

# Procedure for telematic attendance

This document is a translation of an original text in Spanish. In case of any discrepancy between both texts, the Spanish version will prevail.

# Contenido

<b>1</b>	<b>Pre-registration .....</b>	<b>2</b>
<b>2</b>	<b>Connection and registration on the day of the meeting.....</b>	<b>2</b>
<b>3</b>	<b>Intervention .....</b>	<b>2</b>
<b>4</b>	<b>Voting .....</b>	<b>3</b>
<b>5</b>	<b>Service availability.....</b>	<b>4</b>

# Procedure for telematic attendance

In accordance with the provisions of article 14 of the Bylaws and 7 bis of the Regulations of the General Shareholders' Meeting, the Board of Directors has agreed that attendance at the General Shareholders' Meeting may also be by remote link that allows real-time connection with the venue where the Meeting is held ("remote link attendance").

Shareholders who wish to attend the Meeting remotely may do so via the "Participation Platform", which will be activated on the Company's corporate website ([www.indracompany.com](http://www.indracompany.com)), in the section relating to the General Shareholders' Meeting, where shareholders must have previously registered as Registered Users, providing evidence of both their identity and their status as shareholder by completing the relevant registration form, pursuant to the Terms and Conditions published on the Company's website.

Shareholders will prove their identity by means of a valid electronic ID card or recognised electronic certificate issued by the Spanish National Mint (Fábrica Nacional de la Moneda y Timbre - FNMT), on which there is no record of its revocation.

Once they have completed the registration process and proved their identity and status as a Company shareholder in one of the foregoing ways, they will be granted authorised access to the system and entered as a Registered User. In order to access the Platform, users must enter their email address and the password provided during the registration process.

Instructions for using the Platform can also be found on the Platform itself. Remote link attendance will be possible from any device with Internet access. Physical attendance at the Meeting shall render electronic attendance by the shareholder (or his/her proxy) ineffective.

## 1 Pre-registration

In order to be able to attend the General Shareholders' Meeting via remote link, in addition to registering on the "Participation Platform", shareholders (or their proxies) must register by selecting the "Remote Attendance" option and then clicking on "Request for remote attendance" on the aforementioned "Participation Platform" **between 00:00 hours (CEST) on 21 June 2024 and 23:59 hours (CEST) on 25 June 2024.**

## 2 Connection and registration on the day of the meeting

Shareholders (or their proxies) must access the "Participation Platform" and select the "Remote Attendance" option between 11:30 a.m. and 12:30 p.m. (CEST) on the day of the Meeting, identifying themselves with their email address and the password provided during the registration process. No registration will be accepted outside this timeframe.

In the event that there is insufficient quorum at first call, the Company will publish this on the corporate website, confirming that the Meeting will be held at second call. In this case, shareholders (or their proxies) who have connected and registered at first call must complete the registration process again on the day on which the Meeting is held at second call, in order to be able to attend the meeting.

### 3 Intervention

Shareholders (or their proxies) who, in exercising their right to information, wish to speak at the General Shareholders' Meeting or make proposals for resolutions in the cases permitted by law, must do so from the time of their connection and registration on the day of the Meeting, attaching their intervention, question or proposal through the intervention procedure set up for this purpose in the "Participation Platform", under the option "Remote Attendance".

Interventions may thus be submitted until such time as the Chairman declares the Meeting to be validly constituted.

Shareholders (or their proxies) who wish their intervention to be recorded in the minutes of the General Shareholders' Meeting must expressly indicate this in the text of the minutes.

Requests for information thus formulated shall be answered during the meeting itself or in writing within seven days following the meeting.

### 4 Voting

Voting on the proposals for resolutions included in the Agenda may be carried out through the voting procedure set up for this purpose in the "Participation Platform", under the option "Remote Attendance", from the time the shareholder (or his/her proxy) has logged in and registered at the Meeting in accordance with the procedure set out in section 4.2. above until the end of the intervention period in the room where the meeting is held.

Should the shareholder (or his/her proxy) fail to indicate the way he/she wishes to vote, it shall be understood in all cases that he/she votes in favour of the resolutions proposed by the Board of Directors in each item on the agenda.

