

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.** If you are in any doubt about the contents of this document or about what action you should take, you are recommended to seek immediately your own independent financial advice from your stockbroker, bank manager, solicitor, accountant or other independent professional advisor who is authorised under the Financial Services and Markets Act 2000. All Shareholders are strongly advised to consult their professional advisers regarding their own tax position.

**This Tender Form should be read in conjunction with the accompanying circular from Servoca Plc (the “Company”) dated 13 March 2025 (the “Circular”), the terms of which are incorporated into and form part of this Tender Form and together form the Buyback Terms.** Words and expressions used in this Tender Form and not otherwise defined herein have the same meaning as in the Circular.

**The Tender Offer is not being made directly or indirectly in or into any Restricted Jurisdiction and the Tender Offer cannot be accepted from within any Restricted Jurisdiction.**

# Servoca Plc

*(Incorporated and registered in England and Wales under the Companies Act 2006 with registered number 02641313)*

## Tender Form

**for use in respect of the Tender Offer by Servoca Plc to purchase Ordinary Shares at 60 pence per Ordinary Share**

**IF YOU DO NOT WISH TO PARTICIPATE IN THE TENDER OFFER, YOU SHOULD NOT COMPLETE OR RETURN THIS TENDER FORM**

### **ACTION TO BE TAKEN**

- To tender your Ordinary Shares for purchase by the Company for a price of 60 pence per Ordinary Share, complete this Tender Form on page 3 by following the instructions and notes for guidance set out on pages 2 and 4. A Tender Form, once lodged, cannot be withdrawn.
- Please send this Tender Form, duly completed and signed by post or (during normal business hours only) by hand to the Company at Servoca plc, Kingston House, Towers Business Park, Wilmslow Road, Manchester, M20 2LD as soon as possible and in any event so as to arrive by no later than 1.00 p.m. on Friday 4 April 2025.
- **Please remember to send your Servoca Plc Ordinary Share certificate(s) to the Company with this Tender Form.**
- If your Ordinary Shares are issued to you jointly with others, you must arrange for ALL your co-holders to sign Box 4A set out on Part B of this Tender Form for the Tender Form to be valid.
- A Tender Form received by the Company in an envelope postmarked in any Restricted Jurisdiction or otherwise appearing to the Company or its agents to have been sent from any of those jurisdictions may be rejected as an invalid tender by the Company in its absolute discretion.
- If you have any questions about how to fill in this Tender Form or require any additional Tender Forms, please contact the Company by telephone on 020 3031 4759, email to [tenderoffer@servoca.com](mailto:tenderoffer@servoca.com), or at Servoca plc, Kingston House, Towers Business Park, Wilmslow Road, Manchester, M20 2LD. Please note that the Company cannot provide advice on the merits of the Tender Offer or give any financial, legal or tax advice.

## PART A – HOW TO COMPLETE THIS TENDER FORM

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### 1 FULL NAME(S) AND ADDRESS

Please check that the information in Box 1 on page 3 is correct. If not, please read note 4 on page 4. If you want your consideration and/or other document(s) to be sent to someone other than the first named person given in Box 1 (for instance, your bank, stockbroker or other agent) you should complete Box 5 of Part B with the name and address of that person (but not with an address in a Restricted Jurisdiction).

If the address of the sole or first-named registered holder in Box 1 on page 3 is outside the United Kingdom, or any of the Shareholders are resident outside the United Kingdom, your attention is drawn to the section headed "Overseas Shareholders" in Part 2 of the Circular.

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### 2 DAYTIME TELEPHONE NUMBER

Insert in Box 2 your daytime telephone number, including the full dialling code, in case of queries relating to the completion of this Tender Form.

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### 3A THE TENDER OFFER

Place a cross in Box 3A to tender all of your Ordinary Shares as at the Record Date.

OR  
If you do not place a cross in Box 3A and no number of Ordinary Shares is inserted in Box 3B and you sign Box 4A or 4B (as appropriate), you will be deemed to have accepted the Tender Offer for all Ordinary Shares held by you at the Record Date.

### 3B

Insert in Box 3B the specific number of Ordinary Shares you wish to tender, if that number is LESS than your registered holding of Ordinary Shares at the Record Date.

If the number of valid tenders received exceeds the maximum number of Ordinary Shares to be acquired under the Tender Offer, tenders from Shareholders will be scaled back pro rata (in which case the scaled back number of Ordinary Shares from a Shareholder to be purchased will be rounded down to the nearest whole number).

**PLEASE REMEMBER TO SEND YOUR SERVOCA PLC ORDINARY SHARE CERTIFICATE(S) WITH THIS TENDER FORM.**

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### 4A

#### SIGNATURES OF SHAREHOLDERS

If a Shareholder wishes to participate in the Tender Offer they are asked to sign this form (in the presence of a witness) as set out below and to return the completed form by post or (during normal business hours only) by hand to the Company at Servoca plc, Kingston House, Towers Business Park, Wilmslow Road, Manchester, M20 2LD as soon as possible and in any event so as to arrive by no later than 1.00 p.m. on Friday 4 April 2025.

