### THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

If you are in any doubt as to the action you should take you should immediately seek advice from your stockbroker, bank manager, solicitor, accountant or other independent professional advisor duly authorised under the Financial Services and Markets Act 2000.

If you have sold or otherwise transferred all of your shares in SIG plc, please forward this document and the Form of Proxy as soon as possible to the purchaser or transferee or to the stockbroker, bank or other agent through whom the sale or transfer was effected, for transmission to the purchaser or transferee.

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SIG plc

(Registered in England No. 998314)

# Chairman's Letter to Shareholders and Notice of Annual General Meeting

The Annual General Meeting is to be held at the Mercure Sheffield Parkway Hotel, Britannia Way, Catcliffe, Sheffield S60 5BD on Thursday 12 May 2016 at 12 noon

The Notice of Annual General Meeting is set out on pages 6 and 7 of this Document.

A Form of Proxy for use at the Annual General Meeting is enclosed.



(Registered in England No. 998314)

**DIRECTORS:** 

L. Van de Walle S.R. Mitchell D.G. Robertson

A. Abt

J.E. Ashdown M. Ewell

C.V. Geoghegan

J.C. Nicholls

**REGISTERED OFFICE** 

Hillsborough Works Langsett Road Sheffield S6 2LW

7 April 2016

Dear Shareholder.

#### **ANNUAL GENERAL MEETING**

I am writing to explain in detail the items of business contained in the Notice of Meeting, and in particular those contained in Resolutions 14, 15 and 16 of the Notice of Annual General Meeting (the "2016 Annual General Meeting") of SIG plc ("the Company"), to be held at 12 noon on Thursday, 12 May 2016 at the Mercure Sheffield Parkway Hotel, Britannia Way, Catcliffe, Sheffield S60 5BD. The Notice of Annual General Meeting of the Company is set out on pages 6 and 7 of this document.

# ANNUAL REPORT AND ACCOUNTS (RESOLUTION I)

The Chairman will present the Annual Report and Accounts of the Company for the year ended 31 December 2015 to the 2016 Annual General Meeting.

# **DIRECTORS' REMUNERATION REPORT (RESOLUTION 2)**

The Directors' Remuneration Report is set out in the Annual Report and Accounts on pages 80 to 98. Resolution 2 is the ordinary resolution to approve the Directors' Remuneration Report, other than the part containing the Directors' Remuneration Policy. Resolution 2 is an advisory resolution and does not affect the future remuneration paid to any Director.

The report gives details of the Directors' remuneration for the year ended 31 December 2015. The report also includes details of the Remuneration Committee's representations and activities. The Company's Auditor, Deloitte LLP, have audited those parts of the Directors' Remuneration Report which are required to be audited and their report is issued in the Annual Report and Accounts.

At the 2014 Annual General Meeting, the Directors' Remuneration Policy was approved by Shareholders. The Directors' Remuneration Policy is not therefore required to be approved at this year's Annual General Meeting. The Directors' Remuneration Policy will be put to Shareholders again no later than the Company's Annual General Meeting in 2017.

#### **FINAL DIVIDEND (RESOLUTION 3)**

A final dividend of 2.91p per ordinary share for the year ended 31 December 2015 is recommended for payment by the Directors, which together with the interim dividend of 1.69p per ordinary share, makes a total for the year ended 31 December 2015 of 4.60p. If Shareholders approve the recommended final dividend, this will be paid on 27 May 2016 to all ordinary Shareholders who were on the register of members at the close of business on 29 April 2016.

#### **RE-ELECTION OF DIRECTORS (RESOLUTIONS 4 TO 11)**

All Directors are seeking re-election in accordance with the requirements of The UK Corporate Governance Code.

The Non-Executive Directors standing for re-election are Ms A. Abt, Ms J.E. Ashdown, Mr M. Ewell, Mr C.V. Geoghegan, Mr J.C. Nicholls and Mr L. Van de Walle. It is the view of the Board that each of the Non-Executive Directors standing for re-election brings considerable management experience and independent perspective to the Board's discussions and is considered to be independent of management and free from relationship or circumstance that could affect, or appear to affect, the exercise of their independent judgment. Brief biographical notes for each of the Directors standing for re-election are included in the notes to this letter. The Board has confirmed, following a performance review that all Directors standing for re-election continue to perform effectively and demonstrate commitment to their roles. I strongly recommend that you vote in favour of the re-election of these Directors and the re-election of the Executive Directors.

