

# RHI MAGNESITA (“RHIM”) – AGM USER MANUAL

Annual General Meeting (“AGM”)  
June 10 2021

The Annual General Meeting ('AGM') will be held on 10 June 2021 at 14.00 (CET) as detailed in the Notice of Meeting, found here: <https://ir.rhimagnesita.com/>

This guide outlines how to join the AGM via electronic means.

Shareholders and Depositary Interest holders who have registered to participate in the AGM before 3 June 2021 at 14.00 (CET) will receive an attendance card from Computershare which will include the weblink, Meeting ID, Username and Password.

Login will be open from 13.30 (CET) on 10 June 2021. See page 4 for more information.

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# Introduction

- RHI Magnesita successfully held the 2020 AGM entirely virtually. The 2021 AGM has been convened as a hybrid meeting because a fully virtual meeting was not possible under the Dutch Emergency law at the date the Notice was published.
- Should the Emergency Law in the Netherlands be extended, we will convene the meeting as a wholly virtual meeting, as in 2020.
- Should only a hybrid meeting be possible, the Directors will join the meeting virtually and there will be limited presence in the Netherlands. This is in order to make the AGM as safe and efficient as possible, safeguarding the health of shareholders, employees, and other participants.
- We recommend you join on a laptop or tablet via the Chrome browser.
- Please ensure you login from 30 mins before the AGM starts – once the meeting has started you will not be able to join.
- Shareholders will not be on video or able to be heard.
- Throughout this document, shareholder is used to indicate shareholders or depositary interest holders.

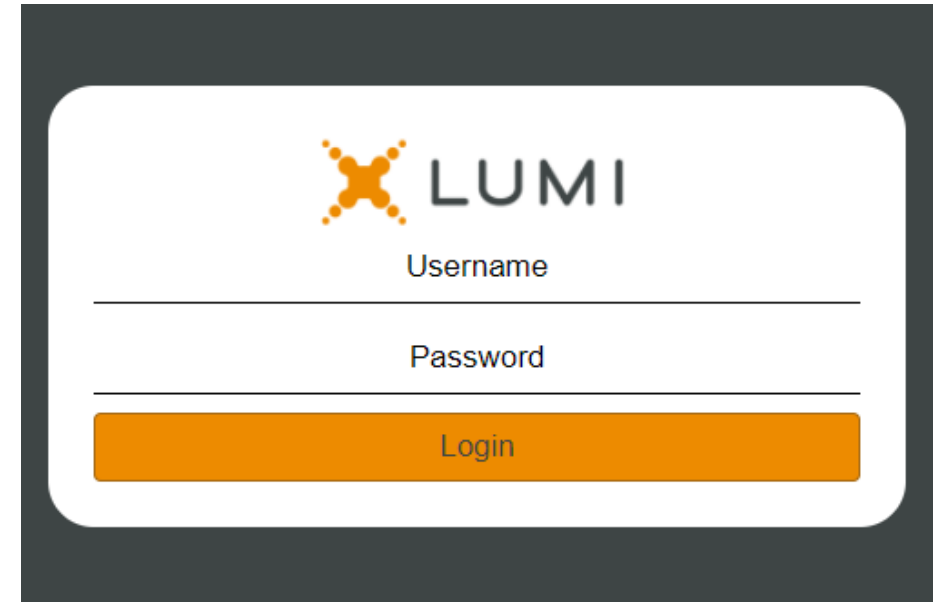
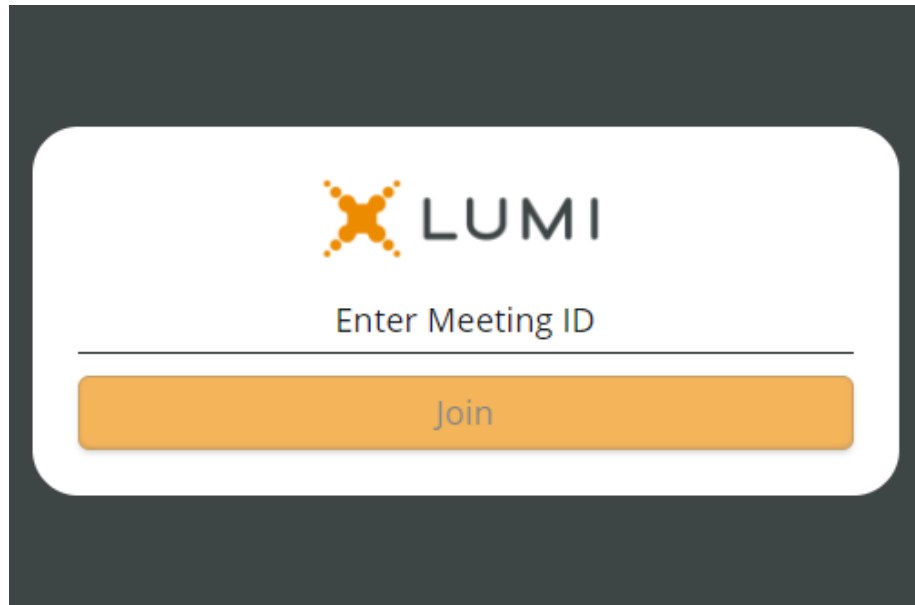


# Login procedure – AGM day, 10 June 2021

To participate please go to **web.lumiagm.com** on your device, in good time ahead of the meeting.

Fill in the Meeting ID: 144-952-370

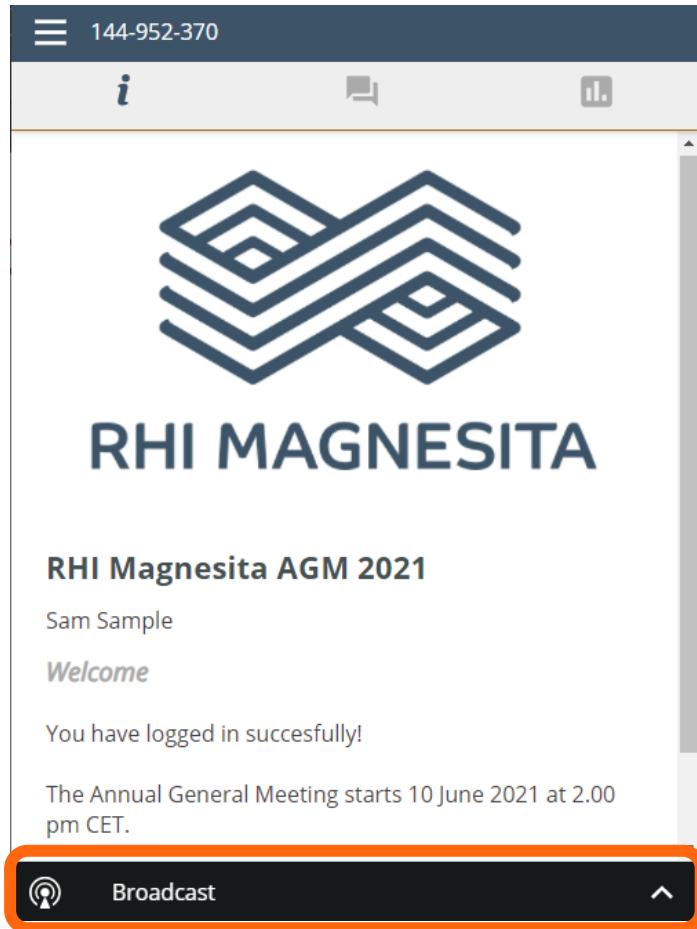
Fill in username and password (see Attendance Card) and press on 'Login'



# Login procedure – AGM day, 10 June 2021

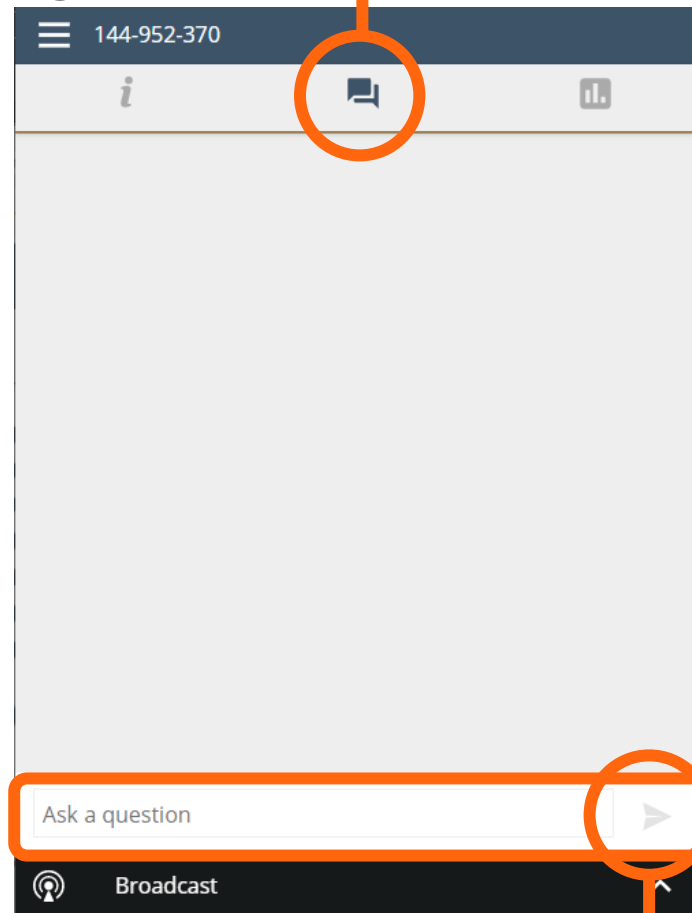
Please submit your questions by 14.00 CET on Monday 7 June 2021. There is also functionality in the AGM

Click here to vote

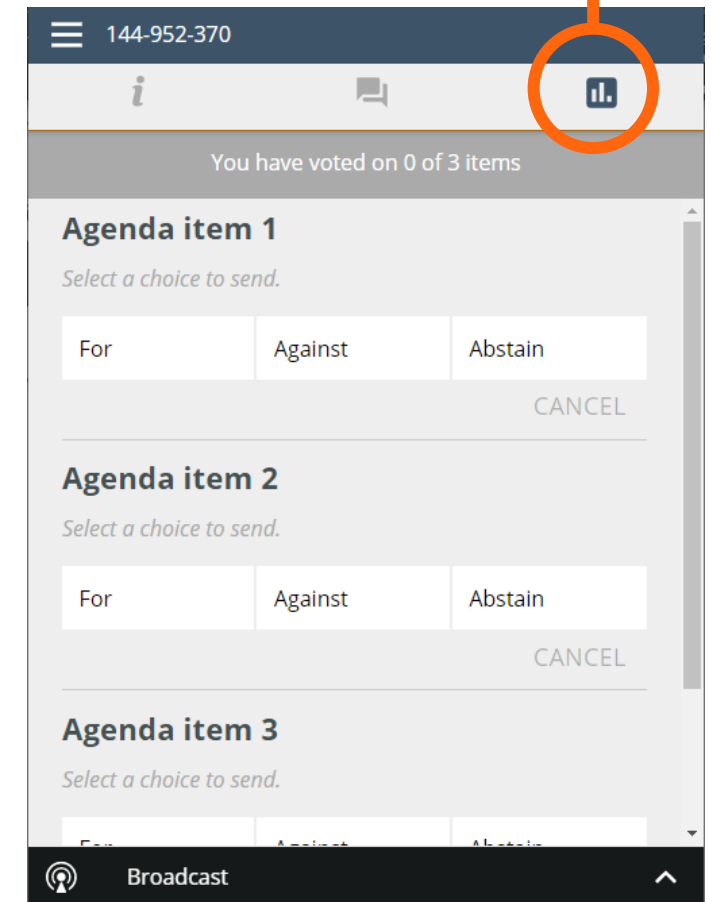


Click here to follow the webcast

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Click on the arrow button to submit a question



# Frequently asked questions – registration process

**Q: How can I register to participate electronically as a shareholder at the AGM?**

A: As an RHIM shareholder, you will need to register before 3 June 2021 at 14.00 (CET) to attend the meeting as outlined in the instructions in the Notice of Meeting

**Q: Where can I login to participate electronically in the AGM as a shareholder?**

A: Via [web.lumiagm.com](http://web.lumiagm.com).

**Q: I have already registered for online participation in the AGM, but now I would like to participate in-person. Is that possible?**

A: We would not recommend participation in-person. We are taking measures to make the AGM environment safe and so, we would encourage virtual participation to safeguard the health of shareholders. If the meeting is held as a hybrid meeting this is technically possible, providing you give your intention to attend in-person by 3 June 2021 at 14:00 CET. This will override your online participation. Providing the Dutch Emergency Law is extended, we will convene the meeting as a virtual meeting, and you would not be able to attend in-person.

**Q: I have already registered for online participation at the AGM, but now I would like to participate through a proxy. Is that possible?**

A: You can change to nominate a proxy as long as this is submitted before the Close of Registration, Wednesday 2 June 2021 14.00 CET.

# Frequently asked questions – registration process

## **Q: When can I login to the AGM?**

A: You can login from 30 minutes before the start of the meeting. Once you have done so you are counted as a shareholder attending the meeting, even if you leave before the start of or any time during the meeting (whether or not due to an internet connection failure). If you join after the start of the meeting you will be allowed guest entrance to watch the webcast, but not the ability to vote or submit questions.

## **Q: Can I follow/participate in the AGM, if I'm not a shareholder?**

A: The Company may permit guests to attend at its discretion. Should you wish to join the webcast as a guest please email [companysecretary@RHIMagnesita.com](mailto:companysecretary@RHIMagnesita.com) and further details will be provided. Please note any attendance needs to be registered by 3 June 2021 at 14:00 CET.

## **Q: How do I know that I can vote during the AGM?**

A: Once the Chairman has opened the AGM and advised that the voting is open, you will be able to vote until the Chairman declares that the voting will be closed, after the last voting item. The application will confirm that your vote(s) has/have been received, as shown in example on slide 9 of this guidance.

# Frequently asked questions – shareholder meeting

## **Q: Can I ask questions in the AGM?**

A: Yes, shareholders are requested to submit their questions by 7 June 2021 (see the AGM Notice) to facilitate a smooth meeting. To submit questions or any comments during the AGM, you can click on the Q&A icon. All Q&A will be published on the website following the meeting.

## **Q: Can I also vote in advance of the AGM?**

A: Yes, you can by giving a proxy voting instruction via the instructions on the Notice of Meeting.

## **Q: I have already voted through proxy, do I need to vote again?**

A: No, your proxy voting instruction will remain valid.

## **Q: I have already voted through proxy, can I change my vote during the AGM?**


A: If you grant a proxy voting instruction your vote has, in fact, effectively been made before the meeting takes place and you will only be able to change your voting instruction until Close of Registration, Thursday 3 June 2021, at 14.00 CET.



# Frequently asked questions – shareholder meeting

## Voting Screen

### Q: How can I submit a vote?

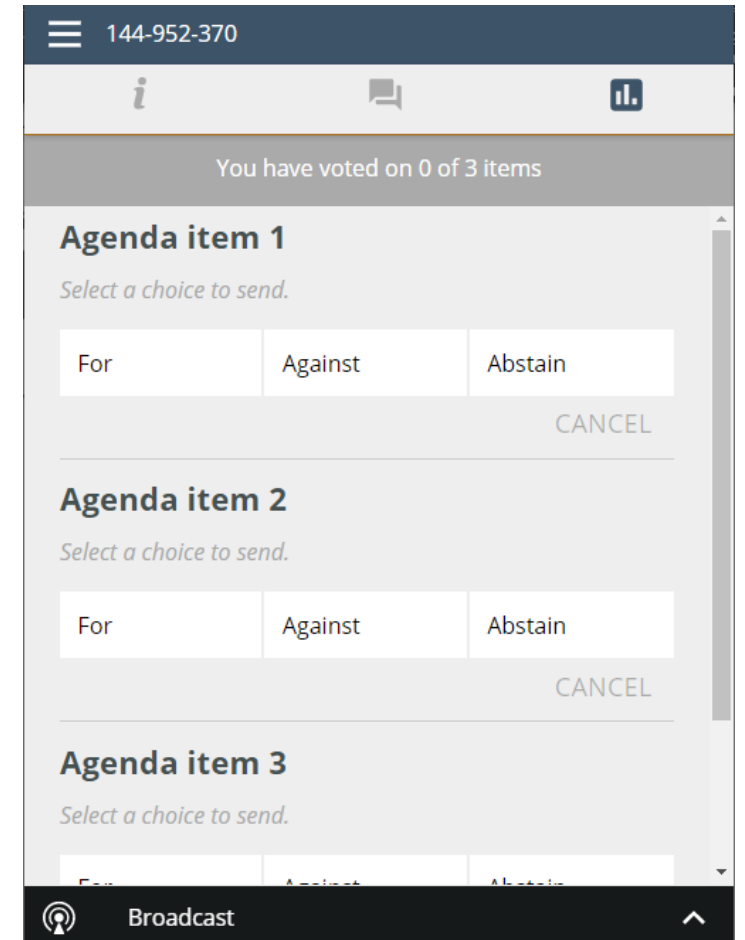
A: Once the Chairman has opened the voting in the AGM, you will be able to vote until the close of the last voting item of the meeting, providing you are a registered shareholder. Press the voting button  to submit your votes. When selecting the button of your choice your vote will be cast automatically. Please submit your votes on all resolutions. You will see a confirmation in your screen.

