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**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION. If you are in any doubt as to the action you should take, you are recommended immediately to seek your own personal financial advice from your stockbroker, bank manager, solicitor, accountant or other independent financial advisor authorised under the Financial Services and Markets Act 2000.**

**If you have sold or otherwise transferred all of your shares in Renishaw plc, you should pass this document (but not the accompanying personalised form of proxy) without delay either to the purchaser or transferee or to the stockbroker, bank or other person who arranged the sale or transfer so they can pass these documents to the person who now holds the shares.**

The Notice of Annual General Meeting is set out below after the Chairman's letter.

A proxy form for use at the meeting is enclosed and, to be valid, should be completed and sent to Equiniti Limited, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6DA as soon as possible, but in any event, so as to arrive no later than 10:00am on Monday 22 November 2021.

A proxy may also be appointed electronically by logging on to the website [www.sharevote.co.uk](http://www.sharevote.co.uk) or for CREST members by using the CREST electronic proxy appointment service.

Further details on how to submit a proxy are set out on pages 9 to 10 of this Notice.

Voting on Resolutions 1 to 14 will be conducted by way of poll. Shortly after the conclusion of the Annual General Meeting, the results will be announced on the Company's website, [www.renishaw.com](http://www.renishaw.com), and the London Stock Exchange.

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# Letter from the Chairman



Dear Shareholder,  
Renishaw plc's Annual General Meeting will be held at our headquarters at New Mills, Wotton-under-Edge, Gloucestershire, GL12 8JR on Wednesday 24 November 2021 at 10:00am."



## COVID-19 and AGM arrangements

At present, it is possible for public gatherings such as the Annual General Meeting (AGM) to take place. We are therefore proposing to welcome as many attendees as we are able to safely accommodate in accordance with any Government guidelines in place at the time of the AGM. Therefore, only shareholders and their proxies will be permitted to attend. Unfortunately, we cannot accommodate shareholders' guests this year. The AGM will start at 10:00am and refreshments will be provided, but no lunch. We aim to finish by 11:00am.

Given the evolving nature of the situation, we continue to monitor the impact of COVID-19, including the latest UK Government measures and guidance, and how this may affect arrangements in relation to the AGM. Should the situation and Government guidance change such that the arrangements described in this document are no longer appropriate, revised arrangements will be announced on our website and, if appropriate, by a Regulatory Information Service. Shareholders are encouraged to monitor our webpage [www.renishaw.com/en/agm--21987](http://www.renishaw.com/en/agm--21987) for any updates.

To assist with preparations for the AGM shareholders wishing to attend the AGM are asked to register their intention as soon as practicable by either returning the accompanying prepaid reply slip or emailing [Renishaw2021AGM@equiniti.com](mailto:Renishaw2021AGM@equiniti.com).

## Proxy arrangements

Your participation is important to us and I would encourage you to vote ahead of the AGM by completing and returning the accompanying prepaid proxy form to the Company's registrars, so as to be received as soon as possible and in any event no later than **10:00am on Monday 22 November 2021**, being 48 hours before the time of the AGM.

You may also submit your proxy form electronically by logging on to the website [www.sharevote.co.uk](http://www.sharevote.co.uk). You will need your unique voting reference numbers shown on your Form of Proxy (the Voting ID, Task ID and Shareholder Reference Number).

# Letter from the Chairman

CREST members may also choose to use the CREST voting service in accordance with the procedures set out in the notes on page 10.

The return of a completed proxy form will not prevent you attending the AGM and voting in person if you wish to do so (unless it is necessary to revise our AGM arrangements).

## Shareholder questions

Should shareholders be able to attend the AGM, there will be a dedicated Question & Answer session where all Directors, including the committee chairs, will be available to take questions.

You are also able to submit questions ahead of the meeting by email to the Company's registrars at

**[Renishaw2021AGM@equiniti.com](mailto:Renishaw2021AGM@equiniti.com)** by **5:00pm on Monday 8 November 2021**.

You will need to include your Shareholder Reference Number along with your questions. Answers to key questions will be published on the Company's website **[www.renishaw.com/investor](http://www.renishaw.com/investor)** by 12:00 noon on Friday 19 November 2021. This timeframe (including the submission deadline) is necessary in order for the Company to adequately prepare responses.

## Resolutions

You are asked to consider and, if thought fit, pass the resolutions set out in the notice on page 3 of this document.

All resolutions will be proposed as ordinary resolutions, save for Resolution 14 which will be proposed as a special resolution. For an ordinary resolution to be passed, more than half of the votes cast must be in favour of the resolution. For a special resolution to be passed, at least three-quarters of the votes cast must be in favour of the resolution.

In relation to Resolutions 8 to 11 inclusive, these resolutions are put to a dual vote such that a count of the votes is taken of: 1) the shareholders as a whole; and 2) the shareholders excluding the controlling shareholder or shareholders and their associates as explained in the explanatory notes.

## Recommendation

Your Board considers each of the proposed resolutions to be in the best interests of the Company and the shareholders as a whole. Accordingly, your Directors unanimously recommend that you vote in favour of the resolutions, as they intend to do in respect of their own beneficial shareholdings.

