

## Informa plc

Notice of Annual General Meeting 2014 Friday 23 May 2014 at 9.00 am (CEST)

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## THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.

If you are in any doubt as to any aspect of the proposals referred to in this document or as to the action you should take, you should seek your own advice from a stockbroker, solicitor, accountant, or other independent financial adviser duly authorised under the Financial Services Act 2012.

If you have sold or otherwise transferred all of your ordinary shares, please pass this document together with the accompanying form of proxy to the purchaser or transferse, or to the person who arranged the sale or transfer so they can pass these documents to the person who now holds the ordinary shares.

# Informa plc

Incorporated and registered in Jersey with registered number 102786 and having its registered office at 22 Grenville Street, St Helier, Jersey JE4 8PX

Dear Shareholder.

## **NOTICE OF ANNUAL GENERAL MEETING 2014**

I am pleased to invite you to the Annual General Meeting (the "AGM") of Informa plc (the "Company") to be held on Friday 23 May 2014 at 9.00 am (Central European Summer Time (CEST), 8.00 am British Summer Time (BST)) at Radisson Blu Hotel, Flughafen Zürich, CH-8058, Zurich, Switzerland.

The formal notice of AGM is on pages 3 to 4 of this document which sets out the business to be considered at the Meeting. It also contains important notes as to the casting of votes, appointment of proxies etc. It is followed by these appendices:

- 1. explanatory notes on the resolutions to be proposed;
- 2. biographical information on Directors seeking election or re-election; and
- 3. notes concerning inspection of documents and other information relating to the AGM.

Your Directors believe that the proposed resolutions are in the best interests of the Company and its shareholders as a whole and unanimously recommend that you vote in favour of each of the proposed resolutions. Please note that there is no resolution for a final dividend; because of the operation of the dividend access plan, the Board has instead resolved to pay an equivalent second interim dividend.

If you would like to vote on the resolutions but cannot attend the AGM, please fill in the form of proxy sent to you with this notice and return it as soon as possible to Computershare Investor Services (Jersey) Limited ("Computershare"), c/o The Pavilions, Bridgwater Road, Bristol, BS99 6ZY to be received no later than 9.00 am (CEST, 8.00 am BST) on 21 May 2014. Alternatively, shareholders may register the appointment of a proxy electronically by logging on to the website www.eproxyappointment.com. Electronic proxy appointments must also be received by Computershare no later than 9.00 am (CEST, 8.00 am BST) on 21 May 2014. Proxy voting in respect of uncertificated shares may also be registered electronically through CREST – please see note 9 on page 4 of this document.

If you are viewing this letter via the Informa website, and have registered on www.investorcentre.co.uk/je you can cast your vote online by logging onto your portfolio at www.eproxyappointment.com and inputting your personal shareholder details and following the online instructions. However, if you wish to receive a hard copy proxy card, you will need to contact the Company's registrars, Computershare, by calling 0870 707 4040. Calls to this number are charged at up to 10p per minute depending on the service provider. The Computershare overseas helpline number is +44 870 707 4040. You can also write to Computershare, stating your name, shareholding and shareholder reference number to Computershare Investor Services (Jersey) Limited, Queensway House, Hilgrove Street, St Helier, Jersey, JE1 1ES.

Shareholders who return a form of proxy or give an electronic proxy instruction will still be able to attend and vote in person at the AGM if they so wish.

Yours sincerely,

Derek Mapp Chairman Notice is hereby given that the Annual General Meeting of Informa plc will be held at Radisson Blu Hotel, Flughafen Zürich, CH-8058, Zurich, Switzerland on 23 May 2014 at 9.00 am (CEST, 8.00 am BST). The business of the Meeting will be to consider and, if thought fit, to pass the following resolutions of which resolutions 1 to 14 are proposed as Ordinary Resolutions and resolutions 15 and 16 as Special Resolutions:

## **ORDINARY RESOLUTIONS**

- To receive the accounts and the reports of the Directors and Auditor for the year ended 31 December 2013.
- To approve the Remuneration Policy in the form set out in the Remuneration Report in the Company's Annual Report and Accounts for the year ended 31 December 2013.
- 3. To approve the Remuneration Report, other than the part containing the Remuneration Policy, in the form set out in the Company's Annual Report and Accounts for the year ended 31 December 2013.
- 4. To re-elect Derek Mapp as a Director.
- 5. To re-elect Stephen A. Carter CBE as a Director.
- 6. To re-elect John Davis as a Director.
- 7. To re-elect Dr Brendan O'Neill as a Director.
- 8. To re-elect Cindy Rose as a Director.
- 9. To elect Geoffrey Cooper as a Director.
- 10. To elect Helen Owers as a Director.
- 11. To elect Gareth Bullock as a Director.
- To re-appoint Deloitte LLP as Auditor of the Company to hold office from conclusion of the Annual General Meeting to the conclusion of the Company's Annual General Meeting in 2015.
- 13. To authorise the Directors to determine the remuneration of the Auditor.
- 14. That pursuant to Article 6 of the Company's Articles of Association (the "Articles") the Directors' authority to allot relevant securities (as defined in the Articles) be renewed for a period commencing on the date of the passing of this resolution and ending at the conclusion of the Company's Annual General Meeting in 2015 and for that purpose the Allotment Amount (as also defined in the Articles) shall be £402,627 except that of that Allotment Amount, £201,313 may only be allotted in connection with a rights issue (as defined in the Articles).

## SPECIAL RESOLUTIONS

15. That subject to and conditionally upon the passing of resolution 14 the Directors be empowered pursuant to Article 8 of the Articles to allot equity securities (as defined in the Articles) for cash as if Article 7 of the Articles (Pre-emption rights) did not apply and for the purposes of paragraph (1)(b) of Article 8 of the Articles the Disapplication Amount (as defined in the Articles) shall be £30,197. This power shall expire at the conclusion of the Company's Annual General Meeting in 2015 (or, if earlier, at the close of business on the date which is 15 months after the date of this resolution).

- 16. (A) That the Company be generally and unconditionally authorised pursuant to Article 57 of the Companies (Jersey) Law 1991 to make market purchases of ordinary shares of 0.1p each in the capital of the Company ("Ordinary Shares"), provided that:
  - (a) the maximum number of Ordinary Shares authorised to be purchased is 60,394,124 Ordinary Shares;
  - (b) the minimum price, exclusive of any expenses, which may be paid for an Ordinary Share is 0.1 pence; and
  - (c) the maximum price, exclusive of any expenses, which may be paid for an Ordinary Share shall be the higher of:
    - an amount equal to 5 per cent, above the average of the middle market quotations for Ordinary Shares taken from the London Stock Exchange Daily Official List for the five business days immediately preceding the day on which such shares are contracted to be purchased; or
    - (II) the higher of the price of the last independent trade and the highest current independent bid on the London Stock Exchange Daily Official List at the time that the purchase is carried out;
  - (B) that the authority hereby conferred shall expire on the earlier of the conclusion of the Company's Annual General Meeting to be held in 2015 and 22 November 2015 (except that the Company may make a contract to purchase its Ordinary Shares under this authority before this authority expires, which will or may be executed wholly or partly after the expiry of this authority, and may make purchases of its Ordinary Shares in pursuance of any such contract as if this authority had not expired); and
  - (C) that the Company be authorised pursuant to Article 58A of the Companies (Jersey) Law 1991, to hold, if the Directors of the Company so resolve, as treasury shares any of its Ordinary Shares purchased pursuant to the authority conferred by this resolution.

By order of the Board

Rupert Hopley Company Secretary

15 April 2014

Registered Office: 22 Grenville Street, St Helier, Jersey JE4 8PX Registrars: Computershare Investor Services (Jersey) Limited, Queensway House, Hilgrove Street, St Helier, Jersey, JE1 IES



