

THIS LETTER IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

We are required by the City Code on Takeovers and Mergers to make the Announcement (as defined below) readily available to you.

If you are in any doubt as regards the contents of this letter, you are recommended to seek your own financial advice immediately from your stockbroker, bank manager, solicitor, accountant or other independent financial adviser authorised under the Financial Services and Markets Act 2000 if you are in the United Kingdom, or from another appropriately authorised independent financial adviser if you are in a territory outside the United Kingdom.

If you have sold or otherwise transferred all of your shares in Sopheon plc, please forward this document at once to the purchaser or transferee, or to the stockbroker, bank or other agent through whom the sale or transfer was effected, for delivery to the purchaser or transferee.

If you sell, have sold or transferred only part of your holding of Sopheon plc shares, you should retain this document and consult the bank, stockbroker or other agent through whom the sale was effected.

However, this document (in whole or in part) should not be forwarded or transmitted in or into or from jurisdictions other than the United Kingdom as it may be restricted by the laws of those jurisdictions and therefore persons into whose possession this document comes should inform themselves about and observe any such restrictions. Further details in relation to overseas shareholders of Sopheon plc are contained in the Announcement (as defined below).

Date: 31 October 2023

To: Sopheon plc shareholders and persons with options and/or awards over Sopheon plc shares

Potential Cash Offer by IOps Buyer Inc. for Sopheon plc ("Sopheon")

I refer to the announcement on 31 October 2023 (the "**Announcement**") in accordance with Rule 2.4 of the City Code on Takeovers and Mergers (the "**Takeover Code**" or "**Code**"), that the boards of IOps Buyer Inc. ("**Bidco**"), a wholly-owned subsidiary of Wellspring Worldwide Inc., and Sopheon engaged in discussions to explore the feasibility of a potential cash offer for the entire issued and to be issued ordinary share capital of Sopheon at £10 per share (the "**Potential Acquisition**").

In accordance with Rule 2.11 of the City Code on Takeovers and Mergers (the "**Takeover Code**" or "**Code**"), I enclose a copy of the Announcement. In addition, the Announcement, and all other information, documents and announcements relating to the Potential Acquisition will remain available during the course of the Potential Acquisition on Sopheon's website at <https://www.sopheon.com/investors>. For the avoidance of doubt, the content of Sopheon's website is not incorporated into, and does not form part of, this letter.

There can be no certainty that any firm offer will be made by Bidco, nor as to the terms on which any firm offer might be made. If Bidco or any other potential bidder announces a firm offer for Sopheon, the formal offer documentation providing further information will be made available on Sopheon's website in due course.

This letter is not to be taken as a summary of the information in the Announcement and should not be regarded as a substitute for reading the Announcement in full. The Announcement

includes a summary of the disclosure requirements under Rule 8 of the Takeover Code for all persons with a direct or indirect interest in 1 per cent or more of the shares of Sopheon.

Associated documents will be sent, or made available, to Sopheon's shareholders in due course, subject to any restrictions on distribution described in the Announcement. You are not required to take any action at the present time.

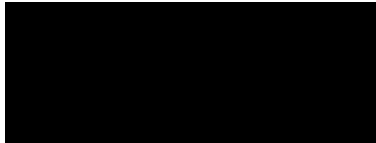
Please be aware that addresses, electronic addresses and certain other information provided by you for the receipt of communications from the Company may be provided to Bidco as required under Section 4 of Appendix 4 of the Takeover Code.

The directors of Sopheon (the "**Directors**") accept responsibility for the information contained in this communication relating to Sopheon. To the best of the knowledge and belief of the Directors (who have taken all reasonable care to ensure that such is the case) the information contained in this communication (including any expressions of opinion) is in accordance with the facts and does not omit anything likely to affect the import of such information.

If you wish to contact Sopheon regarding administrative matters in view of the Announcement, please contact Sopheon's Registrars, Link Group during business hours on [REDACTED]. Calls are charged at the standard geographic rate and will vary by provider. Calls 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 Link Group cannot provide any financial, legal or tax advice and calls may be recorded and monitored for security and training purposes, or by submitting a request in writing to Link Group at Central Square, 29 Wellington Street, Leeds LS1 4DL.

