

**YOU ARE RECEIVING THIS LETTER AS YOU HOLD
AN ENHANCED DELIVERY PLAN (EDP) AWARD**

**THIS LETTER (INCLUDING ITS APPENDICES) IS IMPORTANT AND REQUIRES
YOUR IMMEDIATE ATTENTION. PLEASE READ IT CAREFULLY**

This letter should be read in conjunction with the **Scheme Document** circulated to Mitie Shareholders dated 13 August 2026, containing details of the Scheme, amongst other things.

This letter relates to a transaction which, if implemented, will result in the cancellation of the listing of Mitie shares on the equity shares (commercial companies) category of the Official List and the trading of Mitie shares on the London Stock Exchange's Main Market for listed securities.

If you are in any doubt as to the contents of this letter or the decision or action you should take, you are recommended to seek your own independent financial advice immediately from your stockbroker, bank manager, solicitor, accountant or independent financial adviser who, if you are taking advice in the United Kingdom, is authorised under the Financial Services and Markets Act 2000 (as amended from time to time) or, if you are taking advice outside the United Kingdom, from another appropriately authorised independent financial adviser.



13 August 2026

Dear Participant

**The Mitie Enhanced Delivery Plan and the recommended acquisition of Mitie Group plc by
OCS Group International Limited**

1 Introduction

On 21 July 2026, the boards of Mitie Group plc ("**Mitie**") and OCS Group International Limited ("**OCS**") announced the terms of a recommended acquisition by OCS of the entire issued, and to be issued, ordinary share capital of Mitie (the "**Acquisition**").

The Acquisition would bring together two highly complementary businesses, creating a British facilities management group with increased capacity to invest in our people, technology and services, and providing access to broader opportunities for colleagues. In recommending the offer, the Mitie Directors have taken into account OCS's commitment to safeguard existing contractual and statutory employment rights and the intention that Mitie colleagues should play an important role in the combined business. Together, we can build something remarkable for our colleagues, our customers, and our country.

If the Acquisition completes, it will result in Mitie and its subsidiaries becoming wholly-owned subsidiaries of OCS.

This letter and its appendices should be read together with the Scheme Document, available at [Recommended cash offer by OCS for Mitie | Mitie](#) and [Recommended Offer - OCS](#). A copy of this letter is also available on the same websites.

Defined terms used in this letter are set out in Appendix B, or otherwise have the meanings given in the Scheme Document.

2 Why are we writing to you?

This letter explains the effect of the Acquisition on your nil-cost options granted under the Mitie Enhanced Delivery Plan (the “**EDP**” and your “**EDP Award**”) and the decisions you need to make in relation to your EDP Award.

You will receive separate letters in respect of any other awards you hold or share plans in which you participate.

3 What do I need to do now?

Please read everything in this letter and the appendices carefully; the contents are very important.

YOU MAY WANT TO TAKE ACTION NOW

You should consider the choices set out in this letter and take action within the applicable exercise period.

4 How does the Acquisition work?

The Acquisition will be implemented by way of a Scottish scheme of arrangement (the “**Scheme**”), requiring the approval of Mitie Shareholders and sanction by the Court at the Scheme Court Hearing.

This is a UK legal procedure under which Mitie Shares are automatically transferred to OCS in exchange for the consideration as set out in section 5 below.

The Acquisition is expected to complete within a couple of days after the Scheme Court Hearing (the date on which the Acquisition completes is known as the “**Effective Date**”). If the Acquisition completes, it will result in Mitie and its subsidiaries becoming wholly-owned subsidiaries of OCS.

5 What are the terms of the Acquisition?

In summary, under the Scheme, Mitie Shareholders will be entitled to receive for each Mitie Share held up to 221.6 pence in cash, comprised of:

- (i) cash consideration of 218.5 pence from OCS in consideration for the sale of their Mitie Shares (the “**Acquisition Price**”); and
- (ii) a final dividend in relation to the financial year ended 31 March 2026 of 3.1 pence per Mitie Share (the “**FY26 Final Dividend**”).

