

SEND UNTIL September 30, 2021

Chairman of the Board of the General Meeting

TEIXEIRA DUARTE, S.A.

Lagoas Park, Edifício 2

2740-265 Porto Salvo

_____, _____, 2021

Subject: General Shareholders' Meeting of October 8, 2021.

Dear Mr. Chairman,

(Full Name /Company name)_____,
having its domicile/registered office at _____, with
the identification/tax payer number _____, holder of _____
shares in the share capital of "TEIXEIRA DUARTE, S.A.", hereby communicates their intent to
attend the General Meeting convened to meet on October 8, 2021 next.

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

Faithfully Yours,

(Signature(s))