## **NOTICE OF ANNUAL GENERAL MEETING 2015**

#### This document is important. Please read it straight away.

If you have any doubts about the action you should take, you should immediately consult your stockbroker, bank manager, solicitor, accountant or other professional advisor duly authorised under the Financial Services and Markets Act 2000.

If you have sold or transferred all your shares in Tate & Lyle PLC, please send this document, and the accompanying proxy form, at once to the purchaser or transferee, or to the stockbroker, bank or other agent through whom the sale or transfer took place, so they can send it on to the purchaser or transferee.

#### Dear Shareholder

I enclose your Notice of Annual General Meeting (AGM). The AGM will be held on Wednesday 29 July 2015 at 11.00am at The QEII Centre, Broad Sanctuary, Westminster, London SW1P 3EE. You can register from 10.00am and the AGM will start promptly at 11.00am.

The Notice of AGM is set out on pages 2 and 3. An explanation of the resolutions on which you will be asked to vote can be found on pages 6 and 7.

#### **Annual Report 2015**

If you have not asked to be sent a copy of the Annual Report 2015 by post, you can find it on our website, www.tateandlyle.com/annualreport2015.

If you would like to receive a printed copy of the Annual Report 2015, please contact our registrars, Equiniti, at Aspect House, Spencer Road, Lancing, West Sussex BN99 6DA.

# Lodging your vote

All your votes are important to us and I urge you to vote on the resolutions to be proposed at the AGM. If you cannot attend the AGM, you may appoint a proxy in one of the following ways:

- online via our registrars' website, www.sharevote.co.uk;
- via the CREST electronic proxy appointment service (for CREST members); or
- by completing the enclosed proxy form and returning it to our registrars.

The deadline for the appointment of proxies is 11.00am on Monday 27 July 2015. The appointment of a proxy will not prevent you from attending and voting at the AGM.

## Shareholders' questions

You may submit questions relating to the business of the AGM beforehand via email to agmquestions@tateandlyle.com or by completing and returning the shareholders' questions card. All questions will be considered, and addressed at the AGM or via our website, or on an individual basis as appropriate, according to the nature of the question. Shareholders may also ask questions in person at the AGM on the business of the AGM once submitted questions have been dealt with.

## Voting at the AGM

Save for any procedural resolution which will be taken on a show of hands, voting at the AGM will be taken by poll again this year. Each shareholder and proxy present at the AGM will be invited to complete a poll card indicating how they wish to cast their votes in respect of each resolution. In addition, I will cast the votes for which the Chairman of the AGM has been appointed as proxy. Poll cards will be collected at the end of the AGM. Once the results have been verified by our registrars, Equiniti, they will be published on our website, www.tateandlyle.com, and released via a regulatory information service.

#### Adoption of Financial Reporting Standard (FRS) 101 - Reduced Disclosure Framework

Following the publication of FRS 100 'Application of Financial Reporting Requirements' by the Financial Reporting Council, Tate & Lyle PLC is required to change its accounting framework for its entity financial statements, which is currently UK GAAP, for its financial year commencing 1 April 2015. The Group is required to make a choice between two alternative sets of accounting standards: FRS 101, which allows UK companies to use the recognition and measurement requirements of IFRS, but with reduced disclosures; or FRS 102, which represents new UK GAAP, based on IFRS for small and medium-sized enterprises (SMEs), amended for UK-specific circumstances. The Board considers that it is in the best interests of the Group for the Company to adopt FRS 101 'Reduced Disclosure Framework' since this will enable the streamlining and simplification of reporting procedures. No material disclosures in the current UK GAAP financial statements would be omitted on adoption of FRS 101. In accordance with the provisions set out in FRS 101.5, a shareholder or shareholders holding in aggregate 5% or more of the total issued shares in the Company may object to the use of the disclosure exemptions, in writing, to the Company Secretary at the registered office no later than 28 July 2015.

#### Recommendation

Your Directors believe that all the resolutions in the Notice of AGM are in the best interests of Tate & Lyle PLC and its shareholders and recommend that you vote in favour of them. The Directors intend to vote their own shares in favour of each resolution.