Tender Forms must be executed as follows:

#### Individuals

You must sign Box 4A on page 3. If you are a joint holder, all joint holders must sign Box 4A on page 3. All individuals must sign in front of an independent witness. The witness must be at least 18 years old and cannot be one of the joint holders (if any) or otherwise have any financial interest in the Ordinary Shares or in the proceeds resulting from the execution of this Tender Form. The same person may witness the signature of all joint holders.

#### Other Shareholders

If this Tender Form is being signed by the executor(s) of the registered holder(s) or such other authorised signatory, you must insert the name and capacity of the person(s) signing this form. You should deliver evidence of your authority in accordance with the notes on page 4 of this Tender Form.

Shareholders should note that by signing Box 4A on page 3 as appropriate, they are irrevocably tendering their Ordinary Shares on the terms as contained in the Circular. In particular, they are confirming that they have observed the laws of all relevant jurisdictions and are not residents of a Restricted Jurisdiction, and that they are appointing any director of the Company as their agent and attorney as explained in the Circular.

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### 4B

#### COMPANIES

A company incorporated in England and Wales may affix its common seal, which should be affixed and witnessed in accordance with its articles of association or other applicable regulations. Alternatively, a company to which section 44 of the Companies Act 2006 applies may execute this Tender Form as a deed by two authorised signatories (which would include two directors or one director and the company secretary (if the company has a company secretary)), or by the signature of a single director in the presence of a witness who attests the signature, signing in Box 4B.

A company incorporated outside England and Wales should execute this Tender Form in accordance with the Overseas Companies (Execution of Documents and Registration of Charges) Regulations 2009. Each officer signing this Tender Form must state the office which he holds on the date of signature.

Shareholders should note that by signing Box 4B on page 3 as appropriate, they are irrevocably tendering their Ordinary Shares on the terms as contained in the Circular. In particular, they are confirming that they have observed the laws of all relevant jurisdictions and are not residents of a Restricted Jurisdiction, and that they are appointing any director of the Company as their agent and attorney as explained in the Circular.

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### 5

#### ALTERNATIVE ADDRESS

If you want the consideration and any documents to be sent to someone other than the person at the address set out in Box 1, you should complete Box 5 by inserting the address to which you want such consideration and any documents to be sent (but not an address in a Restricted Jurisdiction).

**PART B – TENDER FORM**

**INVESTOR CODE**

<b>1</b>	<b>Name(s) and address(es) of registered holder(s):</b>	Your registered holding of Ordinary Shares on 11 March 2025 (for information purposes only)
	<input style="width: 380px; height: 40px;" type="text"/>	


<b>2</b>	Please enter here a daytime telephone number (including STD code) where you can be reached in the event of a query arising from completion of this Tender Form
	<input style="width: 400px; height: 20px;" type="text"/>

<b>3A</b>	If you wish to tender all of your Ordinary Shares as at the Record Date please place an 'X' here	<input style="width: 25px; height: 20px;" type="checkbox"/>
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<b>3B</b>	If you wish to tender a specific number of Ordinary Shares which is <b>LESS</b> than your registered holding at the Record Date please insert such number here
	<input style="width: 280px; height: 20px;" type="text"/>

<b>4A</b>	<b>SIGN AND DATE HERE TO ACCEPT THE OFFER EXECUTION BY INDIVIDUALS</b> Executed and delivered as a deed by:		
	1. First holder: Signature/Date ..... 2. Joint holders: Signature/Date ..... 3. Signature/Date ..... 4. Signature/Date .....	1. Signature of witness ..... 2. Signature of witness ..... 3. Signature of witness ..... 4. Signature of witness .....	1. Name and address of witness ..... ..... ..... 2. Name and address of witness ..... ..... ..... 3. Name and address of witness ..... ..... ..... 4. Name and address of witness ..... ..... .....

Note: The signature of each holder should be witnessed and the witness must also sign and print his name and address where indicated.

<b>4B</b>	<b>EXECUTION BY A COMPANY</b> Executed and delivered as a deed or under the common seal of the company named below:		
	Name of Company ..... <div style="text-align: center; margin-top: 20px;">  </div>	Signature of Director ..... Signature of second Director or Secretary or witness .....	Name of Director ..... Name of second Director or company secretary or witness ..... Address of witness (if applicable)..... ..... .....

<b>5</b>	<b>ALTERNATIVE ADDRESS</b> Address to which consideration and/or other document(s) is/are to be sent if different to the first named Shareholder (but not an address in a Restricted Jurisdiction).
	Name ..... House number ..... Post Code ..... Address ..... .....

## PART C

### ADDITIONAL NOTES REGARDING COMPLETION AND LODGING OF THIS TENDER FORM

In order to be valid, a Tender Form must, except as mentioned below, be executed personally as a deed by the Shareholder (or under a power of attorney, in which case the power of attorney or duly certified copy should be lodged with this Tender Form). In the case of a joint holding, ALL the persons in whose names the Ordinary Shares to be tendered are held must execute this Tender Form. In each case where an individual is the Shareholder, this Tender Form must be signed in the presence of a witness (who must be over 18 and must not be a joint holder) who should state his/her name and address and sign where indicated. A body corporate must either execute this Tender Form under its common seal, the seal being affixed and witnessed in accordance with its articles of association or other regulations, or otherwise validly execute and deliver this Tender Form as a deed.

