

### Template of Representation Letter of Shareholder

(to be sent to the e-mail address [PresidenteMesaSonaeAGA2020@sonae.pt](mailto:PresidenteMesaSonaeAGA2020@sonae.pt)  
**until 18:00 (GMT) of the 27<sup>th</sup> April 2020**)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tax Number: \_\_\_\_\_

**EMAIL [mandatory to include]:** \_\_\_\_\_

To the Chairman of the Board of the Shareholders'

General Meeting of Sonae - SGPS, SA

Email: [PresidenteMesaSonaeAGA2020@sonae.pt](mailto:PresidenteMesaSonaeAGA2020@sonae.pt)

Dear Sir,

The herein undersigned informs that, as a shareholder of that Company, he/she/it will be represented in the General Meeting to be held at 11:30 hours (GMT) on the 30<sup>th</sup> April 2020, exclusively through telematic resources, by Mr./Mrs./Ms. [full name of the representative] \_\_\_\_\_ with the email address **[mandatory to include]** \_\_\_\_\_, with address at [include address of the representative] \_\_\_\_\_, to whom I hereby authorise be sent the **secret code for participation**<sup>1</sup> at the Shareholders' General Meeting, being such represented empowered with the necessary powers to discuss and vote according to his/her will, every subject that is subject to resolution at the General Meeting.

Best regards,

\_\_\_\_\_  
[shareholder's signature or, in case of a shareholder corporate entity, signature of the legal representative signature]<sup>2</sup>

<sup>1</sup> The appointed representative will receive in the indicated email address an invitation for the Shareholders' General Meeting through the software Microsoft Teams, together with the **secret code for participation** that must be declared at the beginning of the Shareholders' General Meeting to confirm his/her identity.

<sup>2</sup> Signature similar to that of the identification document. The legal representative of the corporate entity must present power of attorney to represent the shareholders.

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### **General Notes**

1. A Shareholder may appoint different representatives as to shares held in different securities accounts, without prejudice however to the principle of the voting units, as set forth in article 385 of the Portuguese Companies Act.
2. The present model of representation letter does not constitute a demand for representation, having the sole purpose of informing, under the legal terms, the shareholders of their representation right at the General Meeting.
3. Should you have any further question please contact us through the email address [PresidenteMesaSonaeAGA2020@sonae.pt](mailto:PresidenteMesaSonaeAGA2020@sonae.pt).
4. The personal data contained in this form will be treated in accordance with the General Regulation on Data Protection (EU Regulation 2016/679, of the European Parliament and the Council, of 27<sup>th</sup> April 2016), with the purpose of complying with the legal obligations of the Company regarding the Shareholders' General Meeting and related interactions with the Shareholders. Data will be kept by the Company in accordance with the legal timeframes set forth in the Portuguese Companies Act and in the Portuguese Securities Code and for the duration of any dispute regarding the Shareholders' General Meeting, including the respective meeting's proceedings and approved resolutions.  
The Shareholders are further informed that, within the applicable legal framework, they can exercise their rights to ask the Company to access all of the personal data relating to them, as well as the amendment of any personal data, the limitation of personal data processing or the right to oppose personal data processing, using the email address [protecao.dados@sonae.pt](mailto:protecao.dados@sonae.pt).

### **Notes regarding the Shareholders' General Meeting to be held exclusively through telematic resources**

The correspondent manuals for the installation and technical operation will be made available for consultation by Shareholders at <https://www.sonae.pt/en/>. For any further question or clarification regarding the technical requirements for the Shareholders' General Meeting to be held by telematic means, it can be used the email address [ag.suporte.tecnico@sonae.pt](mailto:ag.suporte.tecnico@sonae.pt).

The Company will also make available technical means for supporting the test of the Shareholders' IT system for attending the General Meeting through the number +351 220124020 which will be open for contact on the following dates and times:

- 8th April 2020 – between 9:00 (GMT) and 13:00 (GMT);
- 15th April 2020 – between 9:00 (GMT) and 13:00 (GMT).

**It is hereby recommended that Shareholders timely test their respective IT system for participating, through telematic means, at the General Meeting, in order to, if necessary, opt to alternatively exercise their voting right through electronic means.**

The Company further informs about the following conditions for attending the Shareholders' General Meeting that must be complied with by the Shareholders in order to ensure the ordinary course of the General Meeting:

- Shareholders must attend the Microsoft Teams before the beginning of the Shareholders' General Meeting, at 10:45 (GMT), by clicking in the link that will be sent to the email address indicated by the Shareholder in the form pertaining to the participation in the General Meeting referred to in subparagraph ii. of paragraph a) of Section I above (Participation at the General Meeting and Exercise of the Voting Right), in order to comply with all the required identification formalities for attending the General Meeting. Shareholders should present their identification document and, when applicable, the respective power of attorney, as well as the secret code for participation sent by the Company as per subparagraph ii. of paragraph a) of Section I above ("Participation at the General Meeting and Exercise of the Voting Right");
- The access to the meeting shall be done through Microsoft Teams without videoconference;
- It will not be possible to participate at the Shareholders' General Meeting through mobile devices. The connection

*must be established through a PC;*

*- During the Shareholders' General Meeting, the Shareholders shall have the video and microphone of their respective PCs turned off;*

*- If, when questioned by the Chairman of the Board of the Shareholders' General Meeting, the Shareholders want to exercise their right to participate, they must present such request by turning on their camera and microphone and, after making such request, must turn off again such devices;*

*- The Chairman of the Board of the Shareholders' General Meeting will then inform which Shareholder can intervene and the indicated Shareholder must then turn on the microphone and the video in his/her PC to exercise his/her respective right to participate;*

*- For the exercise of the voting right, after the Chairman of the Shareholders' General Meeting has finished presenting each proposal, the Shareholders must express their respective voting intention and confirm the number of shares held and corresponding voting rights;*

*- The Company will make available, at the date of the Shareholders' General Meeting, telephone contact details for ongoing technical support of the Shareholders participating in the Shareholders' General Meeting;*

*- Shareholders must, throughout all of the Shareholders' General Meeting, comply with the technical or operational instructions conveyed to them in order to ensure the ordinary course of the General Meeting.*