The Nominations Committee carefully reviews and makes recommendations to the Board concerning the re-appointment of any Non-Executive Director at the conclusion of their specified terms of office. The Committee considered the positions of Mr Geoghegan and Mr Nicholls both of whom completed their second three year periods of office in July and November 2015 respectively, and both of whom were appointed to serve for a further term of office expiring at the May 2016 Annual General Meeting. It was the Nominations Committee's view that, noting the experience and tenure of the Non-Executive Directors, together with the Company's ongoing implementation of its strategic initiatives and the focus on achieving a strong recovery in 2016, that it would be in the best interests of the Company's Shareholders, for Mr Geoghegan and Mr Nicholls to offer themselves for re-election at the 2016 Annual General Meeting. Following a rigorous review the Nominations Committee concluded that Mr Geoghegan and Mr Nicholls bring considerable management experience and an independent perspective to the Board's discussions and are considered to be independent of management and free from relationship or circumstance that could affect, or appear to affect, the exercise of their independent judgment. Therefore, Mr Geoghegan and Mr Nicholls have, subject to their re-election by Shareholders at the Annual General Meeting in May 2016, been invited to serve for a further term of office expiring at the May 2017 Annual General Meeting. As part of the Board succession planning process, a search and selection procedure for Independent Non-Executive Directors would be undertaken prior to the 2017 Annual General Meeting.

### **RE-APPOINTMENT OF AUDITOR AND AUDITORS' REMUNERATION (RESOLUTIONS 12 AND 13)**

Resolution 12 relates to the appointment of Deloitte LLP, as the Company's auditor to hold office until the next Annual General Meeting of the Company.

Resolution 13 authorises the Audit Committee of the Board to set their remuneration.

# **AUTHORITY TO ALLOT EQUITY SECURITIES (RESOLUTION 14)**

Resolution 14 deals with the Directors' authority to allot shares.

At the last Annual General Meeting of the Company held on 14 May 2015, the Directors were given authority to allot ordinary shares in the capital of the Company up to a maximum nominal amount of £39,409,186 representing approximately two-thirds of the Company's then issued ordinary share capital. This authority expires at the end of the 2016 Annual General Meeting. Resolution 14 will, if passed, renew this authority.

The Investment Association ("IA") guidelines on Directors' authority to allot shares states that IA members will permit, and treat as routine, a request for authority to allot shares representing up to one-third of the Company's issued share capital. In addition they will treat as routine a request to allot shares representing an additional one-third of the Company's issued share capital provided that it is only used to allot shares pursuant to a fully pre-emptive rights issue.

In light of these guidelines, the Board considers it appropriate that the Directors be granted authority to allot shares in the capital of the Company up to a maximum nominal amount of £39,423,249, representing the guideline limit of approximately 66% of the Company's issued ordinary share capital as at 1 April 2016 (the latest practicable date prior to the publication of this document). Of this amount 197,116,247 shares (representing approximately 33% of the Company's issued ordinary share capital) can only be allotted pursuant to a rights issue. The power will last until the conclusion of the next Annual General Meeting of the Company or, if earlier, 12 August 2017. The Directors have no present intention of exercising this authority.

As at the date of this letter, the Company does not hold any ordinary shares in the capital of the Company in treasury.

#### **DISAPPLICATION OF STATUTORY PRE-EMPTION RIGHTS (RESOLUTION 15)**

Resolution 15 will give the Directors authority to allot ordinary shares in the capital of the Company pursuant to the authority granted under Resolution 14 above for cash without complying with the pre-emption rights in the Companies Act 2006 in certain circumstances. This authority will permit the Directors to allot:

(a) equity securities up to a nominal amount of £39,423,249, representing two-thirds of the Company's issued share capital as at I April 2016 (the latest practicable date prior to publication of this document) on an offer to existing Shareholders on a preemptive basis (that is including a rights issue or an open offer), with one-third being available only in connection with a rights issue (in each case subject to any adjustments, such as for fractional entitlements and overseas Shareholders, as the Directors see fit); and

### **ANNUAL GENERAL MEETING CONTINUED**

# **DISAPPLICATION OF STATUTORY PRE-EMPTION RIGHTS (RESOLUTION 15) CONTINUED**

(b) equity securities up to a maximum nominal value of £5,913,487, representing approximately 10% of the issued ordinary share capital of the Company as at 1 April 2016 (the latest practicable date prior to publication of this document) otherwise than in connection with a pre-emptive offer to existing Shareholders.