The following points are made to avoid delay and inconvenience:

- 1. If the person named in Box 1 is away from home (e.g. abroad or on holiday) or where a power of attorney has been granted:**

If a Shareholder is away from home (e.g. abroad or on holiday), please send this Tender Form by the quickest means (e.g. airmail) to the holder for execution (but do not send it to a Restricted Jurisdiction) or, if they have executed a power of attorney, to the attorney so that, in either case, this Tender Form may be lodged with its original signature(s). In the latter case, the Power of Attorney (or a copy thereof duly certified) should be lodged with this Tender Form. No other signatures are acceptable.
- 2. If the only Shareholder named in Box 1 has died:**

If a grant of probate or letter of administration has been registered with the Company, this Tender Form must be signed by the personal representative(s) of the deceased (stating the name of the deceased) and registered with the Company. If the grant of probate has not been registered with the Company, the personal representative(s) or prospective personal representative(s) should sign this Tender Form and forward it to the Company. However, the grant of probate or letters of administration must be lodged with the Company before any documents will be forwarded to the personal representative(s).
- 3. If one or more of the joint holders named in Box 1 has died:**

The surviving Shareholder(s) should complete this Tender Form and lodge it with the Company accompanied by the death certificate, grant of probate or letters of administration in respect of the deceased holder. These documents will be returned as directed.
- 4. If your full name or other particulars are different from those appearing in Box 1, e.g.:**
  - (i) incorrect name – complete and lodge this Tender Form with the correct name marked in Box 1 and accompanied by a letter from your bank, accountant, stockbroker or solicitor confirming that the person described on the certificate and the person who has executed this Tender Form are one and the same;
  - (ii) incorrect address – write the correct address in Box 1 on this Tender Form; or
  - (iii) change of name – lodge your marriage certificate or the deed poll with this Tender Form for noting. These documents will be returned to you at the direction of the Company.
- 5. If your share certificate(s) in respect of your Ordinary Shares are held by your stockbroker, bank or other agent:**
  - (i) If your share certificate(s) and/or other document(s) of title is/are with your stockbroker, bank or other agent, you should complete this Tender Form in accordance with the instructions set out in Part A above and, if the certificate(s) is/are readily available, arrange for this Tender Form completed and signed in accordance with the instructions set out in Part A, to be lodged by such agent with the Company at the address given on the cover page of this Tender Form, accompanied by the share certificate(s) and/or other document(s) of title so as to arrive by no later than 1:00 p.m. on 4 April 2025.
  - (ii) If the certificate(s) is/are not readily available, lodge this Tender Form completed and signed in accordance with the instructions set out in Part A above with the Company at the address given on the cover page of this Tender Form, together with a note saying e.g. “certificate(s) to follow”, and arrange for the certificate(s) to be forwarded as soon as possible thereafter but in any event, so as to arrive by no later than 1:00 p.m. on 4 April 2025. (It will be helpful for your agent, unless he is in a Restricted Jurisdiction, to be informed of the full terms of the Tender Offer.)
- 6. If you have lost any of your share certificate(s) and/or other document(s) of title:**

Complete and sign this Tender Form in accordance with the instructions set out in Part A above and lodge it, together with a letter of explanation and any share certificate(s) and/or other document(s) of title which are available, with the Company at the address given on the cover page of this Tender Form. At the same time you should contact the Registrar by telephone on 0371 664 0300, by email to [shareholderenquiries@cm.mpms.mufg.com](mailto:shareholderenquiries@cm.mpms.mufg.com) or write to MUFG Corporate Markets, Central Square, 29 Wellington Street, Leeds, LS1 4DL requesting a letter of indemnity for the lost share certificate(s) and/or other document(s) of title. When completed and signed in accordance with the instructions given, you should return the letter of indemnity to the Registrar, so as to arrive by no later than 1:00 p.m. on 4 April 2025.
- 7. If the Tender Form is signed under a power of attorney:**

The completed Tender Form, together with any share certificate(s) and/or other document(s) of title, should be lodged with the Company at the address set out on the cover page of this Tender Form, accompanied by the original power of attorney (or a copy thereof duly certified in accordance with the Powers of Attorney Act 1971 by, for example, a solicitor). The power of attorney will be duly noted by the Company and returned as directed.
- 8. Payment of Consideration:**

The consideration payable under the Tender Offer will be paid in accordance with and subject to the terms and conditions of the Tender Offer. Such consideration cannot be sent to you until all relevant documents have been properly completed and sent by post or by hand (during normal business hours) to the Company at the address set out on the cover page of this Tender Form.
- 9. Compliance and acceptances:**

The Company reserves the right to treat as valid any acceptance of the Tender Offer which is not entirely in order or which is not accompanied by the relevant share certificate(s) and/or other document(s) of title. In either event, and subject to the terms and conditions of the Tender Offer, no consideration due under the Tender Offer will be sent until after the relevant share certificate(s) and/or other document(s) of title or indemnities satisfactory to the Company have been received.