

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

Annual General Meeting (“AGM”)  
2 May 2024

The Annual General Meeting ('AGM') will be held on 2 May 2024 at 14:00 (CET) as detailed in the Notice of Meeting, found here:

<https://ir.rhimagnesita.com/shareholder-information/>

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 23 April 2024 at 14:00 (CET) will receive an attendance card from Computershare which includes the weblink, Meeting ID, Username and Password.

Login will be open from 13:30 (CET) on 2 May 2024. See page 4 for more information.

# Introduction

- RHIM has successfully held virtual AGMs since 2020, which enabled greater attendance and access to the AGM. The 2023 AGM was convened as a hybrid meeting and the 2024 AGM has also been convened as a hybrid meeting in order to continue to offer shareholders the ease and convenience of virtual participation.
- 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 efficient and cost-effective as possible, whilst still ensuring the access and rights of shareholders.
- Please ensure you login from **30 minutes** before the AGM starts. 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.
- Shareholders will not be on video nor able to be heard.
- Please note:- throughout this document, 'shareholder' is used to indicate shareholders or depositary interest holders.

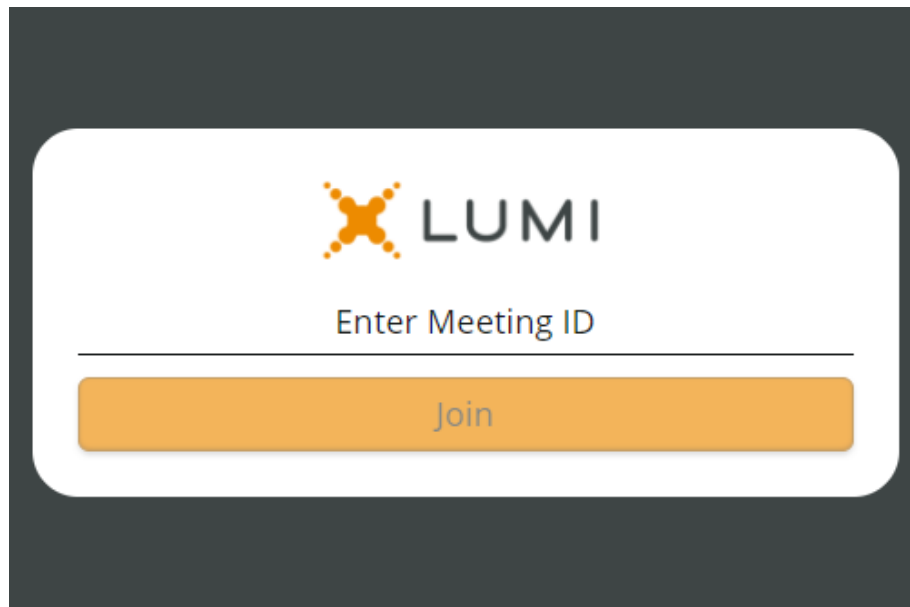


# Login procedure – AGM 2 May 2024

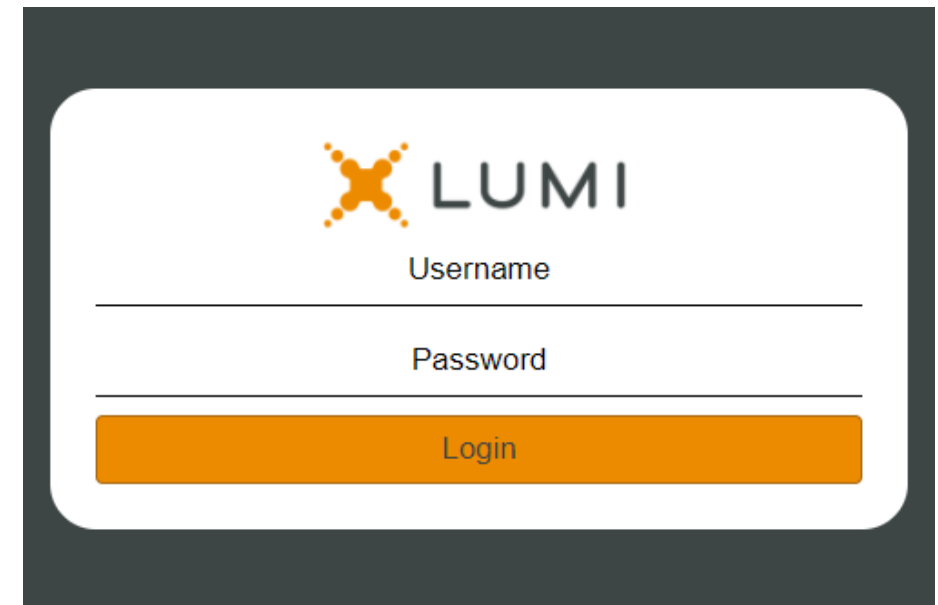
To participate please go to **web.lumiagm.com** on your device, in good time ahead of the meeting.

