

THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION. If you are in any doubt as to any aspect of the proposals referred to in this document or as to the action you should take, you should seek your own advice from your stockbroker, solicitor, accountant, or other professional adviser.

If you have sold or otherwise transferred all of your shares, please pass this document together with the accompanying documents to the purchaser or transferee, or to the stockbroker, bank or other agent through whom the sale or transfer was effected, for transmission to the purchaser or transferee.



Close Brothers Group plc
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London EC2A 4FT

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E enquiries@closebrothers.com
W www.closebrothers.com

19 March 2013

Dear Shareholder,

Background

The articles of association of Close Brothers Group plc (the “**Company**”) allow the Company to make documents available to shareholders via publication on the Company website, rather than sending hard copies. The Company may notify shareholders of documents being made available on the website, by email or post.

Benefits of Electronic Communication

Making documents available electronically:

- allows faster access to information and enables shareholders to access documents on the day they are published on the Company’s website;
- enables the Company to make a small reduction in printing and postage costs; and
- reduces the amount of resources consumed, such as paper, and lessens the impact of printing and mailing activities on the environment.

Purpose of this Letter

This letter is to offer you the opportunity to elect to receive documents from the Company electronically instead of in hard copy form¹. The types of documents that would be covered by this election include for example, Annual and Interim Reports. These documents have been available electronically for some time and the default method of communication will remain hard copy form. This letter will enable you to elect to receive communications solely in electronic form (starting with the 2013 Annual Report and Accounts and Notice of Annual General Meeting), if you wish to do so.

Company law requires that the Company asks shareholders to consent to communications being made by electronic means.

Action to be taken in response to this Letter

If you wish to continue to receive hard copies of communications, you do not need to take any action.

If you wish to consent to electronic communication, you should complete the reply slip attached to the foot of this letter, indicating whether you would like to receive notifications that relevant documents are available on the website either by email or post, and return it to our Registrars. Alternatively, you can undertake this election and specify your chosen method of notification via the Capita share portal <https://www.capitashareportal.com>.

If you elect to receive notification of availability of communications by post, you will be notified by a mailing each time that the Company places statutory information on the website. Similarly, if you would prefer to receive these notifications by email, then an email will be sent to your nominated email address.

Please note that if you do not respond to this letter by returning the slip, you will continue to receive hard copies of all communications by post.

¹ The Company reserves the right to send hard copy documents to shareholders where, for example, overseas securities laws do not permit electronic communication or in other circumstances where the Company considers that electronic delivery may not be appropriate.

Further Information

You can at any time in the future change your decision on how you wish to receive documents by writing to the Registrars at:

FREEPOST RLYX-GZTU-KRRG
Capita Registrars
Shareholder Administration Support
34 Beckenham Road
Beckenham
Kent BR3 9ZA

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Emily Upton', written in a cursive style.

Emily Upton
Company Secretary

- 1. Postal Communications:** If you would like to receive all documents in paper format via the post then you need take no further action.
- 2. Electronic Communications:** You can choose to be notified when new documents are available on the website via email or post.

(i) **Email notifications:** If you would like to receive an email advising when new documents are available on the website, please complete the details below:

Email Address:	
Name:	
Investor Code*:	
Address:	
Signed / Date:	

(* if available)

(ii) **Postal notifications:** If you would like to receive a letter advising when new documents are available on the website, please complete the details below:

Name:	
Investor Code*:	
Address:	
Signed / Date:	

Fold
Here

Fold
Here

(* if available)

Return to:

**FREEPOST RLYX-GZTU-KRRG
Capita Registrars
Shareholder Administration Support
34 Beckenham Road
Beckenham
Kent BR3 9ZA**

Alternatively, you can register for electronic communication and specify your preferred method of notification (by post or email) at <https://www.capitashareportal.com>

Note: Please ensure that the return address above is displayed through the window of the return envelope – do not affix stamp.

