

THE SHAREHOLDER'S MINI-GUIDE to participating in a general meeting

Dear shareholder,

The holding of a General Meeting (whether ordinary or extraordinary) represents the company's key event and an opportunity to talk with the management of your company.

To this end, below you will find a reminder of the procedures stipulated in the legislation and the articles of association that enable you to participate in a General Meeting.

1. How can I prove my status as Shareholder?

However you choose to participate in a General Meeting, you must prove your status as a shareholder. This means that:

- If you hold bearer shares, you must arrange, as soon as possible, the drafting, by the financial intermediary who manages your securities account, of a certificate declaring the unavailability of your shares until the date of the Meeting (share freeze certificate) and file it at the company's registered office at least five (5) days before the date of the Meeting;
- If you hold registered shares, you must enter them in the company's register at least five (5) days before the date of the Meeting.

2. How can I enter an item on the agenda of the General Meeting?

If you hold, individually or jointly with other shareholders, at least 2% of the share capital, you will have a period of ten (10) days from publication of the notice convening the General Meeting to request the inclusion of a draft resolution on the agenda of the Meeting. Your request must be sent by registered letter with acknowledgement of receipt to the address of the company's registered office (Casablanca Nearshore Park, 1100 Boulevard Al Qods, Shore 1 - Secteur A, Sidi Maarouf, 20270 Casablanca, Morocco), FAO the Secretary of the Board of Directors.

3. Which documents are made available to me before the General Meeting?

As a shareholder and to enable you to play an active part in the General Meeting, you can consult, either at the HPS registered office or on its website (<https://www.hps-worldwide.com/>), the following documents and information:

- the notice convening the General Meeting;
- the agenda of the General Meeting;
- the text and explanatory memorandum of the draft resolutions submitted by the Board of Directors and, if applicable, by the Shareholders;
- the list of members of the Board of Directors along with, as applicable, details of candidates for the position of Director;
- the inventory and primary financial statements for the year just ended, drafted by the Board of Directors;

- the Board of Directors' management report;
- the statutory auditors' report submitted to the General Meeting and their special report;
- the proposed allocation of profit;
- the total number of existing voting rights and the number of shares that make up the company's share capital as at the date of publication of the notice convening the General Meeting;
- any report from the Board of Directors to any General Meeting other than the Annual General Meeting called to approve the accounts.

4. How can I participate and vote in a General Meeting?

A General Meeting is held face to face, at the time and in the place indicated on the notice convening it. It may also be conducted by means of a video conference, provided the conditions required by law no. 17-95 on public limited companies, as amended and supplemented, are met.

Therefore, once you have received a notice convening a General Meeting, you may participate in **one of the following ways**:

- **Attending in person**, by arriving on the day of the meeting and providing evidence of your shareholder status (see point 1 above) and your identity (national identity card for Moroccan nationals, registration card for foreign nationals resident in Morocco, passport for foreigners);
- **Through a representative**, if you are unable to attend the Meeting, you can choose to be represented by another shareholder, or your spouse or an ascendant or descendant or by any representative of a company that manages portfolios of securities, by signing an authorisation, the template of which can be downloaded from the website <https://www.hps-worldwide.com/>. You must complete and sign the proxy and either send it to the registered office of HPS by registered letter with acknowledgement of receipt or deliver it against receipt to the company's registered office, at least five (5) days before the General Meeting. If you hold bearer shares, the proxy must be accompanied by the original share freeze certificate, issued by the securities' custodian entity. If a proxy is not accompanied by the original share freeze certificate (for bearer shares), it will not be taken into account for voting on resolutions.

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