

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. Go to the following link:
<http://www.capitaregistrars.com/shareholders/products/proxy-voting.asp>
2. Under 'ONLINE SERVICES' click on 'here' to access online services.
- 3i. If you have already registered for the Share Portal, select 'Access Your Account' within the red box on the right-hand side of the page.
- 3ii. If you have not previously registered for the Share Portal, select 'Register for the Share Portal' within the red box on the right-hand side of the page.
4. Type 'Communis' where prompted and click 'Search'.
5. This will bring up the only match being 'Communis plc'. Click on this.
6. If you followed 3i, please enter your user name and password; if you followed 3ii follow the online instructions to register your new share portal account.
7. Please select 'Proxy Voting' from the Shareholder menu.
8. Follow the on-screen instructions to proceed to voting.
9. If you wish to appoint the Chairman please click on the relevant button. If you wish to appoint someone other than the Chairman as your proxy, click on the relevant button and enter his/her full name*.
10. The resolutions will be present as set out in the form of proxy. Exercise your vote by clicking the relevant buttons to indicate 'for', 'against', at proxy's 'discretion' or 'withhold' and press 'Submit' once you have voted on all resolutions.
11. Your vote will be confirmed as being received.

* If you wish to appoint more than one proxy in respect of different shares, please submit this by post to the registrars as detailed on the form of proxy.

For further assistance please contact Capita Registrars' helpline: **0871 664 0300**.

The investor code on page 1 of this letter is a unique reference for each Communis 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**