Yours sincerely

#### Sir Peter Gershon

Chairman

9 June 2015

## **NOTICE OF ANNUAL GENERAL MEETING 2015**

Notice is hereby given that the one hundred and twelfth Annual General Meeting (AGM) of Tate & Lyle PLC (the Company) will be held at The QEII Centre, Broad Sanctuary, Westminster, London SW1P 3EE on Wednesday 29 July 2015 at 11.00am for the following

To consider and, if thought fit, pass the following resolutions 1 to 17 which will be proposed as ordinary resolutions:

- To receive the Reports and Accounts of the Directors and the report of the auditors for the year ended 31 March 2015.
- To approve the Directors' Remuneration Report (excluding the Directors' Remuneration Policy) for the year ended 31 March 2015 as set out on pages 58, 59 and 70 to 78 of the Annual Report 2015.
- To declare a final dividend on the ordinary shares of the Company.
- To re-elect Sir Peter Gershon as a director of the Company.
- 5. To re-elect Javed Ahmed as a director of the Company.
- To re-elect Nick Hampton as a director of the Company.
- To re-elect Liz Airey as a director of the Company. 7.
- 8. To re-elect William Camp as a director of the Company.
- To re-elect Paul Forman as a director of the Company.
- 10. To re-elect Douglas Hurt as a director of the Company.
- 11. To re-elect Virginia Kamsky as a director of the Company.
- 12. To re-elect Anne Minto as a director of the Company.
- 13. To re-elect Dr Ajai Puri as a director of the Company.
- 14. To re-appoint PricewaterhouseCoopers LLP as auditors.
- 15. To authorise the Directors to set the remuneration of the auditors.
- 16. That the Company be and is hereby authorised to:
  - (a) make political donations to political parties, and/or independent election candidates, and/or political organisations other than political parties not exceeding £100,000 in total; and
  - (b) incur political expenditure not exceeding £100,000 in total;

during the period beginning with the date of the passing of this resolution and ending on the date of the annual general meeting in 2016 or on 30 September 2016, whichever is the earlier.

All existing authorisations and approvals relating to political donations or expenditure under Part 14 of the Companies Act 2006 (the Act) are hereby revoked without prejudice to any donation made or expenditure incurred prior to the date hereof pursuant to such authorisation or approval.

For the purposes of this resolution, the expressions 'political donations', 'political parties', 'independent election candidates', 'political organisations' and 'political expenditure' have the meanings set out in Sections 363 to 365 of the Act.

17. That the Directors be and are hereby generally and unconditionally authorised pursuant to and in accordance with Section 551 of the Act to exercise all the powers of the Company to allot shares or grant rights to subscribe for or to convert any security into shares up to a nominal amount of £38,841,348;

such authority to apply in substitution for all previous authorities pursuant to Section 551 of the Act and to expire at the conclusion of the Company's annual general meeting in 2016 or on 30 September 2016, whichever is the earlier, but so that the Company may make offers and enter into agreements during the relevant period which would, or might, require shares to be allotted or rights to subscribe for or to convert any security into shares to be granted after the authority ends.

To consider and, if thought fit, pass the following resolutions 18 to 20 which will be proposed as special resolutions:

- 18. That, subject to the passing of resolution 17, the Directors be and are hereby empowered to allot equity securities as defined in Section 560(1) of the Act wholly for cash pursuant to the authority given by resolution 17 or where the allotment constitutes an allotment of equity securities by virtue of Section 560(3) of the Act, in each case:
  - (a) in connection with a pre-emptive offer; and
  - (b) otherwise than in connection with a pre-emptive offer, up to an aggregate nominal amount of £5,826,202;

as if Section 561(1) of the Act did not apply to any such allotment; such power to expire at the conclusion of the Company's annual general meeting in 2016 or on 30 September 2016, whichever is the earlier, but so that the Company may make offers and enter into agreements during this period which would, or might, require equity securities to be allotted after the power ends.

For the purposes of this resolution:

- (i) 'pre-emptive offer' means an offer of equity securities open for acceptance for a period fixed by the Directors to (a) holders (other than the Company) on the register on a record date fixed by the Directors of ordinary shares in proportion to their respective holdings, and (b) other persons so entitled by virtue of the rights attaching to any other equity securities held by them, but subject in both cases to such exclusions or other arrangements as the Directors may deem necessary or expedient in relation to treasury shares, fractional entitlements, record dates or legal, regulatory or practical problems in, or under the laws of, any territory:
- (ii) references to an allotment of equity securities shall include a sale of treasury shares; and
- (iii) the nominal amount of any securities shall be taken to be, in the case of rights to subscribe for or convert any securities into shares of the Company, the nominal amount of such shares which may be allotted pursuant to such rights.
- 19. That the Company be and is hereby unconditionally and generally authorised for the purpose of Section 701 of the Act to make market purchases (as defined in Section 693 of the Act) of ordinary shares of 25p each in the capital of the Company, provided
  - (a) the maximum number of shares which may be purchased is 46,609,616;
  - (b) the minimum price which may be paid for a share is the nominal value of that share;
  - (c) the maximum price which may be paid for a share is the higher of (i) 105 per cent of the average of the middle market quotations of the Company's ordinary shares as derived 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, and (ii) the higher of the price of the last independent trade and the highest current independent bid on the London Stock Exchange as stipulated in Article 5(1) of the Buy-back and Stabilisation Regulation; and
  - (d) this authority shall expire at the conclusion of the annual general meeting in 2016 or on 30 September 2016, whichever is earlier (except in relation to the purchase of shares the contract for which was concluded before the expiry of such authority and which might be executed wholly or partly after such expiry), unless such authority is renewed prior to such time.
- 20. That a general meeting of the Company, other than an annual general meeting, may be called on not less than 14 clear days' notice.

