

**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.**

15 June 2021

Dear Shareholder,

The 2021 Annual General Meeting (AGM) of QinetiQ Group plc (the Company) will be held at our office at Portsdown Technology Park, Southwick Road, Cosham, Portsmouth, PO6 3RU on Wednesday, 21 July 2021 at 10.00am.

The Company is continuing to closely monitor the situation relating to the Covid-19 pandemic, including the current guidance and restrictions from the UK Government on non-essential travel, public gatherings and social distancing. Subject to any UK Government guidance and legislation at the time of this year's AGM, if you wish to attend the AGM in person you will be able to do so, but you are asked to register your intention to attend as soon as possible. Please see the Notice of AGM or [www.QinetiQ.com](http://www.QinetiQ.com) for further information. This will allow us to properly implement social distancing measures and other health and safety precautions. For the safety of others, in line with the UK Government guidance and legislation, please do not attend the AGM in person if you are experiencing any of the symptoms connected with Covid-19 or are otherwise required to isolate or quarantine.

Given the uncertainty surrounding public gatherings and the broader public health considerations, we recommend that you do not attend the AGM in person. As an alternative, we have arranged for shareholders to raise questions in advance and/or listen to the AGM via telephone. Further details are set out in the Notice of AGM and on [www.QinetiQ.com](http://www.QinetiQ.com).

You can still be formally represented at the AGM by appointing the Chairman as your proxy and giving instructions on how you wish the Chairman to vote on the proposed resolution. We strongly encourage you to do this. Further details on how to do this are set out in this Notice of AGM.

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 2021, are either enclosed in this letter or can be viewed and downloaded from [www.QinetiQ.com](http://www.QinetiQ.com).

If you receive the Annual report in hard copy, please turn to the enclosed form, where details of the options on how you would like to receive documents going forward are available to you, together with the action you need to take.

The Board recognises the importance of the AGM to shareholders and is keen to ensure that you are able to engage with the business of the AGM. Your vote is important to us. You can register your vote as follows:

- Electronically, at [www.sharevote.co.uk](http://www.sharevote.co.uk). If you have a Shareview portfolio, you can cast your vote at [www.shareview.co.uk](http://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 10.00am on Monday, 19 July 2021.
- If you hold your shares in CREST, please follow the instructions to appoint a proxy in note 5 of the Notice of AGM.

Your Board believes that all of the resolutions set in the Notice of AGM, are in the best interests of the Company and its shareholders as a whole and it unanimously recommends that you vote in favour of all these resolutions, as the Directors intend to do, in respect of their own beneficial holdings.

The results of the voting will be announced to the UK Listing Authority and will be published on our website [www.QinetiQ.com](http://www.QinetiQ.com) as soon as practicable after the AGM.

Thank you for your continued support of the Company.

A handwritten signature in black ink, appearing to read 'Neil Johnson', with a horizontal line underneath it.

**Neil Johnson**  
**Chairman**  
**QinetiQ Group plc**