

NETCOMPANY

# Q&A

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Annual General Meeting 2022

netcompany

## Q&amp;A

## Annual General Meeting 2022

## Deadlines

Q:

**When is the registration/record date?**

A:

The registration date is Wednesday, 23 February 2022.

Q:

**When is the proxy deadline?**

A:

Proxy forms must be received by Netcompany Group A/S or Computershare A/S no later than on Tuesday, 1 March 2022.

Proxies can be submitted as follows:

- Electronically through the Company's shareholder portal on <https://www.netcompany.com/int/InvestorRelations/General-meetings>,
- By submitting a completed, dated, and signed proxy form by ordinary mail to Computershare A/S, Lottenborgvej 26, DK-2800 Kongens Lyngby, Denmark, or
- By emailing a scanned version of a completed, dated, and signed proxy form to [gf@computershare.dk](mailto:gf@computershare.dk).

Q:

**When is the admission deadline?**

A:

Shareholders must request an admission no later than on Tuesday, 1 March 2022.

Admission cards may be requested as follows:

- Electronically through the Company's shareholder portal on <https://www.netcompany.com/int/Investor-Relations/The-Share>,



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- By submitting a completed, dated, and signed registration form by ordinary mail to Computershare A/S, Lottenborgvej 26, DK-2800 Kgs. Lyngby, Denmark,
- By e-mailing a scanned version of a completed, dated, and signed registration form to Computershare A/S on [gf@computershare.dk](mailto:gf@computershare.dk), or
- By contacting Computershare A/S; by telephone +45 4546 0997, by e-mail to [gf@computershare.dk](mailto:gf@computershare.dk) or by written enquiry to Computershare A/S, Lottenborgvej 26, DK-2800 Kgs. Lyngby, Denmark.

**Q:****When is the correspondence voting deadline?****A:**

Votes by correspondence must be received by Netcompany Group A/S or Computershare A/S no later than on Tuesday, 1 March 2022.

Voting by correspondence may be submitted as follows:

- Electronically through the Company's shareholder portal on <https://www.netcompany.com/int/Investor-Relations/The-Share>;
- By submitting a completed, dated, and signed voting form by ordinary mail to Computershare A/S, Lottenborgvej, DK-2800 Kongens Lyngby, Denmark; or
- By emailing a scanned version of a completed, dated, and signed Voting Form to [gf@computershare.dk](mailto:gf@computershare.dk).

**Q:****Can I ask questions at the General Meeting?****A:**

Shareholders may ask questions to the Board of Directors and the Executive Management at the General Meeting.



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Please note that questions asked during the General Meeting will have a character limit of 1,000 due to the technical setup and to ensure a smooth completion of the General Meeting we encourage questions to be asked in advance. If a shareholder expects his/hers question to be longer than the character limit or already have a question in mind, please e-mail it to the Company at [ir@netcompany.com](mailto:ir@netcompany.com) prior to the General Meeting.

Questions regarding the agenda and documents concerning the General Meeting shall be submitted in writing by ordinary mail to Netcompany Group A/S, Group Legal, Grønningen 17, 1., DK-1270 Copenhagen, Denmark, or by email to [ir@netcompany.com](mailto:ir@netcompany.com) and shall be received by Netcompany Group A/S no later than on Monday, 28 February 2022.

## The General Meeting

**Q:**

**I have seen in the paper that there is a General Meeting, why haven't I received the notice to convene?**

**A:**

Netcompany Group A/S communicates with our shareholders electronically and can only send the notice to convene to shareholders with shares in registered form and with a registered e-mail address in the shareholder portal.

Link to the shareholder portal: <https://portal.computershare.dk/portal/index.asp?as-ident=29067&lan=EN&page=front>.

**Q:**

**In the notice to convene it is stated that the meeting will be electronical?**

**A:**

The General Meeting will be held electronically and can be accessed from the Company's shareholder portal on <https://portal.computershare.dk/portal/index.asp?page=login&as-ident=29067&lan=en>, where you must enter the meeting ID sent to you during your admission request.

The meeting will also be webcasted live on Netcompany Group A/S' website: <https://www.netcompany.com/int/Investor-Relations/The-Share>. Please note that watching the webcast does not allow the shareholder to participate e.g. voting, questions etc. If a shareholder wishes to use his rights as a shareholder, please participate in the General Meeting through the virtual meeting solution.

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**Q:**

**Who can vote at the General Meeting?**

**A:**

Shareholders whose shares are listed in registered form in Netcompany Group A/S' shareholders registry on Wednesday, 23 February 2022, may vote at the General Meeting.

**Q:**

**Can my advisor or guest attend?**

**A:**

Yes, you can request a guest login for an advisor or guest. However, please remember to register your guest or advisor and request a guest admission when you request your own admission.

**Q:**

**Unfortunately, my guest has been prevented from attending, can I bring someone else instead?**

**A:**

Yes, however please follow the instructions as listed above and remember to change the name of the person concerned, so that it is recorded correctly.

For security reasons, it is important that the correct name is recorded.

**Q:**

**What will be the spoken language of the General Meeting?**

**A:**

The General Meeting will be held in English.

However, shareholders may choose to speak in Danish or English.

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## Shares and shareholders

**Electronic communication**

Netcompany Group A/S communicates with our shareholders electronically and offers investors the possibility of receiving annual reports, quarterly updates, and notices of general meetings electronically.

If you wish to receive notices, please register your e-mail address in the shareholder portal under "Contact details".

Link to the shareholder portal: <https://portal.computershare.dk/portal/index.asp?as-ident=29067&lan=EN&page=front>.

**Q:****How do I get my shares in registered form (registered in my name)?****A:**

Only your bank can arrange for the registration of your shares.

When your bank has registered your share(s), it will be entered into the shareholders registry.

