

Glossary

AGM	Annual General Meeting	PBT	Profit before tax
ASD15	At-Sea-Demonstration 2015	PSP	Performance Share Plan
CAGR	Compound Annual Growth Rate	QLZ	QinetiQ Learning Zone
C4ISR	Command, control, communications, computers, intelligence, surveillance and reconnaissance	QNA	QinetiQ North America
COTS	Commercial off the shelf	QSOS	QinetiQ Share Option Scheme
CPI	Consumer Price Index	R&D	Research and development
CR	Corporate Responsibility	RSU	Restricted Stock Unit
CRC	Carbon Reduction Commitment	SEMAP	Systems Engineering Master Apprenticeship Programme
CSR	Corporate Social Responsibility	Specific adjusting items	Amortisation of intangible assets arising from acquisitions; impairment of goodwill and intangible assets; gains/losses on business divestments and disposal of property and investments; net pension finance expense; net restructuring charges/ recoveries; tax on the preceding items; one-off recovery of research and development tax credits and associated write-off of tax losses; and other significant non-recurring deferred tax movements
DAB	Deferred Annual Bonus	SDSR	Strategic Defence and Security Review
defra	Department for Environment, Food and Rural Affairs	SPA	Special protection area
DE&S	MOD's Defence, Equipment and Support organisation	SSRO	Single Source Regulations Office
DHS	US Department of Homeland Security	SSSI	Site of Special Scientific Interest
DoD	US Department of Defense	STEM	Science, Technology, Engineering and Maths
EBITDA	Earnings before interest, tax, depreciation and amortisation	TSR	Total shareholder return
EMEA	Europe, Middle East and Australasia	UAV	Unmanned aerial vehicle
EPS	Earnings per share	UK Corporate Governance Code	Guidelines of the Financial Reporting Council to address the principal aspects of corporate governance
ESA	European Space Agency	UK GAAP	UK Generally Accepted Accounting Practice
ESOS	Energy Savings Opportunity Scheme	Underlying basic earnings per share	Basic earnings per share as adjusted to exclude 'specific adjusting items'
EST	Engineering, Science and Technical	Underlying effective tax rate	The tax charge for the year excluding the tax impact of 'specific adjusting items' expressed as a percentage of underlying profit before tax
FAR	Federal Acquisition Regulations	Underlying net cash from operations (post capex)	Net cash inflow from operations before cash flows of specific adjusting items, less net cash outflow on purchase/sale of intangible assets and property, plant and equipment
FMI	Foster-Miller, Inc. – the legal entity through which the US Products division operates	Underlying net finance costs	Net finance costs excluding net pension finance costs
Funded backlog	The expected future value of revenue from contractually committed and funded customer orders (excluding the £998m third-term re-pricing of the LTPA contract)	Underlying operating cash conversion	The ratio of underlying net cash from operations (post capex) to underlying operating profit excluding share of post-tax result of equity-accounted joint ventures and associates
GHG	Greenhouse gas	Underlying operating margin	Underlying operating profit expressed as a percentage of revenue
IAS	International Accounting Standards	Underlying operating profit	Operating profit as adjusted to exclude 'specific adjusting items'
IFRS	International Financial Reporting Standards	Underlying profit before tax	Profit before tax as adjusted to exclude 'specific adjusting items'
IRAD	Internal research and development	VSP	Value Sharing Plan
ISS	International Space Station		
KPI	Key Performance Indicator		
LIBID	London inter-bank bid rate		
LIBOR	London inter-bank offered rate		
LTI	Lost time incident		
LTPA	Long Term Partnering Agreement – 25-year contract established in 2003 to manage the MOD's test and evaluation ranges		
MOD	UK Ministry of Defence		
MSCA	Maritime Strategic Capability Agreement		
OHSAS	Occupational Health and Safety Advisory Services		
Orange book	Single-source pricing regulations used by UK Government from 1 April 2015. Replaces the Yellow book regulations		
Organic growth	The level of year-on-year growth, expressed as a percentage, calculated at constant foreign exchange rates, adjusting comparatives to incorporate the results of acquired entities but excluding the results for any disposals or discontinued operations for the same duration of ownership as the current period		

Shareholder information

Shareholding enquiries

The company's registrar is Equiniti. Enquiries regarding your shareholding, including the following administrative matters, should be addressed to Equiniti:

- Change of personal details such as change of name or address.
- Lost share certificates.
- Dividend payment enquiries.
- Direct dividend payments. You can have your dividends paid directly into a UK bank or building society account by completing a dividend mandate form. The associated dividend confirmation will still be sent to your registered address. If you live outside the UK, Equiniti offers a global payments service which is available in certain countries and could enable you to receive your dividends direct into your bank account in your local currency.

Contact details for registrar

By post:

Equiniti Limited
Aspect House
Spencer Road
Lancing
West Sussex
BN99 6DA

By telephone:

0371 384 2021* for UK calls
+44 (0)121 415 7576 for calls from outside the UK.