Yours sincerely,

**Sir David McMurtry**

Executive Chairman

29 October 2021

# Notice of Meeting

Notice is hereby given that the 48th AGM of the Company will be held at its offices at New Mills, Wotton-under-Edge, Gloucestershire, GL12 8JR on Wednesday 24 November 2021 at 10:00am.

Resolutions 1 to 13 inclusive will be proposed as ordinary resolutions. For each of these resolutions to be passed, more than half of the votes cast must be in favour of the resolution. Resolution 14 will be proposed as a special resolution. For this resolution to be passed, at least three-quarters of the votes cast must be in favour of the resolution.

## Ordinary resolutions

### Report and financial statements

1. To receive the reports of the Directors and auditors and the financial statements for the year ended 30 June 2021 (Annual Report).

### Directors' remuneration

2. To receive and approve the Annual Report on remuneration as set out on pages 88 to 93 in the Directors' Remuneration Report contained in the Annual Report.

### Dividend

3. To declare a final dividend of 52.0 pence per ordinary share for the year ended 30 June 2021.

### Directors

4. To re-elect as a Director Sir David McMurtry.
5. To re-elect as a Director John Deer.
6. To re-elect as a Director Will Lee.
7. To re-elect as a Director Allen Roberts.
8. To re-elect as a Director Carol Chesney.
9. To re-elect as a Director Catherine Glickman.
10. To re-elect as a Director Sir David Grant.
11. To re-elect as a Director John Jeans.

### Auditors

12. To reappoint Ernst & Young LLP as auditors of the Company, to hold office from the conclusion of the meeting to the conclusion of the next meeting at which accounts are laid before the meeting.
13. To authorise the Audit Committee of the Board to determine the remuneration of the auditors.

### Special resolution

#### Authority to purchase own shares

14. To consider and, if thought fit, to pass the following resolution:

That the Company be and is hereby unconditionally authorised for the purposes of section 701 of the Companies Act 2006 (the 2006 Act) to make one or more market purchases (within the meaning of section 693(4) of the 2006 Act) of ordinary shares of 20p each in the capital of the Company (ordinary shares), on such terms and in such manner as the Directors may determine, provided that:

- (i) the maximum number of ordinary shares hereby authorised to be purchased is 7,278,854 (representing approximately 10% of the Company's issued ordinary share capital at 28 October 2021, being the latest practicable date prior to publication of this Notice of AGM);
- (ii) the maximum price (excluding expenses) which may be paid for an ordinary share is an amount equal to the higher of: (i) 105% of the average of the middle market quotations for an ordinary share (as derived from the London Stock Exchange Daily Official List) for the five business days immediately preceding the day on which the ordinary share is purchased; and (ii) an amount equal to the higher of the price of the last independent trade of an ordinary share and the highest current independent bid for an ordinary share on the trading venues where the purchase is carried out;

- (iii) the minimum price (excluding expenses) which may be paid for an ordinary share shall be 20p;
- (iv) the authority hereby conferred shall expire at the conclusion of the AGM to be held in 2022, or at the close of business on 31 December 2022, whichever is earlier, unless such authority is renewed prior to such time; and
- (v) the Company may make a contract or contracts to purchase ordinary shares under the authority hereby conferred prior to the expiry of such authority which will or may be executed wholly or partly after the expiration of such authority and may make a purchase of ordinary shares in pursuance of any such contract.

By order of the Board

### Jacqueline Conway

General Counsel & Company Secretary

29 October 2021

**Registered office:** New Mills, Wotton-under-Edge, Gloucestershire, GL12 8JR

**Registered in England and Wales under number:** 01106260

# Explanatory notes

## Resolution 1 – Reports of Directors and financial statements

The Directors must present the reports of the Directors and the auditors, the Strategic Report and the financial statements of the Company for the year ended 30 June 2021 to the shareholders at the AGM (the Annual Report).

## Resolution 2 – Remuneration Report

Listed companies are required to prepare an Annual Report on remuneration and put a resolution to approve such report to the shareholders at the AGM on an annual basis. The Annual Report on remuneration is set out on pages 88 to 93 of the Annual Report.

Resolution 2 is an advisory vote and does not affect the future remuneration paid to any Director.

At the AGM in 2020, the Directors' remuneration policy was approved by shareholders. The Directors' remuneration policy is not therefore required to be approved by shareholders at the AGM this year. The policy will be put to shareholders again no later than the Company's AGM in 2023.

## Resolution 3 – Final dividend

The Directors recommend that a final dividend of 52.0p per share be paid to each shareholder on the Register of Members as at the close of business on the record date.

## Resolutions 4 to 11 inclusive – Re-election of Directors

In accordance with the provisions of the UK Corporate Governance Code, all current Directors at the date of the AGM will retire at the AGM and, being eligible, offer themselves for re-election. 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. Biographies of each of the Directors seeking re-election (as the case may be) and the reasons why their specific contributions are, and continue to be, important to the Company's long-term sustainable success, are set out on pages 7 to 8.

