

6 March 2009

Dear Shareholder

**Notice of Annual General Meeting, General Meeting, and availability of Annual Report and Accounts**

Please accept this letter as notification that Servoca Plc's ("**the Company**") Annual Report and Accounts for the year ended 30 September 2008 ("**Report and Accounts**"), have now been published on the Company's website at [www.servoca.com](http://www.servoca.com), in the section headed "Investor Relations". To access this document you will need to have Adobe Acrobat Reader installed.

Enclosed with this letter is a circular to shareholders (the "**Circular**"), which contains, at Parts IV and V respectively, notice of a general meeting of the Company ("**General Meeting**") and of an annual general meeting ("**Annual General Meeting**").

The General Meeting will be held at 11a.m. on 30 March 2009 at the offices of Memery Crystal LLP, 44 Southampton Buildings, London WC2A 1AP. A form of proxy for use at the General Meeting is enclosed with this letter.

The Annual General Meeting will be held at 11.15 a.m. (or as soon as reasonably practicable thereafter following the close of the General Meeting) on 30 March 2009 at the offices of Memery Crystal LLP, 44 Southampton Buildings, London WC2A 1AP. A form of proxy for use at the Annual General Meeting is enclosed with this letter.

Please note that, as generic proxy forms are not available on the Company's website, the enclosed forms of proxy should be used in accordance with the instructions printed thereon.


The Circular (containing the notices of General Meeting and Annual General Meeting) will remain on the Company's website at least until the conclusion of the respective meetings. The Report and Accounts will remain on this website at least until the annual report and accounts for the following year are made available.

We would like to take this opportunity to thank you for having consented to receive the Report and Accounts via the Company's website rather than in hard copy form, as this will contribute to cost savings for the Company and will minimise unnecessary paper usage. If you would like to receive general communications from the Company via email, please register your email address at:

<https://www.capitashareportal.com>

If you require assistance while registering your email address, please telephone Capita Registrars on 0871 664 0391 (calls cost 10p per minute plus network extras) If dialling from overseas please call + 44 20 8639 3367.

Yours faithfully



**Stephen R Shipley**  
*Company Secretary*