Mitie Group plc
Level 12, The Shard,
32 London Bridge Street,
London, SE1 9SG
mitie.com

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 to seek your own personal financial advice immediately from your stockbroker, bank manager, solicitor, accountant or other independent financial adviser who, if you are taking advice in the United Kingdom, is authorised pursuant to the Financial Services and Markets Act 2000 or, if you are in a territory outside the United Kingdom, is an appropriately authorised independent financial adviser.

If you have sold or otherwise transferred all of your shares in Mitie Group plc, please send this document at once 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. However, this document should not be forwarded or transmitted in whole or in part in, into or from any other jurisdiction where to do so would constitute a violation of the relevant laws of such jurisdiction.

13 August 2026

Dear, for information purposes only, persons with information rights and the holders of securities convertible into, rights to subscribe for and options over, Mitie Group plc's shares.

Recommended cash offer for Mitie Group plc ("Mitie") by OCS Group International Limited ("OCS") – Publication of Scheme Document

On 21 July 2026, the boards of Mitie and OCS announced that they had reached agreement on the terms of a recommended cash offer for the entire issued, and to be issued, ordinary share capital of Mitie (the "**Acquisition**"). The Acquisition is to be effected by means of a Scottish Court-sanctioned scheme of arrangement under Part 26 of the Companies Act 2006 (the "**Scheme**").

The next step in the process is for the Court Meeting and the General Meeting of Mitie's shareholders to take place on 16 September 2026, at which shareholders will be asked to approve the Scheme and, by extension, the Acquisition. Further details are set out below. The purpose of this letter is to notify you that a circular relating to the Scheme (the "**Scheme Document**") was published today and has been made available to you (subject to certain restrictions relating to persons resident in restricted jurisdictions) on Mitie's website at www.mitie.com.

The Scheme Document sets out, amongst other things, a letter from the Chair of Mitie, the full terms and conditions of the Scheme, an explanatory statement, notices of the shareholder meetings, an expected timetable of principal events and details of the action to be taken by the shareholders of Mitie. Terms used in this letter and not defined herein have the meanings given to them in the Scheme Document.

The full text of the Scheme Document and all other information, documents and announcements relating to the Acquisition will remain available during the course of the offer period on Mitie's website at www.mitie.com.

Shareholder Meetings

In order to become effective, the Scheme requires approval at two meetings – the Court Meeting and the General Meeting – both of which will be held at Level 12, The Shard, 32 London Bridge Street, London, SE1 9SG, on 16

Mitie Group plc is registered in Scotland under company number SC19230
at 35 Duchess Road, Rutherglen, Glasgow, G73 1AU, UK

September 2026. The Court Meeting will start at 11.30 a.m. (London time) and the General Meeting at 11.45 a.m. (London time) (or as soon thereafter as the Court Meeting has concluded or been adjourned).

Persons with information rights

As an underlying investor with Mitie, you have elected to receive “information rights” in accordance with the Companies Act 2006. This entitles you to receive copies of documents sent to shareholders on Mitie’s share register. Your main contact in terms of your investment, including in relation to voting at the Court Meeting and the General Meeting, remains the registered shareholder, custodian or broker who administers your investment. Any changes or queries relating to your personal details or shareholding must be directed to your existing contact.

Questions you may have

Should you have any queries relating to this letter, the Court Meeting or General Meeting, please call the Shareholder Helpline on 0371 664 0321 (if calling from within the UK) or on +44 371 664 0321 (if calling from outside the UK). Lines are open between 9.00 a.m. and 5.30 p.m., Monday to Friday (excluding public holidays in the United Kingdom). Please note that calls may be monitored or recorded and MUFG Corporate Markets cannot provide advice on the merits of the Acquisition or give any financial, tax, investment or legal advice.

Yours sincerely

Peter Dickinson

Chief Legal Officer

On behalf of Mitie Group plc

Directors' Responsibility Statement

The Directors of Mitie accept responsibility for the information contained in this document. To the best of the knowledge and belief of the Directors, who have taken all reasonable care to ensure such is the case, the information contained in this document is in accordance with the facts and does not omit anything likely to affect the import of such information.

