AGM, you are strongly advised to appoint the "Chairman of the meeting" as your proxy, rather than appointing one or more named persons who will not be permitted to attend the meeting.

A Form of Proxy is enclosed. To be valid and effective, any proxy form and any power of attorney or other authority, if any, under which they are signed or a notarially certified copy of that power of attorney or authority must be deposited at the office of the Company's registrars at Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZY so as to be received not later than 10:00 am on 26 June 2020.

As an alternative to completing a hard copy Form of Proxy, you can appoint a proxy electronically by visiting [www.investorcentre.co.uk/eproxy](http://www.investorcentre.co.uk/eproxy). You will need your Control Number, PIN and Shareholder Reference Number (as printed on your Form of Proxy). For an electronic proxy appointment to be valid, the appointment must be received by the Company's registrar, Computershare, no later than 10.00 am on 26 June 2020 (or, if the meeting is adjourned, no later than 48 hours (excluding any part of a day that is not a working day) before the time of any adjourned meeting).

2. The right to vote at the meeting is determined by reference to the register of members. Only those shareholders registered in the register of members of the Company as at 6.00pm on 26 June 2020, shall be entitled to attend or vote at the aforesaid general meeting in respect of the number of shares registered in their name at that time (or in the event that the meeting is adjourned, 6.00pm on the date which is two working days (excluding any part of a day that is not a working day) before the time of the adjourned meeting). Changes to entries on the relevant register of securities after that time shall be disregarded in determining the rights of any person to attend and vote (and the number of votes they may cast) at the meeting.
3. Any corporate shareholder may appoint one or more corporate representatives who may exercise on its Behalf all of its powers as a member provided that they do not do so in relation to the same shares.
4. Subject to any Government Public Health restrictions on Covid-19, the following documents will be available for inspection during normal business hours at the registered office of the Company from the date of this notice until the end of the meeting:
  - 4.1 Copies of the service contracts of the executive directors;
  - 4.2 Copies of the letters of appointment of the non-executive directors.
5. Biographical details of all those directors who are offering themselves for reappointment at the meeting are set out on 28 and 29 of the Annual Report.