

## **TRANSACT TECHNOLOGIES INCORPORATED**

### **POLICY REGARDING SECURITY HOLDER COMMUNICATIONS WITH THE BOARD OF DIRECTORS**

The Board of Directors (the “Board”) of TransAct Technologies Incorporated (the “Company”) is committed to ensuring that security holders of the Company interested in communicating directly with the Board as a whole, with the independent directors as a group, with any Committee of the Board or Committee Chairs, or with any specific Board member(s), have a convenient means to do so.

Any security holder who wishes to communicate with the Board, or any Committee or director(s), may do so by either of the following methods:

1. Send correspondence via e-mail to the following e-mail address, indicating to whom the correspondence is directed:

corporate.secretary@transact-tech.com; or

2. Send correspondence via mail or delivery service to:

Board of Directors (or Committee or Specific Director)  
TransAct Technologies Incorporated  
c/o Corporate Secretary  
One Hamden Center  
2319 Whitney Avenue, Suite 3B  
Hamden, CT 06518

All correspondence must be accompanied by the following information:

- A statement identifying the security holder submitting the correspondence and indicating the class and amount of securities of the Company held by the security holder; and
- The mailing address, telephone number and e-mail address of the security holder submitting the correspondence.

If confidentiality is desired, the correspondence should so indicate.

The Corporate Secretary of the Company will forward all correspondence to its intended addressee promptly after receipt, except for correspondence that, in the opinion of the Corporate Secretary, is unrelated to the duties and responsibilities of the Board, such as: spam, junk mail and mass mailings, business solicitations and advertisements, and communications that advocate the Company’s engaging in illegal activities or that, under community standards, contain offensive, scurrilous, abusive content or other inappropriate content. If it is unclear to whom the correspondence is directed, the Corporate Secretary will forward the correspondence to such member(s) of the Board as the Corporate Secretary deems appropriate.