



**Information on organisational and technical requirements  
for attendance at the 24<sup>th</sup> General Meeting of Shareholders  
on Thursday, 14 July 2022 at noon, held as a virtual general meeting of shareholders**

The invitation to the 24<sup>th</sup> Ordinary General Meeting of Shareholders of **DO & CO Aktiengesellschaft** on Thursday, **14 July 2022, noon**, Vienna time, was announced on **15 June 2022**.

**Held as a virtual general meeting of shareholders**

For the protection of shareholders and other participants, the Management Board decided to make use of the legal provisions for holding a virtual general meeting of shareholders.

The 24<sup>th</sup> Ordinary General Meeting of Shareholders of **DO & CO Aktiengesellschaft** on **14 July 2022** will be held as “virtual general meeting of shareholders” based on Section 1 (2) COVID-19-GesG, Austrian Federal Legal Gazette (BGBl.) I No. 16/2020 as amended and the COVID-19-GesV (BGBl. II No. 140/2020 as amended), taking into account the interests of both the Company and the participants.

This means that shareholders and their representatives (with the exception of the special proxy holders) may not be physically present at the 24<sup>th</sup> General Meeting of Shareholders of **DO & CO Aktiengesellschaft** on **14 July 2022** so as not to put participants’ health at risk.

The virtual General Meeting of Shareholders will be held in the physical presence of the Chairman of the Supervisory Board, the Chairman of the Management Board as well as the other member of the Management Board, the attesting notary public and the four special proxy holders nominated by the Company at **1010 Vienna, Mahlerstraße 9**.

The Management Board is of the opinion that, by holding the General Meeting of Shareholders as a virtual general meeting of shareholders, both the interests of the Company as well as those of the shareholders are taken into consideration in the best possible manner.

We expressly draw attention to the fact that **it will not be possible for shareholders to attend the General Meeting of Shareholders in person**.

**Transmission of the General Meeting of Shareholders via the internet**

The virtual Ordinary General Meeting of Shareholders will be fully transmitted online, enabling all shareholders of the Company to watch it on **14 July 2022 from noon via the internet at [www.doco.com](http://www.doco.com)**.

Thanks to transmitting the Company's virtual General Meeting of Shareholders via **the internet**, all shareholders have the chance to watch **the course of the General Meeting of Shareholders** by way of unidirectional audio-visual transmission in real time and, in particular, to follow the presentation of the Management Board, the answering of the shareholders' questions and the voting procedure. Registration or login are not required.

The **technical requirements** for shareholders are high-speed access and/or a high-speed connection to the Internet as well as a web-enabled device with an HTML5-enabled Internet browser and activated JavaScript which is able to reproduce the sound and images of the broadcast (e.g. PC with monitor and loudspeakers, notebook, tablet, smartphone or similar).

**Exercise of voting right as well as right to submit motions and right to raise objections only via special voting representatives**

The filing of a motion, the exercising of the voting right and the raising of an objection in this virtual General Meeting of Shareholders of **DO & CO Aktiengesellschaft** on **14 July 2022** may only be performed by one of the following special proxy holders, who are independent of the Company and whose costs are to be borne by the Company pursuant to Section 3 (4) COVID-19-GesV.

Each shareholder who is entitled to attend the General Meeting of Shareholders and who has provided evidence of this to the Company in accordance with the provisions of the invitation (please refer to Item IV of the invitation), has the right to appoint **a special proxy holder to exercise his voting right, right to submit motions and right to raise objections.**

- (i) Florian Beckermann  
c/o IVA - Interessenverband für Anleger,  
1130 Vienna, Feldmühlgasse 22  
**beckermann.doco@hauptversammlung.at**
- (ii) Martin Abram (solicitor practicing in Austria)  
c/o Schindler Rechtsanwälte GmbH  
1010 Vienna, Kohlmarkt 8-10  
**abram.doco@hauptversammlung.at**
- (iii) Daniel Reiter (solicitor practicing in Austria)  
c/o bpv Hügel Rechtsanwälte GmbH  
2340 Mödling, Enzersdorferstraße 4  
**reiter.doco@hauptversammlung.at**
- (iv) Christian Temmel (solicitor practicing in Austria)  
c/o DLA Piper Weiss-Tessbach Rechtsanwälte GmbH  
1010 Vienna, Schottenring 14  
**temmel.doco@hauptversammlung.at**

Pursuant to Section 3 (4) COVID-19-GesV, it is not permissible to grant a proxy to any other person.