This disapplication authority is in line with institutional shareholder guidance, and in particular with the Pre-emption Group's Statement of Principles (the "Pre-emption Principles"). The Pre-emption Principles were revised in March 2015 to allow the authority for an issue of shares for cash otherwise than in connection with a pre-emptive offer to be increased from 5% to 10% of the Company's issued ordinary share capital, provided that the Company confirms that it intends to use the additional 5% authority only in connection with an acquisition or specified capital investment. The Board therefore confirms, in accordance with the Pre-emption Principles, that to the extent that the authority in paragraph (b) of Resolution 14 is used for an issue of ordinary shares with a nominal value in excess of £2,956,743 (that is 5% of the Company's issued ordinary share capital as at 1 April 2016, the latest practicable date prior to publication of this document), it intends that it will only be used in connection with an acquisition or specified capital investment which is announced contemporaneously with the issue, or which has taken place in the preceding six-month period and is disclosed in the announcement of the issue.

The Board also confirms, in accordance with the Pre-emption Principles, that it does not intend to issue shares for cash representing more than 7.5% of the Company's issued ordinary share capital in any rolling three-year period other than to existing Shareholders, save as permitted in connection with an acquisition or specified capital investment as described above, without prior consultation with Shareholders.

The Directors have no current intention of exercising this authority.

The authority contained in Resolution 15 will expire upon the expiry of the authority to allot shares conferred in Resolution 14 (that is at the end of the next Annual General Meeting of the Company or, if earlier, on 12 August 2017).

#### **AUTHORITY TO PURCHASE ORDINARY SHARES (RESOLUTION 16)**

It is a requirement of Section 693 of the Companies Act 2006 that a company shall not make a market purchase of its own shares unless the purchase has first been authorised by the Company in general meeting. Accordingly, Resolution 16 to be proposed at the 2016 Annual General Meeting as a Special Resolution, gives the Directors power to make market purchases of the Company's shares up to a maximum of 59,134,874 (representing approximately 10% of the current issued ordinary share capital of the Company as at 1 April 2016 (the latest practicable date prior to the publication of this document)). This power will expire on the conclusion of the 2017 Annual General Meeting or, if earlier, 12 August 2017. It is intended that purchases will only be made on the London Stock Exchange.

The Directors believe that it is in the best interests of all Shareholders that the Company should have the flexibility to make market purchases of its own shares, however this is not intended to imply that shares will be purchased. The Directors would make such purchases only if it would be in the best interests of Shareholders generally (taking into account, for example, the financial resources of the Company, the Company's share price and future funding opportunities) and if such purchases would result in an increase in earnings per share.

Listed companies purchasing their own shares are allowed to hold them in treasury as an alternative to cancelling them. No dividends are paid on shares while they are held in treasury and no voting rights attach to the treasury shares. Shares held in treasury in this manner would be available for resale by the Company at a later date providing additional flexibility in the management of the Company's capital base. The Company currently holds no ordinary shares in treasury.

The Directors have no current intention of using the powers sought under Resolution 16 but as noted above, consider it advisable to pass this Resolution in order that they can be prepared to take advantage of future situations which may arise.

As at 1 April 2016 (the latest practicable date prior to the publication of this document), there were options outstanding over 5,436,194 ordinary shares in the capital of the Company representing 0.92% of the Company's issued ordinary share capital. If the authority to purchase the Company's ordinary shares was exercised in full, these options would represent 1.02% of the Company's issued ordinary share capital.

#### NOTICE OF PUBLICATION OF ANNUAL REPORT AND ACCOUNTS

Notice is hereby given that the SIG plc Annual Report and Accounts 2015 has been published on the Company's website (www.sigplc.com). It can be accessed by going to the Company's home page, clicking on the Investor relations section of the website and then going to Presentations & Results. If you have elected to receive shareholder correspondence in hard copy, then the Annual Report and Accounts will accompany this Notice. Should you wish to change your election at any time, or if you wish to request a hard copy of the Annual Report and Accounts, you can do so by contacting our Registrars, Computershare, on 0370 707 1293. Operator assistance is available between 08.30 and 17.30 each business day. Callers from outside the UK should dial +44 370 707 1293.

#### RECOMMENDATION AND ACTION TO BE TAKEN

The Board considers that all the Resolutions set out in the 2016 Notice of Annual General Meeting are likely to promote the success of the Company and are in the best interests of the Company and its Shareholders as a whole. The Directors unanimously recommend that you vote in favour of the proposed Resolutions as they intend to do in respect of their personal shareholdings in the Company, which, in aggregate, amount to 477,332 shares representing 0.08% of the issued ordinary share capital of the Company.

Whether or not you are able to attend the 2016 Annual General Meeting, your vote is still important and I would encourage you, regardless of the number of shares you own, to complete, sign and return the Form of Proxy so as to reach the Company's Registrars, Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZY, not less than 48 hours before the time fixed for the holding of the 2016 Annual General Meeting. Alternatively, Shareholders may also register their proxy appointment and voting instructions electronically. Please refer to the notes on pages 8 to 10 of this Notice for further details on how to appoint a proxy and vote electronically. The completion and return of a Form of Proxy will not prevent you from attending and voting in person at the 2016 Annual General Meeting if you so wish.