OCS has also agreed that, if the Effective Date does not occur on or before 19 November 2026, the Mitie Directors may resolve to pay an interim dividend in respect of the financial period commenced 1 April 2026 and ended on 30 September 2026 of up to 1.3 pence per Mitie Share (the “**FY27 Interim Dividend**”).

The FY26 Final Dividend and the FY27 Interim Dividend will only be payable to Mitie Shareholders on the register at the relevant record time, and will not reduce the Acquisition Price. The FY26 Final Dividend is expected to be paid on 27 August 2026. The FY27 Interim Dividend will be payable to Mitie Shareholders on the register at the earlier of: (i) a record time set in accordance with Mitie's dividend timetable (expected to be 27 November 2026); and (ii) the Scheme Record Time.

The full terms of, and conditions to, the Acquisition are set out in full in the Scheme Document.

6 When is the Acquisition likely to complete?

The Acquisition is subject to the Conditions (in particular, the Material Regulatory Conditions) and is currently expected to complete during the first quarter of 2027. The expected timetable is available in the front section of the Scheme Document. Further details regarding the Conditions (including the Material Regulatory Conditions) are set out in the Scheme Document.

7 How does the Acquisition affect my EDP Award?

Your EDP Award has vested and can be exercised now, subject to any required dealing clearance.

If the Court sanctions the Scheme, you will have **one month** from the date of the Scheme Court Order to exercise your EDP Award.

If you have not exercised by the end of that period, your EDP Award will lapse (unless it lapses earlier under its terms) and you will receive no value for it.

8 What are my choices and how do I make them?

- **Choice A: Exercise your EDP Award and sell your Mitie Shares on the market before the Court sanctions the Scheme**

You can exercise your EDP Award now and sell the resulting Mitie Shares before the Scheme Court Order is granted. On exercise any dividend equivalents accrued up to the vesting date would be payable, and income tax and employee national insurance would arise, as normal.

The Mitie Shares are sold at the market price at the time of sale, and the cash (less any fees) is paid to you as soon as practicable afterwards. The amount you receive this way may be less than the Acquisition Price you would have received under the Scheme.

Whether or not you would be eligible to receive the FY27 Interim Dividend, if declared, will depend on whether or not you hold the Mitie Shares on the record date for that dividend in the normal way. You would not receive this if you sell the Mitie Shares before the record date.

To choose **Choice A**, go to www.mitie-shares.com and submit your online exercise instruction, by selecting **"Place your Discretionary plan exercise instruction"** on the Home page. Upon identifying the appropriate plan, select **"Exercise shares from this plan"** and proceed to select from any grants you have available, followed by **"Continue"**. Select **"Sell all shares"** and proceed to complete the remaining fields to submit your instruction.

- **Choice B: Exercise your EDP Award in the ordinary course prior to the Court sanctioning the Scheme, keep your Mitie Shares and then sell your Mitie Shares as part of the Scheme**

You can exercise your EDP Award before the Scheme Court Hearing and keep some or all of the Mitie Shares you receive. On exercise any dividend equivalents accrued up to the vesting date would be payable, and income tax and employee national insurance would arise, as normal.

If you do, you will be a Mitie Shareholder, so any Mitie Shares you still hold at the Scheme Record Time will (if the Acquisition completes) be automatically bought by OCS under the Acquisition, and you will receive the Acquisition Price of 218.5 pence for each Mitie Share at the same time as other shareholders

If you exercise your EDP Award before the record date for the FY27 Interim Dividend, if declared, then you will also receive that dividend.

To choose Choice B, go to www.mitie-shares.com and submit your online exercise instruction, by selecting **“Place your Discretionary plan exercise instruction”** on the Home page. Upon identifying the appropriate plan, select **“Exercise shares from this plan”** and proceed to select from any grants you have available, followed by **“Continue”**. Select **“Sell sufficient shares to cover costs and keep the remainder”** or **“Self fund the costs of exercise”** and proceed to complete the remaining fields to submit your instruction.