### Q: I am unable to vote.

A: Ensure you are in the voting section by pressing the voting button  to submit your votes. Please make sure you are connected to the internet.

### Q: How can I change my vote?

A: You will be able to amend your votes during the meeting by changing the highlighted choice. You will be able to vote until the Chairman declares that the voting will be closed, after the last voting item.



# Frequently asked questions – general questions

**Q: I don't have a smartphone, tablet or PC. Will I be able to participate in the AGM?**

A: Use of a smartphone, PC, or tablet is required to participate. If you do not have access to one we recommend that you submit your votes by proxy in advance as you will not be able to attend virtually.

**Q: My internet connection isn't working properly. Will I be able to participate in the AGM?**

A: You will need a working internet connection during the meeting. On your phone you can also use a mobile (3G/4G) signal if available, or use WiFi.

**Q: If there's a failure in my network connection, or my device stops working during the AGM will I be able to login and continue to participate in the AGM once the connection has been restored?**

A: Yes, assuming you have logged in successfully prior to the start of the AGM, you will be able to continue participating in the AGM after the network connection has been restored. You will also be able to vote on items that have been put to vote in the meantime. The polls for all items are open during the AGM and closed after the last voting item on the agenda has been discussed.

**Q: My battery is almost empty. What do I do?**

A: The shareholder is responsible for a properly functioning and charged device.

# Frequently asked questions – general questions

**Q: The device that I will use for online participation has a camera installed: will, or can, I be made visible in the AGM to other participants or anyone else?**

A: No, that will not be the case.

**Q: I appreciate the possibility to participate online at the AGM but how can RHIM ensure that online participation will be without issues?**

A: The application RHIM offers is relatively new, but has been used for a number of shareholder meetings in the Netherlands since the outbreak of COVID-19. It was successfully used in the 2020 AGM.

RHIM offers the application through third parties that have gathered experience with organizing these shareholders' meetings in the Netherlands. But even though RHIM has given its best efforts to ensure that shareholders are offered a best-in-market service, it cannot guarantee that shareholders may experience issues that are common to any first generation innovative application. If you are worried, you should submit proxies in advance. You will still be able to attend the meeting and ask questions and see the webcast, in the same manner as available for our previous AGMs.

# Frequently asked questions – exercise of rights

## **Q: Are my votes valid when leaving early? Can I re-join after I have left?**

A: Yes, assuming you have logged in successfully prior to the start of the meeting this will not affect the votes casted until the moment you left. Re-joining the meeting after you've left is possible and you will also be able to vote upon items that have been put to vote in the meantime. The polls for all items are open during the AGM and closed after the last voting item on the agenda has been discussed.

## **Q: I have registered for online participation, but have sold my shares after that. Can I still vote on these shares?**

A: Yes, according to Dutch law the 28th day before the day of the AGM is decisive for who will be able to vote. As registration is only possible after that record date (13 May 2021), the right to vote remains even if you have already sold your shares in the meantime.

## **Q: Will the possibility of online participation affect the proceedings at the AGM?**

A: At the AGM the usual proceedings for general meetings of RHIM will be followed. There will be more time allowed for voting on items compared to a fully physical meeting; the polls for all items are open from the start of the business of AGM and will close after the last voting item on the agenda has been discussed.