Yours faithfully

Leslie Van de Walle

Chairman

# SIG PLC NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the members of SIG plc ("the Company") will be held at the Mercure Sheffield Parkway Hotel, Britannia Way, Catcliffe, Sheffield S60 5BD on Thursday 12 May 2016 at 12 noon (the "2016 Annual General Meeting" or the "Meeting") to consider and, if thought fit, to pass Resolutions 1 to 14 inclusive as ordinary resolutions and Resolutions 15 and 16 as special resolutions.

#### **ORDINARY RESOLUTIONS**

- 1. To receive the financial statements for the year ended 31 December 2015 together with the reports of the Directors' and Auditor thereon.
- 2. To approve the Annual Statement by the Chairman of the Remuneration Committee and the Directors' Report on Remuneration for the year ended 31 December 2015 set out on pages 80 to 98 (inclusive) in the Annual Report and Accounts (other than the Directors' Remuneration Policy set out on pages 81 to 88 (inclusive) in the Annual Report and Accounts).
- 3. To declare a final dividend for the year ended 31 December 2015 of 2.91p per ordinary share on the ordinary shares in the Company.
- 4. To re-elect Ms A. Abt as a Director.
- 5. To re-elect Ms J.E. Ashdown as a Director.
- 6. To re-elect Mr M. Ewell as a Director.
- 7. To re-elect Mr C.V. Geoghegan as a Director.
- 8. To re-elect Mr S.R. Mitchell as a Director.
- 9. To re-elect Mr I.C. Nicholls as a Director.
- 10. To re-elect Mr D.G. Robertson as a Director.
- II. To re-elect Mr L. Van de Walle as a Director.
- 12. To re-appoint Deloitte LLP as Auditor to the Company, to hold office until the conclusion of the next general meeting at which financial statements are laid before the Company.
- 13. To authorise the Audit Committee of the Board to determine the Auditor's remuneration.
- 14. That the Directors of the Company be and they are hereby generally and unconditionally authorised for the purposes of Section 551 of the Companies Act 2006 to exercise all the powers of the Company to allot shares in the Company and grant rights to subscribe for, or convert any security into, shares in the Company ("Rights"):
  - (a) up to an aggregate nominal amount of £19,711,624; and
  - (b) up to a further aggregate nominal amount of £19,711,624 provided that: (i) they are equity securities (within the meaning of Section 560(I) of the Companies Act 2006); and (ii) they are offered by way of a rights issue to holders of ordinary shares on the register of members at such record dates as the Directors may determine where the equity securities respectively attributable to the interests of the ordinary Shareholders are proportionate (as nearly as may be practicable) to the respective numbers of ordinary shares held or deemed to be held by them on any such record dates, subject to such exclusions or other arrangements as the Directors may deem necessary or expedient to deal with treasury shares, fractional entitlements or legal or practical problems arising under the laws of any overseas territory or the requirements of any regulatory body or stock exchange or by virtue of shares being represented by depository receipts or any other matter,

provided that this authority shall expire at the end of the next Annual General Meeting of the Company or, if earlier, on 12 August 2017, save that the Company shall be entitled to make offers or agreements before the expiry of such authority which would or might require shares to be allotted or Rights to be granted after such expiry and the Directors shall be entitled to allot shares and grant Rights pursuant to any such offer or agreement as if this authority had not expired; and all unexercised authorities previously granted to the Directors to allot shares and grant Rights to be and are hereby revoked.

