



## META ESTATE TRUST

### PROCEDURE FOR ATTENDING AND VOTING IN THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF META ESTATE TRUST S.A. CONVENED ON 28/29.11.2023

This Procedure applies to the shareholders of Meta Estate Trust S.A. („Company”), a legal entity organized and existing according to the Romanian laws, registered with the Trade Register Office u attached to the Bucharest Tribunal nder no. J40/4004/2021, tax identification code (CUI) 43859039, with its headquarters in Bucharest, District 1, 4-10 Munții Tatra Street, 4th Floor, in connection with the Extraordinary General Meeting of Company’s Shareholders convened on 28.11.2023 - 10:00AM (first convening) and 29.11.2023 - 10:00AM (second convening), respectively.

Only the shareholders registered as at the reference date in the Company’s Shareholders’ Register shall be allowed to participate and vote in the Extraordinary General Meeting of Shareholders (“EGMS”).

The entitled shareholders may attend the EGMS personally or may be represented therein by other persons (based on a special or general power of attorney), may vote by correspondence or electronically by accessing the link <https://met.evot.ro/login> on any device connected to the Internet.

Any shareholder may grant a special power of attorney to any person for representation in a single general meeting, which will include clear voting instructions from the shareholder and make clear reference to the voting choice for each item on the agenda of the general meeting.

The forms for the limited power of attorney for the EGMS may be downloaded from the Company’s website.

#### Attending and voting in the EGMS

As per the provisions included in the EGMS convening notice, only those persons who are identified as being Company shareholders by the end of 17.11.2023 are entitled to participate and vote in the EGMS.

Shareholders registered with the Shareholders’ Register as of the reference date may participate and vote in the EGMS:

- In-person
- By proxy appointed under a special/general power of attorney
- By correspondence vote
- By online vote (using the link <https://met.evot.ro/login>)

The capacity as shareholder and, in case of legal entities, the capacity as legal representative of a shareholder, is ascertained based on the list of shareholders existing as of the reference date, as drafted and managed by the Company.

Access to shareholders entitled to participate in the EGMS is granted by a mere verification their identity, which will be carried out as follows:

- In case of natural persons, based on the following documents:
  - ID document in original (if the shareholder attends in person);
  - The proxy’s special power of attorney, or, as the case may be, the general power of attorney and identity document in original (if the shareholder is represented by another person).
- In case of legal person, based on the following documents:

- The legal representative - the original or certified copy of the identity document, as well as the ascertaining certificate issued by the Trade Register or another document issued by a similar authority in the shareholder's country of registration, issued no later than 30 days before the reference date and currently valid;
- The person empowered with representation powers - the identity document and the special power of attorney or, as the case may be, the general power of attorney signed by the legal representative of that legal person (in original if he/she attends in person).

In case of shareholders who participate and vote in the EGMS in-person (natural persons) or through their legal representatives (in the case of legal persons), the documents mentioned above will be presented on the date of the EGMS, there being no need to forward or file them with the Company before the EGMS date.

In this case, the shareholders who attend the EGMS in person can choose to cast their vote by means of paper ballots or electronically.

As regards shareholders who participate in the EGMS by proxy with a special power of attorney, their powers of attorney and related documents will be sent to the Company along with a copy of the shareholder's valid identity document (ID document/passport for natural persons and ID document/passport of the legal representative for legal persons), at least 48 hours before the meeting, as follows:

**For EGMS, by 26.11.2023 at 10:00AM:**

- Submitted/shipped by regular mail/courier services to the Company's registered offices in Bucharest, District 1, 4-10 Munții Tatra Street, 4th Floor, in a sealed envelope clearly marked in capital letters with the wording „FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF 28/29.11.2023”;
- Emailed as digitally-signed documents to [office@meta-estate.ro](mailto:office@meta-estate.ro), indicating on the subject line „FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF 28/29.11.2023”

The identification documents of proxies will be submitted on the date of the EGMS in original.

