

**This notice of meeting is important and requires your immediate attention.**

**If you are in any doubt as to the contents of this document and/or the action you should take, you are recommended to seek personal financial advice from your bank manager, stockbroker, solicitor, accountant or other independent financial adviser authorised under the Financial Services and Markets Act 2000.**

**If you have sold or transferred all of your shares in the Company, please send this document and all accompanying documents to the purchaser or transferee, or to the stockbroker, bank or other agent through or to whom the transfer was effected so that they can be passed on to the person who now owns the shares.**

## **SWALLOWFIELD PLC**

(Registered in England and Wales with company number 01975376)

Swallowfield House  
Station Road  
Wellington  
Somerset  
TA21 8NL

26 October 2018

Dear Shareholder,

# **Supplementary Note to the Notice of the 2018 Annual General Meeting**

## **Annual General Meeting**

This year's Annual General Meeting (the "**AGM**") of the Company will be held on Thursday 15 November 2018 at 12 noon at Swallowfield House, Station Road, Wellington, Somerset TA21 8NL. The notice of the AGM is set out on page 2 of this document, and on page 5 there are notes explaining the resolutions.

## **Action**

If you are unable to attend the meeting or wish to register your proxy votes now in relation to the resolutions proposed, you should complete the enclosed Form of Proxy and return it to the Company's Registrars, Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZY, by no later than 12 noon on Tuesday 13 November 2018, following the instructions on the form. Please see the notes to the notice of AGM and the Form of Proxy for full details about the appointment of proxies.

# Notice of Annual General Meeting

Notice is hereby given that the thirty-second Annual General Meeting (the "**AGM**") of Swallowfield plc (the "**Company**") will be held at Swallowfield House, Station Road, Wellington, Somerset TA21 8NL on Thursday 15 November 2018 at 12 noon for the following purposes:

## **As Ordinary Business**

To consider and, if thought fit, pass the following additional resolutions each of which will be proposed as ordinary resolutions:

11. To re-elect Mr M Gazzard as a director.
12. To re-elect Mr T J Perman as a director.

**By order of the Board**  
**M Gazzard**  
**Group Finance Director and Company Secretary**

**26 October 2018**

**Swallowfield House**  
**Station Road**  
**Wellington**  
**Somerset**  
**TA21 8NL**

Members should refer to the explanatory notes that accompany this notice

1. Two additional resolutions in furtherance to the original resolutions as previously advised, have been proposed as outlined above for your consideration. This note is in addition to the original Notice of the 2018 AGM and all relevant notes and advices remain as previously stated.