- **Choice C: Exercise your EDP Award conditional on the Court sanctioning the Scheme**

You will be able to make an advance election to exercise your EDP Award only if the Court sanctions the Scheme at the Scheme Court Hearing. On exercise any dividend equivalents accrued up to the vesting date would be payable, and income tax and employee national insurance would arise, as normal.

The window for making your election is expected to open once Mitie Shareholders approve the Scheme and will be open for several months. In any event, you will have at least three weeks before the Scheme Court Hearing to make your choice. MUFG will write to you with the process to follow and the deadline for making your election. You will then be able to do this by accessing the portal and completing the online exercise instruction.

If you make this election and the Court sanctions the Scheme, you will be a Mitie Shareholder, so any Mitie Shares you hold at the Scheme Record Time will (if the Acquisition completes) be automatically bought by OCS under the Acquisition, and you will receive the Acquisition Price of 218.5 pence per Mitie Share through payroll, after deductions for income tax, employee national insurance contributions and any other applicable levies as soon as is reasonably practicable.

Whether you receive the FY27 Interim Dividend (if declared) will depend on the timing of the Scheme. If you exercise conditional on the Court sanctioning the Scheme, you will become a Mitie Shareholder before the Scheme Record Time, so if the Scheme Record Time is the earlier FY27 Interim Dividend record time (i.e. it falls on or before Mitie's normal dividend timetable), you would receive the FY27 Interim Dividend (if declared) in respect of the Mitie Shares you acquire on exercise. If, however, the FY27 Interim Dividend record time falls before the Scheme Record Time, you will not receive the FY27 Interim Dividend as you would not be a Mitie Shareholder at that record time.

- **Choice D: Exercise your EDP Award at a date of your choosing during the applicable exercise period following the Scheme Court Order being granted**

If you exercise your EDP Award after the Scheme Court Hearing but within the exercise period (one month from the Scheme Court Order), the Mitie Shares you receive will be automatically transferred to OCS. On exercise any dividend equivalents accrued up to the vesting date would be payable, and income tax and employee national insurance would arise, as normal.

You will receive the Acquisition Price of 218.5 pence for each Mitie Share you receive on exercise.

To choose Choice D you will be able to do so after the Effective Date by logging into www.mitie-shares.com and submitting your online exercise instruction, by selecting “**Place your Discretionary plan exercise instruction**” on the Home page. Upon identifying the appropriate plan, select “**Exercise shares from this plan**” and proceed to select from any grants you have available, followed by “**Continue**”. Select “**Sell all shares**” and proceed to complete the remaining fields to submit your instruction.

Whichever option you choose, remember: to exercise your EDP Award, you need to log into www.mitie-shares.com and submit an online exercise instruction before your EDP Award lapses.

9 What if I do nothing?

If you do nothing, your EDP Award will lapse one month after the Scheme Court Order (or earlier under the EDP Rules), and you will receive no value for them.

10 Recommendation

The Mitie Directors recommend that you exercise your EDP Award by selecting Choice B in order to become a Mitie Shareholder ahead of the record date for the FY27 Interim Dividend (if declared) (so that you receive the FY27 Interim Dividend in respect of the Mitie Shares you acquire on exercise), and ahead of the Acquisition.

If you choose to exercise your EDP Award prior to the Court sanctioning the Scheme (or before they lapse if earlier), you will become a Mitie Shareholder. If you are a Mitie Shareholder on the record date for the FY27 Interim Dividend (if declared), you will receive the FY27 Interim Dividend in respect of the Mitie Shares you hold at that time. If you keep the resulting Mitie Shares until the Scheme Record Time, your Mitie Shares will be automatically acquired by OCS for 218.5 pence in cash for each Mitie Share under the Scheme.

You can exercise your EDP Award now (or at any time before the Court sanctions the Scheme) by logging in to the MUFG portal at www.mitie-shares.com and submitting an online exercise request.

