



## IMPORTANT NOTICE

### Arrangements for the Extraordinary General Meeting to be held at 11:00 a.m. on Thursday, 4 February 2021

Due to the likely continuation of the Irish Government's Covid-19 restrictions in relation to public gatherings and to prioritise the health and safety of our shareholders, employees and other stakeholders, the Board of DCC plc has decided that the Extraordinary General Meeting ('EGM') will take place under very constrained circumstances, as follows:

- the EGM will proceed with the minimum necessary quorum in accordance with the Company's Articles of Association and the Migration of Participating Securities Act 2019.
- the meeting will be conducted as quickly and efficiently as possible and in a functional format.
- all resolutions at the EGM will be decided on a poll and the results will be published on the Company's website, [www.dcc.ie/investors/egm](http://www.dcc.ie/investors/egm), as soon as possible after the conclusion of the EGM.

Shareholders are requested not to physically attend the EGM and instead to submit a proxy form to ensure they can vote and be represented at the EGM without attending in person. Proxy voting can be done in advance of the EGM by availing of one of the following options:

- by electronic means by accessing [www.eproxyappointment.com](http://www.eproxyappointment.com); or
- by returning the enclosed proxy form by post; or
- via the CREST System if they hold their shares in CREST.

For further instructions on voting by proxy, please see your enclosed proxy form and Notes 4 to 7 in the Notice of EGM. Proxies must be received by no later than 11.00 a.m. on Tuesday, 2 February 2021.

Shareholders may submit questions in advance of the EGM in writing, either by email to [companysecretary@dcc.ie](mailto:companysecretary@dcc.ie) or by post to the Company Secretary at the address shown below, to be received by 11.00 a.m. on Tuesday, 2 February 2021. All correspondence should include sufficient information to identify the shareholder on the Register of Members.

An audio webcast and conference call facility will be provided to allow shareholders to listen live to the business of the meeting. The access details for the live EGM are as follows:

- Ireland: +353 1 431 9615
- UK: +44 2071 928 000
- US: +163 1510 7495
- International: +44 2071 928 000
- Passcode: 229 8837
- Webcast Link: <https://edge.media-server.com/mmc/p/6ckbtf4a>

Shareholders can also ask questions during the EGM, via the webcast only, and not the conference call facility, by selecting the 'Ask a Question' box available on the webcast.

You will still need to submit your proxy form by the relevant deadline before the EGM, as it will not be possible to vote using the telephone or webcast facilities.

Shareholders are encouraged to check the Company's website for any further updates regarding the EGM at [www.dcc.ie/investors/egm](http://www.dcc.ie/investors/egm).

If you have any queries, please email them to [companysecretary@dcc.ie](mailto:companysecretary@dcc.ie) or contact our Registrar, Computershare Investor Services (Ireland) Limited, on + 353 1 247 5698.

**Darragh Byrne**  
**Company Secretary**

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6 January 2021