The Listing Rules require companies that have a controlling shareholder or shareholders (that is, they exercise or control in concert more than 30% of the voting rights of the Company) to put the election or re-election of independent directors to a dual vote of: (i) the shareholders as a whole; and (ii) the independent shareholders, being any person entitled to vote on the election of directors who is not a controlling shareholder of the Company. By virtue of his shareholding in the Company, Sir David McMurtry (Executive Chairman, 36.23% shareholder) is a controlling shareholder. John Deer (Non-executive Deputy Chairman, together with his wife, 16.59% shareholder) is also a controlling shareholder by virtue of a voting agreement between John Deer (and his wife) and Sir David McMurtry.

The independent directors for the purposes of the Listing Rules are each of Carol Chesney, Catherine Glickman, Sir David Grant and John Jeans, who are the Directors that the Board has determined are independent directors for the purposes of the UK Corporate Governance Code.

Resolutions 8 to 11 (inclusive) are therefore being proposed as ordinary resolutions which all shareholders may vote on, but in addition the Company will separately count the number of votes cast by independent shareholders in favour of the resolution (as a proportion of the total votes of independent shareholders cast on the resolution) to determine whether the threshold referred to in (ii) above has been met. The Company will announce the results of the resolutions on this basis as well as announcing the results of the ordinary resolutions of all shareholders.

Under the Listing Rules, if a resolution to elect or re-elect an independent director is not approved by a majority vote of both the shareholders as a whole and the independent shareholders of the Company at the AGM, a further resolution may be put forward to be approved by the shareholders as a whole at a meeting which must be held more than 90 days after but within 120 days of the first vote. Accordingly, if any of Resolutions 8 to 11 (inclusive) are not approved by a majority vote of the Company's independent shareholders at the AGM, the relevant director(s) will be treated as having been re-elected only for the period from the date of the AGM until the earlier of: (i) the close of any general meeting of the Company, convened for a date more than 90 days after the AGM but within 120 days of the AGM, to propose a further resolution to elect or re-elect him or her; (ii) the date which is 120 days after the AGM; and (iii) the date of any announcement by the Board that it does not intend to hold a second vote. In the event that the director's election or re-election is approved by a majority vote of all shareholders at a second meeting, the director will then be re-elected until the next AGM.

The Company is required by the Listing Rules to provide details of:

- (i) any previous or existing relationship, transaction or arrangement between an independent director and the Company, its directors, any controlling shareholder or any associate of a controlling shareholder;
- (ii) why the Company considers the proposed independent director will be an effective director;
- (iii) how the Company has determined that the proposed director is an independent director; and
- (iv) the process by which the Company has selected each independent director.

The Company confirms the following to meet these requirements:

### 1. Previous/existing relationship

There are no existing or previous relationships, transactions or arrangements between each independent director and the Company, any of its directors, any controlling shareholder of the Company or any associate of such a controlling shareholder except as disclosed below.

**Sir David Grant** was previously non-executive director of IQE plc (having been appointed in September 2012 and retiring in September 2021) and chair of the National Physical Laboratory (from May 2015 to September 2021). Sir David Grant was also on the board of the Defence Science and Technology Laboratory from June 2012 until December 2018, and chair of STEMNET from December 2011 until August 2016 when it merged with STEM Learning. The Company has dealings with these organisations from time to time, such as grant-funded research projects, or research, collaboration or supply agreements. The Company confirms that Sir David Grant has taken no part in decisions relating to any of the dealings between the Company and these organisations.

**John Jeans** was chair of the Council of Cardiff University from December 2011 until December 2015. He leads Innovate UK's Knowledge Transfer Network's (KTN) Health Board (appointed January 2015) and chaired its Stratified Medicine Steering Group from February 2014 until it ceased to exist in February 2017. John was also, from March 2016 to May 2017, interim chair of the Scottish Medical Device Hub and, since May 2017, is chair of the Scottish Government's Digital Health & Care Innovation Centre at the University of Strathclyde. John is also a non-executive director of Edinburgh Molecular Imaging Ltd (appointed in September 2015) and was non-executive director of Prometic Life Sciences Inc. (appointed May 2017) and Prometic Pharma SMT Limited (appointed June 2016) until May 2019. John has also been chair of the Strategic Advisory Panel for the Singapore Government's Diagnostics Development Hub since February 2014. From September 2014 to February 2017 John was chair of UK Biocentre Ltd and from August 2011 until September 2017 chair of Imanova Ltd. John was also non-executive director of Karoo CGT Ltd

from February 2020 to July 2020, and a director of The Clare Foundation Ltd from January 2010 until July 2019. He was also a director of The Universities and Colleges Employers' Association between September 2012 and December 2015. The Company has dealings with these organisations from time to time, such as grant-funded research projects, or research, collaboration or supply agreements. The Company confirms that John Jeans has taken no part in decisions relating to any of the dealings between the Company and these organisations.

**Carol Chesney** is currently non-executive director of Hunting plc (having been appointed in April 2018), Biffa plc (having been appointed in July 2018) and IQE plc (having been appointed in May 2019). She was previously company secretary of Halma plc from April 1998 until September 2018. The Company confirms that Carol Chesney has taken no part in decisions relating to any of the dealings between the Company and these organisations.

**Catherine Glickman** is currently non-executive director of TheWorks.co.uk plc (having been appointed in July 2018) and RPS Group plc (having been appointed in August 2018). As from November 2021, Catherine will become a non-executive remuneration committee member of Downing College, University of Cambridge. She was previously a non-executive director of Marston's PLC from December 2014 until January 2020. The Company confirms that Catherine Glickman has taken no part in decisions relating to any of the dealings between the Company and these organisations.