**Participation of shareholders in the EGMS by correspondence vote**

The shareholders registered on the reference date in the shareholders' register may vote by correspondence as well, using the correspondence voting ballots available on <https://metaestate.ro/>. The correspondence voting ballots, worded in Romanian, duly filled in and signed, accompanied by a copy of the shareholder's valid identity document (ID card/passport for natural persons or the legal representative's ID card/passport for legal person) will be submitted in original or shipped by post/courier to the Company headquarters, as follows:

**For EGMS, by 26.11.2023 at 10:00AM:**

- Submitted/shipped by regular mail/courier services to the Company's registered offices in Bucharest, District 1, 4-10 Munții Tatra Street, 4th Floor, in a sealed envelope clearly marked in capital letters with the wording „CORRESPONDENCE VOTE FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF 28/29.11.2023”;
- Emailed as digitally-signed documents to [office@meta-estate.ro](mailto:office@meta-estate.ro), indicating on the subject line „CORRESPONDENCE VOTE FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF 28/29.11.2023”.

Correspondence voting ballots may also be sent electronically using electronic means of voting. The correspondence vote may be identified and cast by accessing <https://met.evot.ro/login>.

Electronic voting ballots can be submitted at any time from the start of voting until the live session of the general meeting of shareholders, the last voting option transmitted being the one to be registered.

Should the shareholder who cast a vote by correspondence attend the general meeting of shareholders in-person or through a representative (provided the special/general power of attorney was submitted according to the terms laid down by law or the convening notice), the vote by correspondence previously cast for that general meeting of shareholders will remain valid only if the shareholder does not cast a different vote in-person or by proxy.

If the person who represents the shareholder by in-person attendance in the general meeting is different from the person who cast the vote by correspondence, then for the validity of the vote he or she shall produce during the meeting a written cancellation of the vote by correspondence, signed by the shareholder or the proxy who cast the correspondence vote.

### **Participation of shareholders in the EGMS by online vote**

Shareholders may also vote in the EGMS electronically, accessing <https://met.evot.ro/login> on any device connected to the Internet.

For the purpose of online identification and access to the EGMS, shareholders shall provide the following information:

- i. Natural persons
  - Last and first name;
  - Personal Identification Number (CNP);
  - E-mail;
  - Copy of the identification document (ID card, passport, residence permit);\*
  - Telephone (optional);or
  - Access credentials generated following authentication via the Investors Enrollment Platform developed by Depozitarul Central <https://www.roclear.ro/Inrolare-Investitori/>
- ii. Legal persons
  - Corporate name;
  - Tax Identification Code (CUI);
  - Legal representative's last and first name;
  - Legal representative's Personal Identification Number (CNP);
  - E-mail;
  - Legal representative's copy of the identification document (ID card, passport, residence permit);
  - Copy of the ascertaining certificate issued by the Trade Register or any equivalent document issued by a competent authority in the corporate shareholder's country of registration, submitted in original or as true certified copy. Documents attesting the capacity as legal representative of the corporate shareholder will be issued no later than 30 days before the reference date\*;
  - Telephone (optional).

\*The following types of files may be uploaded: .jpg, .pdf, .png. Shareholders can connect and vote whenever they want during the allocated time interval for correspondence and/or live voting, the last voting option being the one to be registered.

Non-English documents shall be filed along with a translation thereof attested by a certified translator working with the Romanian/English pair of languages.

The electronic copy of documents above shall be uploaded into the dedicated fields. The identification made by the Company in the case of natural persons enables access to the Company's general meetings of shareholders if the concerned natural person is already a Company shareholder on the relevant reference dates.

The identification made by the Company in the case of legal persons and the special or general powers of attorney enables access to the Company's general meeting of shareholders after the validity of the legal representative and the proxy's appointment, respectively, is checked every single time.

For further information, please write to the Company at [office@meta-estate.ro](mailto:office@meta-estate.ro).