You should, however, consider your own personal circumstances, including your tax position, when deciding if and when to exercise your EDP Award.

The Mitie Directors, who have been so advised by Ardea Partners as to the financial terms of the proposals, consider the terms of the proposals described above to be fair and reasonable in the context of the Acquisition. In providing their advice to the Mitie Directors, Ardea Partners have taken into account the commercial assessments of the Mitie Directors.

Ardea Partners are providing independent financial advice to the Mitie Directors for the purposes of Rule 15.2 of the Code.

11 What if I have any questions?

Please refer to the FAQs at Appendix A which address common questions about the impact of the Acquisition on EDP Award. If you have any further questions, please contact MUFG at [REDACTED].

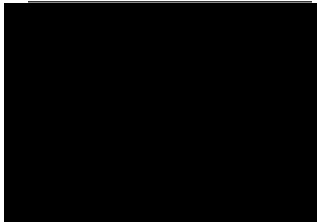
12 Important notes

Nothing in this letter constitutes financial advice to any holder of shares, share awards or share options in Mitie. Neither Mitie nor OCS can give you legal, tax, investment or financial advice on the merits of the Acquisition, its effect on your EDP Award, or your choices.

A hard copy of this letter is available on request from the Company Secretary at [REDACTED], stating your name and the address to which the hard copy should be sent. You can also ask that any other documents, announcements and information to be sent to you in relation to the Acquisition should be sent to you in hard copy form.

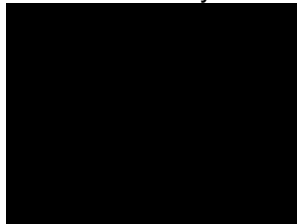
In the event of any conflict between this letter, the relevant plan rules or applicable legislation, then the plan rules and the legislation (as applicable) will prevail.

Yours sincerely



On behalf of Mitie Group plc

Yours sincerely



On behalf of OCS Group International Limited

Appendix A – Frequently Asked Questions

- **What if the Acquisition is not sanctioned by the Court?**

This letter assumes that the Court will sanction the Scheme at the Scheme Court Hearing. If that does not happen (for any reason) any EDP Award you have not yet exercised will continue as normal under the rules of the relevant plan (including as to when it lapses).

- **What if I am a PDMR or otherwise subject to the Mitie Share Dealing Code?**

If you are a Person Discharging Managerial Responsibilities (a “PDMR”) or otherwise named on a MAR regulatory project insider list and/or a non-regulatory project list, or if Mitie’s Rules on Share Dealing apply to you, you must obtain permission before applying to exercise your EDP Award. Requests for permission should be made via [Insider Hub](#), and further detail will be provided to you in due course. Anyone to whom the above applies (whether a PDMR or otherwise on the insider list) will not be permitted to apply to exercise their EDP Award during a closed period.

- **How will my EDP Award be taxed?**

When you exercise your EDP Award and acquire Mitie Shares, those Mitie Shares will be subject to income tax and employee national insurance contributions (NICs) in the normal way. Those amounts will either be funded by selling enough of your Mitie Shares on your behalf, or deducted and withheld from the Acquisition Price proceeds you would otherwise receive.

If all of your Mitie Shares are sold immediately after exercise, there is not normally any increase in value between vesting and sale, so Capital Gains Tax would not usually apply.

Important: this summary is based on our current understanding of the Acquisition and current UK tax rules, both of which may change. Your final tax position will depend on your personal circumstances. As explained on the front page of this letter, neither Mitie nor OCS can give you tax, legal, investment or financial advice - if you are in any doubt, please speak to an appropriately qualified adviser.