The dealings referred to above are not material (that is, in aggregate they are less than 0.5% of the Company's revenue for the financial year ended 30 June 2021).

### 2. Effectiveness

Each of the Independent Directors continues to be effective, to contribute to the performance of the Board and to demonstrate commitment to his or her role. In addition to the Board/Committee meetings and AGM, they attend and contribute to executive management conferences and investor days, and each of them provides additional support to the Board and the Company on a specific area of interest related to his or her skills and experience, which for Carol Chesney is pensions, for Sir David Grant is engineering technologies, for Catherine Glickman is HR matters and for John Jeans is healthcare strategy.

### 3. Independence

The Board has determined that each Independent Director is independent by considering the various relationships referred to above and obtaining confirmation from the Company's senior management and the relevant Independent Director that the relevant Independent Director was not involved in any decisions relating to the dealings referred to or any other dealing between the Independent Director or any organisation with which he or she is connected and the Company, any of its directors, any controlling shareholder of the Company or any associates of such a controlling shareholder.

Both Sir David Grant and Carol Chesney have served as Independent Non-executive Directors for over nine years and John Jeans for over eight years. As such, the Board considered in particular their continued independence and concluded that they all continue to demonstrate independent judgement and character.

### 4. Selection

In relation to the selection process for the Independent Directors, Carol Chesney, Catherine Glickman and John Jeans were selected as a result of a recruitment process managed by an executive search consultancy to a specification determined by the Board. Sir David Grant became known to the Board while he was Vice-Chancellor of Cardiff University and was appointed following interviews with the Board.

The Company recommends that the Independent Directors should be re-elected as set out in the relevant resolutions.

## Explanatory notes continued

### Resolution 12 – Reappointment of auditors

The Company is required to appoint auditors at each general meeting at which accounts are laid before shareholders, to hold office until the end of the next such meeting. It is proposed that Ernst & Young LLP be reappointed as the Company's auditors from the conclusion of the AGM until the conclusion of the next AGM. Further details in relation to the auditors are set out in the Audit Committee Report on pages 71 to 76 of the Annual Report.

### Resolution 13 – Remuneration of auditors

This resolution seeks authority for the Audit Committee of the Board to decide the auditors' remuneration.

### Resolution 14 – Market purchase of own shares by the Company

This resolution renews the previous authority granted on 30 September 2020, which expires on the date of the forthcoming AGM. The resolution authorises the Company to make market purchases of its own ordinary shares. The authority limits the number of shares that could be purchased to a maximum of 7,278,854 representing 10% of the issued share capital of the Company on 28 October 2021 (being the latest practicable date prior to the publication of this document) and sets minimum and maximum prices. This authority will expire at the conclusion of the Company's next AGM.

The Directors have no present intention of exercising the authority to purchase the Company's ordinary shares but will keep the matter under review, taking into account market conditions, the cash reserves of the Company, the Company's share price, appropriate gearing levels, other investment opportunities and the overall financial position of the Company. The authority will be exercised only if to do so would be likely to promote the success of the Company for the benefit of its shareholders as a whole.

Any purchases of ordinary shares would most likely be by means of market purchases through the London Stock Exchange. The authority will only be valid until the conclusion of the Company's next AGM or, if earlier, 31 December 2022.

Listed companies purchasing their own shares are allowed to hold them in treasury, as an alternative to cancelling them. Shares held in treasury may subsequently be cancelled, sold for cash or used to satisfy share awards under share plans. Once held in treasury, the Company is not entitled to exercise any rights, including the right to attend and vote at meetings in respect of the shares. Further, no dividend or other distribution of the Company's assets may be made to the Company in respect of the treasury shares.

Any shares purchased by the Company pursuant to the authority conferred by Resolution 14 will either be cancelled and the number of shares reduced accordingly or, if the Directors think fit, they may be held as treasury shares. As at 28 October 2021, the Company held no ordinary shares in treasury.

# Board of Directors



**Sir David McMurtry** N\*  
CBE, RDI, FREng, FRS, CEng, FIMechE  
Executive Chairman

**Appointed** September 1975

**Areas of expertise**

Strategy, Product Development, Engineering, Science/Technology

**Contribution, skills and experience**

- Co-founder of Renishaw, provides strong leadership to the Board, and responsible for Group innovation, product strategy, and Group technology.
- Significant contribution to the long-term sustainable success of the Company and all aspects of the business.
- Strategic vision, and technical and industry knowledge.

**External appointments**

- None



**John Deer**  
Non-executive Deputy Chairman

**Appointed** July 1974

**Areas of expertise**

Manufacturing, Strategy, International

**Contribution, skills and experience**

- Co-founder of Renishaw and contributes to Board leadership and strategic decisions for growing the business.
- Extensive manufacturing and quality experience contributes to the delivery of efficient, high-quality manufacturing.
- Strategic vision, and commercial and international experience.