#### **SPECIAL RESOLUTIONS**

- 15. That the Directors be and they are hereby empowered pursuant to Sections 570 and 573 of the Companies Act 2006 to allot equity securities (within the meaning of Section 560 of the Companies Act 2006) for cash either pursuant to the authority conferred by Resolution 14 above or by way of a sale of treasury shares as if Section 561(1) of the Companies Act 2006 did not apply to any such allotment provided that this power shall be limited to:
  - (a) the allotment of equity securities in connection with an offer of securities (but in the case of the authority granted under paragraph (b) of Resolution 14 by way of rights issue only) in favour of the holders of ordinary shares on the register of members at such record dates as the Directors may determine where the equity securities respectively attributable to the interests of the ordinary Shareholders are proportionate (as nearly as may be practicable) to the respective numbers of ordinary shares held or deemed to be held by them on any such record dates, subject to such exclusions or other arrangements as the Directors may deem necessary or expedient to deal with treasury shares, fraction entitlements or legal or practical problems arising under the laws of any overseas territory or the requirements of any regulatory body or stock exchange or by virtue of shares being represented by depository receipts or any other matter and;
  - (b) the allotment (otherwise than pursuant to sub-paragraph (a) of this Resolution 15) to any person or persons of equity securities up to an aggregate nominal amount of £5,913,487,
    - and shall expire upon the expiry of the general authority conferred by Resolution 14 overleaf, save that the Company shall be entitled to make offers or agreements before the expiry of such power which would or might require equity securities to be allotted after such expiry and the Directors shall be entitled to allot equity securities pursuant to any such offer or agreement as if the power conferred hereby had not expired.
- 16. That the Company be generally and unconditionally authorised, pursuant to and in accordance with Sections 693 and 701 of the Companies Act 2006, to make market purchases (as defined in Section 693(4) of that Companies Act 2006) of up to 59,134,874 ordinary shares of 10p each in the capital of the Company (being approximately 10% of the current issued ordinary share capital of the Company as at 1 April 2016) on such terms and in such manner as the Directors of the Company may from time to time determine, provided that:
  - (a) the amount paid for each ordinary share (exclusive of expenses) shall not be more than 5% above the average of the middle market quotations for an ordinary share in the Company as derived from the Daily Official List of The London Stock Exchange plc for the five business days immediately preceding the date on which the contract for the purchase is made;
  - (b) the minimum price which may be paid for an ordinary share (exclusive of expenses) is 10p; and
  - (c) the authority herein contained shall expire at the conclusion of the 2017 Annual General Meeting of the Company or, if earlier, on 12 August 2017 provided that the Company may, before such expiry, make a contract to purchase its ordinary shares which would or might be executed wholly or partly after such expiry, and the Company may make a purchase of its ordinary shares in pursuance of any such contract as if the authority conferred hereby had not expired.

By order of the Board

**Richard Monro**Secretary

7 April 2016

**REGISTERED OFFICE:** 

Hillsborough Works Langsett Road Sheffield S6 2LW Registered No. 998314

# SIG PLC NOTICE OF ANNUAL GENERAL MEETING CONTINUED

#### **NOTES:**

- I. A member entitled to attend and vote at the aforementioned meeting is entitled to appoint one or more proxies to exercise all or any of his/her rights to attend, speak and vote at the Meeting. A member can appoint more than one proxy in relation to the Meeting, provided that each proxy is appointed to exercise the rights attaching to different shares held by him/her.
- 2. A proxy need not also be a member of the Company but must attend the Meeting in person. A Form of Proxy may accompany this Notice of Annual General Meeting and the notes to the Form of Proxy set out the details of how to appoint a proxy.
- 3. A copy of this Notice has been sent for information only to persons who have been nominated by a member to enjoy information rights under Section 146 of the Companies Act 2006 (a "Nominated Person"). The rights to appoint a proxy cannot be exercised by a Nominated Person: they can only be exercised by the member. However, a Nominated Person may have a right under an agreement between him/her and the member by whom he/she was nominated to be appointed as a proxy for the Meeting or to have someone else so appointed. If a Nominated Person does not have such a right or does not wish to exercise it, he/she may have a right under such an agreement to give instructions to the member as to the exercise of voting rights.
- 4. To appoint a proxy or proxies Shareholders must complete: (a) the Form of Proxy and return it, together with the power of attorney or other authority (if any) under which it is signed, or a certified copy of the same to Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZY, or by using the reply-paid envelope provided; or (b) a CREST proxy instruction as detailed below or; (c) an online proxy appointment at www.eproxyappointment.com (you will need your unique PIN and Shareholder Reference Number, together with the Control number, printed on the Form of Proxy), in each case so that it is received no later than 12 noon on 10 May 2016. The appointment of a proxy will not preclude a member from attending and voting in person. If a member attends the Meeting in person, his proxy appointment will automatically be terminated.
- 5. A member may change proxy instructions by returning a new proxy appointment using the methods set out above. Where a member has appointed a proxy using the hard-copy Form of Proxy and would like to change the instructions using another hard-copy proxy form, please contact Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS99 6ZY. The deadline for receipt of proxy appointments in paragraph 4 above also applies in relation to amended instructions. Any attempt to terminate or amend a proxy appointment received after the relevant deadline will be disregarded. Where two or more valid separate appointments of proxy are received in respect of the same share in respect of the same Meeting, the one which is last sent shall be treated as replacing and revoking the other or others. In the case of joint holders, where more than one of the joint holders purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first name being the most senior).
- 6. In conjunction with its Registrars, the Company has in place a facility to allow each Shareholder to register proxy votes electronically. Detailed information of how to do this is set out on the Form of Proxy. A member can register proxy votes electronically by either logging on to the Registrars' website, www.eproxyappointment.com and following the instructions, or, CREST members may register proxy votes following the procedures set out in the CREST Manual.
- 7. A "Vote withheld" is not a vote at law, which means that the vote will not be counted in the proportion of votes "For" and "Against" the relevant Resolution. A shareholder who does not give any voting instructions in relation to a Resolution should note that his/her proxy will have authority to vote or withhold a vote on that Resolution as he/she thinks fit. A proxy will also have authority to vote or to withhold a vote on any other business (including amendments to Resolutions) which properly come before the 2016 Annual General Meeting as he/she thinks fit.

