

## PRONTOFORMS CORPORATION

### NOTICE

**IN LIGHT OF THE UNPRECEDENTED PUBLIC HEALTH IMPACT OF THE COVID-19 PANDEMIC AND GOVERNMENT RESTRICTIONS ON GATHERINGS, THE CORPORATION IS ATTEMPTING TO MITIGATE THE RISKS TO THE HEALTH AND SAFETY OF ITS COMMUNITY, SHAREHOLDERS, EMPLOYEES AND OTHER STAKEHOLDERS BY STRONGLY ENCOURAGING SHAREHOLDERS TO EXERCISE THEIR RIGHT TO VOTE ON THE MATTERS SCHEDULED TO COME BEFORE THE MEETING BY SUBMITTING PROXIES OR VOTING INSTRUCTIONS IN ADVANCE OF THE MEETING RATHER THAN ATTENDING THE MEETING IN PERSON. WE THANK ALL PARTIES AFFECTED FOR THEIR UNDERSTANDING.**

NOTICE IS HEREBY GIVEN that an annual meeting (the “**Meeting**”) of the shareholders (collectively, the “**Shareholders**” or individually, a “**Shareholder**”) of ProntoForms Corporation (the “**Corporation**”) will be held at the offices of the Corporation at 2500 Solandt Rd #250, Kanata, ON K2K 3G5 on June 16, 2021 at the hour of 10:00 am (Eastern time) for the following purposes:

1. to receive the audited financial statements of the Corporation for the financial year ended December 31, 2020, together with the report of the auditor thereon;
2. to elect the directors of the Corporation as more fully described in the section of the Corporation’s management information circular for the Meeting (the “**Circular**”) entitled “Particulars of Matters to Be Acted Upon – 1. Election of Directors”;
3. to re-appoint KPMG LLP, Chartered Professional Accountants, as auditor of the Corporation for the ensuing year and to authorize the directors of the Corporation to fix its remuneration as more fully described in the section of the Circular entitled “Particulars of Matters to Be Acted Upon – 2. Appointment of Auditor”;
4. to consider and, if thought appropriate, pass, with or without variation, a resolution approving an amendment to the Corporation’s stock option plan, as more fully described in the section of the Circular entitled “Particulars of Matters to be Acted Upon – 3. Amendment to Stock Option Plan”; and
5. to transact such other business as may properly be brought before the Meeting or any adjournment or adjournments thereof.

The Corporation is sending meeting-related materials to shareholders using Notice and Access. Notice and Access is a set of rules for reducing the volume of materials that must be physically mailed to shareholders by posting the information circular and additional materials online.

The Circular, this Notice, a form of proxy, the audited annual financial statements of the Corporation for the year ended December 31, 2020 and the MD&A relating to such financial statements are available on SEDAR at [www.sedar.com](http://www.sedar.com) and at <http://prontoforms.com/company/investor-relations.php>. Shareholders are reminded to review these online materials when voting. Shareholders may choose to receive paper copies of such materials or obtain further information about Notice and Access by contacting TSX Trust Company, the transfer agent of the Corporation at the toll free number 1-866-600-5869. In order for shareholders to receive the paper copies of such materials in advance of any deadline for the submission of voting instructions and the date of the Meeting it is recommended to contact the Corporation at the number above as soon as possible but not later than June 2, 2021.

Shareholders are requested to complete, sign and return such form of proxy or voting instruction form, as applicable.

In order for a registered shareholder to be represented by proxy at the Meeting, the shareholder must complete and submit the enclosed form of proxy or other appropriate form of proxy. Completed forms of proxy must be received by TSX Trust Company at 301 - 100 Adelaide Street West, Toronto, ON M5H 4H1, not later than 10:00 a.m. (Eastern Time) on June 14, 2021 or may be accepted by the Chairman of the Meeting prior to the commencement of the Meeting. Registered shareholders may also vote or appoint a proxy by facsimile or on the Internet in accordance with the form of proxy.

Non-registered shareholders should use the enclosed voting instruction form to provide voting instructions. The voting instruction form contains instructions on how to complete the form, where to return it to and the deadline for returning it. It is important to read and follow the instructions on the voting instruction form in order to have your vote count.

DATED at Ottawa, Ontario this 27<sup>th</sup> day of April, 2021.

BY ORDER OF THE BOARD

*“Terence Matthews”*

Terence Matthews  
Chairman