

# ETALON

## INSTRUCTION FOR VOTING

AT A MEETING OF  
SHAREHOLDERS

RCS ISSUER SERVICES

November 2024



# ACCOUNT CREATION

Go to website: <https://rcsgroup.lu/signin>

- 1 • If you do not have an account, press “Create an account”  
• if you do have an account, skip to the “Access to transaction” section of this instruction

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Your email address

Your password

[Password forgot?](#)

> Sign In

+ Create an account

# ACCOUNT CREATION

To create an account, you will be asked to fill in required information and press “Sign Up”

2

- Name, last name, contact details
- Password to have access to current and future transactions and corporate actions/events administered by Services S.AR.L Depository

Gender  First Name

Last Name

Your email address

Confirmation required

Phone

Organization name

Create a password  Confirm password

[> Sign Up](#)

## COMPLETION OF REGISTRATION

- Once you “Sign Up”, please check your inbox for an “Account activation email” and follow the instructions to activate the account
- If there is no email within a few minutes since you started the process, check your junk/spam folders

# ACCESS TO TRANSACTION

- 1 Log in with your email and password at <https://rcsgroup.lu/signin>
  - Select **Etalon Group PLC** from the proposed transactions

**RCS Issuer  
Services**

RCS Transactions

Events

My transactions

## RCS Transactions

Found transaction...

**Company XYZ**

Instruments: GDRs

Request Access

Send inquiry

# ACCESS TO TRANSACTION

- 2 • **Request access** to this transaction by filling in Registered Owner Name of the securities of interest and your contact details.
- After filling in required information **press “Send request”**

The screenshot displays the 'RCS Issuer Services' interface. On the left, a sidebar shows 'RCS Transactions' with a search bar and a card for 'Company XYZ' containing 'Request Access' and 'Send inquiry' buttons. The main area shows a 'Request Access' form with the following fields: 'Instrument name' (GDRs), 'Registered Owner name', 'Email address', 'Area Code' (dropdown), 'Mobile number', and 'Country' (dropdown). A checkbox for 'I have read and accept the Terms and Conditions' is present. A blue 'Send request' button is highlighted with a red dashed circle at the bottom of the form.

## ACCESS REQUEST APPROVAL

When your request is approved, an email confirmation will be sent to your registered email address

# PARTICIPATION IN VOTING

- 1 Refresh your page or log in to your account where “Events” tab will become available:
  - Go to “Events” tab and click on “View progress” for event of [Etalon Group PLC](#)

The screenshot displays the 'RCS Issuer Services' web application. At the top, there are navigation tabs: 'RCS Transactions', 'Events' (with a red notification badge containing the number '1'), and 'My transactions'. The 'Events' tab is currently selected. Below the navigation, the page title is 'Events'. There is a search bar with the placeholder text 'Event or transaction name...'. A card is visible with the following details: 'EGM vote by DD.MM.YYYY', 'Company XYZ', 'Instruments: GDRs', 'Roles: Depository', and 'Start date: Today 10:23'. A blue button labeled 'View progress' is located at the bottom of this card and is highlighted with a red dashed circle.

# PARTICIPATION IN VOTING

In the “Event” section you must follow **3 critical steps**:

1. Download the **Proxy form** – print it, fill it in and sign it
- 2** 2. Upload the signed scan of the Proxy form alongside with the **Proof of Holding** (broker statement)\* as per record date (PHOTO 2)
3. **Participate** in each agenda items (1-5) in the section (PHOTO 1)

The result of your participation will be received and pending review – an email confirmation will be sent to you upon approval

1. **RCS Issuer Services** RCS Transactions **Events** 1 My transactions

→ **Agenda item #1**

Expires  
Instrument: GDRs

**Waiting for your participation**

→ **Participate**

→ **Agenda item #2**

Expires  
Instrument: GDRs

**Waiting for your participation**

→ **Participate**

2. **RCS Issuer Services** RCS Transactions **Events** 1 My transaction

Transaction name:	Company XYZ
RCS Roles:	Depository
Documents:	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           egm_proxy_card_rcs_site_            Uploaded <a href="#">Download</a> </div> <div style="border: 1px solid #ccc; padding: 5px;">           notice_for_call_of_egm_            Uploaded <a href="#">Download</a> </div>

**\*Criteria for the Proof of Holding (broker statement):**

- number of DRs in the statement must match the filled in number on the website and in the form
- name of the holder in the statement must match the filled in information on the website and in the form

# PROXY FORM FILL-IN INSTRUCTIONS

1. Fill in the Name of the Holder
2. Euroclear/Clearstream participant number of your broker (if available) as well as your **client account number (mandatory)** have to be requested from your broker/custodian
3. Proxy form must be **signed by an authorised person** (if the Holder is a legal entity, Proxy form should be signed by an authorised person of that entity)
4. Number of DRs voted must correspond to the number provided in the proof of holding and on the website

<b>TO:</b>	<b>RCS ISSUER SERVICES S.A.R.L., DR Proxy Group / Operations</b>
<b>E-mail:</b>	<a href="mailto:operations@rcsgroup.lu">operations@rcsgroup.lu</a>
<b>Tel.:</b>	+35220334176
<b>RE:</b>	<b>COMPANY XYZ</b> <b>Extraordinary General Meeting to be held on</b>
<b>FROM:</b>	_____ Name
<b>EUROCLEAR / CLEARSTREAM PARTICIPANT NUMBER:</b>	_____ (if available, provide your broker's participant number in Euroclear / Clearstream)
<b>CLIENT ACCOUNT NUMBER AT BROKER / CUSTODIAN:</b>	_____ (mandatory)
<b>SIGNATURE:</b>	_____ Authorized Signatory
<b>CONTACT INFO:</b>	_____ Telephone / E-mail Address
<b>TOTAL NUMBER REG S GDRS (ISIN US55279C2008, CUSIP # 55279C200)</b>	
<b>HELD AS OF 11 AUGUST 2023:</b>	_____
<b>NUMBER REG S GDRs BEING VOTED:</b>	_____
<b>DATE:</b>	_____, 2023



# PROXY FORM FILL-IN INSTRUCTIONS

- 2** 1. Please mark the relevant square in each agenda items to cast your vote (note that it must correspond to the vote chosen on the website):

## EXTRAORDINARY GENERAL MEETING OF COMPANY XYZ

1.

FOR     AGAINST     ABSTAIN

2.

FOR     AGAINST     ABSTAIN

### COMPLETION

A fully filled and signed form must be uploaded onto the website, as described in section “Participation in voting”