



# Shareholders Meeting

## Frequently asked questions

### 1- How do I take part in the Shareholders' Meeting?

All shareholders, regardless of the number of shares they own, may participate in the Shareholders' Meeting by personally attending, voting by post, electronically *via* Votaccess, by giving proxy to the Chairman of the Shareholders' Meeting or a power of attorney to a proxy of his or her choice.

### 2- What are the prior formalities for taking part in the Shareholders' Meeting?

To participate in the shareholders' meeting, shareholders need to provide proof of registration in a securities account in their name or that of the intermediary registered for their account by the second business day preceding the Meeting, *i.e.*, **Friday 7 June 2024 at midnight (00:00 hours) (Paris time)**.

The prior formalities for registered shareholders and bearer shareholders are detailed in the Notice to Meeting sent automatically by post to registered shareholders and also available on the Rubis website, under the Shareholders section, [General Meeting on 11 June 2024](#).

### 3- What are the ways to participate in the Shareholders' Meeting?

Shareholders may participate in the Meeting, either:

- by physically attending;
- by postal vote (online or by mail);
- by giving proxy to the Chairman of the Meeting or to a representative.

Two means are available to shareholders to express their method of participation in the Meeting:

- the Votaccess online platform;
- the single form attached to the Notice of Meeting.

**Access to the Votaccess platform will be open from 9 a.m. (Paris time) on Wednesday 22 May 2024 and will close the day before the Meeting, *i.e.*, on Monday 10 June 2024 at 3 p.m. (Paris time).**

Shareholders are advised not to wait until the last few days to connect to the Votaccess platform in order to avoid its potential saturation.

### 4- How can I attend the Shareholder's Meeting in person?

Shareholders wishing to attend the meeting in person must request an admission card as soon as possible. This request can be made online until Monday, June 10, 2024, at 3:00 p.m. (Paris time) or by using the single form attached to the Notice of Meeting, which must be received no later than Saturday, June 8, 2024, at midnight (00:00 hours) (Paris time).

The procedures for obtaining the admission card for bearer shareholders and registered shareholders are detailed in the Notice to Meeting sent automatically by post to registered shareholders and also available on the Rubis website, under the Shareholders section, [General Meeting on 11 June 2024](#).

## **5- What are the options if I cannot attend the General Meeting in person?**

Shareholders who cannot attend the Shareholders' Meeting in person can participate by post or by the Internet either by expressing their vote, or by granting a proxy to the Chairman of the Shareholders' Meeting or to any natural or legal person of their choice.

The procedures for sending instructions depending on the type of shareholding (registered shareholder, pure registered shareholder, or administered registered shareholder), are described in the [Notice of Meeting](#).

It is possible to vote or grant proxy *via* the internet. The option to vote, grant proxy, or revoke a proxy online *via* the Votaccess platform will close the day before the meeting, on Monday, June 10, 2024, at 3:00 PM (Paris time).

It is also possible to vote by mail or grant proxy *via* postal service. The single form for voting by mail or proxy sent *via* postal service must be received by Uptevia (Service Assemblées Générales, 90-110 Esplanade du Général de Gaulle, 92931 Paris La Défense Cedex) no later than three calendar days before the meeting, *i.e.*, by Saturday, June 8, 2024.

## **6- Is it possible to change the mode of participation?**

When a shareholder has already voted remotely, sent a proxy, a shareholder certificate or a request for an admission card, such shareholder may no longer choose another method of participating in the Shareholders' Meeting.

## **7- Can I sell my shares before the General Meeting? If so, will my vote still count?**

Shareholders may sell some or all of their shares at any time.

However, if the sale takes place before Friday 7 June 2024 at midnight (00:00 hours) (Paris time), the Company will, in consequence, amend or invalidate a vote cast remotely, a proxy, admission card or shareholder certificate, as the case may be.

## **8- Are there specific procedures in the context of securities lending?**

Yes, there is specific procedures for reporting to the Company and the French Financial Markets Authority (Autorité des Marchés Financiers - AMF).

The procedures are detailed in the Notice to Meeting sent by mail and also available on the Rubis website, under the Shareholders section, [General Meeting on 11 June 2024](#).

## **9- How can I confirm that my vote has been taken into account?**

The shareholders having cast their vote *via* the Votaccess platform, will receive an electronic confirmation of receipt of their vote.

Confirmation will be available on Votaccess, in the voting instruction menu and within 15 days following the Shareholders' Meeting. Shareholders may also ask Uptevia to confirm that their vote has been taken into account.