

**VIQ SOLUTIONS INC.**  
**NOTICE OF ANNUAL GENERAL AND SPECIAL MEETING OF SHAREHOLDERS**

NOTICE IS HEREBY GIVEN that the annual and special meeting of shareholders (the “**Meeting**”) of VIQ Solutions Inc. (“**VIQ**” or the “**Company**”) will be held on Wednesday June 5, 2024 at 10:00 a.m. (Eastern Time). The Company will hold the Meeting in a virtual-only format, which will be conducted via live audio webcast. Shareholders of the Company will not be able to attend the Meeting in person. Registered shareholders of the Company and duly appointed proxyholders can attend the Meeting online at <https://virtual-meetings.tsxtrust.com/1653> (meeting ID: 1653, password: viq2024) where they can participate, vote or submit questions during the Meeting’s live audio webcast.

The Meeting is being held for the following purposes:

1. to receive and consider the financial statements of the Company for its fiscal year ended December 31, 2023 together with the auditors’ report thereon;
2. to elect as directors for the forthcoming year the nominees proposed by management of the Company;
3. to appoint Ernst & Young LLP, Chartered Professional Accountants, as auditors of the Company and to authorize the board of directors of the Company (the “**Board**”) to fix their remuneration;
4. to consider and, if deemed advisable, to approve an ordinary resolution approving the issuance of 2,175,142 common share purchase warrants of the Company, being that number of common share purchase warrants required to be issued pursuant to the Beedie Credit Agreement (as defined in the accompanying Information Circular), as amended, in excess of the Warrant Maximum (as defined in the accompanying Information Circular), all as more particularly described in the accompanying Information Circular;
5. to consider and, if deemed advisable, to approve an ordinary resolution, with or without variation, renewing, ratifying and approving the Company’s 2021 omnibus equity incentive plan, as more particularly described in the accompanying Information Circular; and
6. to transact such other business as may properly be brought before the Meeting or any postponement(s) or adjournment(s) thereof.

The specific details of the matters proposed to be put before the Meeting are set forth in the accompanying Information Circular.

The record date for the determination of shareholders of the Company entitled to receive notice of and to vote at the Meeting or any adjournment(s) or postponement(s) thereof is April 29, 2024 (the “**Record Date**”). Shareholders of the Company whose names have been entered in the register of shareholders of VIQ at the close of business on the Record Date will be entitled to receive notice of and to vote at the Meeting or any adjournment(s) or postponement(s) thereof.

**If you are a registered Shareholder of the Company** and are unable to attend the Meeting or any adjournment(s) or postponement(s) thereof, please date, sign and return the accompanying form of proxy (the “**Proxy Instrument**”) for use at the Meeting or any adjournment(s) or postponement(s) thereof in accordance with the instructions set forth in the Proxy Instrument and Information Circular.

**If you are a non-registered beneficial shareholder of the Company**, a voting instruction form (also known as a VIF), instead of a form of proxy, may be enclosed. You must follow the instructions provided by your intermediary in order to vote your common shares. Non-registered beneficial shareholders who have not duly appointed themselves as proxyholders will be able to attend the Meeting as guests, but guests will not be able to vote at the Meeting.

DATED at Mississauga, Ontario this 29<sup>th</sup> day of April, 2024.

BY ORDER OF THE BOARD

(signed) “Sebastien Paré”

*Chief Executive Officer and Director*