

Account creation and event participation instruction (EGM* voting example)

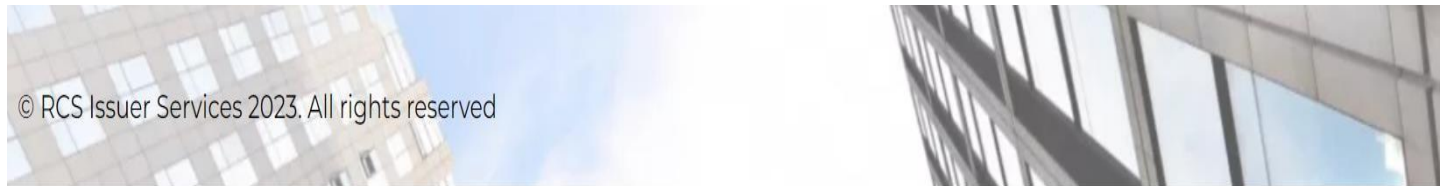
* Extraordinary general meeting of shareholders

Account creation

STEP 1

Go to website: <https://rcsgroup.lu/signin>

- ✓ If you do not have an account, press “Create an account”
- ✓ if you do have an account, skip to the “**Transaction access**” section of this instruction



Your email address

Your password

[Password forgot?](#)

> Sign In

+ Create an account

Account creation

STEP 2

To create an account, you will be asked to fill in required information and press “Sign Up”

- ✓ Name, last name, contact details
- ✓ Password to have access to current and future transactions and corporate actions/events administered by RCS

COMPLETION OF REGISTRATION

- ✓ Once you “Sign Up”, please check your inbox for an “Account activation email” and follow the instructions to activate the account
- ✓ If there is no email within a few minutes since you started the process, check your junk/spam folders

Create your account

Already have an account? [Sign In](#)

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Gender First Name

Last Name

Your email address

Confirmation required

Phone

Organization name

Create a password Confirm password

> Sign Up

By clicking on the button, I accept [privacy policy](#) and [terms of use](#).

Transaction access

STEP 1

- ✓ Log in with your email and password at <https://rcsgroup.lu/signin>
- ✓ Find the transaction you are looking for (e.g. Company XYZ)

RCS Issuer Services RCS Transactions Events My transactions

RCS Transactions

Found transaction...

Company XYZ
Instruments: GDRs

Request Access Send inquiry

Transaction access

STEP 2

Request access to the transaction by filling in Registered Owner Name of the securities of interest and your contact details

Request access to this transaction by filling in required information – after press “Send request”

- ✓ Registered Owner Name of the securities of interest and your contact details

ACCESS REQUEST APPROVAL

When your request is approved, an email confirmation will be sent to your registered email address

RCS Issuer Services

RCS Transactions Events My transactions

RCS Transactions

Found transaction...

Company XYZ

Request Access Send inquiry



Request Access

Instrument name
GDRs

Registered Owner name

Email address

Area Code

Mobile number

Country:

I have read and accept the [Terms and Conditions](#)

Send request

Event participation – EGM voting example

Events



EGM vote by DD.MM.YYYY

Company XYZ

Instruments: GDRs
Roles: Depository
Start date: Today 10:23

 View progress

- ✓ Refresh your page or log in to your account where “Events” tab will become available
- ✓ Go to “Events” tab and click on “View progress” for your event interest (e.g. view progress for Company XYZ)

EGM voting example – steps

In the “Event” section you must follow [3 critical steps](#)

Step 1: Download the Proxy form – print it, fill it in and sign it

Step 2: Upload signed scan of the Proxy form alongside with the Proof of Holding (broker statement)* as per record date

RCS Issuer Services

RCS Transactions **Events** 1 My transactions

Transaction name: Company XYZ

RCS Roles: Depository

Documents:

- egm_proxy_card_rcs_site_
Uploaded [Download](#)
- notice_for_call_of_egm_
Uploaded [Download](#)

***Criteria for the Proof of Holding
(broker statement):**

- ✓ holdings as of DD.MM.YYYY (**please check Company announcements and Proxy card for a specific date!**)
- ✓ # DRs in the statement must match the filled in number on the website and in the form
- ✓ name of the holder in the statement must match the filled in information on the website and in the form

EGM voting example – steps

Step 3: Participate in each agenda items
(#1, #2, etc.) in the section

The result of your participation will be received and pending review – an email confirmation will be sent to you upon approval

The screenshot displays the 'RCS Issuer Services' dashboard. At the top, there are navigation tabs: 'RCS Transactions', 'Events' (with a red notification badge containing the number '1'), and 'My transactions'. Below the navigation, there are two light blue cards representing agenda items. Each card has a right-pointing arrow icon followed by the title 'Agenda item #1' and 'Agenda item #2'. Under each title, it says 'Expires' and 'Instrument: GDRs'. Below that, it says 'Waiting for your participation'. At the bottom of each card is a blue button with a white right-pointing arrow and the text 'Participate'. The 'Participate' buttons in both cards are circled with a red dashed line.

Proxy form fill-in instructions

STEP 1

- Fill in the **Name of the Holder**
- **Euroclear/Clearstream participant number** of your broker (if available) as well as your **client account number (mandatory)** have to be requested from your broker/custodian
- Proxy form must be **signed by an authorised person** (if the Holder is a legal entity, Proxy form should be signed by an authorised person of that entity)
- **Number of DRs voted** must correspond to the number provided in the proof of holding and on the website

TO: RCS ISSUER SERVICES S.AR.L., DR Proxy Group / Operations
E-mail: operations@rcsgroup.lu
Tel.: +35220334176

RE: COMPANY XYZ
 Extraordinary General Meeting to be held on

FROM: _____
Name

EUROCLEAR / CLEARSTREAM PARTICIPANT NUMBER: _____
(if available, provide your broker's participant number in Euroclear / Clearstream)

CLIENT ACCOUNT NUMBER AT BROKER / CUSTODIAN: _____
(mandatory)

SIGNATURE: _____
Authorized Signatory

CONTACT INFO: _____
Telephone / E-mail Address

TOTAL NUMBER REG S GDRS (ISIN US55279C2008, CUSIP # 55279C200)
HELD AS OF 11 AUGUST 2023: _____

NUMBER REG S GDRs BEING VOTED: _____

DATE: _____, 2023

Proxy form fill in instructions

STEP 2

- Please mark the relevant square in each agenda items to cast your vote (note that it must correspond to the vote chosen on the website)

COMPLETION

A fully filled and signed form must be uploaded onto the website, as described in section “Event/Voting”

EXTRAORDINARY GENERAL MEETING OF COMPANY XYZ

1.

FOR AGAINST ABSTAIN

2.

FOR AGAINST ABSTAIN

Contacts

In case of any questions, please
contact us:



operations@rcsgroup.lu

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