- 8. CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so for the Annual General Meeting and any adjournment(s) of the Meeting by using the procedures described in the CREST Manual. CREST Personal Members or other CREST Sponsored Members and those CREST members who have appointed a voting service provider(s) should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf. In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with Euroclear UK & Ireland's specifications and must contain the information required for such instructions, as described in the CREST Manual. The message, regardless of whether it constitutes the appointment of a proxy or an amendment to the instruction given by a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the Company's agent (ID 3RA50) by the latest time(s) for receipt of proxy appointments set out above. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Applications Host) from which the Company's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.
- 9. CREST members and, where applicable, their CREST sponsors or voting service providers should note that Euroclear UK & Ireland Limited does not make available special procedures in CREST for any particular messages. Normal system timings and limitations will therefore apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST Personal Member or sponsored member or has appointed a voting service provider(s), to procure that his CREST sponsor or voting provider(s) take(s)) such action as is necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.
  - The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5) (a) of the Uncertificated Securities Regulations 2001.
- 10. To be entitled to attend and vote at the Meeting, Shareholders must be registered in the register of members of the Company at 6.00pm on 10 May 2016 (or, if the Meeting is adjourned, at 6.00pm on the date which is two days prior to the adjourned meeting). Changes to entries on the register after this time shall be disregarded in determining the rights of any person to attend and vote (and the number of votes they may cast) at the Meeting or adjourned meeting.
- 11. As at 1 April 2016 (the latest practicable date prior to the publication of this document), the Company's issued share capital consists of 591,348,742 ordinary shares, carrying one vote each. As at that date, the Company holds no shares in treasury. Therefore the total voting rights in the Company are 591,348,742.
- 12. The following documents will be available for inspection during normal business hours at the registered office of the Company until II May 2016 and at Mercure Sheffield Parkway Hotel, Britannia Way, Catcliffe, Sheffield S60 5BD from 11.15am on 12 May 2016:
  - copies of the Executive Directors' service contracts;
  - copies of letters of appointment of the Non-Executive Directors; and
  - letters of indemnity for each of the Directors.
- 13. Please note that the Company takes all reasonable precautions to ensure no viruses are present in any electronic communication it sends out but the Company cannot accept responsibility for loss or damage arising from the opening or use of any email or attachments from the Company and recommends that the Shareholders subject all messages to virus checking procedures prior to use. Any electronic communication received by the Company, including the lodgement of an electronic Form of Proxy, that is found to contain any virus will not be accepted.
- 14. Shareholders vote on a show of hands, unless a poll is validly called. As soon as practicable following the 2016 Annual General Meeting, the results of the voting at the Meeting and the numbers of proxy votes cast for and against and the number of votes actively withheld in respect of each of the Resolutions will be announced via a Regulatory Information Service and also placed on the Company's website www.sigplc.com.

# SIG PLC NOTICE OF ANNUAL GENERAL MEETING CONTINUED

- 15. A member of the Company which is a corporation may authorise a person or persons to act as its representative(s) at the 2016 Annual General Meeting. In accordance with the provisions of the Companies Act 2006, each such representative may exercise (on behalf of the corporation) the same powers as the corporation could exercise if it were an individual member of the Company, provided that they do not do so in relation to the same shares. It is no longer necessary to nominate a designated corporate representative.
- 16. Members satisfying the thresholds in Section 527 of the Companies Act 2006 can require the Company to publish a statement on its website setting out any matter relating to: (a) the audit of the Company's accounts (including the Auditor's Report and the conduct of the audit) that are to be laid before the Meeting; or (b) any circumstances connected with an auditor of the Company ceasing to hold office since the last Annual General Meeting, that the members propose to raise at the Meeting. The Company cannot require the members requesting the publication to pay its expenses. Any statement placed on the website must also be sent to the Company's Auditor no later than the time it makes its statement available on the website. The business which may be dealt with at the Meeting includes any statement that the Company has been required to publish on its website.
- 17. The Company must cause to be answered at the Meeting any question relating to the business being dealt with at the Meeting which is put by a member attending the Meeting, except (i) if to do so would interfere unduly with the preparation for the Meeting or involve the disclosure of confidential information, (ii) if the answer has already been given on a website in the form of an answer to a question, or (iii) if it is undesirable in the interests of the Company or the good order of the Meeting that the question be answered.
- 18. The contents of this Notice of Annual General Meeting and all the information required by Section 311A of the Companies Act 2006 will be available on the Company's website www.sigplc.com.
- 19. You may not use any electronic address provided in this Notice of Annual General Meeting to communicate with the Company for any purposes other than those expressly stated.
- 20. Biographical details of each Director being proposed for election or re-election by Shareholders are set out on the next page.

