

PART IX- APPLICATION FORM

INSIGHT BUSINESS SUPPORT PLC

Please send the completed form by post to or delivered by hand (during normal business hours) to Share Registrars Limited, The Courtyard, 17 West Street, Farnham, Surrey GU9 7DR so as to be received by no later than 1.00 p.m. on 19th March 2020.

Important – Before completing this Application Form, you should read the accompanying notes.

ALL APPLICANTS MUST COMPLETE BOXES 1 TO 3 (SEE NOTES 1 TO 6 ON HOW TO COMPLETE THIS APPLICATION FORM).

If you have a query concerning the completion of this Application Form please call Share Registrars Limited on 01252 821390. Calls are charged at the standard geographic rate and will vary by provider. Calls from outside the United Kingdom will be charged at the applicable international rate. The helpline is open between 9.00 a.m. to 5.30 p.m., Monday to Friday excluding public holidays in England and Wales. Please note that Share Registrars Limited cannot provide any financial, legal or tax advice and calls may be recorded and monitored for security and training purposes.

1. Application

I/We offer to subscribe for:

| |
|--------|
| Shares |
| GBP |

of New Ordinary Shares (minimum GBP 1,000 and thereafter in multiples of GBP 500) fully paid, at GBP 0.02 pence per New Ordinary Share on the terms and conditions, and subject to the conditions set out in the Prospectus dated 20th February 2020 (including the Terms and Conditions of Application contained therein), the guidance notes accompanying this Application Form, and the memorandum of association and the Articles respectively, and either attach a cheque or banker's draft for the amount payable or follow the instructions below regarding electronic payment.

2. Personal Details (PLEASE USE BLOCK CAPITALS)

| | | |
|-------------------|-------|--------------------------|
| 1st | Title | Forenames (in full) |
| Surname | | |
| Address (in full) | | |
| | | |
| Postcode | | Daytime telephone number |
| | | Date of birth |
| 2nd | Title | Forenames (in full) |
| Surname | | |
| Address (in full) | | |
| | | |
| Postcode | | Daytime telephone number |
| | | Date of birth |
| 3rd | Title | Forenames (in full) |
| Surname | | |
| Address (in full) | | |
| | | |
| Postcode | | Daytime telephone number |
| | | Date of birth |
| 4th | Title | Forenames (in full) |
| Surname | | |
| Address (in full) | | |
| | | |
| Postcode | | Daytime telephone number |
| | | Date of birth |

3. Signatures

| | Signature | Date |
|-----|-----------|------|
| 1st | | |
| 2nd | | |
| 3rd | | |
| 4th | | |

4. Settlement

Please tick the relevant box confirming your method of payment

4A. Cheque/Banker's Draft

If you are subscribing for New Ordinary Shares and paying by cheque or banker's draft, pin or staple to this form your cheque or banker's draft for the amount payable as shown in Box 1. Payments must be made by cheque or banker's draft in Sterling drawn on a branch in the United Kingdom of a bank or building society which is either a member of the Cheque and Credit Clearing Company Limited or the CHAPS Clearing Company Limited or which has arranged for its cheques or banker's drafts to be cleared through the facilities provided for members of any of these companies. Such cheques or banker's drafts must bear the appropriate sort code in the top right hand corner. Cheques, which must be drawn on the personal account of the individual investor where they have sole or joint title to the funds, should be made payable to "Share Registrars Receiving Agent Account". Third party cheques will not be accepted with the exception of building society cheques or banker's drafts where the building society or bank has confirmed the name, address and account number of the account holder by stamping or endorsing the cheque or banker's draft to such effect. The account name should be the same as that shown on the application.

4B. Electronic Bank Transfer

If you are subscribing for New Ordinary Shares and sending the subscription monies by electronic bank transfer, payment must be made for value by 1.00 p.m. on 19th March 2020. Please contact Share Registrars Limited by email at enquiries@shareregistrars.uk.com for full bank details. Please quote INSIGHT BUSINESS SUPPORT PLC in the email header. You will be provided with a unique reference number which must be used when making the payment.

Payments in electronic form must come from a UK bank account and from a personal account in the name of the individual investor where they have sole or joint title to the funds. The account name should be the same as that inserted in Box 2 of the Application Form. Payments must relate solely to your application.