Fill in the Meeting ID: 157-983-534

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



The screenshot shows the LUMI logo at the top, followed by the text "Enter Meeting ID" and a horizontal line. Below the line is an orange button with the word "Join" in white text.

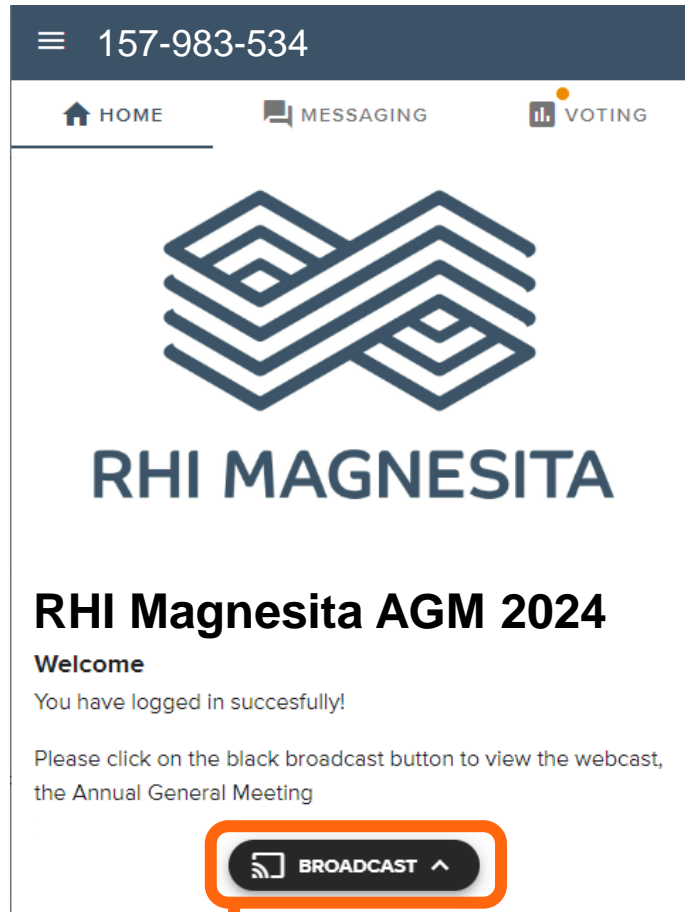


The screenshot shows the LUMI logo at the top, followed by the text "Username" and a horizontal line. Below the line is the text "Password" and another horizontal line. At the bottom is an orange button with the word "Login" in white text.

