

MAIL VOTING PROCEDURE

FOR THE SHAREHOLDERS OF PRACTIC S.A

The Board of Directors of SC Practic S.A. has elaborated and approved the following rules of procedure on the exercise of mail voting for the shareholders of SC Practic S.A.

INTRODUCTION

The shareholders of SC Practic S.A., individuals or legal entities, residents or non-residents shall be able to exercise their vote within the General Meetings of the Shareholders of the Company not only directly or by representation, but also by mail - in accordance with the provisions of this procedure.

SC Practic S.A. is bound to inform and make known the existence of the mail voting procedure.

PROCEDURE

a. Mail voting forms and the providing thereof to the shareholders

For the purpose of the exercise by the shareholders of mail voting, the Company shall provide the shareholders with the mail voting form related to each General Meeting of the Shareholders.

Shareholders shall be able to gain possession of the voting form by mail or shall be able to request it as follows:

- at the address indicated in the Convener of the General Meeting of the Shareholders;
- on the website of SC Practic S.A.: www.practicsa.ro.

Each mail voting form shall contain at least the following elements:



PRACTIC S.A.
21st-23rd & 23rdA, Biserica Amzei Street,
1st District, Bucharest, ROMANIA, Code 010143
Phone: 021-315.09.55, Fax: 021-316.78.15 www.practicsa.ro
Personal data operator registered no.35327

N.T.R.O. No.: J40/611/19.02.1991
TaxRegNo: RO2774512 | CAEN Code: 6820
Subscribed and paid-in share capital: 40.983.171 lei
Bank: EXIM BANCA ROMANEASCA
IBAN Code: RO74 BRMA 0500 0508 1340 0000

- the identification data of the shareholder - name/denomination, domicile/head office, identity paper/Sole Registration Code and registration number with the Trade Register (for Romanian legal entities), respectively the registration number in the corresponding register in the state of origin (for non-resident legal entities), contact telephone number in order to be notified of the invalidation of the form - if applicable, the number of shares held by the shareholder;

- the identification data of the Company and of the assembly of the General Meeting of the Shareholders for which the voting forms are valid, as well as the total number of shares of the Company and the total number of voting rights;

- all items on the agenda cast for vote within such General Meeting of the Shareholders.

Each mail voting form shall be drafted in such a way that the shareholder can choose one of the three voting options ("for", "against", "abstention"). The voting form shall explicitly state that the shareholder must choose only one option of the aforementioned.

The mail voting form shall contain information on the identity of the shareholder and the shareholding thereof. The voting form shall include proper spaces in this respect, which shall be filled in by the full identification data of the shareholders, respectively:

- for individual shareholders: surname, first name, domicile, personal identification number (if any), respectively series, number and issuer of identity paper, as well as the number of shares held and the voting rights related thereto;

- for legal entities: denomination, registered office, sole registration code and registration number with the trade register, respectively registration number in the corresponding register in the state of origin (for non-residents), as well as the surname, first name, personal identification number (if any), the series, number and issuer of the identity paper of the legal representative, as well as the number of shares held and the voting rights related thereto.

For the avoidance of any doubt, it is expressly stated that:

- in the case of legal entity shareholders, the mail voting form shall be personally signed and stamped by the legal representative of the legal entity, appointed



according to the Articles of Incorporation or the resolution of the statutory bodies, the signatory undertaking full and exclusive liability for the authenticity of the capacity and signature thereof;

- in the case of individual shareholders, they shall personally sign the voting form;
- for the individual shareholders without exercise capacity or with limited capacity, the mail voting forms shall be signed by the legal representatives thereof, proving the capacity that they have;

b. Form fill-in by the shareholders and method of remittance thereof to the Company

The mail voting form, filled in and signed by each shareholder opting for this method of exercise of the voting right must reach the Company by the date indicated in the Convener, under the penalty of not taking into account the votes thus expressed if it is

received after the communicated date and time, thus:

- by submission to the Registry of the Company, (in a sealed envelope, with the note written in clear and in capital letters: MAIL VOTING FORM FOR THE GENERAL MEETING OF THE SHAREHOLDERS (the date of the meeting indicated in the convener shall be written down) or

- by post or by courier services, with acknowledgment of receipt, indicating on the envelope in clear and in capital letters: MAIL VOTING FORM FOR THE GENERAL MEETING OF THE SHAREHOLDERS (the date of the meeting indicated in the convener shall be written down).

Under the penalty of not taking into account the votes expressed by mail, the mail voting forms must be compulsorily accompanied by documents allowing the identification of the shareholders, thus:

In the case of individual shareholders:

- copy of the valid identity paper or passport;



- if applicable, copy of the valid identity paper/passport and signature specimen meeting all the aforementioned conditions for the legal representative of the individual shareholder, as well as a copy of the official document certifying the capacity of legal representative (can be any document certifying the lack of capacity to exercise of the individual shareholder and/or the reason why a legal representative has been designated).