By order of the Board

## **Lucie Gilbert**

Company Secretary 9 June 2015

Registered Office: 1 Kinaswav London WC2B 6AT Registered in England Company number 76535

## **NOTICE OF ANNUAL GENERAL MEETING 2015**

#### Attending and voting

- 1. Shareholders of the Company will have the right to attend, speak and, subject to the Articles, vote at the AGM.
- 2. To be entitled to attend, speak and vote at the AGM (and for the purpose of determining the number of votes they may cast), shareholders must be entered on the Company's Register of Members at 6.00pm on Monday 27 July 2015 (or in the case of an adjournment, 6.00pm 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, speak and vote at the AGM.
- 3. Any shareholder attending the AGM has the right to ask questions. The Chairman will ensure that any question relating to the business being dealt with at the AGM receives a response, but in accordance with Section 319A of the Act, no response need be given if:
  - (a) to do so would interfere unduly with the preparation for the AGM or involve the disclosure of confidential information;
  - (b) the answer has already been given on the Company's website in the form of an answer to a question; or
  - (c) the Chairman determines that it is undesirable in the interests of the Company or the good order of the AGM that the question be answered.

The Chairman may determine the order in which questions raised by shareholders are taken, having due regard for shareholders present at the AGM.

## Appointment of proxies

- 4. Any shareholder of the Company entitled to attend, speak and vote is entitled to appoint another person as his or her proxy to exercise all or any of his or her rights to attend and to speak and vote at the AGM. A shareholder may appoint more than one proxy, 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.
- 5. A proxy form is enclosed which shareholders may complete and return to Equiniti, the Company's registrars. Shareholders may register the appointment of their proxy or proxies electronically via Equiniti's website, www.sharevote.co.uk, where you will find full instructions on how to do so. To use this electronic system, you will need the Voting ID, Task ID and Shareholder Reference Number printed on the proxy form. Alternatively, if you have already registered with Equiniti's online portfolio service, Shareview, you can appoint your proxy or proxies electronically by logging on to your portfolio at www.shareview.co.uk and clicking on the link to vote. Please note that any electronic communication found to contain a computer virus will not be accepted. CREST members may use the CREST electronic appointment service (see below).
- 6. To be effective, the proxy form (or electronic appointment of a proxy) must be received by Equiniti by 11.00am on Monday 27 July 2015. Appointing a proxy will not prevent a shareholder from attending and voting in person at the AGM.

## **Appointment of proxies through CREST**

- 7. CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so for the AGM and any adjournment(s) thereof 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) voting 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.
- 8. 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 specifications and must contain the information required for such instructions, as described in the CREST Manual. The message, regardless of whether it relates to the appointment of a proxy or to 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 Equiniti (ID RA19) by no later than 11.00am on Monday 27 July 2015. 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 Applications Host) from which Equiniti 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.
- 9. CREST members and, where applicable, their CREST sponsors or voting service providers, should note that Euroclear does not make available special procedures in CREST for any particular messages. 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(s), to procure that his or her 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 service providers, are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings. The CREST Manual can be reviewed at www.euroclear.com.
- 10. The Company may treat as invalid a CREST Proxy Instruction in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.

## **Shareholder information**

11. A copy of this Notice of AGM 2015 and other information required by Section 311A of the Companies Act 2006 can be found on the Company's website, www.tateandlyle.com.

#### **Electronic communication**

12. You may not use any electronic address provided either in this Notice of AGM 2015 or any related documents including the proxy form to communicate with the Company for any purpose other than those expressly stated.

## **Corporate Representatives**

13. Any corporation which is a shareholder can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a shareholder provided that they do not do so in relation to the same shares.

