Russell Investments Institutional Funds p.l.c. 78 Sir John Rogerson's Quay Dublin 2 Ireland

Date: 7 September 2022

Russell Investments Institutional Funds p.l.c. an umbrella investment company with variable capital and segregated liability between sub-funds established under the laws of Ireland (the "Company")

Dear Shareholder

Purpose

We are writing to inform you that the directors of the Company (the "**Directors**") have resolved to convene the annual general meeting of the Company ("**AGM**") to be held at 32 Molesworth Street, Dublin 2 on 30 September 2022 at 10.00 a.m. (Irish time).

Shareholder Approval

Ordinary resolutions cannot be passed unless they receive the support of at least 50% of the total number of votes cast for and against each of them. If the resolutions set out in Appendix 1 (the "**Notice**") is passed by the requisite majority, they will be binding on all Shareholders irrespective of how (or whether) they voted.

The quorum for the AGM is two Shareholders present (in person or by proxy) entitled to vote. If such a quorum is not present within half an hour from the time appointed for the AGM, or if during an AGM a quorum ceases to be present, the AGM shall stand adjourned to the same day in the next week at the same time and place, or to such other time and place as the Directors may determine.

A proxy form to enable you to vote at the AGM is attached to this circular in Appendix 2. Please read the notes printed on the form, which will assist you in completing and returning the form.

We thank you for your continuing support of the Company.

Yours faithfully

Director

for and on behalf of

Where

Russell Investments Institutional Funds p.l.c.

Appendix 1: Notice of the AGM of the Company

Appendix 2: Form of proxy for the AGM of the Company

## **Russell Investments Institutional Funds plc**

(the "Company")

## ANNUAL GENERAL MEETING FORM OF PROXY

ાયવા	ease complete: me of Registered Shareholder 1					
Reg	gistered Address Line 1					
Reg	gistered Address Line 2gistered Address Line 3					
Re	gistered Address Line 4					
Acc	count Number:					
1/\//e		heind	ı a shareholder	of the above		
	e, ed Company, hereby appoint the Chairperson _ or failing him/					
Brer Mole	or failing him/ ailing him/her, Ms Gemma Bannon, c/o 32 Moleswo ndan Byrne, c/o 32 Molesworth Street, Dublin 2, or fa esworth Street, Dublin 2, or failing him, any other repre	illing him, M esentative of	lr Harmen van f MFD Secretar	Beek, c/o 32 ies Limited or		
	of the Directors of the Company as my/our proxy and t					
	ual General Meeting of the Company to be held at tember 2022 via teleconference at 10.00 a.m.(Irish time					
•	depletified 2022 via telecomercine at 10.00 a.m.(mon time) and at any adjournment thereof.					
	ase indicate with an "X" in the box below how you w					
	n to be used in favour of the resolution, please ma er the heading "For". If you wish this form to be use					
	in the appropriate box below under the heading "Ag					
use	d to abstain from voting for or against the resolutio	n, please m	nark "X" in the	appropriate		
box	under the heading "Abstain". Otherwise, the proxy	will vote as	ha ar cha thin			
			THE OF SHE HILL	ks fit.		
1	RESOLUTIONS		THE OF SHE UIIII	ks fit.		
Or	RESOLUTIONS rdinary Business	FOR	AGAINST	ABSTAIN		
<b>Or</b> 1.	To receive and adopt the Reports of the Directors	FOR				
	To receive and adopt the Reports of the Directors and Auditors and Financial Statements for the year	FOR				
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	To receive and adopt the Reports of the Directors and Auditors and Financial Statements for the year ended 31 March 2022, and to review the affairs of the Company;	FOR				
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Signature 2 (If required)	Dated	
(Print Name)	 	

## NOTES ON COMPLETING THE FORM OF PROXY:

- (a) Unless and otherwise instructed the proxy will vote as he/she thinks fit.
- (b) Where the shareholder is an individual, this proxy may be executed by an attorney of such shareholder duly authorised in writing to do so.
- (c) In the case of joint holders, the signature of any one holder will be sufficient, but the names of all joint holders should be stated.
- (d) Where this form of proxy is executed by a corporation, it must be either under its seal or under the hand of an officer or attorney duly authorised.
- (e) To be valid, a completed form of proxy and any power of attorney under which it is signed must be received via e-mail to <a href="mailto:russellproxies@maples.com">russellproxies@maples.com</a> by no later than 10.00 a.m. (Irish time) on 28 September 2022 (i.e. two full business days before the time of the meeting). If the AGM is adjourned, the proxy must be received not less than two full business days before the time appointed for the holding of the adjourned meeting.
- (f) Returning the completed form of proxy will not preclude you from attending at the AGM by telephone and voting in person if you so wish. Should a shareholder wish to attend the AGM via telephone, **rather than appoint a proxy**, please confirm this intention by email to <a href="mailto:russellproxies@maples.com">russellproxies@maples.com</a> no later than two full business days in advance of the AGM. Dial-in details will be provided by way of return email one business day in advance of the AGM.

## Russell Investments Institutional Funds p.l.c.

(the "Company")

Incorporated in Ireland with Registered No: 256137

Registered Office
78 Sir John Rogerson's Quay
Dublin 2
Ireland

**NOTICE IS HEREBY GIVEN** that the annual general meeting ("**AGM**") of the Company will be held at 32 Molesworth Street, Dublin 2 on 30 September 2022 at 10:00 a.m. (Irish time) for the purposes of transacting the following business of the Company:-

- To receive and adopt the Reports of the Directors and Auditors and Financial Statements for the year ended 31 March 2021, and to review the affairs of the Company;
- 2. To re-appoint PricewaterhouseCoopers as the Auditors;
- 3. To authorise the Directors to fix the remuneration of the Auditors; and
- 4. Any other business.

Dated this 7<sup>th</sup> of September 2022

By order of the Board

MFD Secretaries Limited

**Company Secretary** 

**Note:** A shareholder entitled to attend, speak and vote at the AGM is entitled to appoint a proxy to attend, speak and vote on their behalf. A body corporate may appoint an authorised representative to attend, speak and vote on its behalf. A proxy or an authorised representative need not be a member of the Company.

To be valid, a completed form of proxy and any power of attorney under which it is signed must be received via e-mail to <a href="mailto:russellproxies@maples.com">russellproxies@maples.com</a> by no later than 10.00 a.m. (Irish time) on 28 September 2022 (i.e. two full business days before the time of the meeting). If the AGM is adjourned, the proxy must be received not less than two full business days before the time appointed for the holding of the adjourned meeting. Returning the completed form of proxy will not preclude a shareholder from attending the AGM by telephone and voting if they so wish. Should a shareholder wish to attend the AGM via telephone, <a href="mailto:russellproxies@maples.com">rather than appoint a proxy</a>, please confirm this intention by email to <a href="mailto:russellproxies@maples.com">russellproxies@maples.com</a> no later than two full business days in advance of the AGM. Dial-in details will be provided by way of return email one business day in advance of the AGM.