

SEND UNTIL 20 MAY 2018

General Shareholders' Meeting Chairman of
TEIXEIRA DUARTE, S.A.
Lagoas Park, Edifício 2
2740-265 Porto Salvo

_____, the ___ of _____ 2018

Subject: General Shareholders' Meeting of the 26th of May 2018

Dear Mr. Chairman,

(Full Name of the Shareholder/Company) _____
with address/head office at _____,
Identification Card/Fiscal Number _____, in its capacity of Shareholder of "TEIXEIRA
DUARTE, S.A.", hereby informs his purpose to attend the General Shareholders' Meeting summoned,
to be held on the 26th of May 2018.

I further inform that I have requested / will request the financial intermediary to issue the
certification concerning the ownership of TEIXEIRA DUARTE, S.A.'s shares, under and for the
purposes of the applicable legal provisions.

Yours Faithfully,

(Signature(s))