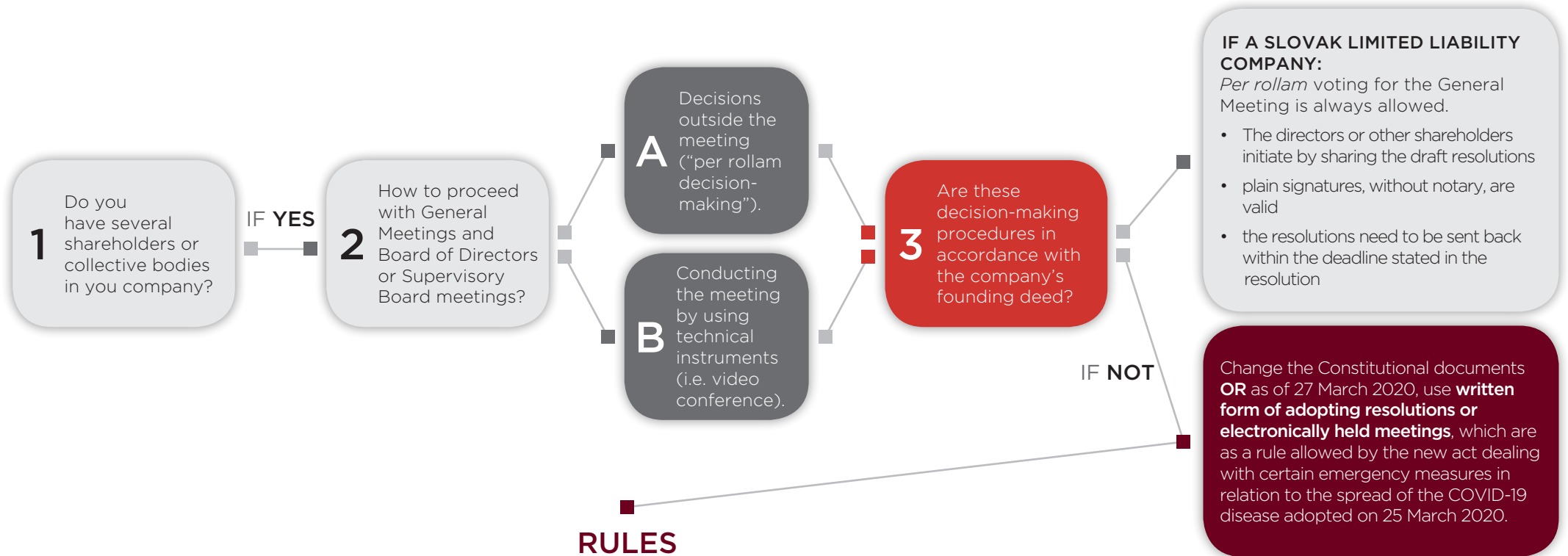


How to hold official company meetings during the COVID-19 crisis



Written form of adopting resolutions

Resolutions may be adopted in writing in the form of voting by correspondence. Correspondence voting is done via a ballot paper that must contain at least:

- identification details of the voting person;
- specification of shareholding interest / shares held by the respective voting person (in case of General Meeting);
- designation of the agenda to which the voting refers, proposed decision of the collective body, and the vote on all items of the agenda;
- place, date and time;
- other information relating to the voting right.

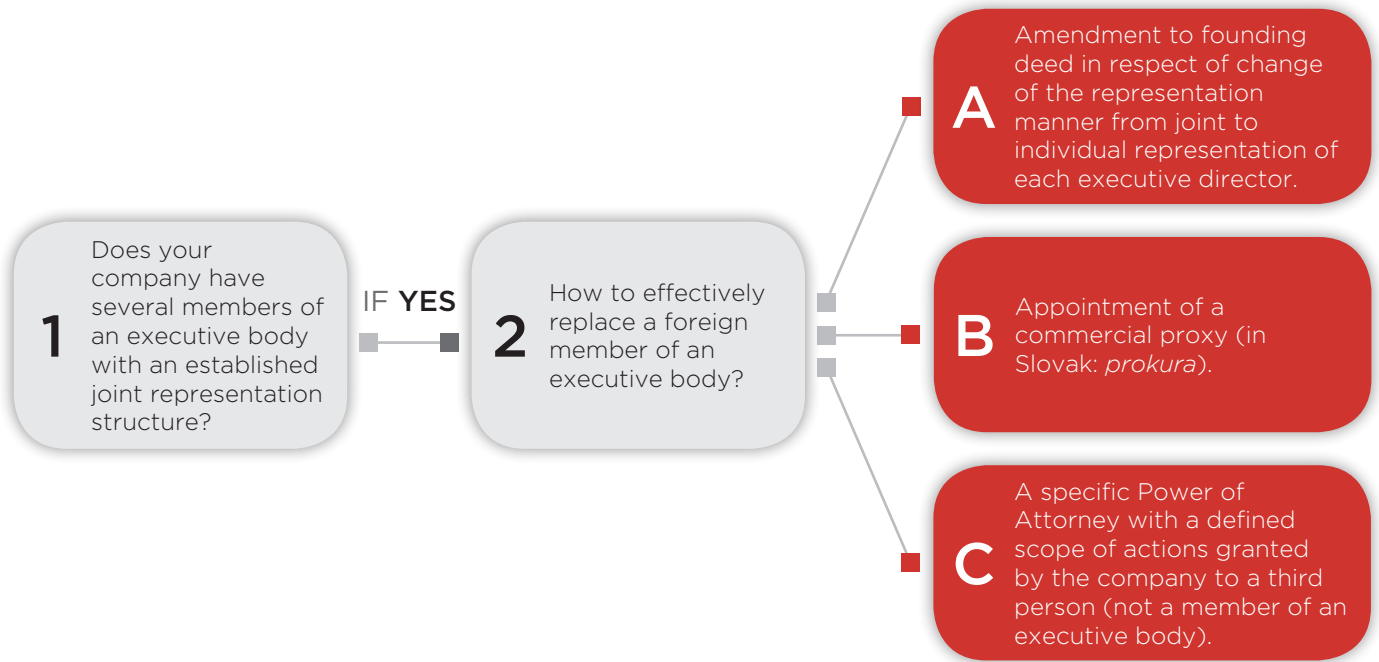
The signature of the voting person on the ballot paper must be notarised.

