



Chatteris Business Park – Chatteris – Cambridgeshire – PE16 6SA – UK  
Telephone ++44 1354 692391  
[www.avingtrans.plc.uk](http://www.avingtrans.plc.uk)

Dear Member,

**Request to send or supply documents and information via a website AND/OR in electronic form**

The Company recently published its results for the year to 31<sup>st</sup> May 2016. We are pleased to note that results were in line with market expectations and financial highlights for the year included:

- **Aerospace division sold for an enterprise value of £65.0m, just prior to year end**
- Revenue from continuing operations decreased by 6% to £21.2m (2015: £22.6m)
- Adjusted EBITDA from continuing operations increased by 18%, to £0.4m (2015: £0.3m)
- Adjusted Profit Before Tax improved to £0.1m (loss 2015: £0.7m)
- Adjusted Diluted earnings per share from continuing operations 1.0p (loss 2015: (0.4p))
- Cash generated from operating activities £7.8m (2015: £1.6m)
- Continued investment in capability and capacity in continuing operations : £0.5m (2015: £0.8m)
- Net Cash increased to £51.0m (31 May 2015: Net debt £5.9m)
- Increased final dividend of 2.1p per share, Full year total 3.2p (2015: Final 2.0p, Total 3.0p)
- Tender offer of £28 million, expected to be completed during November 2016

*Adjusted<sup>1</sup> – adjusted to add back amortisation of intangibles from business combinations, acquisition costs and exceptional items*

In October 2009, The Company amended its articles of association to include electronic communication with its members. However, in order for the Company to continue to communicate electronically with its members, it requires members' consent to send or supply documents and information (Documents and Information) to them in electronic form and via a website.

Increased use of electronic communications delivers savings to the Company in terms of administration, printing and postage costs, as well as speeding up the provision of information to shareholders. The reduced use of paper also has environmental benefits.

Under the provisions of the Companies Act 2006, we are also required to ask you individually to confirm your agreement to the Company sending or supplying the Documents and Information to you as a member of the Company via [www.avingtrans.plc.uk](http://www.avingtrans.plc.uk) (the Website).

**If you have previously agreed** to the Company sending or supplying the Documents or Information to you via the Website, **you need take no further action** in relation to this part of the letter.

**If you have not previously done so**, please confirm your agreement to the Company sending or supplying the Documents and Information to you in electronic form. In this case, please detach the reply slip below and sign and return it to the Company at the above address, indicating your consent to the Company sending or supplying the Documents and Information to you in electronic form (in accordance with paragraph 6 of Schedule 5 to the Companies Act 2006). Please also provide details of your email address for this purpose in the space provided on the reply slip.

We will notify you when the Documents and Information are available to access on the Website and we will provide you with:

- The address of the Website.
- The place on the Website where the Documents and Information may be accessed.
- Details of how to access the Documents or Information.

If the Company is required to restrict the sending of any Documents or Information to any shareholders within the *European Economic Area (EEA)*, for example due to the local laws of the EEA country in which the particular shareholders are resident or otherwise located, we will not be permitted to use electronic means to communicate with any shareholders holding shares of the same class as those shareholders within the EEA. In any such case, we will send you hard copies of the Documents or Information.

Please note that there may be particular circumstances in which the Company needs to send Documents or Information to you in hard copy rather than by Website or email, in which case the Company reserves the right to do so.

However, if you would prefer to receive the Documents and Information in paper form rather than via the Website **and have not previously requested this** please complete the reply slip at the end of this letter and return it to the Company at the above address. **If you have let us know previously no action is required.**

Yours faithfully,

.....  
Avingtrans Plc

.....  
**[Detach reply slip]**

Return to the Company using the registered address at the head of this letter- **if not previously completed.**  
I/We agree to the Company's request to send or supply documents and information to me/us in electronic form.  
My/our address for such purposes is [RECIPIENT TO INSERT EMAIL ADDRESS].

.....  
Name of Recipient

.....  
Signature of Recipient

Date .....

.....  
**ONLY COMPLETE IF REQUIRED**

Return to the Company using the registered address at the head of this letter - **if not previously completed.**  
I/We elect to receive documents and information in hard copy from the Company by post.

.....  
Name of Recipient

.....

.....

.....  
Address

.....  
Signature of Recipient

Date .....