## Notes

- Members are entitled to appoint a proxy to exercise all or any of their rights to attend and to speak and vote on their behalf at the meeting. A shareholder may appoint more than one proxy in relation to the AGM provided that each proxy is appointed to exercise the rights attached to a different share or shares held by that shareholder.
  - A proxy need not be a shareholder of the Company. A form of proxy which may be used to make such appointment and give proxy instructions accompanies this notice. If you do not have a form of proxy and believe that you should have one, or if you require additional forms, please contact the Company's registrars, Computershare Investor Services (Jersey) Limited on 0870 707 4040. Calls to this number are charged at up to 10p per minute depending on the service provider. The Computershare overseas number is +44 870 707 4040.
- To be valid, the enclosed reply-paid form of proxy, together, if appropriate, with the power of attorney or the authority (if any) under which it is signed, or a notarially certified copy of such power of attorney or authority, must be deposited at the offices of Computershare Investor Services (Jersey) Limited, c/o The Pavilions, Bridgwater Road, Bristol, BS99 6ZY not later than 9.00 am (CEST, 8.00 am BST) on 21 May 2014.
- Alternatively, shareholders may register the appointment of a proxy electronically by logging on to the website of www.eproxyappointment.com. Full details of the procedure are given on that website. Electronic proxy appointments must be received by Computershare no later than 9.00 am (CEST, 8.00 am BST) on 21 May 2014.
- The return of a completed form of proxy or any CREST Proxy Instruction (as described in paragraph 9 below) will not prevent a shareholder attending the AGM and voting in person if he/she wishes to do so.
- 5. Any member attending the meeting has the right to ask questions. The Company must cause to be answered any such question relating to the business being dealt with at the meeting and no such answer need be given if (a) to do so would interfere unduly with the preparation for the meeting or involve the disclosure of confidential information, (b) the answer has already been given on a website in the form of an answer to a question, or (c) it is undesirable in the interests of the Company or the good order of the meeting that the question be answered.
- 6. Any person to whom this notice is sent who is a person nominated in accordance with Article 131 of the Company's Articles of Association to enjoy information rights (a "Nominated Person") may, under an agreement between him/her and the shareholder by whom he/she was nominated, have a right to be appointed (or to have someone else appointed) as a proxy for the AGM. If a Nominated Person has no such proxy appointment right or does not wish to exercise it, he/she may, under any such agreement, have a right to give instructions to the shareholder as to the exercise of voting rights.
- 7. The statement of the rights of shareholders in relation to the appointment of proxies in paragraphs 1 to 3 above does not apply to Nominated Persons. The rights described in those paragraphs can only be exercised by shareholders of the Company.
- 8. Pursuant to Article 40 of the Companies (Uncertificated Securities) (Jersey) Order 1999, the Company specifies that to be entitled to attend and vote at the AGM (and for the purpose of the determination by the Company of the votes they may cast), shareholders must be registered in the register of members of the Company at 7.00 pm (CEST, 6.00 pm BST) on 21 May 2014 (or, in the event of any adjournment, 7.00 pm (CEST, 6.00 pm BST) on the date which is two days before the time of the adjourned meeting). Changes to the Register of Members after the

- relevant deadline shall be disregarded in determining the rights of any person to attend and vote at the meeting.
- As at 11 April 2014 (being the latest practicable date prior to the publication of this Notice) the Company's issued share capital consists of 603,941,249 Ordinary Shares, carrying one vote each. Therefore, the total voting rights in the Company as at 11 April 2014 are 603,941,249.
  - (a) CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so by using the procedures described in the CREST Manual. CREST personal members or other CREST sponsored members, and those CREST members who have appointed a service provider(s), should refer to their CREST sponsor or voting service provider(s), who will be able to take the appropriate action on their behalf.
  - (b) In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a "CREST Proxy Instruction") must be properly authenticated in accordance with Euroclear UK & Ireland Limited's specifications, and must contain the information required for such instruction, as described in the CREST Manual (available via www.euroclear.com/CREST). The message, regardless of whether it constitutes the appointment of a proxy or is an amendment to the instruction given to a previously appointed proxy must, in order to be valid, be transmitted so as to be received by the Company's agent (ID 3RA50) by 9.00 am (CEST, 8.00 am BST) on 21 May 2014. For this purpose, the time of receipt will be taken to be the time (as determined by the timestamp applied to the message by the CREST Application Host) from which the Company's agent is able to retrieve the message by enquiry to CREST in the manner prescribed by CREST. After this time any change of instructions to proxies appointed through CREST should be communicated to the appointee through other means.
  - (c) CREST members and, where applicable, their CREST sponsors, or voting service providers should note that Euroclear UK & Ireland Limited does not make available special procedures in CREST for any particular message. Normal system timings and limitations will, therefore, apply in relation to the input of CREST Proxy Instructions. It is the responsibility of the CREST member concerned to take (or, if the CREST member is a CREST personal member, or sponsored member, or has appointed a voting service provider, to procure that his CREST sponsor or voting service provider(s) take(s)) such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting system providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings.
  - (d) The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Article 34 of the Companies (Uncertificated Securities) (Jersey) Order 1999.
- 10. Under the Companies (Jersey) Law 1991, a body corporate may only appoint one corporate representative. A share owner which is a body corporate that wishes to allocate its votes to more than one person should use the proxy arrangements.
- Addresses (including electronic addresses) in this document are included strictly for the purposes specified and not for any other purpose.
- A copy of this notice, and other information regarding the AGM, can be found at www.informa.com.

