

**FORM 51-102F3
MATERIAL CHANGE REPORT**

1. Name and Address of Company

VIQ Solutions Inc. (the "**Company**" or "**VIQ**")
5915 Airport Road, Suite 700
Mississauga, Ontario L4V 1T1

2. Date of Material Change

December 10, 2024.

3. News Release

A news release dated December 10, 2024 was disseminated through the facilities of Business Wire and subsequently filed on SEDAR+ at www.sedarplus.ca.

4. Summary of Material Change

On December 10, 2024, the Company announced the retirement of Susan Sumner as Chief Operating Officer and President of the Company, and Ms. Sumner's upcoming resignation from the board of directors of the Company.

5. Full Description of Material Change

5.1 Full Description of Material Change

On December 10, 2024, the Company announced the retirement of Susan Sumner as Chief Operating Officer and President of the Company. Ms. Sumner will continue as a part-time advisor to the Company until January 31, 2025. In connection with her retirement, Ms. Sumner has informed the Company that she will resign from her director position on the board of directors of the Company as of January 31, 2025.

5.2 Disclosure for Restructuring Transactions

Not applicable.

6. Reliance on subsection 7.1(2) or (3) of National Instrument 51-102

Not applicable.

7. Omitted Information

Not applicable.

8. Executive Officer

For additional information, please contact Sebastien Paré, Chief Executive Officer of the Company, at 905-948-8266 ext. 221 or spare@viqsolutions.com.

9. Date of Report

December 11, 2024.