



Precision House – Derby Road – Sandiacre – Nottingham NG10 5HU – UK  
Telephone ++44 115 949 9020 – Facsimile ++44 115 949 9024  
[www.avingtrans.plc.uk](http://www.avingtrans.plc.uk)

Dear Member,

**Request for supply of documents by email /information in paper form**

The Company amended its articles of association to include electronic communication with its members on 14 October 2009. Increased use of electronic communication delivers savings to the Company in terms of administration, printing and postage costs, as well as speeding up the provision of information to shareholders. The reduced use of paper will also have environmental benefits.

If you agree to the Company sending or supplying the Documents or Information to you via the Website ([www.avingtrans.plc.uk](http://www.avingtrans.plc.uk)) you need take no further action in relation to this part of the letter. However, if you would prefer to receive the Documents and Information in paper form you will need to let us know by completing the reply slip at the end of this letter and returning it to the Company at the above address.

If you prefer the Company to send or supply the Documents and Information directly to you in electronic form please detach the reply slip below and sign and return it to the Company at the above address, indicating your request to the Company sending or supplying the Documents and Information to you directly in electronic form (in accordance with paragraph 6 of Schedule 5 to the Companies Act 2006). Please also provide details of your email address for this purpose in the space provided on the reply slip.

If the Company is required to restrict the sending of any Documents or Information to any shareholders within the *European Economic Area (EEA)*, for example due to the local laws of the EEA country in which the particular shareholders are resident or otherwise located, we will not be permitted to use electronic means to communicate with any shareholders holding shares of the same class as those shareholders within the EEA. In any such case, we will send you hard copies of the Documents or Information.

Please note that there may be particular circumstances in which the Company needs to send Documents or Information to you in hard copy rather than by Website or email, in which case the Company reserves the right to do so.

Yours faithfully,

.....  
Avingtrans Plc

.....  
**[Detach reply slip]**

Return to the address overleaf

I/We agree to the Company's request to send or supply documents and information to me/us in electronic form.  
My/our address for such purposes is [RECIPIENT TO INSERT EMAIL ADDRESS].

.....  
Name of Recipient

.....  
Signature of Recipient

Date .....

.....  
**ONLY COMPLETE IF REQUIRED**

Return to the address overleaf

I/We elect to continue to receive documents and information in hard copy from the Company by post.

.....  
Name of Recipient

.....  
Signature of Recipient

Date .....