#### Shareholders' statement of audit concerns

- 14. Shareholders should note that, on a request made by shareholders of the Company under Section 527 of the Act, the Company may be required to publish on a website a statement setting out any matter relating to:
  - (a) the audit of the Company's accounts (including the auditors' report and the conduct of the audit) that are to be laid before the AGM; or
  - (b) any circumstance connected with the auditors of the Company ceasing to hold office since the previous meeting at which annual reports and accounts were laid in accordance with Section 437 of the Act. The Company may not require the shareholders requesting any such website publication to pay its expenses in complying with Sections 527 or 528 (requirements as to website availability) of the Act. Where the Company is required to place a statement on a website under Section 527 of the Act, it must forward the statement to the Company's auditors not later than the time when it makes the statement available on the website. The business which may be dealt with at the AGM for the relevant financial year includes any statement that the Company has been required under Section 527 of the Act to publish on a website.

#### Nominated persons

- 15. A person who is not a shareholder of the Company, but has been nominated by a shareholder to enjoy information rights in accordance with Section 146 of the Act (Nominated Person), does not have the right to appoint a proxy, although he or she may have a right under an agreement with the shareholder to be appointed (or to have someone else appointed) as a proxy. Alternatively, if Nominated Persons do not have such a right, or do not wish to exercise it, they may have a right under an agreement with the relevant shareholder to give instructions as to the exercise of voting rights.
- 16. If you have been nominated to receive general shareholder communications directly from the Company, it is important to remember that your main contact in terms of your investment remains the registered shareholder or custodian or broker who administers the investment on your behalf. Therefore, any changes or queries relating to your personal details and holding (including any administration) must continue to be directed to your existing contact at your investment manager or custodian. The Company cannot guarantee to deal with matters that are directed to it in error. The only exception to this is where the Company, in exercising one of its powers under the Act, writes to you directly for a response.

## American Depositary Receipts (ADRs)

17. Holders of ADRs should complete ADR proxy cards in relation to the voting rights attached to the ordinary shareholding represented by their ADRs. Such cards should be returned to the US Depositary, The Bank of New York Mellon, as indicated, as soon as possible and no later than 5.00pm Eastern Standard Time on 22 July 2015. Should you have any additional queries, the US Depositary can be contacted at +1 888 269 2377 (for calls within the USA only) or +1 201 680 6825 (for calls from outside the USA).

#### Issued share capital

18. As at 8 June 2015, being the last practicable date prior to the publication of this Notice of AGM, the total number of issued ordinary shares was 468,225,605. The Company held 2,129,422 shares in treasury and therefore the total number of voting rights was 466,096,183. On a vote by show of hands, every shareholder who is present has one vote and every proxy present who has been duly appointed by a shareholder entitled to vote has one vote. On a poll, every shareholder who is present in person or by proxy has one vote for every share of which he or she is the holder.

## Inspection of documents

19. Copies of service contracts and letters of appointment of the directors will be available for inspection at the registered office of the Company during normal business hours on any weekday (Saturday, Sunday and UK public holidays excluded), and on the date of the AGM when they will also be available for inspection at The QEII Centre, Broad Sanctuary, Westminster, London SW1P 3EE from 10.45am until the close of the AGM.

## General enquiries

20. The Company's registrars, Equiniti, can be contacted on 0871 384 2063\* or +44 (0)121 415 0235 (for calls from outside the UK).

\*Calls to this number are charged at 8p per minute plus network extras. Lines are open Monday to Friday, 8.30am to 5.30pm UK time (excluding UK public holidays).

# **EXPLANATORY NOTES TO THE BUSINESS** OF THE ANNUAL GENERAL MEETING 2015

This year, shareholders will be asked to approve 20 resolutions. Resolutions 1 to 17 will be proposed as ordinary resolutions. This means that more than 50% of the votes cast must support these resolutions if they are to be passed. Resolutions 18 to 20 will be proposed as special resolutions. At least 75% of the votes cast must support these resolutions if they are to be passed.

#### Resolution 1: Report and Accounts for the year ended 31 March 2015

The Directors are legally required to present their reports and audited accounts for the year ended 31 March 2015 to shareholders. A copy of the Annual Report 2015 is available on our website, www.tateandlyle.com/annualreport2015, and copies will also be available at the AGM.

## Resolution 2: Directors' Remuneration Report

In accordance with the Companies Act 2006 (the Act), all listed companies must give shareholders the opportunity to cast an advisory vote on the statement by the Chairman of the Remuneration Committee and the Annual Report on Remuneration as set out on pages 58 to 59 and on pages 70 to 78 respectively.

The Company's Remuneration Policy was approved by shareholders at the annual general meeting 2014 and remains unchanged. It is not therefore required to be put to shareholders at this AGM. The Remuneration Policy can be found in the Annual Report 2015 on pages 59 to 69.