* Lines are open 8.30am to 5.30pm (UK time), Monday to Friday (excluding public holidays in England and Wales).

By email:

You can send an email enquiry securely from Equiniti's website, at <https://help.shareview.co.uk>.

Online:

Equiniti's website at <https://help.shareview.co.uk> (Shareview) includes answers to frequently asked questions and provides key forms for download. Shareview also offers online access to your shareholding where you can manage your account, register for electronic communications, see details of balance movements and complete certain amendments online, such as changes to dividend mandate instructions. You can register at www.shareview.co.uk, click on 'Register' and follow the steps.

Electronic communications

The company offers shareholders the option to receive documentation and communications electronically, via the company's website. The wider use of electronic communications enables fast receipt of documents, reduces the company's printing, paper and postal costs and reduces the company's environmental impact. Shareholders can register for electronic communications at www.shareview.co.uk and may also cast their vote for the 2016 Annual General Meeting online quickly and easily using the Sharevote service by visiting www.sharevote.co.uk.

Dividend Tax Changes

From 6 April 2016, the dividend tax credit has been replaced by an annual tax-free dividend allowance of £5,000. UK residents will pay tax on dividends received over that amount at specified rates. Dividends paid on shares held within pensions and Individual Savings Accounts will continue to be tax-free. Further information is available from HMRC at www.gov.uk/government/publications/dividend-allowance-factsheet.

Donating shares to charity – ShareGift

Small parcels of shares, which may be uneconomic to sell on their own, can be donated to ShareGift, the share donation charity (registered charity no. 1052686). ShareGift transfers these holdings into their name, aggregates them, and uses the proceeds to support a wide range of UK charities based on donor suggestion. If you would like further details about ShareGift, please visit www.sharegift.org, email help@sharegift.org or telephone them on 020 7930 3737.

Share price

Details of current and historical share prices can be found on the company's website at www.QinetiQ.com/investors. The graph below shows the share price trend during the year ended 31 March 2016:



The share prices used in the graph above are the mid-market prices as derived from the London Stock Exchange Daily Official List.

Analysis of Share Register at 31 March 2016

By type of holder	Number of holdings	% of total holdings	Shares held	% of share capital
Individuals	5,739	86.84%	5,833,438	0.99%
Institutions and others	870	13.16%	580,847,762	99.01%
Total	6,609	100.00%	586,681,200	100.00%
By size of holding				
1–500	4,258	64.43%	855,323	0.15%
501–1,000	580	8.78%	469,469	0.08%
1,001–5,000	1,103	16.69%	2,700,065	0.46%
5,001–10,000	191	2.89%	1,412,499	0.24%
10,001–100,000	234	3.54%	7,230,020	1.23%
Over 100,000	243	3.67%	574,013,824	97.84%
Total	6,609	100.00%	586,681,200	100.00%

Beware of share fraud

Fraudsters use persuasive and high-pressure tactics to lure investors into scams. They may offer to sell shares that turn out to be worthless or non-existent, or to buy shares at an inflated price in return for an upfront payment. While high profits are promised, if you buy or sell shares in this way you will probably lose your money.

How to avoid share fraud

1. Keep in mind that firms authorised by the FCA are unlikely to contact you out of the blue with an offer to buy or sell shares.
2. Do not get into a conversation, note the name of the person and firm contacting you and then end the call.
3. Check the Financial Services Register from www.fca.org.uk to see if the person and firm contacting you is authorised by the FCA.
4. Beware of fraudsters claiming to be from an authorised firm, copying its website or giving you false contact details.
5. Use the firm's contact details listed on the Register if you want to call it back.
6. Call the FCA on 0800 111 6768 if the firm does not have contact details on the Register or you are told they are out of date.
7. Search the list of unauthorised firms to avoid at www.fca.org.uk/scams.
8. Consider that if you buy or sell shares from an unauthorised firm you will not have access to the Financial Ombudsman Service or Financial Services Compensation Scheme.
9. Think about getting independent financial and professional advice before you hand over any money.
10. Remember: if it sounds too good to be true, it probably is!

Report a scam

- If you are approached by fraudsters please tell the FCA using the share fraud reporting form at www.fca.org.uk/scams, where you can find out more about investment scams.
- You can also call the FCA Consumer Helpline on 0800 111 6768.
- If you have already paid money to share fraudsters you should contact Action Fraud on 0300 123 2040.

Key dates

20 July 2016	Trading update
20 July 2016	Annual General Meeting
4 August 2016	Ordinary shares marked ex-dividend
5 August 2016	Final 2016 dividend record date
2 September 2016	Final 2016 dividend payment date
30 September 2016	Half-year financial period end
17 November 2016	Half-year results announcement
February 2017	Trading update (provisional date)
31 March 2017	Financial year end
May 2017	Preliminary results announcement (provisional date)