

GENERAL SHAREHOLDERS' MEETING OF MAY 24, 2021

Instructions for postal voting – postal correspondence

1. The Shareholders with voting rights that wish to exercise them by written correspondence via postal mail, must, in addition to complying with the conditions and deadlines set out in the convening notice to demonstrate their capacity, deliver a letter to the Chairman of the Board of the General Meeting, which must arrive at the registered office before 5PM on May 21, 2021, 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 letter 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 letter, the Shareholders shall send, in closed envelopes, the ballots containing their votes for each of the items of the Agenda**, specifically and unequivocally identified, followed by their signature affixed in a similar fashion to the one on the letter. Each envelope shall read: *“Enclosed is the vote cast on item (identify item number) of the Agenda”*;
4. For the execution of the proceedings described above, the Company provides letter and ballot forms on its website (www.teixeiraduarte.com) and at the registered office, during business hours;
5. The envelopes enclosing the votes cast according to the described proceedings 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;

6. The postal votes are considered to be negative votes regarding resolution proposals put forth after the votes have been cast;
7. If the Shareholder who voted by correspondence attends the General Meeting or is represented therein, the votes cast in that manner will be revoked;
8. The shares corresponding to postal votes will be counted for quorum determination purposes at the General Meeting;
9. 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 by email, at assembleiageral@teixeiraduarte.com, by fax, at (+351) 217 912 421 or using the telephone number (+351 217 912 415), during business hours.