**External appointments**

- None



**Will Lee**  
MA, MBA, FinstP  
Chief Executive

**Appointed** August 2016 as Group Sales and Marketing Director, February 2018 as Chief Executive

**Areas of expertise**

Sales and Marketing, Strategy, Engineering, Operations

**Contribution, skills and experience**

- Effective and strong leadership and management, both technical and commercial, with an acute awareness of the industry and its opportunities and challenges.
- Maintains a wide breadth of knowledge, as well as strong stakeholder relationships which continue to develop the Renishaw business.
- Joined the Renishaw graduate scheme in 1996 and since then has held various senior management positions in engineering, operations, and sales and marketing resulting in an in-depth understanding of the Group's business, products and markets.

**External appointments**

- None



**Allen Roberts**  
FCA  
Group Finance Director

**Appointed** October 1980

**Areas of expertise**

Finance, Strategy, Internal Controls, Operations, Compliance

**Contribution, skills and experience**

- Invaluable contribution to financial planning and strategy, including adept management of financial risks and business development.
- Deep understanding of the Group's businesses, products, relationships and the sectors in which it operates.
- Experienced in the management of financial risks, reporting and planning

**External appointments**

- None



**Sir David Grant** A N R  
CBE, PhD, FREng, FLSW, CEng, FIET  
Senior Independent Director

**Appointed** April 2012

**Areas of expertise**

Engineering, People, Science/Technology

**Contribution, skills and experience**

- Contributes to talent recruitment, increasing diversity and development of workforce.
- Extensive engineering experience and recognised for his contributions to industry.
- Various previous leadership positions at international engineering companies and government-related science and technology bodies.

**External appointments**

- None

# Board of Directors continued



**Carol Chesney** A N R

FCA

**Independent Non-executive Director**

**Appointed** October 2012

**Areas of expertise**

Finance, Corporate Governance, Internal Controls, Compliance, M&A, Pensions

**Contribution, skills and experience**

- Contributes to the effectiveness of the Board.
- In-depth understanding of corporate governance, internal controls, compliance, M&A, tax and pensions.
- Career experience in finance, as a company secretary, audit committee chair and having responsibility for health and safety compliance in listed company environments, and a wide industry perspective.

**External appointments**

- Non-executive director and audit committee chair of Hunting plc
- Non-executive director and audit committee chair of Biffa plc
- Non-executive director and audit committee chair of IQE plc



**Jacqueline Conway**  
General Counsel &  
Company Secretary

**Appointed** November 2019

**Areas of expertise**

Corporate Governance, Risk and Compliance

**Contribution, skills and experience**

- Responsible for providing legal and governance advice to the Board and senior management, as well as leading the legal function.
- Specialised in corporate governance, risk and compliance.
- Substantial experience of operating in a listed environment.

**External appointments**

- None



**Catherine Glickman** A N R\*

BA

**Independent Non-executive Director**

**Appointed** August 2018

**Areas of expertise**

People, Remuneration, Pensions, Strategy

**Contribution, skills and experience**

- Renishaw HR team is able to leverage Catherine's background.
- Skilled at developing reward structures that align leadership motivation with group strategy.
- Extensive HR, remuneration and pensions experience, as well as previous international experience with Genus plc and Tesco PLC.

**External appointments**

- Non-executive director and remuneration committee chair of TheWorks.co.uk plc
- Non-executive director and remuneration committee chair of RPS Group plc



**John Jeans** A N R

CBE, CEng

**Independent Non-executive Director**

**Appointed** April 2013

**Areas of expertise**

Healthcare, International, Strategy

**Contribution, skills and experience**

- Healthcare sector knowledge gained from senior leadership positions in various global companies.
- Experience serving on several government bodies relating to healthcare.
- Invaluable insight into the healthcare industry from a government/regulatory perspective.

**External appointments**

- Non-executive director of Edinburgh Molecular Imaging
- Chair of the Scottish government's Digital Health & Care Innovation Centre at the University of Strathclyde
- Chair of the strategic advisory panel for the Singapore Government's diagnostics hub
- Adviser to the Singapore Government on advanced manufacturing, health and biomedical science
- Leads Innovate UK's knowledge transfer network's (KTN) health board

## Committees

- A Audit Committee
- R Remuneration Committee
- N Nomination Committee
- \* Chair of Committee

► Read more extensive Board biographies online. Visit [www.renishaw.com/en/board-of-directors-and-company-secretary--21878](http://www.renishaw.com/en/board-of-directors-and-company-secretary--21878).

# Notes and additional information

## Attendance

1. Shareholders wishing to attend the AGM are asked to register their intention as soon as practicable by returning the accompanying prepaid reply slip or emailing [Renishaw2021AGM@equiniti.com](mailto:Renishaw2021AGM@equiniti.com).

## Voting procedures

2. Voting on resolutions 1 to 14 at this year's AGM will be conducted by way of a poll. In a poll, each member has one vote for every share held. The results will be announced via a Regulatory Information Service and placed on the Company's website as soon as practicable following the AGM.

## Entitlement to vote

3. The Company has specified that to be entitled to vote at the AGM or any adjournment (and for the purpose of the determination by the Company of the votes they may cast), members must be registered in the Register of Members of the Company as at 6:30pm on 22 November 2021 or, for any adjourned meeting, 6:30pm on the day which is two days before the adjourned meeting. Changes to the Register of Members after the relevant deadline shall be disregarded in determining the rights of any person to vote at the meeting.

