

## Apogee Group Limited

### Tax Strategy for UK Companies

#### Introduction

Apogee is the largest independent managed services provider of print and document technology and outsourcing services across the UK and Europe. Apogee has subsidiaries in and outside the UK (hereafter: Apogee Group). On November 1<sup>st</sup> 2018 Apogee was acquired by HP Inc, though continues to operate as an independent subsidiary.

This tax strategy applies to Apogee Group Limited and its UK group companies and is relevant for the financial period ending 31 October 2022. Apogee Group's Code of Conduct requires that all aspects of the business be conducted with honesty, integrity and transparency and this is imbedded within the Group's taxation strategy.

Apogee Group considers the publication of this strategy as complying with its obligations of paragraph 16(2) Schedule 19 Finance Act 2016.

This document has been approved by the Board of Directors of Apogee Group.

#### Approach to tax risk management and governance arrangements

Apogee Group aims to ensure that all tax reporting in the UK and beyond is transparent, justifiable to the relevant taxation authorities and aligned with the Group's overall business strategy.

Corporation tax compliance for all entities in the Group is outsourced to external advisors. All other taxes are dealt with by Apogee's UK finance team. Guidance and support on all local and international tax technical matters is always sought from external qualified advisors where tax laws are unclear or subject to interpretation.

Apogee Group's appetite for tax risk is low. The UK finance team is responsible for the identification and monitoring of tax risk. Any identified issues are then escalated to the Board of Directors if necessary. The UK Board of Directors provides oversight in ensuring that tax is considered within the wider context of the business.

Apogee Group falls within the Senior Accounting Officer regime in the period which ensures that the Group establishes and maintains appropriate tax accounting procedures.

#### Attitude towards tax planning

Apogee Group aims to manage its tax affairs in a tax efficient manner in accordance with the rules set by the UK and foreign governments

Within the UK, Apogee utilises relevant tax reliefs to reduce the tax costs of its business activities. These reliefs are applied in the manner in which HMRC intended them to be used.

Where entities within the Apogee Group or with other affiliated entities carry out transactions with each other, it is ensured that these are undertaken at arm's-length.

## Relationship with HMRC

It is Apogee Group's aim to be transparent and proactive in dealings with tax authorities (including HMRC) through regular communications wherever necessary. All dealings with HMRC are conducted in a professional manner which is in line with the Group's Code of Conduct.

Occasionally there may be differing interpretations of the tax legislation but, in the event this would arise, HMRC would be engaged in discussions, together with external advisors, to resolve the matter promptly.

In the event of any investigation from HMRC, all entities within the Apogee Group will cooperate fully to ensure that the investigation is dealt with in a timely manner.