

**IF YOU HAVE SOLD OR OTHERWISE TRANSFERRED ALL YOUR SHARES IN THE COMPANY, PLEASE SEND THIS LETTER, AND ANY ACCOMPANYING DOCUMENTS, TO THE PURCHASER OR TRANSFEREE OR THE STOCKBROKER, BANK OR OTHER AGENT THROUGH WHOM THE SALE OR TRANSFER WAS EFFECTED FOR ONWARD TRANSMISSION TO THE PURCHASER OR TRANSFEREE**

# QinetiQ

14 June 2016

Dear Shareholder

The 2016 Annual General Meeting (AGM) of QinetiQ Group plc will be held at the offices of Ashurst LLP, Broadwalk House, 5 Appold Street, London EC2A 2HA on Wednesday, 20 July 2016 at 11.00 am.

Depending on your personal election on how to receive Company notifications, the notice of AGM and the Report and Accounts for the year ended 31 March 2016 are either enclosed with this letter (if you elected for a paper copy) or can be viewed and downloaded from the 'Shareholder Services' section of the 'Investors' pages on **www.QinetiQ.com**.

If you have become a shareholder since 3 June 2015, and have yet to make an election on how to receive Company notifications, please turn to the enclosed election form, where full details of the options available to you, together with the action you need to take, are explained.

My fellow Directors and I look forward to meeting as many shareholders as possible at the AGM. However, if you are unable to attend, you can register your vote as follows:

- Electronically, at **www.sharevote.co.uk**. If you have a Shareview portfolio, you can cast your vote at **www.shareview.co.uk**.
- By post, by completing the enclosed Form of Proxy and returning it to Equiniti, Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA by 11.00 am on Monday, 18 July 2016.
- If you hold your shares in CREST, please follow the instructions to appoint a proxy in note 10 of the notice of AGM.

The results of the voting will be announced to the UK Listing Authority and will be shown on our website **www.QinetiQ.com** as soon as practicable after the AGM.

The Board considers that each of the resolutions detailed in the notice of AGM will promote the success of the Company and are in the best interests of the Company and its shareholders as a whole. The Directors intend to vote in favour of all resolutions in respect of their own beneficial shareholdings of ordinary shares in the Company and unanimously recommend that you do the same.

I look forward to seeing you at the offices of Ashurst, London on 20 July.

Yours sincerely



**Mark Elliott**  
Chairman

QinetiQ Group plc

[www.QinetiQ.com](http://www.QinetiQ.com)

QinetiQ Group plc  
Registered in England and Wales  
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