

22 March 2021

Dear Shareholder,

# TAYLOR WIMPEY'S 2020 ANNUAL REPORT AND NOTICE OF THE 2021 ANNUAL GENERAL MEETING

Please accept this letter as notification that Taylor Wimpey plc's Annual Report for the year ended 31 December 2020 and the Notice of the 2021 Annual General Meeting (AGM) have now been published and are available in the Investors section of the Company's website at: www.taylorwimpey.co.uk/corporate/investors/2020-annual-report.

If in the future you would like to receive this notification by email, you can register for electronic communications online at: www.signalshares.com. See overleaf for further details.

## **AGM** attendance

The 2021 AGM will be held at the Company's registered office at Gate House, Turnpike Road, High Wycombe, Buckinghamshire, HP12 3NR on Thursday 22 April 2021 at 10:00am.

The safety and security of our shareholders and colleagues remains our priority. Even if the national lockdown has ended and the vaccination programme continues to progress well, the safety measures expected to be in place at the time of the AGM (as announced by the UK Government on 22 February 2021) would not permit two households mixing together indoors. In light of this, **shareholders will unfortunately not be permitted to attend the AGM in person**. The Company will ensure that the legal requirements to hold the AGM are met by the attendance of a minimum number of Director shareholders and / or employee shareholders.

Each year the Board looks forward to meeting our shareholders in person and considers it an important part of our shareholder engagement as it allows the Board to present the Company's strategy and performance to shareholders and also gives shareholders the opportunity to ask the Board questions.

In light of the fact that we are holding a closed meeting we are pleased to be able to provide an electronic facility for shareholders to follow the AGM remotely and submit questions to the Board on the business of the meeting, should they wish to do so. This can be done by accessing the AGM section of our website at: www.taylorwimpey.co.uk/2021AGM and following the link to the audiocast on the day of the AGM.

You will then be prompted to enter your unique 11 digit 'Investor Code' (IVC), including any zeros, and 'PIN'. Your PIN is the last 4 digits of your IVC. This will authenticate you as a shareholder. More information on how to join the AGM can be found overleaf.

Shareholders are also welcome to submit questions in advance of the meeting by email to: CoSec@taylorwimpey.com. Please provide any advance questions by 10:00am on Tuesday 20 April 2021. A full transcript of the questions asked at the AGM and the answers provided will be made available on the Company's website as soon as practicable following the conclusion of the AGM.

## **Proxy voting**

The Company's Articles of Association do not currently permit the Company to hold a hybrid meeting therefore shareholders will be unable to vote in real time at the AGM. The Board encourages you to submit your proxy as early as possible by registering your vote online at: www.signalshares.com.

In line with market practice, and in consideration of the environmental impact of printing and posting proxy forms, we are only sending out paper proxy forms to those shareholders who have elected for hard copy communications. Should you wish to receive a paper proxy form, you are able to request one by contacting Link Group or you can select this as your preferred method of communication using the Signal Shares shareholder portal.

Proxy votes must be received no later than 10:00am on Tuesday 20 April 2021.

If you need help with voting online or require a paper proxy form to be sent to you, please contact our Registrar, Link Group, details overleaf.

Yours faithfully,

Alice Marsden

Group General Counsel and Company Secretary

#### Signal Shares shareholder portal

You can register online to view your holdings using the Link Group shareholder portal 'Signal Shares' which can be accessed at www.signalshares.com.

Signal Shares is an online service enabling you to quickly and easily access and maintain your shareholding online – reducing the need for paperwork and providing 24-hour access to your shareholding details.

To register, you will need your Investor Code which can be found on your share certificate or which is available from Link Group.

Through the shareholder portal you may:

- Cast your proxy vote online.
- View your holding balance and get an indicative valuation.
- View movements on your holding.
- Update vour address.
- Elect to receive shareholder communications electronically.
- Register and change bank mandate instructions.

If you have any queries in relation to your shareholding, please contact Link Group:

Address: 10th Floor, Central Square, 29 Wellington Street,

Leeds, LS1 4DL

Email: shares@linkgroup.co.uk
Telephone: +44 (0)371 664 0300

Calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. Lines are open between 9:00am – 17:30pm, Monday to Friday excluding public holidays in England and Wales.

## **Dividend Payment Options**

**UK** shareholders: We would like to encourage you to elect to have your dividends paid directly into your bank account.

This is a more secure method of payment and avoids delays or cheques being lost. You can sign up for this service on Signal Shares (www.signalshares.com) or by completing the bank mandate form attached to your dividend cheque. This will allow you to receive all future dividends direct to your chosen account.

Non-UK shareholders: If you are resident outside the UK you can have any dividends in excess of £10 paid into your bank account directly via Link Group international payments service. Details and terms and conditions may be viewed at ww2.linkassetservices.com/ips

### How to join the meeting

Once you have followed the link to the audiocast, you will then be prompted to enter your unique 11 digit 'Investor Code' (IVC), including any leading zeros, and 'PIN'. Your PIN is the last 4 digits of your IVC. This will authenticate you as a shareholder.

Access to the AGM will be available 30 minutes before the start of the AGM, although you will not be able to submit questions until the meeting is declared open.

If you wish to appoint a proxy and for them to attend the virtual meeting on your behalf, please submit your proxy appointment in the usual way, before contacting Link Group no later than 5.30pm on 20 April 2021 on +44 (0) 371 277 1020 in order to obtain their IVC and PIN. Lines are open from 9.00am to 5.30pm Monday to Friday, calls are charged at the standard geographic rate and will vary by provider. Calls outside the UK will be charged at the applicable international rate.

If your shares are held within a nominee and you wish to attend the electronic meeting, you will need to contact your nominee as soon as possible. Your nominee will need to have completed a corporate letter of representation and presented this to Link Group, our registrar, no later than 72 hours before the start of the meeting in order that they can obtain for you from Link Group, your unique IVC and PIN to enable you to attend the electronic meeting.

## **Audiocast**

The electronic meeting will be broadcast in audio format with presentation slides. Once logged in, and at the commencement of the meeting, you will be able to listen to the proceedings of the meeting on your device, as well as being able to see the slides of the meeting (which will include the resolutions to be put forward to the meeting), these slides will progress automatically as the meeting progresses.