# BIOGRAPHICAL DETAILS FOR EACH DIRECTOR

#### LESLIE VAN DE WALLE HEC Non-Executive Chairman

Age 59

Became a Non-Executive Director in October 2010 and became Non-Executive Chairman on 1 February 2011.

#### **External roles**

Leslie is Non-Executive Chairman of Robert Walters plc and a Non-Executive Director of DCC plc.

#### Experience and past roles

Previously, Leslie was Chief Executive Officer of Rexam plc, Executive Vice President of Global Retail (a division of Royal Dutch Shell plc), and a Non-Executive Director of Aegis Group plc, Aviva plc and Cape plc. He formerly held a number of senior management positions with Cadbury Schweppes plc and United Biscuits Limited.

#### Key strengths

Extensive board and general management experience.

#### JONATHAN NICHOLLS BA, ACA, FCT Non-Executive Director

Age 58

Became a Non-Executive Director in November 2009.

#### **External roles**

Jonathan is a Non-Executive Director of DS Smith Plc, Great Portland Estates plc and Ibstock plc.

# Experience and past roles

Previously and most recently, Jonathan was Group Financial Director of Old Mutual plc. Prior to that he was Group Finance Director of Hanson plc.

# Key strengths

Extensive financial management experience (including recent financial experience).

# STUART MITCHELL BSC (Hons) Chief Executive

Age 55

Joined SIG on 1 December 2012 as Chief Executive Designate, was appointed a Director of the Company on 10 December 2012 and became Chief Executive on 1 March 2013.

### **External roles**

Stuart is a Non-Executive Director of Enactus UK (formerly SIFE — Students in Free Enterprise UK).

#### **Experience and past roles**

Most recently, Stuart was Chief Executive of Wilkinsons Hardware Stores from 2006 to 2012. He was previously Managing Director of the Taiwan arm of the Asian retail giant AS Watson. He joined Sainsbury plc as a graduate trainee in 1984, rising up the ranks to become Managing Director of Sainsbury's Supermarkets in 2003.

#### Key strengths

Extensive operational and general management experience in retail.

# DOUG ROBERTSON BA (Hons), FCA

#### **Finance Director**

Age 62

Joined the Group in November 2011 and was appointed Finance Director on 1 December 2011.

#### **External roles**

Doug is a Non-Executive Director of HSS Hire Group plc.

#### Experience and past roles

Doug was previously Finance Director of Umeco plc from 2007 until 2011 and Finance Director of Seton House Group Limited from 2002 until 2007. From 1994 to 2000 he held a variety of Divisional Finance Director roles within Williams plc and, in 2000, became Managing Director of Tesa Group, Chubb's hotel security division.

#### Key strengths

Extensive financial management experience.

# CHRIS GEOGHEGAN BA (Hons), FRAES

#### Senior Independent Non-Executive Director

Age 6

Became a Non-Executive Director in July 2009.

#### **External roles**

Chris is the Non-Executive Chairman of Lakehouse plc. He is a Fellow of the Royal Aeronautical Society.

#### **Experience and past roles**

Previously and prior to his retirement, Chris was Chief Operating Officer of BAE Systems plc with responsibility for all European joint ventures and UK defence electronics assets. He was past President of the Society of British Aerospace companies.

#### Key strengths

Considerable commercial European business experience.

# MEL EWELL BSC (Hons) Non-Executive Director

Age 57

Became a Non-Executive Director on I August 2011.

#### **External roles**

Up until the end of March 2016, Mel was Chief Executive and an Executive Director of Amey Plc, one of the UK's leading infrastructure services providers.

#### **Experience and past roles**

Mel previously held a number of senior management positions for TNT International, Xerox and ADI Group.

# Key strengths

Considerable executive management experience.