# Appendix 1

## EXPLANATORY NOTES ON THE RESOLUTIONS TO THE NOTICE OF AGM

#### **Resolution 1: Annual Report and Accounts**

The Directors are required by the Companies (Jersey) Law 1991 to present to the shareholders of the Company at a General Meeting the reports of the Directors and Auditor, and the audited accounts for the year ended 31 December 2013.

#### Resolution 2 to 3: Remuneration Policy and Report

Resolution 2 proposes that shareholders approve the Remuneration Policy set out on pages 51 to 56 of the Remuneration Report in the Company's Annual Report and Accounts for the year ended 31 December 2013. This vote is binding which means that once the Remuneration Policy is approved, the Company will not be able to make a remuneration payment to a current or prospective Director or a payment for loss of office to a current or past Director, unless that payment is consistent with the policy or has been approved by a resolution of the members of the Company.

Resolution 3 proposes that shareholders approve the Remuneration Report on pages 50 to 65 of the Company's Annual Report and Accounts for the year ended 31 December 2013 (excluding the part containing the Remuneration Policy). In line with legislation, this vote is advisory, is in respect of the overall remuneration package and the Directors' entitlement to receive remuneration is not conditional on it.

### Resolutions 4 to 8: Re-election of Directors

The Company's Articles of Association provide that at each AGM, any Director then in office shall retire from office but shall be eligible for re-election. This is compliant with the UK Corporate Governance Code recommendation that all Directors stand for annual re-election. Accordingly, all of the Directors will retire at the AGM and, being eligible, each of them other than Dr Pamela Kirby seeks election or re-election.

In respect of each Director, the Board is satisfied, following formal evaluation, that each Director continues to be effective and to demonstrate commitment to his/her role. The Directors therefore unanimously recommend that each be re-elected as a Director of the Company.

### Resolutions 9 to 11: Election of Directors

Under the Company's Articles of Association any Director appointed by the Board since the last AGM may only hold office until the date of the next AGM at which time the Director is required to stand for election by shareholders. The Board appointed Geoffrey Cooper, Helen Owers, and Gareth Bullock as Non-Executive Directors with effect from 1 January 2014 and therefore these resolutions seek their election by shareholders.

Biographical details of each of the Directors standing for election or re-election are set out in Appendix 2.

## Resolution 12: Re-appointment of Auditor

This resolution proposes the re-appointment of Deloitte LLP as Auditor.

#### Resolution 13: Auditor's Remuneration

This resolution authorises the Directors to determine the remuneration of the Auditor.

#### Resolution 14: Authority to Allot Shares

This resolution will give the Directors authority to allot relevant securities in accordance with the UK Association of British Insurers (the "ABI") Guidelines and Article 6 of the Company's Articles of Association:

- up to a maximum nominal amount of £201,313 (representing one third of the total issued ordinary share capital as of 11 April 2014, being the latest practicable date before publication of this document) without restriction; and
- 2. the same amount again but only in respect of a rights issue.

In accordance with the ABI guidance, these authorities shall expire at the conclusion of the AGM in 2015. The Directors have no present intention of exercising these authorities for the purpose of allotting any further shares except in connection with the Company's share schemes. All Directors wishing to remain in office will stand for re-election at the AGM in 2015 following the approval (if given) by shareholders of this resolution. As is stated in the Explanatory Note to resolutions 4 to 8, article 60(1) of the Company's Articles of Association requires the yearly re-election of all directors of the Company at the AGM.

As at 11 April 2014 (being the latest practicable date before the publication of this document) the Company does not hold any treasury shares.

### Resolution 15: Disapplication of Pre-emption Rights

This resolution is proposed to authorise the Directors in accordance with Article 8 of the Company's Articles of Association to allot shares in connection with a rights issue or other pre-emptive issue for cash with such exclusions or other arrangements as the Board may deem necessary or expedient in relation to fractional entitlements or legal or practical problems under the laws of or requirements of any recognised regulatory body or any stock exchange in, any territory, and also to allot shares for cash up to an aggregate nominal value of £30,197 (being approximately 5 per cent. of the issued ordinary share capital at 11 April 2014, which is the latest practicable date before the publication of this document) on a pre-emptive basis.

This authority will also expire at the conclusion of the AGM in 2015. The Directors have no present intention of utilising this authority for the purpose of issuing any further shares. This authority will also cover the sale of treasury shares for cash.

In accordance with ABI guidelines, the Directors confirm that they do not intend to issue more than 7.5 per cent. of the total issued share capital on a non-pre-emptive basis in any rolling three-year period.