This document is for information purposes only and does not constitute an offer to sell or an invitation to purchase any securities or the solicitation of an offer to buy any securities, pursuant to the offer or otherwise.

Provision of addresses, electronic addresses and other details

Please note that addresses, electronic addresses and certain other information provided by the shareholders of Mitie, persons with information rights and other relevant persons for the receipt of communications from Mitie may be provided to an offeror during the offer period as required under Section 4 of Appendix 4 of the Code.

Hard copy documents

You may request a hard copy of this document by contacting our registrar, MUFG Corporate Markets, at PXS 1, Central Square, 29 Wellington Street, Leeds, LS1 4DL, or between 9.00 a.m. and 5.30 p.m., Monday to Friday (excluding public holidays in the United Kingdom) on 0371 664 0321 from within the UK or on +44 371 664 0321 if calling from outside the UK (calls from outside the UK will be charged at the applicable international rate), with your full name and full address to which the hard copy may be sent (calls may be recorded and monitored for training and security purposes). You may also request that all future documents, announcements and information to be sent to you in relation to the Acquisition should be in hard copy form.

Dealing and opening position disclosure requirements

Under Rule 8.3(a) of the Takeover Code, any person who is interested in 1 per cent. or more of any class of relevant securities of an offeree company or of any securities exchange offeror (being any offeror other than an offeror in respect of which it has been announced that its offer is, or is likely to be, solely in cash) must make an Opening Position Disclosure following the commencement of the offer period and, if later, following the announcement in which any securities exchange offeror is first identified. An Opening Position Disclosure must contain details of the person's interests and short positions in, and rights to subscribe for, any relevant securities of each of (i) the offeree company and (ii) any securities exchange offeror(s). An Opening Position Disclosure by a person to whom Rule 8.3(a) applies must be made by no later than 3:30 p.m. (London time) on the 10th business day following the commencement of the offer period and, if appropriate, by no later than 3:30 p.m. (London time) on the 10th business day following the announcement in which any securities exchange offeror is first identified. Relevant persons who deal in the relevant securities of the offeree company or of a securities exchange offeror prior to the deadline for making an Opening Position Disclosure must instead make a Dealing Disclosure.

Under Rule 8.3(b) of the Takeover Code, any person who is, or becomes, interested in 1 per cent. or more of any class of relevant securities of the offeree company or of any securities exchange offeror must make a Dealing Disclosure if the person deals in any relevant securities of the offeree company or of any securities exchange offeror. A Dealing Disclosure must contain details of the dealing concerned and of the person's interests and short positions in, and rights to subscribe for, any relevant securities of each of (i) the offeree company and (ii) any securities exchange offeror(s), save to the extent that these details have previously been disclosed under Rule 8. A Dealing Disclosure by a person to whom Rule 8.3(b) applies must be made by no later than 3:30 p.m. (London time) on the business day following the date of the relevant dealing.

If two or more persons act together pursuant to an agreement or understanding, whether formal or informal, to acquire or control an interest in relevant securities of an offeree company or a securities exchange offeror, they will be deemed to be a single person for the purpose of Rule 8.3.

Opening Position Disclosures must also be made by the offeree company and by any offeror and Dealing Disclosures must also be made by the offeree company, by any offeror and by any persons acting in concert with any of them (see Rules 8.1, 8.2 and 8.4).

Details of the offeree and offeror companies in respect of whose relevant securities Opening Position Disclosures and Dealing Disclosures must be made can be found in the Disclosure Table on the Takeover Panel's website at www.thetakeoverpanel.org.uk, including details of the number of relevant securities in issue, when the offer period commenced and when any offeror was first identified. You should contact the Panel's Market Surveillance Unit on +44 (0)20 7638 0129 if you are in any doubt as to whether you are required to make an Opening Position Disclosure or a Dealing Disclosure.