#### Resolution 3: Declaration of a final dividend

You will be asked to approve a final dividend of 19.8p per ordinary share for the year ended 31 March 2015. If approved, the dividend will be paid on 31 July 2015 to shareholders on the Register of Members at the close of business on 3 July 2015.

## Resolutions 4 to 13: Re-election of directors

In accordance with the UK Corporate Governance Code, all directors will be submitting themselves for re-election by shareholders at the AGM. Each director has been through a formal performance review process, further details of which can be found in the Annual Report 2015. Following this process, the Board agreed that the performance of each of the directors was entirely satisfactory and that they each demonstrate the commitment expected of a director of Tate & Lyle PLC.

The Board has concluded that each of the non-executive directors is independent under the terms of the UK Corporate Governance Code. Biographical details of all directors can be found in Appendix 1 on page 8.

#### Resolution 14: Re-appointment of auditors

The Company is required to re-appoint the auditors at each general meeting at which accounts are laid. The UK Corporate Governance Code also states that FTSE 350 companies should tender the provision of audit services at least every ten years, or explain their approach if different. The Audit Committee is responsible for overseeing the Company's relationship with the auditors, PricewaterhouseCoopers LLP (PwC). The Audit Committee Report on pages 53 to 55 of the Annual Report 2015 sets out: details of the policy to safeguard the auditors' objectivity and independence; how the Committee reviewed the effectiveness of the auditors and the audit process; and anticipated timing of the tender. The Board, on the recommendation of the Audit Committee, is proposing that PwC be re-appointed as the Company's auditors.

## Resolution 15: Auditors' remuneration

This resolution proposes that the Directors be authorised to set the auditors' remuneration.

## **Resolution 16: Political donations**

Resolution 16 asks shareholders to renew the authority given at the 2014 annual general meeting to enable the Company and its subsidiaries to support individuals and organisations that may fall within the scope of a 'political party', an 'independent election candidate' or a 'political organisation' and to incur 'political expenditure' as defined in the Act.

Tate & Lyle's policy is not to make donations to EU political candidates, parties or organisations and there is no intention of changing that policy. However, the Act includes a broad definition of donations in this context, which may include some normal business activities that would not otherwise be regarded as being political in nature. Consequently, the Board, in common with many other companies, on a precautionary basis and to avoid inadvertent infringement of the Act, considers it prudent to ask shareholders to renew this authority for a further period, which will expire at the next annual general meeting or on 30 September 2016, whichever is the earlier.

# Resolution 17: Authority to allot ordinary shares

This resolution asks shareholders to renew the Directors' authority to allot shares. The Directors believe that the authority in this resolution should be obtained to give flexibility for business opportunities as they arise. This year the Directors are seeking a lower level of authority than in recent years, where an equivalent of two-thirds of the issued share capital of the Company, exclusive of treasury shares, was sought. The Directors consider that the Company will have sufficient flexibility with the lower level of authority, which is in line with investor guidelines, to respond to market developments. The Directors have no present intention to exercise the authority sought under this resolution other than in connection with the Company's employee share plans.

Resolution 17 will allow the Directors to allot new shares and grant rights to subscribe for, or convert other securities into, shares up to a nominal value of £38,841,348 (consisting of 155,365,392 ordinary shares), representing one-third of the Company's ordinary share capital in issue (excluding treasury shares) as at 8 June 2015. As at this date, the Company held 2,129,422 ordinary shares in treasury, representing 0.46% of the issued share capital excluding treasury shares.

If the resolution is passed, the authority will remain in force until the next annual general meeting or 30 September 2016, whichever is the earlier.

#### Resolution 18: Disapplication of pre-emption rights

As in previous years, it is proposed to authorise the Directors to allot shares for cash without first offering them to existing shareholders in proportion to their existing holdings.

The purpose of resolution 18 is to authorise the Directors to allot new shares pursuant to the authority given by resolution 17, or to sell treasury shares, for cash in connection with a pre-emptive offer or otherwise up to a maximum nominal value of £5,826,202 (consisting of 23,304,808 ordinary shares) which is 5% of the ordinary share capital in issue excluding shares held in treasury on 8 June 2015, without the need first to offer such shares to existing shareholders in proportion to their existing holdings. This authority will remain in force until the next annual general meeting or 30 September 2016, whichever is the earlier.

The Board considers the authority in resolution 18 to be appropriate in order to allow the Company flexibility to finance business opportunities or to conduct a pre-emptive offer or rights issue without the need to comply with the strict requirements of the statutory pre-emption provisions.

