

# ENCOMPASS

## FACT SHEET

## A smarter way to communicate with your shareholders.

enCompass is our unique approach to the production of Shareholder Communications, adding reliability and effectiveness while making the process simpler and more cost effective for you.

The clear layout of enCompass documentation will incorporate your company's brand image, while demonstrating best-practice design and meeting all regulatory requirements.

Contact us for more information on how we can start bringing these benefits to your company straight away.

### MAKING THE MOST OF YOUR COMMUNICATIONS

By adding personalised components to your documents, you will be able to communicate your message first hand to your shareholders, be it cross-selling of products or news updates. All enCompass documents will have a consistent look and feel, which is reflected across the complete suite of shareholder communication documents provided by Computershare.

### SIMPLE AND EFFICIENT

Our user-friendly design has increased our clients' shareholder response rate by up to 61%.

Samples and updates are delivered quickly using PDFs, all sign-off procedures are completed electronically and all forms are fully scannable, enabling efficient and timely processing of shareholder returns. Use of generic stationery means a quick turnaround can be provided on urgent jobs as and when they arise.

### LOW RISK

Process integrity is assured throughout all stages of production including mandatory reconciliation, automated gathering of extractions, sequence verification and multi-page collation during enveloping. Security is maintained with the use of business reply envelopes.

### END-TO-END ACCOUNT MANAGEMENT

To keep things simple, your Relationship Manager will be your one point of contact throughout the enCompass process. All data processing, document production and dispatch is managed in-house from start to finish, meaning that you won't experience the potential consequences of third-party involvement, such as lost documents or compromised quality issues.

### COST EFFECTIVENESS

With our pricing structure, what you see is what you get. The fee includes design, print, form personalisation, base stationery, business reply envelopes, enclosing and mailings. Mailsort postage discounts may also be available for qualifying companies.

COMPUTERSHARE INVESTOR  
SERVICES PLC  
[www.computershare.com](http://www.computershare.com)

For more information, please contact your  
usual Relationship Manager or >

Tim Thackeray  
Client Services Manager > Communication Services  
[tim.thackeray@computershare.co.uk](mailto:tim.thackeray@computershare.co.uk)  
Phone +44 (0) 870 889 0063 ext. 1115

Computershare Investor Services PLC is authorised and regulated by the Financial Services Authority

CDSFS0001VF

# EXAMPLE OF A BEST-PRACTICE PROXY FORM

## PROXY WITH AN ATTENDANCE CARD

**Computershare**  
Mock Plc

012345

MR A SAMPLE  
DESIGNATION (IF ANY)  
SAMPLE STREET  
SAMPLE TOWN  
SAMPLE CITY  
SAMPLE COUNTY  
AA11 1AA

**Attendance Card**  
Please bring this card with you to the Meeting and present it at Shareholder registration/accreditation.

Additional Holders:  
MR B SAMPLE  
MR C SAMPLE  
MR D SAMPLE

Mock Plc invites you to attend the Annual General Meeting of the Company to be Held at J Sainsbury plc, 33 Holborn, London, EC1N 2HT, on 3 October 2006 at 11.00 am.

Shareholder Reference Number  
C000000000 J N T

### COMPANY LOGO

All documents can be personalised with your company's logo by applying the black and white graphic to this portion of the document.

### DOCUMENT TITLE

Each form will clearly show the document title for easy reference.

### EXPLANATORY NOTES

The explanatory notes assist the shareholder to complete the form, while demonstrating best-practice design and meeting regulatory requirements.

## Form of Proxy - Annual General Meeting to be held on 4 May 2006

Kindly Note: This form is issued only to the addressee(s) and is specific to the unique designated account printed hereon. This personalised form is not transferable between different (i) account holders; or (ii) uniquely designated accounts. The Company and Services PLC accept no liability for any instruction that does not comply with these conditions.