# JANET ASHDOWN BSC (Hons) Non-Executive Director

Age 56

Became a Non-Executive Director in July 2011.

#### **External roles**

Janet is a Non-Executive Director of Coventry Building Society, the Nuclear Decommissioning Authority and Marshalls plc. She is also Chair of the charity 'Hope in Tottenham'.

#### Experience and past roles

Previously and until the end of 2012, Janet was the Chief Executive Officer of Harvest Energy Limited and Blue Ocean Oil Trading Limited. She previously worked for BP p.l.c. for 30 years where her last role was as Head of BP's Retail and Commercial Fuels business in the UK.

#### Key strengths

Strong commercial experience within global businesses.

# ANDREA ABT MBA Non-Executive Director

Age 55

Became a Non-Executive Director on 12 March 2015.

#### **External roles**

Andrea is a Non-Executive Director of Brammer plc and is a member of the supervisory board of Gerresheimer AG. Andrea is to be appointed a Non-Executive Director of Petrofac Limited on 19 May 2016.

# Experience and past roles

Previously, Andrea has been Head of Supply Chain Management and Chief Procurement Officer of the Siemens sector for Infrastructure & Cities from 2011 to 2014. Since joining Siemens in 1997, she held numerous positions of Finance, Productivity and Supply Chain Management in Germany and internationally. Andrea started her career in industry in the Daimler Benz Group where she was responsible for different teams in aircraft and postal automation service sales.

### Key strengths

Specialist knowledge of the European market, together with considerable knowledge of supply chain and procurement.

#### **Board Committees**

#### **Audit Committee**

Mr J.C. Nicholls – Chairman Ms J.E. Ashdown Mr C.V. Geoghegan Mr M. Ewell Ms A. Abt

#### **Remuneration Committee**

Mr C.V. Geoghegan – Chairman Ms J.E. Ashdown Mr M.Ewell Mr J.C. Nicholls Ms A. Abt

#### **Nominations Committee**

Mr L. Van de Walle – Chairman Ms J.E. Ashdown Mr C.V. Geoghegan Mr M.Ewell Mr J.C. Nicholls Ms A.Abt Mr S.R. Mitchell

# DIRECTIONS

The Annual General Meeting of SIG plc is to be held at 12 noon on Thursday 12 May 2016 at:

Mercure Sheffield Parkway Hotel Britannia Way Catcliffe Sheffield S60 5BD

#### FROM THE NORTH

Leave the MI at Junction 33

At the roundabout, take the 3rd exit, signposted Sheffield A630

After approx ½ mile, take the next exit, signposted Catcliffe

At the roundabout, take the 3rd exit, underneath the A630

At the next roundabout, take the 1st exit

At the next roundabout, take the 2nd exit. Mercure Sheffield Parkway Hotel, Sheffield is on your right

#### FROM THE SOUTH

Leave the MI at Junction 33

At the roundabout take the 1st exit signposted Sheffield A630

After approx ½ mile, take the next exit, signposted Catcliffe

At the roundabout, take the 3rd exit, underneath the A630

At the next roundabout, take the 1st exit

At the next roundabout, take the 2nd exit. Mercure Sheffield Parkway Hotel, Sheffield is on your right

#### **FROM SHEFFIELD**

From the Sheffield Parkway, A630

Take the Catcliffe exit

At the roundabout, take the 1st exit

At the next roundabout, take the 2nd exit. Mercure Sheffield Parkway Hotel, Sheffield is on your right

#### **PUBLIC TRANSPORT**

The AI bus service runs from Meadowhall Shopping Centre to Sheffield Business Park

#### FROM ROTHERHAM

Arrive at the MI, Junction 33 roundabout

Take the 2nd exit, signposted Sheffield A630

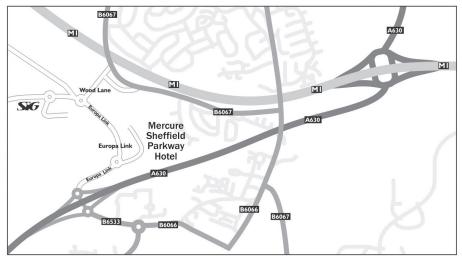
After approx ½ mile, take the next exit, signposted Catcliffe

At the roundabout, take the 1st exit

At the next roundabout, take the 2nd exit. Mercure Sheffield Parkway Hotel, Sheffield is on your right

#### **SAT NAV USERS**

For satellite navigation please use the following postcode: S9 IXU







SIG plc: Hillsborough Works, Langsett Road, Sheffield S6 2LW, United Kingdom

+44 (0) | | 4 285 6300 +44 (0) | | 4 285 6349 fax: www.sigplc.com

web: