



20 April 2020

Dear Sir/Madam,

## **Foxtons Group plc: Annual Report 2019 and Notice of 2020 Annual General Meeting (“AGM”)**

I am pleased to enclose the Foxtons Group plc Annual Report and Accounts for the year ended 31 December 2019 and the Chairman’s Letter and Notice of the 2020 AGM.

### **AGM Arrangements**

The AGM will be held at 10.00am local time on Wednesday, 13 May 2020 at the Company’s head office at Building One, Chiswick Park, 566 Chiswick High Road, London, W4 5BE.

The continuing Coronavirus (COVID-19) pandemic has led to the imposition of severe restrictions on public gatherings. As a result the AGM venue is expected to remain closed until after the date of the AGM. The Company therefore wishes to notify its shareholders that physical attendance in person at the AGM will not be possible. The meeting will take place with the minimum necessary quorum of two shareholders, which will be facilitated by the Company in line with the Government’s strict social distancing advice.

The Board encourages shareholders to vote electronically and to appoint the Chair of the meeting as their proxy with their voting instructions. All valid proxy votes, whether submitted electronically or in hard copy form, will be included in the polls to be taken at the meeting.

We are disappointed that we are having to adopt these measures and appreciate our shareholders’ understanding in these unprecedented circumstances.

### **Auditor**

As explained in the Annual Report and Accounts, the Audit Committee undertook an audit tender during the year. As a result of this process, a recommendation was made and agreed by the Board to appoint BDO LLP as the Company’s new Auditor for financial year 2020, subject to shareholder approval at the AGM. A copy of a letter from the Company’s current Auditor, Deloitte LLP to the Company confirming that it will not be seeking re-appointment as Auditor is also enclosed.

### **Voting**

You may submit your votes electronically using the Share Portal service at [www.foxtonsshare.co.uk](http://www.foxtonsshare.co.uk). If you are not already registered for the Share Portal, you will need your IVC reference, which you can find on your share certificate.

### **Shareholder Enquiries**

If you need help with voting online, please contact our Registrar, Link Asset Services, on Tel: 0371 664 0391. Calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 09:00 – 17:30, Monday to Friday (excluding public holidays in England and Wales), or by email at [shareholderenquiries@linkgroup.co.uk](mailto:shareholderenquiries@linkgroup.co.uk). During this challenging time, extra pressure is being put on telephone services and it may take longer to get through than normal.

Thank you for your continued support as a shareholder of Foxtons Group plc.

Yours faithfully,

**Christopher Hough**  
Company Secretary

Registered Office  
Building One, Chiswick Park, 566 Chiswick High Road, London, W4 5BE  
Registered in England and Wales with the registered number 07108742