

GENERAL SHAREHOLDERS' MEETING OF JUNE 22, 2020

Instructions for postal voting – electronic correspondence

1. The Shareholders with voting rights that wish to exercise them by electronic correspondence, must, in addition to complying with the conditions and deadlines set out in the convening notice to demonstrate their capacity, **send an email to the Chairman of the Board of the General Meeting** at votocorrespondencia@teixeiraduarte.pt, **before 5PM on June 19, 2020**, having attached a **document in which they communicate their intent to exercise that right and specify their identification** (full name or company name and identification document number), **domicile and number of shares held**, which will be checked against the certification issued by the financial institution where the shares are registered, the latter prevailing in case of discrepancy;
2. The digital document shall be signed by the Shareholder or its legal representative and the signature must be legalized, or, if the Shareholder is a natural person, supported by a legible copy of their Identity/Citizen Card or of another document that serves the same purpose;
3. **Attached to the email, the Shareholders shall also send the ballots containing their votes for each of the items of the Agenda, specifically and unequivocally identified, followed by their signature**, considering the sequence of the Agenda and with explicit reference to the item for which the vote is cast. Each ballot shall be titled: *“Enclosed is the vote cast on item (identify item number) of the Agenda”*;
4. **These documents enclosed with the ballots** shall contain the handwritten and scanned signature of the Shareholder or their legal representative;
5. For the execution of the proceedings described above, the Company provides letter and ballot forms on its website (www.teixeiraduarte.pt) and at the registered office, during

business hours, and is also available to send digital versions to the Shareholders upon request;

- 6.** The votes enclosed in the email messages will be opened and considered by the Chairman of the Board of the General Meeting at the time of the voting on the corresponding item of the Agenda. The votes included in declarations which are not accepted, will not be considered as having been cast;
- 7.** The postal votes are considered to be negative votes regarding resolution proposals put forth after the votes have been cast;
- 8.** If the Shareholder who voted by correspondence attends the General Meeting or is represented therein, the votes cast via electronic mail will be revoked;
- 9.** The shares corresponding to postal votes will be counted for quorum determination purposes at the General Meeting;
- 10.** The authenticity and confidentiality of the postal votes until the time of the vote, as well as their processing, are ensured by the Chairman of the Board of the General Meeting.

Any clarification or additional information required by the Shareholders may be provided by the Investor Relations Office, at assembleiageral@teixeiraduarte.pt, by fax, at (+351) 217 912 421 or using the telephone number (+351 217 912 415), during business hours.