Please note that the registering may take a few business days depending on your bank.

**Q:****My shares are not in registered form on the date of registration (23 February 2022), can I attend the general meeting anyway?****A:**

No, unfortunately, not. Access to the General Meeting assumes that the shares are in registered form in Netcompany Group A/S' shareholders registry.

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Q:

**Where do I find my username, as well as my password to the shareholder portal?**

A:

For shareholders with shares in registered form who have been sent the notice to convene, the username and the password can be found at the bottom of the e-mail. However, for the shareholders who have changed their password, the password will not appear in the e-mail. We do not have the option to provide passwords, but a new password can be obtained through the shareholder portal.

Your username will be your VP account number, if you do not know your VP account number, please ask the bank where you have your shares deposited.

It is also possible for Danish shareholders to log on to the shareholder portal with NemID/MitID.

Q:

**What do I do if I don't get my admission details in time?**

A:

Admission details are sent by e-mail and should thus arrive in time. Should it happen that requested admission details have not arrived, Computershare A/S' support will be able to help. Computershare A/S' will be available for technical assistance from Wednesday, 2 March 2022, from 14:00 (CET) and during the General Meeting. Please contact Computershare A/S through the shareholder portal.

Please remember that this is subject to the shareholder having requested admission within the deadline.

Q:

**I have signed up in a timely manner for the General Meeting; where are my admission details?**

A:

If the correct e-mail address is provided when you requested the admission, the admission details may have ended up in your e-mail application's spam filter. Therefore, please refer to the "spam" or "junk e-mail" folder.

When you request your admission to the General Meeting you have multiple options regarding how you receive your admission details. You can receive your admission details by e-mail address, by downloading the admission details directly to your smart device, or by printing the admission details.

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**Q:**  
**My shares are owned by my company. How do I register, and can I attend the General Meeting?**

**A:**  
Shareholders with registered shares can register through the shareholder portal (in the same way as you would if the shares were not owned by your company).  
To attend the General Meeting, you must grant a proxy to yourself, in order to represent your company.  
If you have shares in both your company and in your own name, you can register both the company and you, as a person, for the General Meeting.

**Voting**

**Q:**  
**Can you resend the notice, proxy to vote and/or the registration forms?**

**A:**  
All the documents incl. the notice to convene, the registration form and the proxy to vote can be found on the Netcompany Group A/S' website here: <https://www.netcompany.com/int/Investor-Relations/General-meetings>.

**Q:**  
**I want to give proxy/send a third party, what do I do?**

**A:**  
You shall send a written power of attorney, where it is stated who you give your proxy to. This is possible through the shareholder portal or by filling in the Proxy/Vote by Correspondence form sent to you.  
If you no longer have the file, you can download a new copy on <https://www.netcompany.com/int/Investor-Relations/General-meetings>.



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Q:

**Have you received my vote?**

A:

If you have already voted or given your proxy, you can check if the vote has been registered by logging in to the shareholder portal and clicking on any of the voting options. The portal will confirm that your vote/proxy has been registered.

Link to the shareholder portal: <https://portal.computershare.dk/portal/index.asp?as-ident=29067&lan=EN&page=front>.

Q:

**What is the difference between a proxy\* and a vote by correspondence?**

*\*A proxy is a form of voting whereby a shareholder may delegate his or her voting power to a representative to enable a vote on behalf of the shareholder.*

A:

Proxies may be revoked at any time before the beginning of the General Meeting, where a vote by correspondence cannot be revoked.

In addition, a proxy given to the Board of Directors will apply to all parts of the agenda at the General Meeting and will also be used in the event of amendments to the agenda items and/or the submission of new proposals that will come up for a vote.

**Practical matters**

Q:

**Where is the General Meeting held?**

A:

The General Meeting will be held electronically and can be accessed by going to Netcompany's shareholder portal found here: <https://portal.computershare.dk/portal/index.asp?page=login&as-ident=29067&lan=en>

Here you must enter the login details as sent to you during your admission request.

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Q:

**At what time can we join the General Meeting?**

A:

The electronic General Meeting can be accessed from Wednesday, 2 March 2022 at 14:00 (CET).

Q:

**Are there any technical requirements for my participation?**

A:

The technical requirements for use of the electronic systems are:

- a computer, tablet, or smartphone. It is recommended to participate via computer or tablet for the best experience, and
- the latest versions of Chrome, Safari, Internet Explorer 11, Edge, or Firefox.

If the shareholders' device does not live up to the technical requirements, the Company cannot guarantee that the electronic system will function properly.

Please see further guidance on the website: <https://www.netcompany.com/int/Investor-Relations/General-meetings>.

**Miscellaneous**

Q:

**What about my personal data?**

A:

The Company's Privacy Policy for Shareholders explains how Netcompany Group A/S processes your personal data in connection with the General Meeting - the Policy is available here: <https://www.netcompany.com/int/Investor-Relations/General-meetings>.

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#### Links

Direct link to the virtual meeting solution used in the General Meeting:

<https://apps.online.computershare.com/MeetingsShareholderWeb/Home?Code=MZG6RL2&Invitation=&Locale=en>.

Netcompany Group A/S' website for the General meeting, including guide to join the electronic meeting:

<https://www.netcompany.com/int/Investor-Relations/General-meetings>.

Netcompany Group A/S' website for Governance:

<https://www.netcompany.com/int/Investor-Relations/Governance>.

Shareholder portal:

<https://portal.computershare.dk/portal/index.asp?page=login&asident=29067&lan=en>.

User guide to participate in the AGM:

<https://www.computershare.com/dk/Online-AGM-User-Guide>.

Electronic General Meeting site:

<https://portal.computershare.dk/portal/index.asp?page=login&asident=29067&lan=en>.