

Instructions for completing proxy forms online

Please see below a step-by-step guide to voting online via the Share Portal, a service provided by our registrars, Capita Registrars. The Share Portal is an online service enabling you quickly and easily to access and maintain your shareholding online – reducing the need for paperwork and providing 24 hour access for your convenience:

1. Click on the following link:

<http://www.capitaregistrars.com/shareholders/products/proxy-voting.asp>

2. Under 'ONLINE SERVICES' click on 'here' to access online services.
3. Type 'communisis' where prompted and click 'submit'.
- 4i. If you have already registered for the Share Portal, enter your user id and password. Go to stage 9 below.
- 4ii. If you have not previously registered for the Share Portal, click on 'click here' under 'Share Portal Registration or Log-in'.
5. Under 'Account Registration' click on 'Register for the Share Portal'.
6. Type 'communisis' where prompted and click 'Search'.
7. This will bring up the only match being 'Communisic plc'. Click on this.
8. This will take you to the account registration page for Communisis.
9. Once registered (or logged in as specified in stage 4i above) please follow the links to 'Proxy Voting'. To vote you will need to insert your surname, Investor Code and postcode.
10. If you wish to appoint someone other than the Chairman as your proxy, enter his/her full name. If you wish to appoint the Chairman leave this blank.
11. The resolutions will appear, as set out in the form of proxy. Exercise your vote by clicking the relevant boxes to indicate 'for', 'against', 'at proxy's discretion' or 'abstain'.
12. Your vote will be confirmed as received and if you have requested an email acknowledgement, this will be sent to your email address.

For further assistance please contact Capita Registrars' helpline: **0870 162 3131 (+44 208 639 2157** for overseas shareholders).

The Investor Code on page 1 of this letter is a unique reference for each Communisis shareholder. It will allow you to access your shareholding online at your own convenience via the Share Portal on Capita Registrars' website at **www.capitaregistrars.com/shareholders**