

1 June 2021

Dear shareholder

I am writing to inform you that the following documents are now available on the Tate & Lyle PLC website:

- Annual Report 2021 at [www.tateandlyle.com/annual-report](http://www.tateandlyle.com/annual-report)
- Notice of Annual General Meeting 2021 at [www.tateandlyle.com/investors/agm](http://www.tateandlyle.com/investors/agm)

## AGM ARRANGEMENTS

The Annual General Meeting (AGM) of Tate & Lyle PLC will be held on Thursday 29 July 2021 at 10.30am at Glaziers Hall, 9 Montague Close, London SE1 9DD. Given the pandemic, and in the interests of maintaining the safety of our shareholders, colleagues and AGM support staff, as well as the public, this year's AGM will include a number of measures to ensure it is a safe event, including but not limited to social distancing, wearing of face masks and limited opportunity to interact with the directors. For those shareholders who are unable to attend the AGM or prefer not to attend for safety reasons, we will make available a short presentation in advance of the AGM. Please refer to the Chair's letter in the Notice of Annual General Meeting 2021 for more information.

We will continue to monitor developments, including the latest Government measures, and in the event that our AGM arrangements have to change, the Company will issue a further communication via a regulatory information service and on our website at [www.tateandlyle.com/investors/agm](http://www.tateandlyle.com/investors/agm).

## LOGGING YOUR VOTE

All your votes are important to us and I urge you to vote on the resolutions to be proposed at the AGM as soon as possible before the meeting. You are encouraged to appoint the Chair of the meeting as your proxy in one of the following ways:

- online via our registrars' website, [www.sharevote.co.uk](http://www.sharevote.co.uk);
- via the CREST electronic proxy appointment service (for CREST members); or
- by completing the enclosed proxy form and returning it to our registrars.

The deadline for the appointment of proxies is 10.30am on Tuesday 27 July 2021. If you wish to use an envelope, please address it to Freepost RTHJ-CLLL-KBKU, Equiniti, Aspect House, Spencer Road, Lancing, West Sussex BN99 8LU. No stamp is needed if it is posted in the UK. If the proxy form is posted outside the UK, you should return it in an envelope using the address on the back of the proxy form. You will need to pay postage.

## EMAIL NOTIFICATIONS

If you wish to register to receive future notifications issued by Tate & Lyle PLC by email rather than by post, please visit our registrars' website, [www.shareview.co.uk](http://www.shareview.co.uk), and complete the registration form to sign up to Shareview. Shareview enables you to view information regarding your holding and to change your address and other details online.

## DIVIDENDS PAID INTO YOUR BANK ACCOUNT

You can also request that dividends are paid directly into your bank or building society account via Shareview. This is more secure than receiving your dividend by cheque which could arrive late or be lost in the post. In addition, the dividend is paid into your account on the payment date which means you do not have to wait for a cheque to clear before the funds are available.

If you have any further questions about the AGM arrangements or would like to raise a question relating to the business of the Meeting, please either write to the Company or send an email to [agmquestions@tateandlyle.com](mailto:agmquestions@tateandlyle.com).

Yours faithfully

**Claire-Marie O'Grady**  
Company Secretary