## Appointment of proxies – general

4. A member is entitled to appoint one or more proxies to ordinarily exercise all or any of the member's rights to attend, speak and vote at the AGM. A proxy need not be a member of the Company but must attend the AGM for the member's vote to be counted. A member may appoint more than one proxy in relation to the AGM, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that member. If a member requires additional proxy forms, they should contact Equiniti Limited on 0371 384 2169. Lines are open from 8.30am to 5.30pm, Monday to Friday. Overseas shareholders should call +44 121 415 7047.

5. A proxy form which may be used to make such appointment and give proxy instructions accompanies this Notice of Meeting. As an alternative to completing a hard copy Form of Proxy, proxies may be appointed electronically in accordance with note 10 below or through CREST in accordance with note 12 below. A proxy appointment must be received not less than 48 hours before the time appointed for holding the AGM.

6. To be valid, any proxy form or other instrument appointing a proxy: (i) shall be in writing made under the hand of the appointor or of his/her attorney duly authorised in writing or, if the appointor is a corporation, under its common seal or under the hand of some officer or attorney or other person duly authorised in that regard (and the signature on the appointment of proxy need not be witnessed); and (ii) must be received, together with the power of attorney or other authority (if any) under which it is authenticated, or a certified copy of such authority or in some other way approved by the Board, by the Company's registrars, Equiniti Limited, at Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA not less than 48 hours before the time appointed for holding the AGM.

7. In the case of a joint holding, a proxy need only be signed by one joint holder. If more than one such joint holder tenders a vote, whether in person or by proxy, the vote of the senior shall be accepted to the exclusion of the votes of the other joint holders. Seniority is determined by the order in which the names appear in the Register of Members.

8. To change your proxy instructions, you may return a new proxy form using the methods set out below. Please contact the Company's registrars, Equiniti Limited, if you require another proxy form. The deadline for receipt of proxy appointments (see above) also applies in relation to amended instructions. Where two (or more) valid but differing appointments of proxy are received in respect of the same share(s) for use at the same meeting and in respect of the same matter, the one which is last validly received (regardless of its date or of the date of its execution or submission) shall be treated as replacing and revoking the other(s) as regards the relevant share(s). If the Company is unable to determine which appointment was last validly received, none of them shall be treated as valid in respect of the relevant share(s).
9. The return of a completed proxy form will not prevent a member attending the AGM and voting in person if the member wishes to do so (unless it is necessary to revise our AGM arrangements).

## Appointment of proxies electronically

10. Shareholders who wish to appoint a proxy or proxies electronically may do so through [www.sharevote.co.uk](http://www.sharevote.co.uk) where full instructions are provided. Shareholders will need the Voting ID, Task ID and Shareholder Reference Number as printed on their proxy form.

Alternatively, if already registered with Equiniti's online portfolio service, Shareview, shareholders can appoint their proxy electronically by logging on to their portfolio at [www.shareview.co.uk](http://www.shareview.co.uk) using their ID and password. Once logged in, click 'View' on the 'My Investments' page, click on the link to vote then follow the on-screen instructions.

11. To be valid, any proxy appointment made electronically must be received not less than 48 hours before the time appointed for holding the AGM.

## Notes and additional information continued

### Appointment of proxies through CREST

12. CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual (available via [www.euroclear.com](http://www.euroclear.com)). 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.
13. 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 Limited's (Euroclear) 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 to a previously appointed proxy, must, in order to be valid, be transmitted so as to be received by the Company's agent (ID RA19) by the latest time(s) for receipt of proxy appointments specified in this Notice of Meeting, or, in the event of an adjournment of the meeting, 48 hours before the adjourned meeting. 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.

14. CREST members and, where applicable, their CREST sponsors or voting service providers should note that Euroclear 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/her CREST sponsor or voting service provider(s) take(s)) such action as shall be 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.
15. 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.

### Electronic addresses

16. You may not use any electronic address provided either in this Notice of Meeting or in any related documents (including the proxy form) to communicate with the Company for any purposes other than those expressly stated.

### Corporate representatives

17. Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided that, if it is appointing more than one corporate representative, it does not do so in relation to the same shares.

### Nominated persons

18. Any person receiving a copy of this Notice of Meeting as a person nominated by a member under section 146 of the Companies Act 2006 to enjoy information rights (a Nominated Person) should note that the provisions in this Notice of Meeting concerning the appointment of a proxy do not apply to a Nominated Person, as only members have the right to appoint a proxy. However, a Nominated Person may, under an agreement between him/her and the member by whom he/she was nominated, have a right to be appointed (or to have someone else appointed) as a proxy for the AGM. If a Nominated Person has no such proxy appointment right or does not wish to exercise it, he/she may, under any such agreement, have a right to give instructions to the member as to the exercise of voting rights.

If you have been nominated to receive general shareholder communications directly from the Company, it is important to remember that your main contact in terms of your investment remains as it was (i.e. the registered shareholder of the Company, or perhaps the custodian or broker, who administers the investment on your behalf). Therefore, any changes or queries relating to your personal details and holding (including any administration thereof) must continue to be directed to your existing contact at your investment manager or custodian. The Company cannot guarantee dealing with matters that are directed to it in error. The only exception to this is where the Company, in exercising one of its powers under the Companies Act 2006, writes to you directly for a response.