In the case of legal entity shareholders:

- copy of the valid identity paper or passport for the legal representative of the legal entity shareholder;

- copy of the registration certificate or an equivalent document;

- copy of the official document certifying the capacity of legal representative of the individual signing the mail voting form on behalf of the legal entity shareholder (may be a certificate issued by the Trade Register or any other similar body from the country of origin of the shareholder).

The documents submitted in a foreign language (except for the identity papers) shall be accompanied by the translation into Romanian, made by a translator sworn by the Romanian Ministry of Justice (notarization of the translator's signature is optional), unless the documents coming from the shareholders are drafted and/or thereby assimilated in the bilingual version and there is the mention that, in case of discrepancies between the foreign language version and the Romanian language version, the Romanian language version prevails.

If the representation is made by custodians, they are bound to exercise the rights of the individual/legal entity that they represent in accordance with the applicable legal provisions and with the provisions of this procedure and in full observance of the orders received, based on the custody agreement.

A note is made of the fact that the notarized documents shall be retained.

c. Form validation and centralization of the expressed votes



Only the voting forms submitted within the terms indicated in this procedure and received by the Company within the timeframe set in the Convener shall be validated. Voting forms received after the deadline shall be deemed null and void.

The forms submitted by people who are not registered as shareholders of the Company recorded in the Register of Shareholders of the Company at the end of the day chosen as the reference date for the meeting of the General Meeting of the Shareholders shall not be validated either.

Shareholders are entitled to change their option expressed by mail voting at any time, provided that the final option is received by the form receipt deadline. In case it is ascertained that a shareholder has voted several times, the last validly cast vote shall be taken into account.

The votes related to each resolution put to the vote are cancelled for procedural defects in the following situations:

- are illegible;
- contain contradictory or confusing options;
- are conditionally expressed.

The ascertainment of these situations shall be made by the committee in charge of mail vote verification and counting.

d. *Committee in charge of mail voting*

In order to receive and process the voting forms, the Board of Directors shall appoint a committee and the nominal structure thereof, in charge of centralizing, validating and keeping records of the votes cast by mail having been sent to the Company within the terms set forth in the convener and/or this procedure.

The Committee shall be made up of at least 2 members, one of whom shall be chairperson. One of the members of the committee shall have legal training.

Following the expiry of the deadline for submitting/sending the mail votes, set by the convener, the committee designated according to the aforementioned procedures



shall open the envelopes containing the votes exercised by mail or submitted to the address indicated in the convener. The Committee shall verify the consistency between the data entered by the shareholder in the voting form and those entered in the Register of Shareholders of the Company at the end of the day chosen as the reference date for the General Meeting of the Shareholders and shall also verify and validate the votes expressed by mail, subsequently centralizing all valid votes expressed by mail until the moment of the meeting, minutes being concluded recording the result of the mail votes. Mail voting forms are enclosed thereto.

These minutes shall include:

- information on the total number of votes expressed by mail, in order to determine the meeting of the quorum conditions;
- the result of the vote by mail for each resolution (number of votes for/against /abstentions);
- the number of canceled votes and the related reasons;
- remarks and comments, if applicable.

The voting forms sent by mail without in disregard of the timeframe set in the convener or this procedure are null and void and shall not be taken into account for establishing the quorum and the majority obtained by each resolution related to the aspects included on the agenda.

The minutes shall be signed by the members of the committee and the chairperson thereof.

The Committee is bound to keep safe and to provide the confidentiality of the votes sent by mail until the moment of submitting to the vote within the meeting each resolution on the agenda of such General Meeting of the Shareholders.

During the assembly of the General Meeting of the Shareholders, the chairperson of the committee or, in the absence thereof, the person designated by the committee to substitute them, shall send to the chairperson of the meeting the information necessary to establish the quorum and the mail voting results for each agenda item, as such are presented in the minutes concluded by the committee. If the shareholder having



expressed their vote by mail participates personally or via a representative in the general meeting of the shareholders, under a special or general power-of-attorney submitted within the term set in the convener, the mail vote expressed for such general meeting shall be canceled, only the vote cast in person or via a representative being taken into account.

The minutes concluded by the committee set up according to this procedure shall be handed over to the secretary of the General Meeting of the Shareholders at the end of the debates and shall be enclosed to the minutes of the meeting.

BOARD OF DIRECTORS



PRACTIC S.A.
21st-23rd & 23rdA, Biserica Amzei Street,
1st District, Bucharest, ROMANIA, Code 010143
Phone: 021-315.09.55, Fax: 021-316.78.15 www.practicsa.ro
Personal data operator registered no.35327

N.T.R.O. No.: J40/611/19.02.1991
TaxRegNo: RO2774512 | CAEN Code: 6820
Subscribed and paid-in share capital:40.983.171lei
Bank: EXIM BANCA ROMANEASCA
IBAN Code: RO74 BRMA 0500 0508 1340 0000