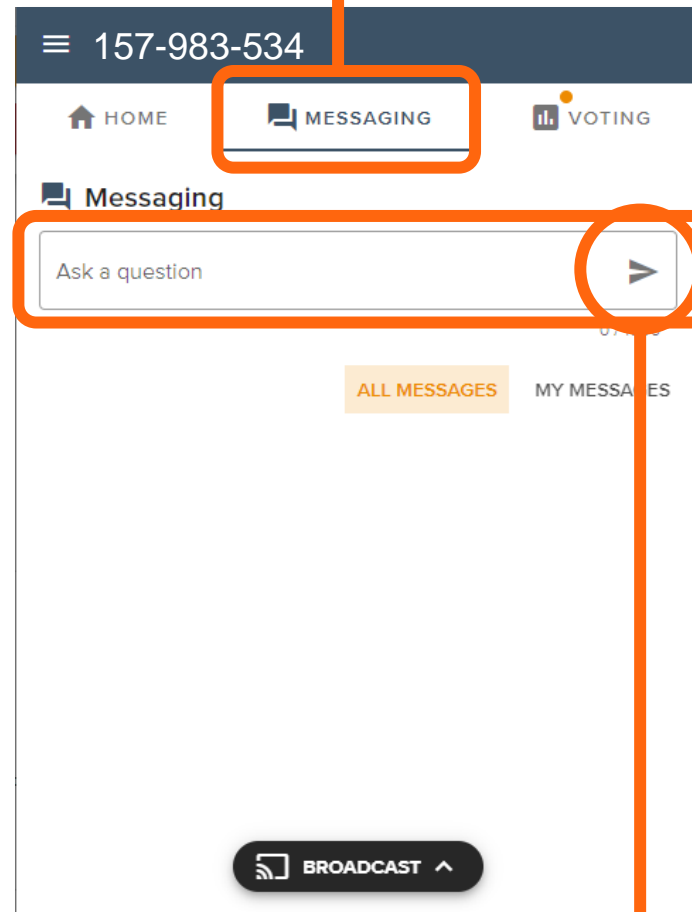
# Login procedure – AGM 2 May 2024

Please submit your questions by 14:00 CET on 29 April 2024 (refer to the AGM notice for details). There is also functionality in the AGM:

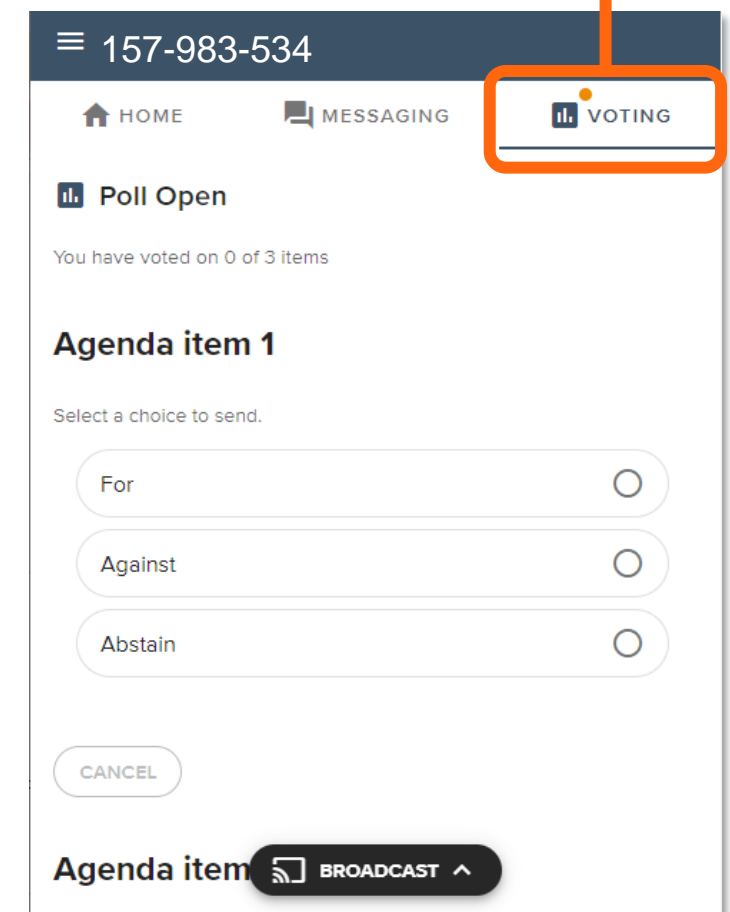
Click here to vote



Click here to follow the webcast



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 23 April 2024 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 as we believe that a virtual AGM preserves the rights and access of shareholders to the Board, whilst reducing travel time, impact on environment and the costs of an in-person AGM. We would therefore encourage virtual participation. Changing your attendance to be in person is technically possible, providing you have notified of your intention to do so by 23 April 2024 at 14:00 CET. This will override your online participation.

