



**Electronic General Meeting  
Application, Participation and Voting Rules**

## 1. Introduction

- 1.1. Pursuant to the Companies Act, Article 297, Paragraph 4 (Official Gazette of the RoS, No. 65/09 with amendments and additions, hereinafter: Companies Act) and the Articles of Association of Nova Ljubljanska banka, Ljubljana (hereinafter: Articles of Association), the Management Board (hereinafter: Management Board) of NLB d.d. (hereinafter: Bank) hereby adopts these Electronic General Meeting Application, Participation and Voting Rules (hereinafter: Rules). The Electronic General Meeting shall take place via a web portal provided by the external provider, the Ixtlan Forum, d.o.o., Linhartova 8, Ljubljana and Robotrade, d.o.o., Bled, Grajska cesta 18, Bled (hereinafter together: External Provider), which participates as a technical provider in the organisation and implementation of the Electronic General Meeting, including video-electronic identification.
- 1.2. These Rules set out specific rules of procedure for holding the NLB General Meeting (hereinafter: General Meeting), for which the shareholders apply, attend it, and vote at it by electronic means without the physical presence (hereinafter: Electronic General Meeting or EGM). They are published on the Bank's website, and are at the discretion of the Management Board either fully or partially included in the Convocation of the General Meeting, if it is also to be held as Electronic General Meeting, or the Convocation of the General Meeting shall refer to the published Rules.
- 1.3. All the provisions set forth in these Rules applicable to the Shareholders shall also apply to a Proxy, unless otherwise specified by the Rules.
- 1.4. The objective of the EGM is to enable or facilitate the exercising of voting and other rights held by the Shareholders who, for various reasons, are unable or unwilling to attend the General Meeting by being physically present at the place of the meeting.

## 2. General Rules for Exercising Shareholders' Rights at EGM

- 2.1. The Shareholders may attend the General Meeting by being physically present at the venue where the General Meeting takes place. The EGM is an additional option for the Shareholders to attend the General Meeting and exercise their voting rights by electronic means without being physically present. The Shareholders are free to choose between attending the General Meeting with the physical presence or without the physical presence by electronic means. The EGM shall be carried out by way of real-time image and sound transmission for the entire General Meeting via a web portal or digital environment for conducting the EGM. The Shareholders shall be able to exercise their participation, voting and other rights at the EGM in accordance with these Rules. By attending the EGM, the Shareholders agree to certain conditions and restrictions related to the EGM, as provided by these Rules. Unless expressly provided otherwise by any of the Rules hereunder, they are without prejudice to the General Rules regarding the exercising of the Shareholder's rights arising from the holding of the share.
- 2.2. In order to successfully attend the EGM and perform video-electronic identification beforehand, the Shareholder shall need a good internet connection, an appropriate software application or web browser to access remotely the relevant software application and a suitable device (smart phone, tablet or PC) to follow real-time image and tone transmission (i.e. fitted with a microphone and camera), a phone number and a phoning device used only by the Shareholder, enabling him to receive text messages (sms) and an e-mail address used on a regular basis. The suitability of the equipment must be checked by the Shareholder upon prior video-electronic identification and registration for participating in EGM in accordance with item 4 of these Rules. The Shareholder who, in accordance with the instructions set out in the Convocation of the General Meeting, correctly submits his application for the General Meeting in a timely manner, should have a valid official personal identification document with his photo for prior video-electronic identification, and his proxy should also have an appropriate written Power of Attorney. The latter may be signed by hand or with an advanced electronic signature based on a qualified electronic signature certificate, or with a qualified electronic signature. The Power of Attorney must be submitted to the Bank upon application or before the video-electronic identification of the Proxy in accordance with the rules set out in the Convocation of the General Meeting. Appropriate equipment and devices shall be provided by the Shareholder himself, which is

a technical precondition for effective participation and voting at the Electronic General Meeting and for prior video-electronic identification.

- 2.3. By applying for and participating in the EGM, the Shareholder explicitly consents to video-electronic identification and personal data processing and storage for the purpose of registration and participation in the General Meeting.
- 2.4. The Shareholders who have previously completed their application and video-electronic identification may attend the Electronic General Meeting. Any other person is not allowed to participate or co-participate. Should the Bank detect any violation in relation to this provision, the relevant Shareholder may be prevented from participating in the General Meeting.

### **3. EGM Application**

- 3.1. The Rules set forth in the Convocation of the General Meeting shall apply to the EGM application, unless expressly provided otherwise by these Rules. The Shareholder who wishes to participate in the EGM must explicitly state (select) the option in the application for the General Meeting, also stating his e-mail address or phone number to which a text message (sms) can be sent to the Shareholder or his Proxy. The Shareholder shall receive information needed to access the web portal or digital environment for conducting the EGM to the e-mail address provided in the application for the General Meeting. The Shareholder who has submitted his application for physical presence at the General Meeting in time and would like to attend the General Meeting by electronic means may do so no later than 1 working day prior to the General Meeting, in the manner provided by these Rules for participating in the Electronic General Meeting, by updating the application with the required information. The Shareholder who has submitted an application to the EGM in a timely manner may attend the General Meeting by physical presence.

