

The 2021 Annual General Meeting ('AGM') will be held at the offices of AVEVA Group plc, 30 Cannon Street, London, EC4M 6AH, on Wednesday, 7 July 2021 at 9.00 a.m.

Given the ongoing Covid-19 pandemic and the broader public health considerations, and the UK Government's announcement on 14 June 2021 that it does not intend to further relax restrictions on public gatherings until 19 July 2021, should shareholders still wish to attend the AGM in person, they will be able to do so provided this is possible under the prevailing UK Government restrictions at the time of the meeting and that they have given notice of their intent to attend in accordance with this notice.

Shareholders wishing to attend the AGM in person are asked to register their intention to attend as soon as possible, and in any event by 9.00 a.m. on 5 July 2021, by emailing company.secretariat@aveva.com with the subject line "AGM 2021". Shareholders attending the meeting, should this be possible, will be required to comply with appropriate COVID-19 precautionary measures. Such measures may include: a prohibition on guests attending the meeting; a requirement that face-masks be worn at all times except, and only for so long as, a shareholder is addressing the meeting, save for any shareholders who are exempt from doing so; and the maintenance of social distancing between attendees. Such precautionary measures may be adjusted in line with UK Government guidance.

Webcast

The link to join the AGM Webcast is <https://webcast.openbriefing.com/aveva-2021/>

To join the webcast, you will need your 11-digit Investor Code (IVC), which can be found on your share certificate or under 'Manage your account' when logged in to the Signal Shares portal. You can also obtain your IVC from our Registrars, Link Group, by calling them on 0371 277 1020, or, if calling from overseas, on +44 (0) 371 277 1020. Lines are open between 9.00 a.m. and 5.30 p.m., Monday to Friday excluding public holidays in England and Wales. Calls are charged at the standard geographic rate and will vary by provider; calls outside the United Kingdom will be charged at the applicable international rate.

Access to the Webcast will be available from 30 minutes before the start of the meeting, although you will not be able to submit questions until the meeting is declared open.

If your shares are held by a nominee and you wish to attend the Webcast, you will need to contact your nominee immediately. Your nominee will need to have completed a letter of representation and presented this to our registrar, Link Group, no later than 72 hours before the start of the meeting in order that they can obtain for you from Link Group, your unique Login Code and PIN number to attend the Webcast. If you are in any doubt about your shareholding, please contact our registrar.

The Webcast will be broadcast in video format. Once logged in, and at the commencement of the meeting, you will be able to view, and listen to, the proceedings of the meeting on your device. The slides of the meeting will not be available other than as captured by the broadcast of the Webcast.

An active internet connection is required at all times in order to allow you to view the Webcast and submit questions. It is the user's responsibility to ensure you remain connected for the duration of the meeting.

Voting

Please note that shareholders joining the live webcast will not be able to vote on the day of the AGM and must register their vote in advance, which they should do by appointing the 'Chairman of the meeting' as their proxy before 9.00 a.m. on 5 July 2021.

Shareholder questions

Questions will be invited during the meeting when formally announced by the Chairman of the meeting. Shareholders may ask questions via the Webcast by typing and submitting their question in writing via the Q&A box. Questions may also be submitted in advance of the meeting to company.secretariat@aveva.com.