When an electronic transfer is being made you should enclose a certified copy of the bank statement showing the payment being made to confirm the source of the funds. If an electronic payment is over £12,000 the Receiving Agent will also require a certified copy of your passport and a recent utility bill.

Please enter below the sort code of the bank and branch you will be instructing to make such payment for value by 1.00 p.m. on 19th March 2020, together with the name and number of the account to be debited with such payment

| | |
|---------------|-----------------|
| Sort Code: | Account Number: |
| Account Name: | Bank Name: |

5. Shares in Uncertificated Form (CREST)

Please complete this section only if you require your New Ordinary Shares to be credited to your CREST account

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| CREST Participant ID: (no more than five characters) | | | | | | | | |
|---|--|--|--|--|--|--|--|--|

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| CREST Member Account ID: (no more than eight characters) | | | | | | | | |
|---|--|--|--|--|--|--|--|--|

| | |
|--------------------------|--|
| CREST Participant's Name | |
|--------------------------|--|

| | |
|---|--|
| CREST Custodian contact details (including email address): | |
|---|--|

Please note that if any of the information provided above is incomplete or incorrect, the delivery of the New Ordinary Shares subscribed for will be delayed or may have to be delivered in certificated form.

6. Verification of Identity

If the value of the Ordinary Shares which you are applying for exceeds £12,000 or the Company (or any of its agents) deem it necessary, at its (or their) absolute discretion, in order to ensure compliance with the CDD Rules, you must ensure that section 6.1, 6.2 or 6.3 (as appropriate) is completed.

6.1 Professional Advisers

This section should be completed if an application for New Ordinary Shares is being made on behalf of a client by a stockbroker, bank manager, solicitor, accountant or other independent financial adviser under FSMA.

| | |
|--|------------------|
| Name of professional adviser or intermediary (in full) | |
| Address (in full) | |
| Postcode | Contact Name |
| Email address | Telephone Number |

Declaration by the professional adviser or intermediary to INSIGHT BUSINESS SUPPORT PLC

We are a financial adviser authorised under FSMA applying for New Ordinary Shares on behalf of one or more clients ("relevant clients"). As such, we hereby undertake to:

- A. complete anti-money laundering verification of all relevant clients and to inform you of any unsatisfactory conclusion in respect of such client;
- B. keep records to verify the name, identity, place of birth, residential address, occupation and signature of each relevant client; and
- C. supply copies of any such records to you as you may require.

We are governed in the conduct of our investment business and in respect of conducting anti-money laundering verification by the following regulatory or professional body (and our reference or other official number allocated to us by that body is included in the box below).

| | |
|---|--|
| Full name and country of operation of regulatory or professional body | |
|---|--|

If you require further information about our procedures or any of our relevant clients, please contact the person named as the contact in the first box in this section 6.1.

6.2 Reliable Introducer

If you are not a professional adviser or intermediary to whom section 6.1 applies, completion and signing of declaration in this section 6.2 by a suitable person or institution may avoid presentation being requested of the identity documents detailed in section 6.3 of this form.

The declaration below may only be signed by a person or institution (such as a governmental approved bank, stockbroker or investment firm, financial services firm or an established law firm or accountancy firm) (the "firm") which is itself subject in its own country to operation of "know your customer" and anti-money laundering regulations which are, in the opinion of the Company in its absolute discretion, no less stringent than those which prevail in the United Kingdom.

Declaration by the firm to **INSIGHT BUSINESS SUPPORT PLC**

With reference to the applicant(s) detailed in section 2, all persons signing section 3 above and the payor identified in section 4 above if not also an applicant holder (collectively the “relevant persons”), we hereby declare that:

1. we operate in and our firm is subject to anti-money laundering regulations under the laws of that country which, to the best of our knowledge, are no less stringent than those which prevail in the United Kingdom;
2. we are regulated in the conduct of our business and in the prevention of money laundering by the regulatory authority identified below;
3. each of the relevant persons is known to us in a business capacity and we hold valid identity documentation on each of them and we undertake to immediately provide to you copies thereof on demand;
4. we confirm the accuracy of the names and residential/business address(es) of the applicant(s) named in section 2 above;
5. having regard to all local anti-money laundering regulations we are, after enquiry, satisfied as to the source and legitimacy of the monies being used to subscribe for the Ordinary Shares to which this application relates; and
6. where the payor and applicant(s) are different persons we are satisfied as to the relationship between them and the reason for the payor being different from the applicant(s).