With regard to proposed resolutions on matters that, as permitted by law, need not appear on the agenda, anyone attending by remote link may cast their votes when the Chairman so indicates following the reading of the proposal. If a shareholder (or his/her proxy) does not indicate the way in which he/she wishes to vote with regard to proposals for resolutions on matters which do not need to be included on the Agenda (where this is permitted in Law), it shall always be understood that they have voted against the proposal in question.

## 5 Service availability

The Company reserves the right to modify, suspend, cancel or restrict the electronic voting and proxy mechanisms as well as remote link attendance when technical or security reasons so require or impose.

The Company shall not be liable for any damages that may be caused to the shareholder as a result of breakdowns, overloads, downed communication lines, connection failures, technological incompatibility, malfunctioning of the postal service or any other eventuality of the same or a similar nature, beyond the Company's control, which may hinder or prevent the shareholder from granting proxy and casting votes by remote means of communication, or from attending the General Shareholders' Meeting by remote means of communication.

Whenever remote link attendance at the General Shareholders' Meeting is not possible as detailed in section 4 due to technical circumstances not attributable to the Company, or if there is a temporary or permanent interruption of communication during the meeting, this circumstance may not be invoked by the shareholder as an unlawful deprivation of his or her rights. Whenever remote link attendance at the General Shareholders' Meeting is not possible as detailed in section 4 due to technical circumstances not attributable to the Company, or if there is a temporary or permanent interruption of communication during the meeting, this circumstance may not be invoked by the shareholder as an unlawful deprivation of his or her rights.

Avda. de Bruselas, 35  
28018 Alcobendas  
Madrid, España  
T +34 914 805 000

[indracompany.com](http://indracompany.com)

**indra**

# Procedure for granting proxies and exercising voting rights by means of distance communication

This document is a translation of an original text in Spanish. In case of any discrepancy between both texts, the Spanish version will prevail.

# Contenido

<b>1</b>	<b>Proxy through remote means of communication</b>	<b>2</b>
1.1	Postal delivery or correspondence	3
1.2	Electronic communications via the “Participation Platform”	3
<b>2</b>	<b>Voting by remote means of communication</b>	<b>4</b>
2.1	Postal delivery or correspondence	4
2.2	Electronic communications via the “Participation Platform”	5
<b>3</b>	<b>Common rules to the exercise of proxy and voting rights by remote means of communication</b>	<b>5</b>
3.1	Data verification	5
3.2	Legal persons	6
3.3	Deadline for receipt by the Company	6
3.4	Revocation and priority	6
3.5	Responsibility for the safekeeping of the electronic certificate and signature creation devices	6



# Procedure for granting proxies and exercising voting rights by means of distance communication

The Board of Directors, by virtue of the authority conferred by Articles 14 of the Bylaws and 7, 7 *bis*, 8 and 12 of the General Shareholders' Meeting Regulations, has authorized the following procedures and established the following requirements for the exercise of proxy and voting rights by remote means of communication at this General Shareholders' Meeting:

## 1 Proxy through remote means of communication

Shareholders who do not attend the General Shareholders' Meeting may delegate their proxy to another person, who need not be a shareholder, by any of the means indicated below.

The designated proxy attending the General Shareholders' Meeting must prove his or her identity in the same manner as that required of the shareholders in attendance. The proxy may only exercise representation and vote by attending the Meeting.

Any delegation or representation that does not contain the actual name of the person to whom it is delegated, or that is conferred generically to the Board of Directors, shall be understood to be conferred in favour of the Secretary of the General Shareholders' Meeting.

Unless the shareholder indicates otherwise, the delegation conferred extends to proposals for resolutions other than those formulated by the Board and to matters which, although not appearing on the agenda of the meeting, may be submitted to a vote at the General Shareholders' Meeting, as permitted by law.

For the purposes of the provisions set out in Articles 523 and 526 of the Spanish Companies Act, it is hereby stated that if the proxy is a director of the Company, he/she may be in a situation of conflict of interest in relation to items four, five (if his/her appointment or re-election is submitted to the Meeting under that item), eight and ten on the agenda; and if he is the Chief Executive Officer or the Executive Director and IT managing director, he may also be in a situation of conflict of interest with item seven; he may also be in a situation of conflict of interest with regard to proposed resolutions other than those formulated by the Board and matters which, although not appearing on the meeting's agenda, may be submitted to a vote at the General Shareholders' Meeting as permitted by law.