## Resolution 16: To Authorise the Company to Purchase its Own Shares

The Company is authorised by Article 12 of the Company's Articles of Association to purchase its own shares. If passed, this resolution will grant the Company authority to buy its own shares in the market. The resolution limits the number of shares that may be purchased to 10 per cent. of the Company's issued share capital (excluding treasury



## Informa plc

shares, although the Company does not currently hold any) as at 11 April 2014, which is the latest practicable date prior to the publication of this document.

The price per Ordinary Share that the Company may pay is set at a minimum amount (excluding expenses) of 0.1p per Ordinary Share and a maximum amount (excluding expenses) of the higher of:

- 5 per cent. above the average of the previous five business days' market values; and
- 2. the higher of the price of the last independent trade and the highest current independent bid on the trading venue where the purchase is carried out.

This authority will only be exercised if market conditions make it advantageous to do so.

The Directors' present intention is that shares purchased pursuant to this authority (to the extent statutory requirements are met and provided any treasury shares held do not exceed 10 per cent. of the Company's issued share capital) will be held in treasury for future cancellation, sale for cash, or transfer to an employee share scheme, although they may be cancelled immediately on repurchase in the light of circumstances at the time. The effect of any cancellation would be to reduce the number of shares in issue. For most purposes, while held in treasury, shares are treated as if they have been cancelled (for example, they carry no voting rights and do not rank for dividends). The Directors will only make purchases under this authority if they believe that to do so would result in an increase in earnings per share for the remaining shareholders and is in the best interests of shareholders generally.

As at 11 April 2014, which is the latest practicable date prior to the publication of this document, the total number of options to subscribe for ordinary shares of 0.1p each in the Company was 1,786,292, representing 0.296 per cent. of the issued share capital of the Company (excluding treasury shares) at that date. If the proposed market purchase authority were to be used in full and all of the repurchased shares were cancelled (but the Company's issued share capital otherwise remained unaltered), the total number of options to subscribe for ordinary shares of 0.1p each in the Company at that date would represent 0.329 per cent. of the Company's issued share capital (excluding treasury shares).

# Appendix 2

## BIOGRAPHICAL INFORMATION ON DIRECTORS SEEKING RE-ELECTION

### Derek Mapp

#### Non-Executive Chairman<sup>2</sup> (63)

Derek Mapp joined the board of Taylor & Francis Group plc as a Non-Executive Director in 1998. Following the merger of Informa and Taylor & Francis in May 2004, he was appointed as Non-Executive Director and was designated the Senior Independent Director on 10 March 2005. He is currently Non-Executive Chairman of Salmon Developments plc and Executive Chairman of Imagesound plc. On 17 March 2008 he was appointed as Non-Executive Chairman. He is also Chairman of the Nomination Committee

## Stephen A. Carter CBE (Lord Carter) Group Chief Executive (50)

Stephen Carter was appointed CEO-Designate on 1 September 2013 and Group Chief Executive on 1 January 2014, having previously served on the Board of Informa plc as an independent Non-Executive Director and as a member of the Audit Committee. Stephen is also Chairman of the Board at the Ashridge Business School and a Governor of the Royal Shakespeare Company. Stephen was previously the President/Managing Director, Europe, Middle East & Africa for Alcatel Lucent and was a member of the Executive Management Board. He is a Life Peer.

#### John Davis

### Non-Executive Director<sup>123</sup> (52)

Having qualified as a Chartered Accountant with Price Waterhouse, John Davis has worked extensively within the media sector most recently as the Chief Financial Officer of Yell Group plc (renamed Hibu plc) where he spent over 10 years. Previous roles include Group Finance Director of the FT Group, Chief Financial Officer of Pearson Inc and Director of Corporate Finance and Treasury at EMAP plc. John has a Masters in Management from The Stanford Graduate School of Business. He was appointed as a Non-Executive Director with effect from 1 October 2005 and is a member of the Audit, Nomination and Remuneration Committees.

### Dr Brendan O'Neill Non-Executive Director<sup>13</sup> (65)

Dr Brendan O'Neill is currently a Non-Executive Director of Tyco International Inc, Towers Watson Inc and Endurance Speciality Holdings Limited. From 1999 to 2003 he was Chief Executive of ICI plc. Prior to joining ICI in 1998 he was an Executive Director of Guinness plc with responsibility for the Guinness Group's worldwide brewing interests. He was also a Non-Executive Director of Emap plc from 1995 to 2002. Dr O'Neill was appointed as a Non-Executive Director with effect from 1 January 2008. He chairs the Audit Committee and is a member of the Remuneration Committee.