The above information is given in strict confidence for your own use only and without any guarantee, responsibility or liability on the part of the firm or its officials.

| | |
|----------------|-------------------------|
| Date | Official stamp (if any) |
| Signature | |
| Full name | |
| Title/position | |

having authority to bind the firm, the details of which are set out below:

| | |
|--|---|
| Name of firm (in full) | |
| Address (in full) | |
| | Postcode |
| Contact name | Telephone number |
| Full name of firm’s regulatory authority | |
| Website address of regulatory authority | Firm’s registered, licence or other official number |

6.3 Applicant Identity Information

Only complete this section 6.3 if your application has a value greater than £12,000 and neither of sections 6.1 and 6.2 can be completed) (or the Company (or any of its agents) deems it necessary, at its (or their) absolute discretion, in order to ensure compliance with the CDD Rules.

In accordance with internationally recognised standards for the prevention of money laundering, the relevant documents and information listed below must be provided (please note that the Receiving Agent and the Company reserve the right to ask for additional documents and information.

| | | Tick here for documents provided | | | | |
|-------|--|----------------------------------|---|---|---|-------|
| | | Applicant | | | | Payor |
| | | 1 | 2 | 3 | 4 | |
| A. | For each applicant who is an individual enclose: | | | | | |
| (i) | A certified clear photocopy of one of the following identification documents which bears both a photograph and the signature of the person: (a) current passport; (b) Government or Armed Forces identity card; or (c) driving licence; and | | | | | |
| (ii) | Certified copies of at least two of the following documents which purport to confirm that the address(es) given in section 2 is/are the applicant's residential address: (a) a recent gas, electricity, water or telephone (not mobile) bill; (b) a recent bank statement; (c) a council tax bill; or (d) similar bill issued by a recognised authority; and | | | | | |
| (iii) | If none of the above documents show their date and place of birth, enclose a note of such information; and | | | | | |
| (iv) | Details of the name and address of their personal bankers from which the Receiving Agent or the Company may request a reference, if necessary. | | | | | |
| B. | For each holder being a company (a "holder company") enclose: | | | | | |
| (i) | A certified copy of the certificate of incorporation of the holder company; and | | | | | |
| (ii) | The name and address of the holder company's principal bankers from which the Receiving Agent or the Company may request a reference, if necessary; and | | | | | |
| (iii) | A statement as to the nature of the holder company's business, signed by a director; and | | | | | |
| (iv) | A list of the names and addresses of each director of the holder company; and | | | | | |
| (v) | For each director provide documents and information similar to that mentioned in A above; and | | | | | |

| | | | | | | |
|-------|---|--|--|--|--|--|
| (vi) | A copy of the authorised signatory list for the holder company; and | | | | | |
| (vii) | A list of the names and residential/registered addresses of each ultimate beneficial owner interest in more than 5% of the issued share capital of the holder company and where a person is named, also enclose the documents and information referred to in C below and, if another company is named (a “beneficiary company”), also complete D below. If the beneficial owner(s) named do not directly own the holder company but do so indirectly via nominee(s) or intermediary entities, provide details of the relationship between the beneficial owner(s) and the holder company. | | | | | |
| C | For each individual named in B (vii) as a beneficial owner of a holder company, enclose for each such person, documents and information similar to that mentioned in A (i) to (iv) | | | | | |
| D | For each beneficiary company named in B (vii) as a beneficial owner of a holder company enclose: | | | | | |
| (i) | A certificated copy of the certificate of incorporation of that beneficiary company; and | | | | | |
| (ii) | A statement as to the nature of that beneficiary company’s business signed by a director; and | | | | | |
| (iii) | Details of the name and address of their personal bankers from which the Receiving Agent or the Company may request a reference, if necessary; and | | | | | |
| (iv) | Enclose a list of the names and residential/registered addresses of each beneficial owner owning more than 5 per cent of the issued share capital of that beneficiary company. | | | | | |
| E. | If the payor is not an applicant and is not a bank providing its own cheque or banker’s draft on the revers of which is shown details of the account being debited with such payment (see note 4 on how to complete this form) enclose: | | | | | |
| (i) | If the payor is a person, for that person the documents mentioned in A (i) to (iv); or | | | | | |
| (ii) | If the payor is a company, for that company the documents mentioned in B (i) to (vii); and | | | | | |
| (iii) | An explanation of the relationship between the payor and the applicant(s). | | | | | |