

4 October 2019

Dear Shareholder

Annual Meeting of Shareholders, Proxies and Annual Report

Enclosed with this letter are:

- The Notice for the Annual Meeting of Shareholders to be held at the Palmerston North Convention Centre, 354 Main Street, Palmerston North on Friday 22 November 2019 at 3.00pm;
- A proxy form should you be unable to attend the Annual Meeting of Shareholders but would still like to vote on the resolution put to the meeting. A return prepaid envelope is enclosed should you wish to send in a proxy form.

Following the Annual Meeting of Shareholders, a light afternoon tea will be provided.

At the foot of this letter is a response form for you to use if you intend coming to the Annual Meeting of Shareholders. If you intend to come, it will be most helpful to have your response to assist us with seating and catering arrangements. Partners of Shareholders are cordially invited. A return prepaid envelope is enclosed. Alternatively you can scan and email the completed form to ees@speirs.co.nz

2019 Annual Report

The Company will not be mailing shareholders a hard copy of the 2019 Annual Report unless the shareholder requests a copy be sent to them. Those shareholders who have requested a hard copy of the Annual Report in prior years will automatically be mailed a 2019 Annual Report. Please see the attached Appendix 1 for full details.

Yours sincerely

Speirs Group Limited



Derek Walker
Chairman

The Board Secretary
Speirs Group Limited
P O Box 318
Palmerston North

Annual Meeting of Shareholders – 3.00pm Friday 22 November 2019 to be held at the Palmerston North Convention Centre, 354 Main Street, Palmerston North

I/We intend to be present at the Special Meeting of Shareholders. The numbers attending will be

Sincerely

..... **Please print your Name(s) in BLOCK letters**

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Appendix 1 Notice Regarding the 2019 Annual Report

Notice is given that the 2019 Annual Report for Speirs Group Limited (Speirs) will be available online on or before 11 October 2019.

To access the 2019 Annual Report please go to the company's website at www.speirs.co.nz

Speirs has produced a 2019 Annual Report which contains all of its financial and statutory reporting obligations. To minimise costs and to help the environment by reducing unwanted paper documents the Company will not be mailing shareholders a hard copy of the 2019 Annual Report unless the shareholder requests a copy be sent to them.

As a Speirs shareholder you have a right to receive, free of charge, a traditional printed copy of the Annual Report if you request the Annual Report within 15 working days of receiving this notice. Should you wish to receive a traditional printed copy of the Annual Report please sign and return this page. A return prepaid envelope is enclosed. Alternatively you can scan and email the completed form to lees@speirs.co.nz

This notice is sent to you under section 209 of the Companies Act 1993 which allows a company to make its Annual Report available by electronic means 20 working days before its Annual Meeting of Shareholders.

If you requested a traditional printed copy of the Annual Report in 2018, a traditional printed copy of the Speirs Group 2019 Annual Report will be automatically sent to you. There is no need to complete and return this form again for the 2019 year.

Request for Hard Copy Annual Report

I/We request that a traditional printed copy of the Speirs 2019 Annual Report be sent to me/us:

Shareholder Name:

Shareholder Number:

Signed:

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Date: