



EMAKINA GROUP SA

Rue Middelbourg, 64A, 1170 Brussels, Business number 0464.812.221

ORDINARY GENERAL MEETING OF SHAREHOLDERS VIDEO CONFERENCING ACCESS PROCEDURE

The shareholders of Emakina Group SA are invited to the annual general meeting to be held remotely **at 4.00 pm (Brussels Time) on Thursday, 22 April 2021** by means of video conferencing from the offices of the company located at Rue Middelbourg 64A, 1170 Brussels.

The procedure that shareholders must abide by in order to participate to the General Meeting of Shareholders via video conferencing is outlined below. Emakina Group S.A. has endeavoured to make it possible for shareholders to access the Ordinary General Meeting ("OGM") of Shareholders through widely available and generally accepted technical means that offer the required level of security and confidentiality.

Procedure to access the OGM of Shareholders via video conferencing

Those shareholders who wish to participate to the OGM will have to follow the following steps:

1. Notify their intent to participate via email to fds@emakina.com, at the latest by April 15, 2021 with all required documents as specifically mentioned in the invitation letter published (proof of ID, a freezing certificate for dematerialised shares...).
2. Receive via email at the latest by April 19, 2021 a formal invitation to join the meeting (on the same email used to notify their intent to participate) with the details of the video conference (link, conference number, password) that will be used for the OGM of Shareholders on April 22, 2021.
3. On April 22, 2021, registered participants are advised to connect to the conference room 15 minutes before the start of the OGM in order to have enough time to address any technical issues they might face.

Specifications of hardware and software equipment needed

Although the conference can be followed using a smartphone or other mobile device with dedicated applications or browser, it is recommended to participate using a laptop or desktop computer. For shareholders who wish to use a tablet or smartphone, they will be required to have the application of the video conferencing system that will be used for the meeting as specified in the formal invitation to attend the OGM of Shareholders.

In order to be able to access the OGM via video conference in a browser without having to install any video conferencing applications on your computer, your browser should abide by the following:

- Internet Explorer 10 or higher
- Chromium Edge 80 or higher
- Google Chrome 53.0.2785 or higher
- Safari 10.0.602.1.50 or higher
- Firefox 76 or higher

For the participant shareholder to be able to follow the meeting and participate as may be required, they will need a recent and functional computer with appropriate hardware including at least the following:

- Screen
- Audio speakers
- Microphone
- Webcam or laptop camera

Technical support helpline (available from April 19, 2021 to April 22, 2021)

Technical support will be available :

- Via email on apa@emakina.com
- By phone on +32 491 46 08 37 (between 9.00 AM & 6.00 PM - Brussels Time)

The Board of Directors