

This document is important and requires your IMMEDIATE ATTENTION. If you have sold or transferred all of your ordinary shares in Bunzl plc you should pass this document to the purchaser or transferee, or to the person through whom the sale or transfer was effected for transmission to the purchaser or transferee.



Bunzl plc
Registered Office:
York House
45 Seymour Street
London
W1H 7JT

Registered in England
No. 358948

To the holders of ordinary shares

23 March 2020

Dear Sir or Madam

ANNUAL GENERAL MEETING ("AGM")

Reference is made to the notice of meeting that Bunzl plc (the "Company") sent to you dated 9 March 2020 (the "AGM Notice"). Given the developing situation with Coronavirus (COVID-19), the Company has taken the decision to change the proposed venue for the meeting to its registered office to give it greater control over the arrangements for it. The time of the meeting is also changing. As a result, the meeting will now be held at 11.30am on Wednesday, 15 April 2020 at York House, 45 Seymour Street, London, W1H7JT. The business to be conducted at the meeting remains unchanged and there will be no effect on voting instructions already received. However, in order to mitigate potential health risks, the Company will be implementing social distancing measures at the meeting. In addition, the meeting will only deal with the formal business and no pre or post-meeting refreshments will be provided. As such, the Company strongly recommends that shareholders should submit their proxy forms remotely. Please refer to the notes to the AGM Notice for instructions on how to vote by proxy.

Yours faithfully

A handwritten signature in black ink that reads "Philip Rogerson".

Philip Rogerson
Chairman