Appendix B – Glossary

“Ardea Partners” means Ardea Partners International LLP;

“Business Day” means a day (other than a Saturday, Sunday or public holiday in the United Kingdom) on which banks are open for business in the City of London and in Edinburgh;

“Code” means the City Code on Takeovers and Mergers;

“Companies Act” means the Companies Act 2006, as amended from time to time;

“Conditions” means the conditions to the implementation of the Acquisition (including the Scheme) as set out in the Scheme Document;

“Court” means the Court of Session in Edinburgh at Parliament House, Parliament Square, Edinburgh EH1 1RQ;

“EDP Rules” means the rules of the EDP;

“Mitie Directors” means the board of directors of Mitie;

“Mitie Group” means Mitie and its subsidiary undertakings and, where the context permits, each of them;

“Mitie Shareholders” means holders of Mitie Shares from time to time;

“Mitie Shares” means the ordinary shares of 2.5 pence each in the capital of Mitie;

“OCS” means OCS Group International Limited, a company incorporated in England and Wales and an indirect wholly-owned subsidiary of OCS Group Topco Limited;

“OCS Directors” means the board of directors of OCS, or, where the context so requires, the directors of OCS from time to time;

“OCS Group” means OCS, OCS Group Topco Limited and its subsidiary undertakings and their respective subsidiary undertakings and, where the context permits, each of them;

“Scheme” means the proposed Scottish scheme of arrangement under Part 26 of the Companies Act between Mitie and the Mitie Shareholders, with or subject to any modification, addition or condition approved or imposed by the Court and agreed by Mitie and OCS, as set out in the Scheme Document;

“Scheme Court Hearing” means the hearing by the Court to consider the sanction of the Scheme under Part 26 of the Companies Act;

“Scheme Court Order” means the order of the Court sanctioning the Scheme under section 899 of the Companies Act;

“Scheme Document” means the document to be sent to Mitie Shareholders containing, amongst other things, the Scheme and the notices convening the Court Meeting and the General Meeting; and

“Scheme Record Time” means 6.30 p.m. on the date falling two Business Days after the date on which the Scheme Court Order is made.

Notes

The release, publication or distribution of this letter (in whole or in part) in, into or from jurisdictions other than the United Kingdom may be restricted by the laws of those jurisdictions and therefore persons into whose possession this letter comes should inform themselves about, and observe, such restrictions. Any failure to comply with these restrictions may constitute a violation of the applicable laws of any such jurisdiction.

This letter is not intended to and does not constitute or form part of any offer or invitation to purchase, otherwise acquire, subscribe for, sell or otherwise dispose of any securities or the solicitation of an offer to buy any securities pursuant to this letter or otherwise.

The Mitie Directors, whose names are set out in the Scheme Document, accept responsibility for the information contained in this letter (including expressions of opinion) other than information for which responsibility is taken by the OCS Directors. To the best of the knowledge and belief of the Mitie Directors (who have taken all reasonable care to ensure that such is the case) the information contained in this letter (including any expressions of opinion) for which they accept responsibility is in accordance with the facts and does not omit anything likely to affect the import of such information.

The OCS Directors, whose names are set out in the Scheme Document, accept responsibility for the information contained in this letter (including any expressions of opinion) relating to OCS, the OCS Group, the OCS Directors and their respective close relatives, related trusts and companies and other persons connected with them (and persons acting in concert with OCS (as such term is used in the Code). To the best of the knowledge and belief of the OCS Directors (who have taken all reasonable care to ensure that such is the case), the information contained in this letter (including any expressions of opinion) for which they accept responsibility is in accordance with the facts and does not omit anything likely to affect the import of such information.

Ardea Partners, which is authorised and regulated by the Financial Conduct Authority in the United Kingdom, is acting exclusively for Mitie and no one else in connection with the matters referred to in this letter and will not be responsible to anyone other than Mitie for providing the protections afforded to clients of Ardea Partners, or for providing advice in connection with the matters referred to in this letter.

Ardea Partners has given, and has not withdrawn its written consent to the inclusion herein of the references to its name in the form and context in which such references appear.

Accidental omission to despatch this letter to, or any failure to receive the same by, any person to whom the proposal set out in this letter is made or should be made, shall not invalidate the proposal in any way.