### Audit concerns

19. Under section 527 of the Companies Act 2006, a member or members meeting the threshold requirements set out in that section have the right to require the Company to publish on a website a statement setting out any matter relating to: (i) 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 AGM; or (ii) any circumstance connected with an auditor of the Company ceasing to hold office since the previous AGM at which annual accounts and reports were laid in accordance with section 437 of the Companies Act 2006. The Company may not require the members requesting any such website publication to pay its expenses in complying with sections 527 or 528 of the Companies Act 2006. Where the Company is required to place a statement on a website under section 527 of the Companies Act 2006, it must forward the statement to the Company's auditor no later than the time when it makes the statement available on the website. The business which may be dealt with at the AGM includes any statement that the Company has been required under section 527 of the Companies Act 2006 to publish on a website.

### Shareholders' right to ask questions

20. Any member attending the AGM has the right to ask questions. The Company must answer any such question relating to the business being dealt with at the AGM but no such answer need be given if: (a) to do so would interfere unduly with the preparation for the AGM or involve the disclosure of confidential information; (b) the answer has already been given on a website in the form of an answer to a question; or (c) it is undesirable in the interests of the Company or the good order of the AGM that the question be answered.

21. Any member may also ask questions in advance by submitting questions by email to the Company's registrars [Renishaw2021AGM@equiniti.com](mailto:Renishaw2021AGM@equiniti.com) by 5:00pm on Monday 8 November 2021. Members will need to include their Shareholder Reference Number when submitting their questions. Answers to key questions will be published on the Company's website [www.renishaw.com/investor](http://www.renishaw.com/investor) by 12:00 noon on Friday 19 November 2021. As is the case in respect of questions raised by shareholders in person at an AGM, the Company will not answer questions in the circumstances listed in note 20 above.

### Issued shares and total voting rights

22. As at 28 October 2021 (being the last business day prior to the publication of this Notice of Meeting) the Company's issued share capital consisted of 72,788,543 ordinary shares, carrying one vote each. Therefore, the total voting rights in the Company as at 28 October 2021 are 72,788,543. There are no other classes of shares or any shares held in treasury.

### Electronic publication

23. This document contains all the information required by section 311A of the Companies Act 2006 which is also available at [www.renishaw.com/investor](http://www.renishaw.com/investor).

### Documents on display

24. Copies of the following documents are available for inspection at the registered office of the Company during normal business hours (8:00am – 4:15pm, excluding weekends and public holidays):
- (a) service contracts of the Executive Directors; and
  - (b) letters of appointment of the Non-executive Directors.

All documents will be available for inspection at the above location from the date of this Notice of Meeting until the conclusion of the AGM, and will also be available for inspection at the place of the AGM from 15 minutes before it is held until its conclusion.

# Shareholder information

## Registrars

For all enquiries about shareholders' holdings, transfer and registration of shares and changes of name and address, contact the Company's registrars, Equiniti Limited:

Equiniti  
Aspect House  
Spencer Road  
Lancing  
West Sussex  
BN99 6DA

Telephone: 0371 384 2169 (UK callers)  
+44 121 415 7047  
(international callers)

Website: [www.shareview.co.uk](http://www.shareview.co.uk)

Calls are charged at the standard geographic rate. Calls outside the UK will be charged at the applicable international rate. Lines are open from 8:30am to 5:30pm (UK time), Monday to Friday (excluding English and Welsh public holidays).

## Financial reports

The Annual Report and copies of previous financial reports are available at [www.renishaw.com/investor](http://www.renishaw.com/investor). The half-year results and the preliminary announcement of the full-year results are published on our website promptly after they have been released through a Regulatory Information Service.

## Electronic communications

All shareholder communications, including the Company's Annual Report, are made available on the Renishaw website and you may opt to receive email notifications informing you when shareholder communications are available to view and download rather than receiving paper copies through the post. Receiving communications electronically provides certain advantages to shareholders and Renishaw, including accessing documents more quickly, reducing our environmental impact and reducing the cost of printing and delivery of documents. If you would like to sign up for this service, visit Equiniti's Shareview Portfolio website. You may change the way you receive communications at any time by contacting Equiniti.

## Dividend mandate

Shareholders can arrange to have their dividends paid directly into their bank or building society account by completing a bank mandate form. This is the most secure and efficient method of payment. A mandate form can be obtained from Equiniti or you will find one on your last dividend confirmation.

## Financial calendar

### Half year

31 December 2021

### Half-year results

February 2022

### Trading update

May 2022

### Final dividend

Ex-div date 28 October 2021  
Record date 29 October 2021  
Payment date 29 November 2021

### Interim dividend (provisional)

Ex-div date 10 March 2022  
Record date 11 March 2022  
Payment date 11 April 2022

## Registration details and Company Secretary

### General Counsel & Company Secretary

Jacqueline Conway

### Registered office

New Mills  
Wotton-under-Edge  
Gloucestershire  
GL12 8JR

Telephone: +44 (0)1453 524524  
Email: [companysecretary@renishaw.com](mailto:companysecretary@renishaw.com)  
Website: [www.renishaw.com/investor](http://www.renishaw.com/investor)

### Registered number

01106260 (England and Wales)

## Share fraud

We are aware some of our shareholders have received unsolicited calls or correspondence, offering to buy or sell their shares for a price in excess of the current market price. The callers can be very persuasive and extremely persistent and often have professional websites and telephone numbers to support their activities. These callers will sometimes imply a connection to Renishaw and provide incorrect or misleading information. Please be aware this is likely to be a scam – the safest thing to do is hang up.

