



Dear Shareholder,

**Important information regarding communications with shareholders**

During January 2007, new provisions within the Companies Act 2006 came into force regarding the ways that a company is permitted to communicate with its shareholders. At the Company's last Annual General Meeting held on 27 November 2008, shareholders passed a resolution to allow the Company to use its website to publish statutory documents and communications to shareholders, such as the Annual Report and Accounts, as its default method of publication.

Therefore, in future, AGM Notices of Meetings, Annual Report & Accounts etc, will be published on the Company website at **www.groupnbt.com**. Reducing the number of communications sent by post will not only result in cost savings but also reduce the impact that the unnecessary printing and distribution of reports has on the environment.

In addition to passing this resolution to sanction this website publication, company law requires that shareholders are asked individually to consent to this method of publication; this is the purpose of this letter.

Please note that if you consent to website publication, you will continue to be notified each time that Group NBT plc places a statutory communication on its website. This notification will be sent to you **by post** or by email.

**Actions to be taken in response to this letter**

If you wish to consent to website publication, you do not need to take any action in response to this letter.

If you would prefer to receive these notifications via email then you can register your email address via the share portal [www.capitashareportal.com](http://www.capitashareportal.com) or complete the reply slip on the reverse of the letter.

If you wish to continue to receive hard copies of these communications, you must return the reply slip on the reverse of this letter to our Registrars. If you do not return this slip within 28 days from the date of this letter, we will assume that you have consented to website publication of these documents and you will no longer receive hard copies in the post.

Finally, may I take this opportunity to remind you of the services that are available to shareholders via the Capita's website, these include on-line voting, access to your shareholding and dividend history and the ability to amend your dividend mandate details and address online.

Yours sincerely,

Raj Nagevadia  
Company Secretary  
Group NBT plc

**Please complete either A or B below:**

A) You can be notified when new documents are available on the website via email or post.

1. Email notifications: If you would like to receive email notification when new documents are available on the web, please register for electronic communication.

- a. [www.capitashareportal.com](http://www.capitashareportal.com)
- b. Or by completing the details below:

Email Address:	<input type="text"/>
Name:	<input type="text"/>
Investor Code*:	<input type="text"/>
Address:	<input type="text"/>
Signed / Date:	<input type="text"/>

2. Postal Notifications: If you would like to receive notifications via post then you need take no further action.

B) If you would prefer to continue receiving all documents in paper form rather than via a website please complete the details below:

Name:	<input type="text"/>
Investor Code*:	<input type="text"/>
Address:	<input type="text"/>
Signed / Date:	<input type="text"/>

(\* available on your share certificate)

Return to:

FREEPOST RLYX-GZTU-KRRG  
Capita Registrars  
Shareholder Administration Support  
34 Beckenham Road  
Beckenham  
Kent BR3 9ZA