

**THIS LETTER 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.**

28 May 2014

Dear Shareholder,

Electronic communications

This letter accompanies the Notice of the Company's Annual General Meeting to be held on 26 June 2014.

As you may be aware, Porta Communications Plc ("**Porta**") articles of association authorise Porta to communicate with its shareholders by electronic means, including via a website. The purpose of this letter is to seek your consent for Porta to communicate with you in this way in respect of all documents or information to be sent or supplied to you by Porta, including for example, Annual Reports and notices ("**Company Communications**"). This consent will apply to your existing shareholder account and any other shareholder account which may in the future stand in your name in Porta's register of members. Increased use of electronic communications will help Porta to reduce both its costs and its impact on the environment and provide shareholders with the opportunity to access information in a timely manner. However, Porta reserves the right to send you hard copies of Company Communications and you will always be able to request hard copies if you wish. The options available to you are:

**Option A: Receive Company Communications via a website**

Select this option if you wish to view and print Company Communications online instead of receiving them in hard copy. We will always notify you when Company Communications are available to view and print on a website and where and how to access that information ("Website Notification"). Please provide us with your email address if you would prefer to receive Website Notifications by email, otherwise you will be sent a hard copy notification in the post. Unless you give us your specific permission, your email address will not be used for any other purpose.

**Option B: Receive hard copies of Company Communications by post**

Select this option if you wish to continue to receive Company Communications by post in paper form.

Please return the attached form using the enclosed pre-paid envelope to let us know your preferences.

If we do not hear from you before 24 June 2014, we will assume that you wish to select Option A and will send you a hard copy Website Notification in the post each time a Company Communication is available on the website. Electronic Company Communications will be displayed in HTML which can be viewed through a web browser and/or Adobe PDF formats. Adobe Acrobat which is required to view Adobe PDF documents may be downloaded free of charge from [www.adobe.com](http://www.adobe.com). You may change your preferences at any time by giving us written notice:

- by post to the Company's registrars, SLC Registrars, at Thames House, Portsmouth Road, Esher, Surrey, KT10 9AD;
- by email to [info@portacomms.com](mailto:info@portacomms.com) (the subject line should be "Electronic communications").

We may take up to 10 working days to act on such a notice.

Yours faithfully



for and on behalf of  
Porta Communications Plc

## COMPANY COMMUNICATIONS FORM

Name(s) [please print]: \_\_\_\_\_

Address [please print]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

These preferences apply to all documents or information to be sent or supplied to you by the Company (“**Company Communications**”) and any notification that Company Communications are available on a website (“**Website Notification**”).

Tick one option

**Option A:** I elect to receive Company Communications via a website.

I wish to receive Website Notifications by email.

My email address is: \_\_\_\_\_

**Option B** I elect to receive Company Communications in hard copy by post only.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Note: All joint shareholders must sign.**

Please return in the envelope provided to:

SLC Registrars at Thames House, Portsmouth Road, Esher, Surrey, KT10 9AD.

Please call Sarah Jacobs on 020 7680 6519, or if calling from outside the United Kingdom, on +44 207 680 6519 if you have any enquiries regarding this form.

