

This document is important and requires your IMMEDIATE ATTENTION. If you have sold or transferred all of your ordinary shares in Bunzl plc you should pass this document to the purchaser or transferee, or to the person through whom the sale or transfer was effected for transmission to the purchaser or transferee.



Bunzl plc  
Registered office:  
York House  
45 Seymour Street  
London  
W1H 7JT

Registered in England  
No. 358948

To the holders of ordinary shares

6 April 2020

Dear Sir or Madam

### **ANNUAL GENERAL MEETING ("AGM")**

Reference is made to the notice of meeting that Bunzl plc (the "Company") sent to you dated 9 March 2020 (the "AGM Notice"), the subsequent notice of change in venue sent to you dated 23 March 2020 and the announcement made by the Company on 2 April 2020 in relation to, amongst other things, the withdrawal of the final dividend resolution (the "Final Dividend Announcement").

Given the developing situation with Coronavirus (COVID-19), and in particular the compulsory measures (the "Stay at Home Measures") published by the Government on 23 March 2020, prohibiting, among other things, public gatherings of more than two people, we are now writing to inform you that shareholders, proxies and corporate representatives should not attend the AGM in person. There will be a requisite number of people present in order to establish a quorum of two members present in person or by proxy, and the attendance of additional people will therefore be contrary to the Stay at Home Measures. Please note that, in accordance with the Company's Articles of Association, any shareholder, proxy or corporate representative seeking to attend the meeting will be refused entry on the grounds of safety.

The Company confirms that the AGM will continue to be held at 11.30am on Wednesday, 15 April 2020 and other than as notified in the Final Dividend Announcement, the business to be conducted at the meeting remains unchanged. There will be no effect on voting instructions already received. The Company strongly encourages all shareholders to vote by appointing the Chair of the AGM as a proxy (appointing the Chair of the AGM as proxy, rather than another named person, ensures your vote will be counted in the meeting). Please refer to the notes to the AGM Notice for instructions on how to vote by proxy. If any shareholders, duly appointed proxies or duly appointed corporate representatives wish to ask any questions about the business of the AGM, please submit them in writing prior to the AGM to the Company's registered office for the attention of the Company Secretary. Responses will be given as soon as reasonably practicable to those questions reasonably considered to be appropriate and relevant.

The Company notes that the situation with COVID-19 is constantly evolving, and therefore further announcements in respect of the AGM may be required.

A handwritten signature in black ink that reads "Philip Rogerson".

**Philip Rogerson**  
Chairman