In order to facilitate the process of the General Meeting of Shareholders, we kindly ask the shareholders to restrict communication with the respective special proxy holder authorised by them in such a way that they are only contacted to assign them with the filing of motions for resolutions, the voting procedure and the raising of objections. The shareholders may, however, exercise the right to information themselves by way of electronic communication.

We recommend contacting the special proxy holder authorised by the shareholder in a timely manner when the special proxy holder authorised by the shareholder is assigned with the filing of motions for resolutions, the voting procedure and the raising of an objection regarding one or several items on the agenda in the virtual General Meeting of Shareholders.

In the interest of the smooth running of events, please always use the **authorisation form for proxy holders** available on the **Company's website** at **www.doco.com** as well as the form for revoking the proxy.

**For the purposes of verifying your identity as a shareholder**, in particular during the General Meeting of Shareholders, please use the appropriate field in the authorisation form for proxy holders to state the e-mail address you will be using for submitting instructions, motions or objections to the voting representative or for questions and speeches to the Company.

In your own interest, **all proxies** should be received **no later than 12 July 2022, 4:00 p.m., Vienna time**, using one of the following communication channels:

Proxies granted to the special proxy holder may be **emailed to the address of the person you have selected stated above**. If you use this type of transmission, the proxy holder selected by you can immediately access the proxy.

In addition, the following channels of communication and addresses to send your proxies are available to you:

**Via mail or messenger**

DO & CO Aktiengesellschaft  
c/o HV-Veranstaltungsservice GmbH  
8242 St. Lorenzen/Wechsel, Köppel 60

**By fax:**

+43 (1) 8900 500 - 50

Option for credit institutions in accordance with Section 114 (1) 4th Sentence AktG **by SWIFT:**

GIBAATWGGMS  
(Message Type MT598 or MT599,  
in which case it is absolutely required to state  
ISIN AT0000818802  
in the text)

For the purposes of maintaining the special measures due to COVID-19, it is explicitly excluded to personally hand over the proxy at the location of the General Meeting of Shareholders.

When **granting a proxy to another person**, it should be noted that an **effective chain of proxies** (sub-proxy) must be used to ensure that one of the four special proxy holders is authorised to exercise the voting right, right to submit motions and right to raise objections at the General Meeting of Shareholders itself. Granting a proxy to exercise these rights at the General Meeting of Shareholders to a person other than one of the four special proxy holders is not possible within the meaning of Section 3 (4) COVID-19-GesV. **However, authorising other persons to exercise** other rights, in particular the **right to information and the right to speak**, is permissible.

The above provisions on the granting of a proxy shall apply mutatis mutandis to the revocation of the proxy. If the proxy is revoked after **12 July 2022, 4:00 p.m., Vienna time**, we recommend sending the revocation to the proxy holder concerned by e-mail or fax, as timely receipt cannot otherwise be guaranteed.

### **Instructions to the special proxy holders**

The special proxy holders will only exercise the voting right, the right to submit motions and the right to raise objections when instructed to do so. If there is no instruction with regard to a motion for resolution, the proxy holders will abstain from voting. If instructions issued with regard to motions for resolution are unclear (e.g. FOR and AGAINST the same motion at the same time), the proxy holders will also abstain from voting.

Shareholders are requested to issue their instructions to their respective proxy holder selected via the section of the authorisation form for proxy holders intended for this purpose; the proxy form will be available from no later than **23 June 2022** on the Company's website at **www.doco.com**. A form for issuing instructions is available on the Company's website at **www.doco.com** together with the voting right proxy. Please **email** your instructions to the address of the proxy holder you have selected as stated above. If you use this type of transmission, the proxy holder selected by you will be able to immediately access the instruction.