The Board intends to adhere to the provisions in the Pre-emption Group's Statement of Principles not to allot shares for cash on a non-pre-emptive basis (other than pursuant to a rights issue or pre-emptive offer) in excess of an amount equal to 7.5% of the total issued ordinary share capital of the Company within a rolling three-year period without prior consultation with shareholders.

#### Resolution 19: Company's authority to purchase its own shares

As in previous years, shareholders will be asked to renew the Company's authority to purchase up to 10% of its issued ordinary shares. The resolution specifies the maximum number of shares that may be purchased and the minimum or maximum prices at which they may be bought. The Directors would only use this authority after taking account of the market conditions prevailing at the time, the needs of the Company (including the need to hold shares in treasury to satisfy awards made under the Company's share incentive plans), its opportunities for expansion and its overall financial position. Consistent with statements issued by the Investment Association (and previously the Association of British Insurers) in this regard, the Directors would exercise the authority to purchase ordinary shares only if they considered the effect would be an increase in earnings per share and would be in the best interests of shareholders.

Pursuant to the Act, the Company may hold the shares which have been repurchased itself as treasury shares and either resell them for cash, cancel them, either immediately or at a point in the future, or use them for the purposes of its share incentive plans.

During the period from 24 July 2014 to 8 June 2015, 1,315,000 shares were purchased into treasury to satisfy awards made under the Company's share incentive plans.

The total number of ordinary shares which may be issued on the exercise of outstanding options as at 8 June 2015 (the latest practicable date prior to the posting of this document) is 4,880,033, which represents approximately 1.05% of the issued share capital at that date (excluding shares held in treasury). If the Company were to purchase shares up to the maximum permitted by this resolution, the proportion of ordinary shares subject to outstanding options would represent approximately 1.16% of the issued share capital (excluding shares held in treasury) as at 8 June 2015.

#### Resolution 20: Notice period for general meetings

The Companies (Shareholders' Rights) Regulations 2009 (the Shareholders' Rights Regulations) increased the notice period required for general meetings of the Company to 21 days unless shareholders approve a shorter notice period, which cannot however be less than 14 clear days (annual general meetings will continue to be held with at least 21 clear days' notice).

Before the Shareholders' Rights Regulations came into force in 2009, the Company was able to call general meetings other than an annual general meeting on 14 clear days' notice without obtaining such shareholder approval. At each annual general meeting of the Company held since 2009, shareholders have approved the calling of meetings other than the annual general meeting on 14 clear days' notice, effective until the next annual general meeting. In order to preserve this ability, resolution 20 seeks such approval. The approval will be effective until the Company's next annual general meeting, when it is intended that a similar resolution will be proposed. The shorter notice period would not be used as a matter of routine for such meetings, but only where the flexibility is merited by the business of the meeting and is thought to be to the advantage of shareholders as a whole and noting also the recommendations of the UK Corporate Governance Code in this regard. For instance, to seek shareholder approval of acquisitions, especially where the Company may be competing with other bidders who are not subject to the requirements of the Listing Rules.

The Company will also need to meet the requirements for electronic voting under the Shareholders' Rights Directive before it can call a general meeting on 14 clear days' notice.

# **APPENDIX 1:** BIOGRAPHIES OF THE DIRECTORS STANDING FOR RE-ELECTION

#### Sir Peter Gershon CBE, Chairman

Joined the Board as an independent Non-Executive Director and Chairman Designate in February 2009, Appointed Chairman in July 2009. Sir Peter has broad business experience gained in large and complex international organisations and has held various leadership roles in the UK private and public sector. He was formerly Chairman of Premier Farnell plc; Chief Executive of the Office of Government Commerce; Managing Director of Marconi Electronic Systems; and a member of the UK Defence Academy Advisory Board. Currently Chairman of National Grid plc; Chairman of the Aircraft Carrier Alliance; and a member of the advisory board of The Sutton Trust.

## Javed Ahmed, Chief Executive

Joined the Board as Chief Executive in October 2009. Javed has extensive international experience from a wide variety of senior management roles. He started his career with Procter & Gamble and then spent five years with Bain & Co. before joining Benckiser (later Reckitt Benckiser plc) in 1992, where he gained significant experience of international consumer goods markets and held positions including Senior Vice President, Northern Europe; President, North America; Executive Vice President, North America, Australia and New Zealand; and Executive Vice President, Europe. Currently a member of Mosaic Advisory Board.