We will, of course, keep you updated as matters progress including making formal announcements as and when appropriate.

Yours faithfully,

A large black rectangular redaction box covering the signature area.

Andy Michuda
Executive Chairman

Right to request hard copies

In accordance with Rule 30.3 of the Takeover Code, Sopheon's Shareholders and participants in Sopheon Share Schemes may request a hard copy of this document by contacting Sopheon's Registrars, Link Group during business hours on [REDACTED] or by submitting a request in writing to Link Group at Central Square, 29 Wellington Street, Leeds LS1 4DL. Calls are charged at the standard geographic rate and will vary by provider. Calls 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 Link Group cannot provide any financial, legal or tax advice and calls may be recorded and monitored for security and training purposes.

If you have received a copy of this document in electronic form or via a website notification, a hard copy of this document and any document or information incorporated by reference will not be provided unless such a request is made. In accordance with Rule 30.3 of the Takeover Code, you may also request that all future documents, announcements and information to be sent to you in relation to the Potential Acquisition should be in hard copy form.

Disclosure Requirements of the Code

Under Rule 8.3(a) of the Code, any person who is interested in 1% or more of any class of relevant securities of an offeree company or of any securities exchange offeror (being any offeror other than an offeror in respect of which it has been announced that its offer is, or is likely to be, solely in cash) must make an Opening Position Disclosure following the commencement of the offer period and, if later, following the announcement in which any securities exchange offeror is first identified. An Opening Position Disclosure must contain details of the person's interests and short positions in, and rights to subscribe for, any relevant securities of each of (i) the offeree company and (ii) any securities exchange offeror(s). An Opening Position Disclosure by a person to whom Rule 8.3(a) applies must be made by no later than 3.30 p.m. (London time) on the 10th business day following the commencement of the offer period and, if appropriate, by no later than 3.30 p.m. (London time) on the 10th business day following the announcement in which any securities exchange offeror is first identified. Relevant persons who deal in the relevant securities of the offeree company or of a securities exchange offeror prior to the deadline for making an Opening Position Disclosure must instead make a Dealing Disclosure.

Under Rule 8.3(b) of the Code, any person who is, or becomes, interested in 1% or more of any class of relevant securities of the offeree company or of any securities exchange offeror must make a Dealing Disclosure if the person deals in any relevant securities of the offeree company or of any securities exchange offeror. A Dealing Disclosure must contain details of the dealing concerned and of the person's interests and short positions in, and rights to subscribe for, any relevant securities of each of (i) the offeree company and (ii) any securities exchange offeror(s), save to the extent that these details have previously been disclosed under Rule 8. A Dealing Disclosure by a person to whom Rule 8.3(b) applies must be made by no later than 3.30 p.m. (London time) on the business day following the date of the relevant dealing.

If two or more persons act together pursuant to an agreement or understanding, whether formal or informal, to acquire or control an interest in relevant securities of an offeree company or a securities exchange offeror, they will be deemed to be a single person for the purpose of Rule 8.3.

Opening Position Disclosures must also be made by the offeree company and by any offeror and Dealing Disclosures must also be made by the offeree company, by any offeror and by any persons acting in concert with any of them (see Rules 8.1, 8.2 and 8.4).

Details of the offeree and offeror companies in respect of whose relevant securities Opening Position Disclosures and Dealing Disclosures must be made can be found in the Disclosure Table on the Takeover Panel's website at www.thetakeoverpanel.org.uk, including details of the number of relevant securities in issue, when the offer period commenced and when any offeror was first identified. You should contact the Panel's Market Surveillance Unit on +44 (0)20 7638 0129 if you are in any doubt as to whether you are required to make an Opening Position Disclosure or a Dealing Disclosure.

Distribution

The distribution of this letter in jurisdictions outside the United Kingdom may be restricted by law and therefore persons into whose possession this letter comes should inform themselves about, and observe, such restrictions. Any failure to comply with the restrictions may constitute a violation of the securities law of any such jurisdictions.