### **Cindy Rose**

## Non-Executive Director<sup>1</sup> (48)

Cindy Rose joined the Board of Informa as an independent Non-Executive Director on 1 March 2013. She is Managing Director of Vodafone UK's Consumer division. She was formerly Executive Director of Digital Entertainment at Virgin Media and has held a variety of Senior Executive roles with The Walt Disney Company. Cindy is a member of the Audit Committee.

# BIOGRAPHICAL INFORMATION ON DIRECTORS SEEKING ELECTION

## **Geoffrey Cooper**

#### Non-Executive Director<sup>3</sup> (60)

Geoffrey Cooper joined the Board as a Non-Executive Director on 1 January 2014. He is Non-Executive Chairman of Dunelm plc and Chairman of Bourne Leisure Holdings Ltd, the Constructions Products Association and Truth Corps Ltd. He is a Chartered Management Accountant and had a career in management consultancy before joining Somerfield as Finance Director in 1990. In 1994 he became Finance Director of UniChem plc, subsequently Alliance UniChem plc (which later became part of Alliance Boots plc), where he was appointed Deputy Chief Executive in 2001. He was Chief Executive of Travis Perkins plc from 2004 to 2013 and retired from the Travis Perkins board in March 2014. He is Chairman of the Remuneration Committee.

## Helen Owers

## Non-Executive Director<sup>3</sup> (50)

Helen Owers joined the Board as a Non-Executive Director on 1 January 2014. She is a Non-Executive Director at PZ Cussons, Wragge & Co LLP and The Eden Project. She was previously President, Global Businesses at Thomson Reuters and more recently, Chief Development Officer, with a remit to expand the Thomson Reuters' emerging markets presence. Before joining Thomson Reuters, Helen worked as a media and telecoms strategy consultant with Gemini Consulting and in academic and professional publishing with Prentice Hall. She is a member of the Remuneration Committee.

## Gareth Bullock

## Non-Executive Director<sup>1</sup> (60)

Gareth Bullock joined the Board as a Non-Executive Director on 1 January 2014. He is also a Non-Executive Director of Tesco plc and Tesco Personal Finance Group Limited, Spirax-Sarco Engineering plc and Global Market Group Ltd. He is a member of the Advisory Council of Good Governance Group (G3) and a Trustee of the British Council. Gareth was Group Executive Director of Standard Chartered plc until his retirement in April 2010 and was also responsible for the Standard Chartered plc's risk function. He is a member of the Audit Committee.

- <sup>1</sup> Audit Committee
- <sup>2</sup> Nomination Committee
- <sup>3</sup> Remuneration Committee



# Appendix 3

#### INSPECTION OF DOCUMENTS

The following documents are available for inspection during normal business hours on any weekday (public holidays excepted) at the Company's registered office (22 Grenville Street, St. Helier, Jersey JE4 8PX) until the day of the AGM and at the AGM venue (Radisson Blu Hotel, Flughafen Zürich, CH-8058, Zurich, Switzerland) from 15 minutes before the AGM until it concludes:

- 1. copies of the Executive Directors' service contracts;
- copies of letters of appointment of the Non-Executive Directors; and
- 3. the Memorandum and Articles of Association of the Company.

## **AGM INFORMATION**

#### Venue and Time

The meeting will be held on Friday 23 May 2014 at Radisson Blu Hotel, Flughafen Zürich, CH-8058, Zurich, Switzerland at 9.00 am (CEST, 8.00 am BST).

#### Voting

Shareholders who would like to vote but cannot attend the AGM are requested to submit their proxy form in one of the following ways:

- by internet: via www.eproxyappointment.com. Full details on the procedures to follow are given on the website;
- by mail: to Computershare Investor Services (Jersey) Limited, c/o The Pavilions, Bridgwater Road, Bristol, BS99 6ZY; or
- 3. by CREST message: if you are a CREST system user (including a CREST personal member) you can submit proxy instructions by having an appropriate CREST message transmitted. CREST personal members or other CREST sponsored members should contact their CREST sponsor for assistance with appointing proxies via CREST. For further information on CREST procedures, limitations and system timings, please refer to the CREST manual. Informa may be required to treat as invalid a proxy appointment sent by CREST in the circumstances set out in Article 34 of the Companies (Uncertificated Securities) (Jersey) Order 1999.

Last time and date for submission of proxy forms: 9.00 am (CEST, 8.00 am BST) on 21 May 2014.