In all cases of delegation in favour of the Secretary of the General Shareholders' Meeting or a member of the Board of Directors in which the proxy card does not include express instructions to vote against or abstain, it shall be understood for all purposes that the person represented has given precise instructions to vote in favour of all the proposals for resolutions formulated by the Board of Directors in each item on the agenda.

In the event that the proxy extends to proposals for resolutions other than those of the Board or to matters not included on the agenda as indicated above, if the proxy is granted to the Secretary of the General Shareholders' Meeting or to a member of the Board of Directors and the proxy card does not include express instructions to vote in favour or abstain in these cases, it shall be understood for all purposes that the proxy has given precise instructions to vote against such proposals.

## 1.1 Postal delivery or correspondence

The proxy shall be granted by filling in the section included for this purpose on the attendance, proxy or voting card provided by the deposit entity to the shareholder or on the proxy card that the Company makes available to the shareholders on its corporate website ([www.indracompany.com](http://www.indracompany.com)) in the section relating to the General Shareholders' Meeting. Shareholders can obtain a Company proxy card by downloading and printing it from the website; picking it up at the registered office of the Company; or simply asking the Shareholders' Office to send it to them free of charge.

The duly completed and signed card must be sent by post or delivered by hand to the registered office (Oficina del Accionista, Av. de Bruselas 35, Alcobendas 28108, Madrid).

No more than one representative may sit on the Board, who must be notified of his or her appointment and, where appropriate, voting instructions. When the proxy is conferred to a member of the Board of Directors or the Secretary of the General Shareholders' Meeting, the proxy shall be deemed to have been granted upon receipt at the registered office of the documents evidencing the proxy.

## 1.2 Electronic communications via the "Participation Platform"

Proxies may be granted and notified to the Company electronically using the "Participation Platform", which will be set up for this purpose on the Company's corporate website ([www.indracompany.com](http://www.indracompany.com)), in the section relating to the General Shareholders' Meeting. This will become active from the date on which the notice convening the General Shareholders' Meeting is published.

In order to gain access to the system and use its applications, shareholders must have previously registered as Registered Users, providing evidence of both their identity and their status as shareholder by completing the relevant registration form, pursuant to the Terms and Conditions published on the Company's website.

Shareholders will prove their identity by means of a valid electronic ID card or recognized electronic certificate issued by the Spanish National Mint (Fábrica Nacional de la Moneda y Timbre - FNMT), on which there is no record of its revocation.

Once they have proved their identity and status as a Company shareholder in one of the foregoing ways, they will be granted authorized access to the system and entered as a Registered User.

Confirmation of this status will be sent by email to the address provided for this purpose during the registration process, and from that moment on the shareholder will be able to cast his/her vote.

Access by Registered Users to the system will at all times be conditional upon their maintaining the status of shareholder.

A detailed explanation of the procedure to be followed by the shareholder to exercise this right can be found on the Platform under the option "Proxies and remote voting".

## 2 Voting by remote means of communication

Shareholders may exercise their voting rights on the items on the Agenda, without the need to attend the General Shareholders' Meeting and prior to it, using the means indicated below. Shareholders casting their vote in this way shall be deemed to be present for the purposes of the constitution of the General Shareholders' Meeting.

### 2.1 Postal delivery or correspondence

Voting rights may be exercised by this procedure by filling in the voting section included for this purpose on the attendance, proxy or voting card provided by the deposit entity to the shareholder or by filling in the card that the Company makes available to shareholders on its corporate website ([www.indracompany.com](http://www.indracompany.com)) in the section on the General Shareholders' Meeting. Shareholders may obtain a Company voting card by downloading and printing it from the website; by picking it up at the registered office of the Company; or by asking the Shareholders' Office to send it to them free of charge.

As indicated in the "ATTENDANCE AND VOTING RIGHTS" section herein, the proposals for resolutions included under item five on the agenda will each be subject to an individual and separate vote. Should the attendance, proxy or voting cards issued by the deposit entities fail to provide an individual breakdown of each of the proposals, shareholders may record their separate and individual vote for each proposal on the card itself or on the card that the Company has made available to its shareholders as of the date of the call notice of the General Shareholders' Meeting on its website ([www.indracompany.com](http://www.indracompany.com)). Otherwise, it shall be understood that the way in which the vote is cast refers to the entirety of the proposals for resolutions contained in item five on the agenda.

