

# WHITBREAD PLC

7 May 2021

Dear Shareholder,

I am pleased to enclose the Annual Report and Accounts of Whitbread PLC for the financial year ended 25 February 2021. The Annual Report and Accounts are also available in electronic form at [www.whitbread.co.uk](http://www.whitbread.co.uk). Our website contains comprehensive information on the Company and is the best place to get all of the latest news on Whitbread. If you register your email address with us on the our website, we will send you a message every time there is important news published on the site.

## **Annual General Meeting (AGM)**

You will find accompanying this letter the Notice of the 2021 AGM. Based on the restrictions currently in force, sadly, it is likely that we will again be unable to welcome shareholders or proxies to attend the AGM in person. However, we have taken steps to ensure that shareholders are able to participate in this year's meeting remotely through an online meeting platform. The meeting will be streamed live via the internet and there will be a facility to both ask questions (via the online platform and via telephone) and vote in real time during the meeting as if you were attending in person. We have also set up an email address for any shareholders who wish to submit questions in advance of the meeting. Further details can be found on the AGM page of the Whitbread website and in the Notice of AGM.

The safety and security of shareholders, directors, employees and those involved in running the AGM is very important to us. As such, any shareholders who attempt to attend the AGM in person may be refused entry as we are unfortunately unable to guarantee that arrangements will be COVID-secure and legal limits on the number people able to gather may apply.

The meeting will take place at 2.00pm on Thursday 17 June 2021 at our office in Dunstable. In the event that the Government changes the regulations between now and the time at which we hold the AGM we will announce any changes to the arrangements for the meeting (including any change to the location of the AGM or allowing shareholders to attend the AGM in person) via the Whitbread website and, where appropriate, by Stock Exchange Announcement.

The Notice of AGM contains an explanation of the resolutions which will be put to the meeting. The directors consider that the adoption of each of the resolutions to be put to the meeting is in the best interests of the Company and its shareholders as a whole. The directors intend to vote in favour of the proposed resolutions in respect of their own personal shares and unanimously recommend that you do so as well. All voting at this year's AGM will be by poll. We will release the voting results, as soon as possible following the meeting.

Enclosed with this letter, you will find a personalised form of proxy or, for those of you holding shares through the Corporate Sponsored Nominee, a personalised form of direction for the AGM.

## **Shareholder benefits**

For a number of years, shareholders with 64 shares or more have been entitled to receive shareholder offers. If you are a qualifying shareholder (i.e. you hold at least 64 Whitbread shares) who holds the shares in your own name on the Register of Members and you registered to receive the shareholder card previously, you should have received this year's card with this letter. If you have not yet registered to receive shareholder benefits and would like to do so, or if you have any queries, please email [Linkatwhitbread@linkgroup.co.uk](mailto:Linkatwhitbread@linkgroup.co.uk) or call them on 0344 855 2327 selecting option 1, (please note you will need your Investor Code at the time of the call). Once you have been registered, and assuming that you continue to hold the required number of shares in Whitbread, you will automatically receive any offers in future and will not be required to register annually.

## **Whitbread PLC**

Whitbread Court  
Houghton Hall Business Park  
Porz Avenue  
Dunstable  
Bedfordshire LU5 5XE

Registered in England and Wales No. 4120344

# WHITBREAD PLC

If your shares are held through a nominee service provider, then please contact them, asking them to e-mail Link a statement, confirming that you are a qualifying shareholder. Alternatively, the nominee provider may also provide you with a letter of confirmation in this regard and you can forward it to Link, who will then issue you with a shareholder benefit card.

I am sorry that it currently looks like we will not get a chance to meet at this year's AGM, but I am hopeful that things will be different by the time of the 2022 meeting and I hope you stay safe and well in the meantime.

Yours sincerely,

A handwritten signature in purple ink, appearing to read 'Adam Crozier', followed by a horizontal line and a period.

**Adam Crozier**

Chairman, Whitbread PLC