**Instructions may be issued together with the granting of the proxy or at a later time.** Instructions with regard to exercising a voting right, right to submit motions and right to raise objections may be issued prior to or **during the General Meeting of Shareholders until the respective time determined by the Chairman**. Up until these respective times, the shareholders can amend instructions already issued or issue new instructions.

As the proxy holders cannot guarantee that, due to the potential multitude of simultaneous attempts to contact them, they will be **available by telephone during the General Meeting of Shareholders**, the **exclusive** means of communication to be used in this regard is **email** your proxy holder at the e-mail address stated above.

Each e-mail must state the shareholder's personal details (name/company name, date of birth/Austrian Company Register number of the shareholder) and must clearly demonstrate the conclusion of the declaration by means of a personal signature or otherwise, e.g. by stating the name/company name (Section 13 (2) AktG). In order for the proxy holder to be able to verify your identity and consistency with the deposit confirmation, please also include your deposit number in this e-mail in this case.

It should be noted that it **may be necessary to briefly interrupt the virtual General Meeting of Shareholders** in order to safely process the shareholders' instructions to the proxy holder received during the General Meeting of Shareholders.

### **Shareholders' right to information and speech**

Upon their request, shareholders are entitled to be informed at the General Meeting of Shareholders about Company affairs to the extent necessary for their proper assessment of an item on the agenda.

The **right to information and the right to speak** may **exclusively be exercised by way of electronic mail by sending an e-mail** exclusively to the e-mail address specially set up for this purpose, **fragen.doco@hauptversammlung.at**. Please use the **question form** available on the Company's website at **www.doco.com** from no later than **23 June 2022** and return the completed and signed form as an attachment to the e-mail.

If you email your questions or speeches **without using the question form**, you must **state** the shareholder's **personal details** (name/company name, date of birth/Austrian Company Register number of the shareholder) and must clearly demonstrate the conclusion of the declaration by means of a **personal signature** or otherwise, e.g. by stating the name/company name (Section 13 (2) AktG). In order for the Company to be able to verify your identity and consistency with the deposit confirmation, please **also** include your **deposit number** in this e-mail in this case.

If the right to information and/or the right to speak is exercised by proxy, proof of proxy must also be provided in text form. Please note that the **special proxy holders cannot be granted a proxy for exercising the right to information and/or the right to speak**.

The shareholders are **asked to submit all questions** already **prior** to the **General Meeting of Shareholders in written form by e-mail to the address fragen.doco@hauptversammlung.at in such timely manner** that they reach the Company no later **11 July 2022**. In doing so, you provide the Management Board with the opportunity to prepare for your questions as precisely as possible and answer them in the quickest possible way. This serves to maintain the meeting's efficiency for the benefit of all attendants who want to follow the General Meeting of Shareholders from the beginning until the voting procedure.

The shareholders are also able to electronically submit their questions and speeches to the Company **during the General Meeting of Shareholders**, exclusively in text form by direct e-mail to the Company's e-mail address **fragen.doco@hauptversammlung.at**. Please note that **the Chairman may impose time restrictions in this regard during the General Meeting of Shareholders**.

In this context, the Chairman may, if required, order and explicitly point out that written statements by the shareholders – if it is requested that they will be read out – may not exceed a certain extent. When exceeding this extent, the Chairman or the member of the Management Board who reads out the statement of the shareholder in the General Meeting of Shareholders may shorten it accordingly in case the shortening has not yet been performed by the shareholders themselves.

It is generally provided that questions received from the shareholders will be read out and answered in accordance with Section 118 AktG and taking into account the remarks above.

### **Invitation**

We refer to the provisions of the invitation dated **15 June 2022**, particularly regarding the requirement for timely transmission of the deposit confirmation for exercising shareholder rights at the virtual General Meeting of Shareholders on **14 July 2022**.

The Management Board