The duly completed and signed card must be sent by post or delivered by hand to the registered office (Oficina del Accionista, Av. de Bruselas 35, Alcobendas 28108, Madrid).

In the event that the voting direction is not indicated on the card, it shall be understood that the shareholder votes in favour of the proposals for resolutions made by the Board of Directors in each item on the Agenda published in the notice convening the meeting.

## 2.2 Electronic communications via the “Participation Platform”

Votes may be cast electronically via the “Participation Platform”, which will be provided for this purpose on the Company's corporate website ([www.indracompany.com](http://www.indracompany.com)) in the section on the General Shareholders' Meeting, and which will become active from the date on which the notice convening the General Shareholders' Meeting is published.

In order to gain access to the system and use its applications, shareholders must have previously registered as Registered Users, providing evidence of both their identity and their status as shareholder by completing the relevant registration form, pursuant to the Terms and Conditions published on the Company's website.

Shareholders will prove their identity by means of a valid electronic ID card or recognised electronic certificate issued by the Spanish National Mint (Fábrica Nacional de la Moneda y Timbre - FNMT), on which there is no record of its revocation.

Once they have proved their identity and status as a Company shareholder in one of the foregoing ways, they will be granted authorised access to the system and entered as a Registered User. Confirmation of this status will be sent by email to the address provided for this purpose during the registration process, and from that moment on the shareholder will be able to cast his/her vote.

Access by Registered Users to the system will at all times be conditional upon their maintaining the status of shareholder.

A detailed explanation of the procedure to be followed by the shareholder to exercise this right can be found on the Platform under the option “Proxies and remote voting”.

# 3 Common rules to the exercise of proxy and voting rights by remote means of communication

## 3.1 Data verification

The Company reserves the right to check the information provided by each shareholder against the information provided by Iberclear, the entity in charge of the accounting registration of the Company's shares. In the event of any conflict between the number of shares notified by the shareholder issuing their proxy vote or vote by electronic communication or by means of the attendance, proxy or voting card (whether this is a card issued by a deposit entity or a card made available by the Company on the corporate website [www.indracompany.com](http://www.indracompany.com)) and the number of shares recorded in the registry entries notified by Iberclear, only the number of shares recorded in the Iberclear Register shall be deemed valid for quorum and voting purposes.

## 3.2 Legal persons

Where shareholders are legal persons, the Company reserves the right to require evidence of the sufficiency and validity of the power of attorney of the private individual acting on behalf of the shareholder. The legal person must also notify any modification or revocation of the powers held by its representative and, therefore, the Company declines any liability until such notification is made.

## 3.3 Deadline for receipt by the Company

In order to be valid, proxies granted and votes cast by remote means of communication must be received by the Company by 9:00 a.m. (CEST) on 26 June 2024, the date on which the Meeting is scheduled to be held at first call.

## 3.4 Revocation and priority

- (i) Proxies and the exercise of voting rights cast by remote means of communication are always revocable, and must be expressly revoked by the same means used to cast them, within the period established for such casting.
- (ii) The attendance of shareholders at the General Shareholders' Meeting, as well as attendance resulting from a vote cast remotely prior to the holding of the General Shareholders' Meeting, implies the revocation of any proxy, irrespective of the date and form of the proxy.
- (iii) The attendance of the shareholder at the General Shareholders' Meeting entails the revocation of the vote cast by remote means of communication
- (iv) The casting of votes and the granting of proxies by electronic means shall, in any event, prevail over votes cast by the same shareholder by delivery or postal correspondence.

## 3.5 Responsibility for the safekeeping of the electronic certificate and signature creation devices

- (i) Shareholders are solely responsible for the diligent use of their electronic ID and electronic signature creation data, as well as the safekeeping of the electronic certificate for the exercise of their proxy or remote voting rights by electronic means.
- (ii) It is for the shareholder using the electronic signature to prove that the electronic certificate used has not been revoked or suspended or otherwise expired or rendered unusable at the time of generating the electronic signature.

Avda. de Bruselas, 35  
28018 Alcobendas  
Madrid, España  
T +34 914 805 000

[indracompany.com](http://indracompany.com)

**indra**