

16 October 2020

Dear Shareholder

Matrix Composites and Engineering Ltd 2020 Annual General Meeting

Matrix Composites and Engineering Limited (Company) is convening its Annual General Meeting of Shareholders to be held on Wednesday 18 November 2020, at 10am WST (Meeting) at the Garden Island Room, AMC Jakovich Centre, 4 McGrath Road, Henderson, Western Australia.

In accordance with subsection 5(f) of the Corporations (Coronavirus Economic Response) Determination (No. 1) 2020, the Company will not be dispatching physical copies of the Notice of Meeting (NOM) to shareholders. Instead a copy of the NOM can be viewed and downloaded online at the following link:

<https://www.matrixengineered.com/investors/announcements-reports/>

With regards to the COVID-19 pandemic, the Company will adhere to all social distancing measures prescribed by government authorities at the Meeting, and all shareholders, will need to ensure they comply with protocols. We are concerned for the safety and health of shareholders, staff and advisers, so we have therefore put in place certain measures including social distancing requirements and limiting non-shareholder visitors.

A copy of our Proxy Form is enclosed for convenience. Proxy votes may be lodged as follows:

- (a) post to the Company's share registry, Link Market Services Limited at Locked Bag A14, Sydney South NSW 1235 or deliver to Link Market Services Limited at 1A Homebush Bay Drive, Rhodes NSW 2138; or
- (b) facsimile to the Company's share registry, Link Market Services Limited on facsimile number (+612) 9287 0309; or
- (c) online by visiting www.investorcentre.linkmarketservices.com.au. You will be taken to have signed your Proxy Form if you lodge it in accordance with the instructions given on the website,

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so that it is received not later than 10.00am (WST) on Monday, 16 November 2020. Proxy forms received later than this time will be invalid.

All meeting resolutions will be voted upon by poll. Shareholders who intend to participate and vote on a poll at the Meeting must attend the meeting in person.

Shareholders who do not wish to vote during the Meeting are encouraged to appoint the Chair as proxy ahead of the Meeting. Shareholders can complete the proxy form provided and give specific instructions on how their vote is to be exercised on each item of business and the Chair must follow these instructions. Instructions on how to complete the proxy form are set out in the Notice.

Matrix will be providing a webcast of the AGM. Shareholders participating at the AGM via the webcast can view proceedings live and submit questions to the Chair of the Meeting. Voting at the meeting is only in-person at the venue or via proxy as detailed above.

Shareholders can register for the webcast at:

<https://attendee.gotowebinar.com/register/6949952936266133773>

Yours sincerely



MATRIX COMPOSITES AND ENGINEERING LTD

JULIE JONES

Joint Company Secretary