## **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 23 April 2024 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 will not have 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 23 April 2024 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 29 April 2024 at 14:00 CET (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. We would recommend this as the easiest and most effective route for voting.

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

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


## **Q: I have already voted via a 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 up until 14:00 CET, 23 April 2024.




# Frequently asked questions – shareholder meeting

## 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 the confirmation in your screen.

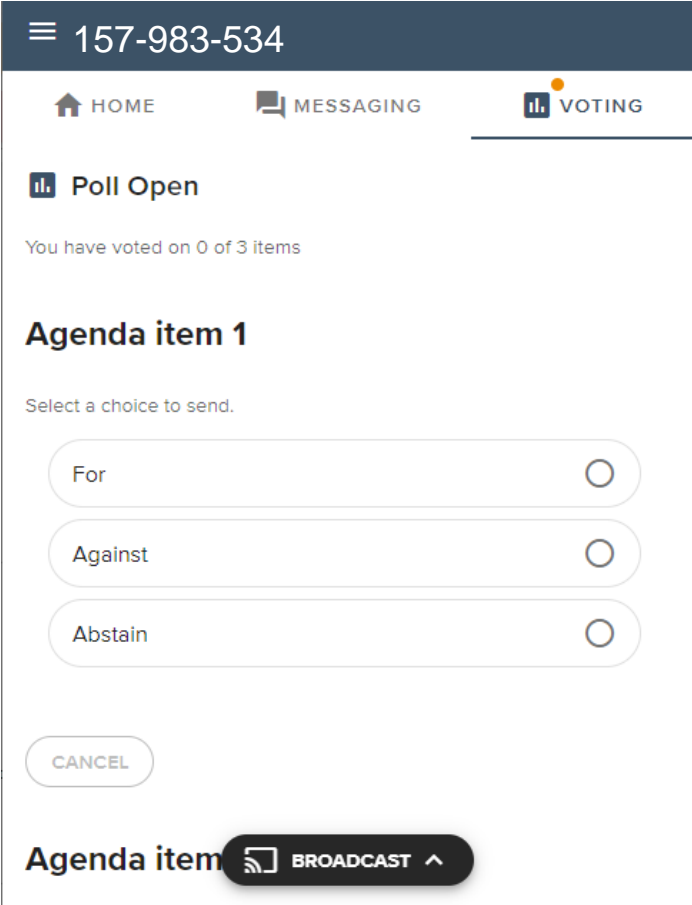
## Q: I am unable to vote.

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. Voting via proxy in advance of the meeting removes any risk that your vote is not registered.

## 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.

## Voting Screen



The screenshot shows a mobile application interface for a shareholder meeting. At the top, there is a dark blue header with a hamburger menu icon, the phone number "157-983-534", and three navigation options: "HOME", "MESSAGING", and "VOTING" (which is highlighted with a red underline). Below the header, there is a "Poll Open" notification with a bar chart icon and the text "You have voted on 0 of 3 items". The main content area is titled "Agenda item 1" and prompts the user to "Select a choice to send." There are three radio button options: "For", "Against", and "Abstain". A "CANCEL" button is located below these options. At the bottom, there is a "BROADCAST" button with a signal icon and an upward arrow.

# 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, or attend in person, 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 smartphone you can also use a mobile 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. You will be able to see the Board of Directors, the Chairman of the AGM and the Company Secretary.

**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 has been successfully used in our AGMs since 2020.

RHIM offers the application through third parties who have substantial experience in organising and hosting virtual and hybrid shareholder meetings in the Netherlands. However, even though RHIM has made every effort to ensure that shareholders are offered a best-in-market service, it cannot guarantee that shareholders do not experience issues that are common to any first-generation, innovative application. If you are worried, you should submit your vote via proxy in advance. You will still be able to attend the meeting and ask questions and see the webcast, in the same way as 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 cast up 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 subsequently sold my shares. 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 (4 April 2024), 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.