Ballot papers must be delivered to the hands of the addressee. The fact that the envelope contains a ballot paper must be clearly and visibly marked on the envelope. The envelope can only be opened by the person entrusted to count the votes (in the presence of one verifier).

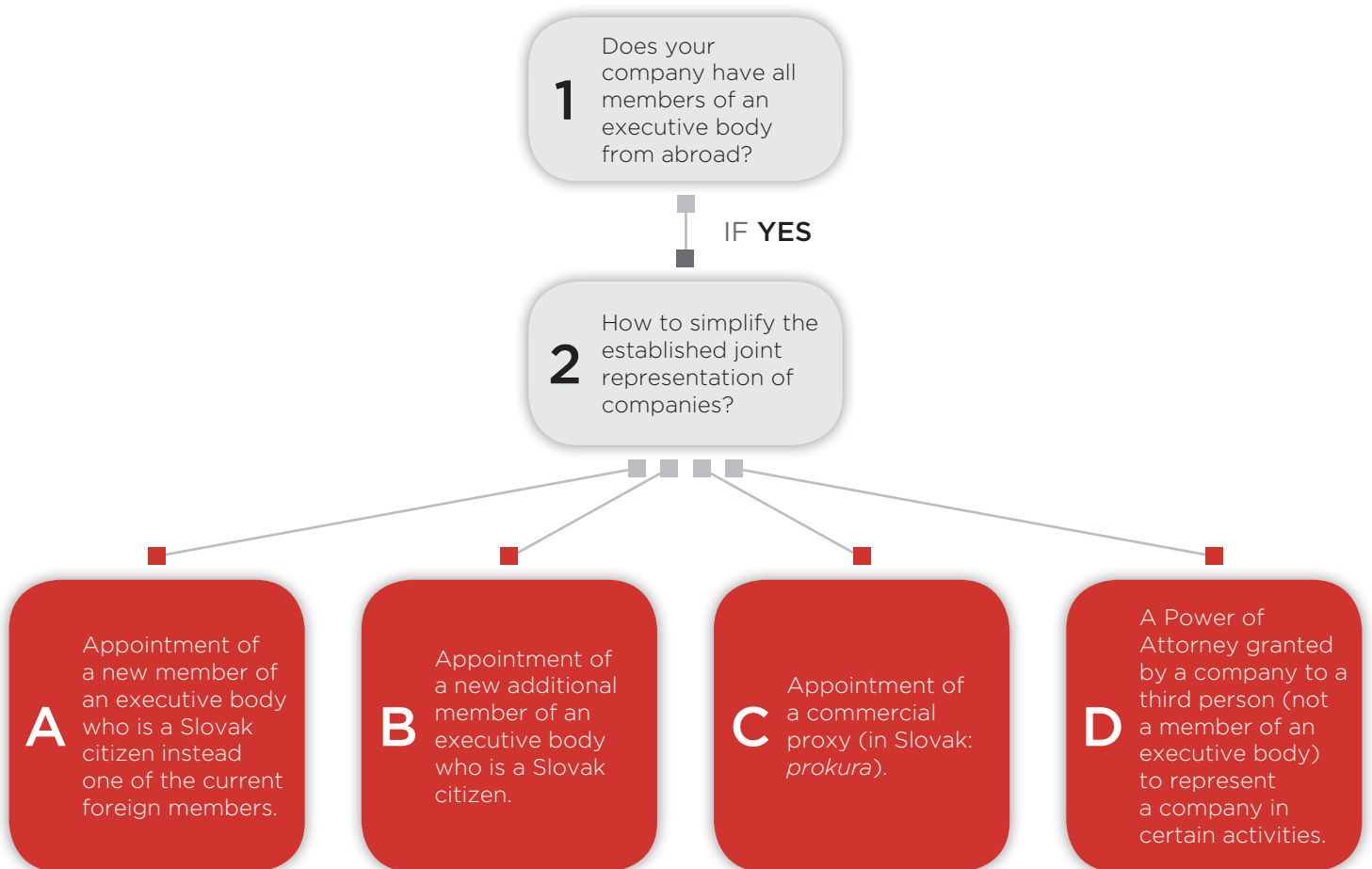
Electronically held meetings

It is also possible to deliver a ballot paper by electronic communication. The content of the ballot paper is the same as described above. The ballot paper needs to be signed with the qualified electronic signature of the voting person and marked with a qualified electronic time stamp. E-mail containing a ballot paper must be clearly and visibly marked as such. The addressee shall without undue delay confirm the delivery of the votes to the voting person.

Simplifying the representation of a company



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