## Nick Hampton, Chief Financial Officer

Joined the Board in September 2014 as Chief Financial Officer. Prior to joining Tate & Lyle, Nick held a number of senior roles over his twenty-year career at PepsiCo, most recently as Senior Vice President and Chief Financial Officer, Europe in 2008, a position he held until 2013 when he was appointed PepsiCo's President West Europe Region and Senior Vice President Commercial, Europe.

#### Liz Airey, Senior Independent Director

Joined the Board in January 2007. Liz was an investment banker and has extensive financial experience in the UK and internationally. She was formerly Finance Director of Monument Oil and Gas plc. Currently Chairman of Jupiter Fund Management PLC, and Senior Independent Director of Dunedin Enterprise Investment Trust PLC.

#### William Camp, Non-Executive Director

Joined the Board in May 2010. Bill worked for 22 years for Archer Daniels Midland Company, before retiring in 2007, and held a variety of management positions including Executive Vice President, Asia Strategy; Executive Vice President, Processing; and Senior Vice President, Global Oil Seeds, Cocoa and Wheat Milling. Currently a senior advisor of Naxos Capital, a Director of Culligan International and a Director of First Illinois Corporation.

### Paul Forman, Non-Executive Director

Joined the Board in January 2015. Paul is Group Chief Executive of Coats Group plc, a leading global industrial thread and consumer textiles crafts business. Prior to joining Coats in 2009, he was Group Chief Executive of Low & Bonar PLC, a global performance materials group, and was previously Managing Director at Unipart International, a leading European automotive aftermarket supplier. Paul also served as a non-executive director at Brammer PLC from 2006 to 2010.

## **Douglas Hurt, Non-Executive Director**

Joined the Board in March 2010. A Chartered Accountant, he held a number of financial and operational roles, including US and European senior management positions at GlaxoSmithKline and was Finance Director of IMI plc between 2006 and 2015. Currently Senior Independent Director of Vesuvius plc.

## Virginia Kamsky, Non-Executive Director

Joined the Board in December 2012. Ginny is Chairman and Chief Executive Officer of Kamsky Associates, Inc. She also served as an Executive Vice President of Foamex International, Inc. and held a variety of leadership roles at Chase Manhattan Bank. Currently a non-executive director of Dana Holding Corporation and a member of the US Secretary of the Navy Advisory Panel.

## Anne Minto OBE, Non-Executive Director

Joined the Board in December 2012. Anne was Group Director of Human Resources at Centrica plc from 2002 until her retirement in 2011. She previously held senior management roles at Shell UK and Smiths Group plc, and was Deputy Director-General of the Engineering Employers' Federation. Currently a non-executive director of Shire PLC, Vice Chairman of the University of Aberdeen Development Trust, a non-executive director of the Court of the University of Aberdeen and a non-executive director of ExIService Holdings, Inc.

## Dr Ajai Puri, Non-Executive Director

Joined the Board in April 2012. Ajai has a PhD in Food Science from the University of Maryland, USA. He was President - Research, Development and Product Integrity and a member of the Executive Board of Koninklijke Numico N.V. from 2003 to 2007. Prior to this, Ajai held various management positions with The Coca-Cola Company, culminating in Senior Vice President Technical, The Minute Maid Company, Currently a non-executive director of Britannia Industries Limited and a non-executive director of Firmenich SA.

# EXPLANATORY NOTES RELATING TO THE COMPLETION OF THE PROXY FORM

#### Appointment of proxy

If you wish to appoint a person other than the Chairman, please strike out 'the Chairman of the Meeting' and insert the name of your chosen proxy holder in the space provided.

The completion and return of the proxy form will not preclude a shareholder from attending the AGM and voting in person.

## Rights of proxy

A properly appointed proxy may attend the AGM, and may speak and vote on a poll or on a show of hands. A proxy need not also be a shareholder. In the absence of instructions in respect of any resolution, your proxy may vote, or abstain from voting, as he or she chooses, on any business which may properly come before the AGM.

#### Partial voting

If the proxy is being appointed in relation to part of your holding only, enter the number of shares over which they are authorised to act as your proxy next to the proxy's name. If you do not specify the number of shares, they will be authorised in respect of your full voting

## Appointment of more than one proxy

To appoint more than one proxy, additional proxy forms may be obtained by contacting our registrars. Equiniti, on 0871 384 2063\* or +44 (0)121 415 0235 (for calls from outside the UK), or you may photocopy the proxy form. Please indicate next to the proxy holder's name the number of shares in relation to which they are authorised to act as your proxy. Please also indicate by putting an 'X' in the box provided if the proxy instruction is one of multiple instructions being given. All proxy forms must be signed and should be returned together in the same envelope.

