

## **GENERAL SHAREHOLDERS' MEETING OF THE 26<sup>TH</sup> OF MAY 2018**

### **Instructions for voting per correspondence**

1. Shareholders with voting rights that intent to vote per correspondence, should, at first, provide evidence of their quality of Shareholders, within the terms set forth in the Shareholders' General Meeting Summons.
2. Besides fulfilling all the requirements and time limits established in the Summons for evidencing their capacity of Shareholders with voting right, they must also address a letter to the General Shareholders' Meeting Chairman, which should be received at the head office – Lagoas Park, Edifício 2, 2740-265 Porto Salvo, Portugal -, until 5 p.m. of the 25<sup>th</sup> of May 2018, expressing their intention to exercise such right and stating their identity (full name and number of identification card), address and the number of shares held, which will be checked against the certification issued in the meantime by the financial institution where the shares are registered, being the latter the one that prevails.
3. Such letter must also include the certified signature of the Shareholder or of someone with the power to bind the Shareholder and, in the case of natural persons, it must be accompanied by a legible photocopy of their Identity Card/Citizen Card or of a document that replaces it.
4. Along with the mentioned letter, Shareholders must include, in sealed envelopes, their voting statements for each item of the Agenda, in a specific and unequivocal manner, followed by their signature, which must be identical to the one that appears on the remittance letter. The abovementioned envelopes must bear the inscription: "Contains voting statement for item number (state the relevant number) of the Agenda".

5. In order to execute the abovementioned procedures, the Company will provide forms of the voting letter and ballot paper on its website ([www.teixeiraduarte.pt](http://www.teixeiraduarte.pt)) and at its head office during regular working hours.
6. The envelopes containing the voting statements issued under the aforementioned terms will be opened and considered by the General Shareholders' Meeting Chairman when voting of the corresponding item of the Agenda takes place. Votes included in rejected statements shall be considered as not issued.
7. Votes per correspondence are considered to be negative votes in relation to deliberation proposals presented after such votes have been issued.
8. The presence in the General Shareholders' Meeting of a Shareholder who has exercised his/her voting right by correspondence implies the revocation of the vote which had been previously expressed that way.
9. The authenticity of the vote per correspondence, its confidentiality until the voting time and its processing shall be assured by the General Shareholders' Meeting Chairman.

Any further clarification or information the Shareholders may consider necessary may be provided by the Investors' Relations Office, through the e-mail [assembleiageral@teixeiraduarte.pt](mailto:assembleiageral@teixeiraduarte.pt), fax number (+351) 217 912 421, or phone number (+351) 217 912 415, during regular working hours.