You are advised to be wary of unsolicited advice or offers to buy shares.

See [www.fca.org.uk/scamsmart/how-avoid-investment-scams](http://www.fca.org.uk/scamsmart/how-avoid-investment-scams) for further advice.

Find out more or report suspected fraud to the Financial Conduct Authority (FCA) on their consumer helpline 0800 111 6768 (overseas callers dial +44 207 066 1000) or using the share fraud reporting form available at [www.fca.org.uk/consumers/report-scam-us](http://www.fca.org.uk/consumers/report-scam-us).

If you have already paid money to share fraudsters contact Action Fraud on 0300 123 2040 (overseas callers dial +44 300 123 2040) or their online fraud reporting tool at [www.actionfraud.police.uk/reporting-fraud-and-cyber-crime](http://www.actionfraud.police.uk/reporting-fraud-and-cyber-crime).

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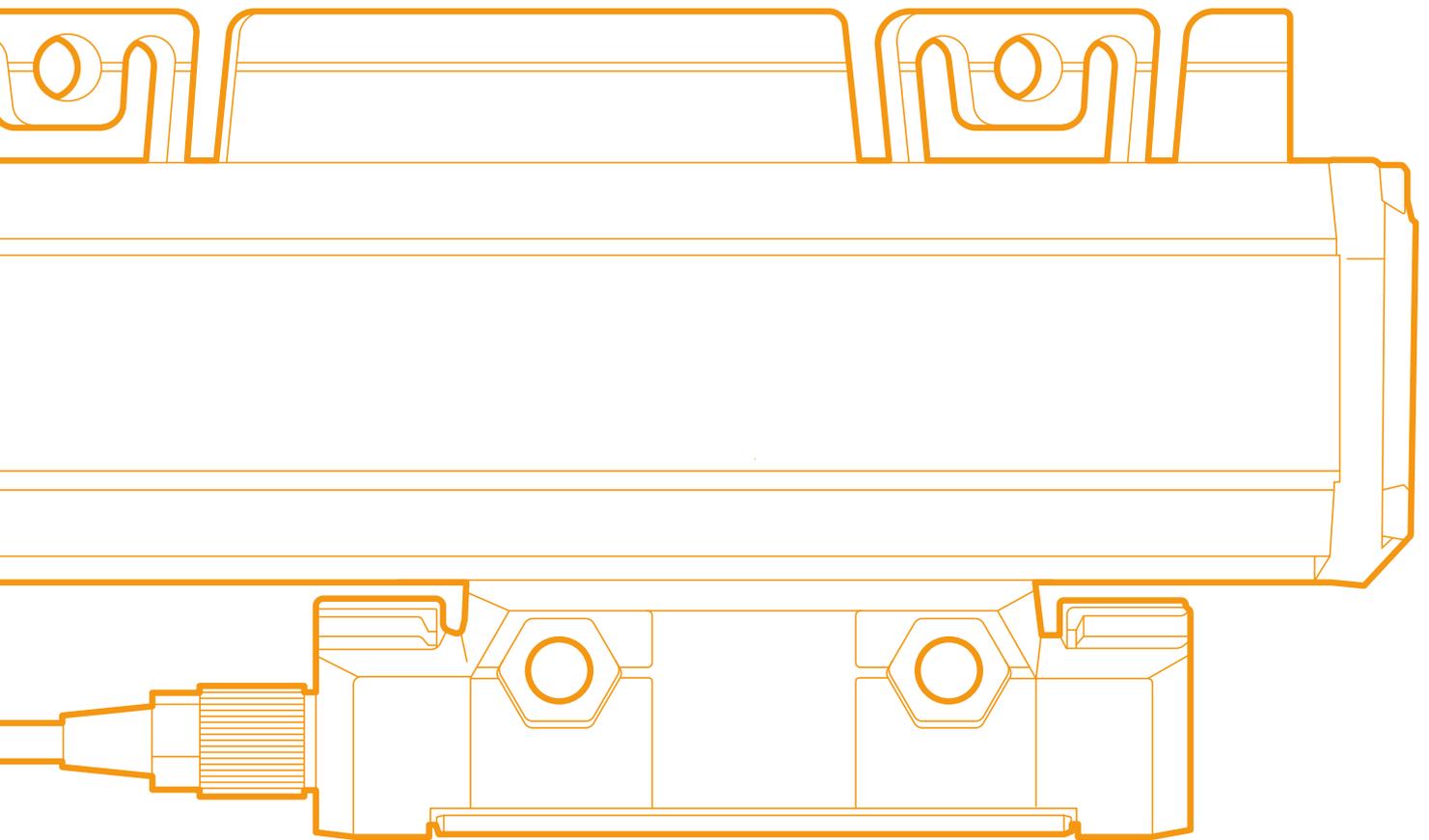
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