To be valid, the proxy form and the power of attorney or other authority (if any) under which it is signed and dated must be received by Equiniti no later than 11.00am on Monday 27 July 2015. If the shareholder is a corporation, the proxy form must be executed under seal or signed by a duly authorised officer or attorney. Any alteration to the proxy form should be initialled by the person who signed it.

If you wish to use an envelope, please address it to Freepost RTHJ-CLLL-KBKU, Equiniti, Aspect House, Spencer Road, Lancing, West Sussex BN99 8LU. No stamp is needed if it is posted in the UK. If the proxy form is posted outside the UK, you should return it in an envelope using the address on the back of the proxy form. You will need to pay postage.

#### Joint shareholders

For joint holders, the signature of any one of them will suffice. The vote of the senior joint holder who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other joint holders, and for this purpose, seniority shall be determined by the order in which the names stand in the Register of Members.

#### Preference shareholders

Preference shareholders are not entitled to vote on resolutions 2 to 13 inclusive.

\*Calls to this number are charged at 8p per minute plus network extras. Lines are open Monday to Friday, 8.30am to 5.30pm UK time (excluding UK public holidays).

# NOTES FOR SHAREHOLDERS ATTENDING THE AGM

#### Schedule

11.00am

Registration commences and tea, coffee and biscuits will be available. You should allow 15 to 20 minutes 10.00am

for security and registration formalities.

10.45am Auditorium doors open.

AGM commences.

A light sandwich lunch will be provided at the conclusion of the AGM.

#### Registration

Upon arrival, please go to the registration desks which are clearly positioned. Please bring your shareholder attendance pass with you. If you do not have an attendance pass, you will need to confirm your name and address details with our registrars prior to admittance.

#### Security

For your safety and security, all hand baggage may be subject to examination on entry to The QEII Centre. Please note that you will be asked to leave large bags in the cloakroom.

Laptop computers, cameras and recording equipment will not be permitted in the AGM. Mobile phones and other electronic devices should be turned off throughout the AGM.

Security staff will be on duty to assist shareholders. The Company will not permit behaviour that may interfere with another person's security, safety or the good order of the AGM.

#### Attending the AGM

All shareholders, proxies and joint shareholders may attend and speak at the AGM. However, in the case of a joint shareholder only the vote of the most senior shareholder present (in person or by proxy) at the AGM (as determined by the order in which the names are listed on the Register of Members) shall be accepted. Voting will be conducted on a poll.

#### AGM presentations

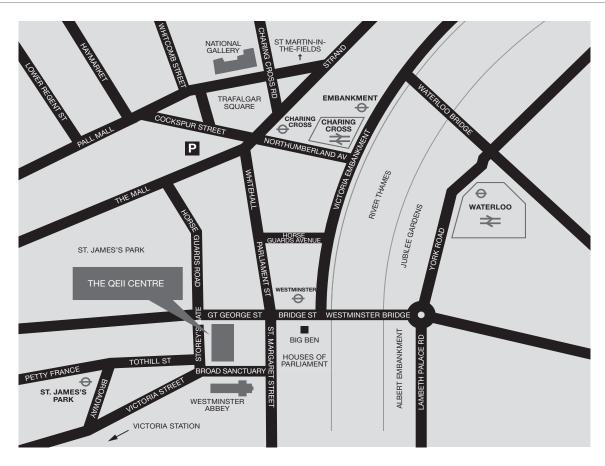
If you are unable to attend the AGM, the presentations and formal business of the AGM will be available to view and download from the Company's website, www.tateandlyle.com, after the AGM.

## Shareholders with special needs

An induction loop is available for shareholders with hearing difficulties and there will be facilities for any shareholders who are in a wheelchair. Anyone accompanying a shareholder in need of assistance will be admitted to the AGM as a guest of that shareholder.

#### Asking questions

If you would like a question or questions to be addressed at the AGM we would encourage you to email your question to agmquestions@tateandlyle.com or complete and return the shareholders' question card. You will still have the opportunity to ask questions at the AGM.



The AGM will be held at The QEII Centre, Broad Sanctuary, Westminster, London SW1P 3EE on Wednesday 29 July 2015 at 11.00am.

# By underground

The nearest tube stations are St James's Park (0.1 miles), Westminster (0.1 miles) and Victoria (0.7 miles).

The nearest train stations are Charing Cross (0.7 miles), Victoria (0.7 miles) and Waterloo (1 mile).

## By car

There is no car parking at the Centre, however there are public car parks nearby.

For further information on how to get to the Centre, please visit www.qeiicentre.london.

Tate & Lyle PLC 1 Kingsway London WC2B 6AT