### Explanatory Notes:

- Every holder has the right to appoint some other person of their choice, who need not be a Shareholder, to attend and act on their behalf at the meeting. If you wish to appoint a person other than the Chairman, please insert the name of your chosen proxy holder in the space provided (see reverse).
- The 'Vote Withheld' option overleaf is provided to enable you to abstain on any particular resolution. However, it should be noted that a 'Vote Withheld' is not a vote in law and will not be counted in the calculation of the proportion of the votes 'For' and 'Against' a resolution.
- Pursuant to regulation 41 of the Uncertificated Securities Regulations 2001, entitlement to attend and vote at the meeting and the number of votes which may be cast thereat will be determined by reference to the Register of Members of the Company the day which is two days before the day to which the meeting is called. Entitlements on the Register of Members are disregarded in determining the rights of vote at the meeting.
- The above is how your address appears on any particular resolution. However, it should be noted that a 'Vote Withheld' is not a vote in law and will not be counted in the calculation of the proportion of the votes 'For' and 'Against' a resolution.
- Any alterations made to this form should be made in blue or black ink.
- The completion and return of this form from attending the meeting and voting

To be effective, all votes must be lodged at the office of the Company's registrars at: Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol BS13 8FB by 2 May 2006 at 11.00 am.

### LODGE YOUR PROXY VOTE USING THE INTERNET 24 HOURS A DAY 7 DAYS A WEEK

#### All Named Holders:

MR A SAMPLE  
DESIGNATION (IF ANY)  
MR B SAMPLE  
MR C SAMPLE  
MR D SAMPLE

SRN: C000000000 PIN: 29774

### To Vote Using the Internet

Go to the following website:  
[www-uk.computershare.com/Investor](http://www-uk.computershare.com/Investor)

You will need an Internet enabled computer with Netscape 4. You will be asked to enter the Shareholder Reference Number and PIN Number as printed opposite and agree to the terms and conditions of use.

### Poll Card To be completed only at the AGM if a Poll is called.



Ordinary Resolutions	For	Against
1. To approve the Directors' Report and Accounts.	<input type="checkbox"/>	<input type="checkbox"/>
2. To approve the Remuneration Report.	<input type="checkbox"/>	<input type="checkbox"/>
3. To declare the final dividend of 5 pence per ordinary share.	<input type="checkbox"/>	<input type="checkbox"/>
4. To re-elect Naz Sarkar as a Director.	<input type="checkbox"/>	<input type="checkbox"/>
5. To re-elect Andy Cotter as a Director.	<input type="checkbox"/>	<input type="checkbox"/>
6. To authorise the Company to purchase its own shares.	<input type="checkbox"/>	<input type="checkbox"/>

Signature \_\_\_\_\_

Please use a black pen. Mark with an X inside the box as shown in this example.

I/We hereby appoint the Chairman of the Meeting OR the following person

[ ]  
Please leave this box blank if you have selected the Chairman. Do not insert your own name(s) as my/our proxy to attend and vote on my/our behalf at the Annual General Meeting of Mock Plc to be held at J Sainsbury plc, 33 Holborn, London EC1N 2HT on 3 October 2006 at 11.00 am, and at any adjourned meeting.

### Ordinary Resolutions

Ordinary Resolutions	For	Against	Vote Withheld
1. To approve the Directors' Report and Accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. To approve the Remuneration Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. To declare the final dividend of 5 pence per ordinary share.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. To re-elect Naz Sarkar as a Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. To re-elect Andy Cotter as a Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. To authorise the Company to purchase its own shares.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I/We would like my/our proxy to vote on the resolutions proposed at the Meeting as indicated on this form. Unless otherwise instructed the proxy may vote as he or she sees fit or abstain in relation to any business of the meeting.

Signature \_\_\_\_\_ Date \_\_\_\_\_

DD / MM / YY

In the case of a corporation, this proxy must be given under its common seal or be signed on its behalf by an attorney or officer duly authorised, stating their capacity (e.g. director, secretary).

+ H 0 3 6 0 0 1 MOC +

### Mailing Barcode

This is needed by our intelligent mailing machines to prevent 'doublestuffs'.

### RESOLUTIONS, POLL CARD AND MAP

Our design allows you to select from a range of options depending on the complexity of your meeting.

### FORM SCAN CAPABILITY

All forms are scannable when returned to Computershare enabling efficient, accurate and timely processing of shareholder returns.

### Data Key

■ Fixed information

■ Information entered by user

■ Information held in Computershare's proprietary record-keeping system (SCRIP)