### **4. Prior Video-Electronic Identification and Registration for Participating in the Electronic General Meeting**

- 4.1. Within the timeframe and in accordance with the instructions set out in the Convocation of the General Meeting, the Shareholder who has stated in the application for the General Meeting that he wishes to participate in the EGM must undergo video-electronic identification in accordance with these Rules.
- 4.2. After successfully completing video-electronic identification, the Shareholder shall receive by phone (in a text message) the registration PIN for the Electronic General Meeting. Receiving the PIN by phone (as a text message) at the same time serves as a confirmation that the application for the EGM has been successfully completed. With the data received by the Shareholder or his Proxy to the e-mail address (link to the web portal or digital environment for conducting Electronic General Meeting) and on the phone as a text message (PIN), he can register himself before the General Meeting starts on the web portal or digital environment for conducting the EGM. The Shareholder should register early enough because in this case it is possible to resolve any technical issues. The Convocation of the General Meeting provides from which moment in time it is possible to get registered, thus gaining access to the digital environment in which the EGM will be held.
- 4.3. The execution of the before-mentioned steps is a precondition for exercising voting and other rights at the EGM.

### **5. Voting**

- 5.1. Voting on relevant resolutions takes place in real time, as they are put to a vote by the Chairman of the General Meeting. Voting is done by secret ballot. Each Shareholder may vote FOR a resolution, AGAINST it or ABSTAIN from it by clicking on the screen accordingly. The Shareholder who attends the EGM shall be considered as present at each voting, unless he leaves a message on the phone number provided in the Convocation of the General Meeting to report technical issues that he was unable to cast his vote for technical reasons or that he wishes to stop following the EGM.

## **6. Questions and Discussion**

- 6.1. The Shareholder may ask questions verbally in real time during the General Meeting, by transmitting the sound and image.
- 6.2. Under a relevant item of the agenda, where the Shareholder would like to raise a question or discuss the subject matter in real time, the Shareholder must “raise his or her hand” during the General Meeting when this topic is discussed by clicking the relevant button on the screen. When the Shareholder has clicked on the relevant button on the screen to raise his or her hand, the Chairman of the General Meeting or administrator following his authorisation shall enable him or her to take part in the discussion by transmitting sound and image in real time.

## **7. Announcement of Decision Challenging and Counterproposals**

- 7.1. The Shareholder may announce that the General Meeting resolution is challenged verbally in real time during the General Meeting by transmission of sound and image.
- 7.2. The Shareholder may submit a counterproposal of his or her choice in advance via email in accordance with the rules on the Convocation of the General Meeting or verbally in real time during the General Meeting by transmission of sound and image, but no later than the moment when the Chairman of the General Meeting invites the shareholders to take part in the discussion under the point of the General Meeting convocation to which the Shareholder would like to submit his or her counterproposal.
- 7.3. The shareholder announces the challenge of the General Meeting resolution or submits a counterproposal in the manner provided in Section 6.2. herein.

## **8. General Instructions**

- 8.1. The data received by the Shareholder to access the voting must be protected with due care against any unauthorized third parties and due care must be taken to ensure that unauthorized third parties cannot use these data to access the web portal or digital environment where the Electronic General Meeting takes place. The Bank relies on the Electronic General Meeting to be attended by the Shareholder who has received information to access the voting. If there is a suspicion of data abuse, the Shareholder must immediately notify the Bank on the phone number provided in the Convocation of the General Meeting. If the Shareholder loses his PIN, he or she should call the phone number provided in the Convocation of the General Meeting to be assigned a new PIN.

## **9. Confirmation Note for Shareholder**

- 9.1. The Shareholder who stated in the application for the General Meeting that he or she wishes to attend the Electronic General Meeting shall receive a confirmation note to the e-mail address provided in the application, stating that he or she has applied to attend the Electronic General Meeting, invitation to the video-electronic identification or registration and information about which e-mail address and telephone number he or she has provided in the application.
- 9.2. After successfully completing the video-electronic identification, the Shareholder shall receive a confirmation note on successfully completed application for the Electronic General Meeting in the form of a PIN sent to his or her mobile phone (as a text message) enabling him or her before the General Meeting, after he or she has entered the PIN in the password field, to register and vote.

## **10. Exclusion of Liability**

- 10.1. In view of ensuring effective implementation of Electronic General Meeting and protection of (personal and other) data, the Bank together with its External Provider shall use technical and organisational measures that meet current standards and regulations. Due to the nature of electronic communications, there may be technical disruptions and volatility with regard to the quality of connections. The Bank has no influence over

the operations of telecommunication connections and the performance or services offered by the internet and network providers.

- 10.2. The Bank does not give any guarantee and does not assume any responsibility for the operation, accessibility, stability, and reliability of the web portal through which the Electronic General Meeting takes place.
- 10.3. The Bank does not assume any responsibility for the operation of internet and network connections. The Bank also does not assume any responsibility in connection with the equipment used by the Shareholder.
- 10.4. Exclusion of liability does not apply if technical disruptions are the result of gross negligence or intent on the part of the Bank.

## **11. Transmission of Sound and Image of the General Meeting and Personal Data Protection**

- 11.1. The Bank shall provide adequate technical equipment to ensure transmission of sound and image for the purpose of implementation of the Electronic General Meeting and transmission of sound and image of the meeting in real time. It is possible that the Shareholder will be captured when transmitting the sound and image, especially if the Shareholder joins the discussion by transmitting his or her sound and image, to which the Shareholder has agreed by applying for the General Meeting. Transmission of sound and image shall be carried out using technical equipment without storing the recording and the sound and image will not be stored even on a temporary basis.
- 11.2. Distribution, public broadcasting, recording, storage or any other processing of the video and audio broadcast of the Electronic General Meeting is prohibited. Should the Bank detect any violation of this provision, such a Shareholder may be prevented from participating in the General Meeting.
- 11.3. Personal data on Shareholders and Proxies shall be collected, stored, processed and used exclusively for the purpose of application for the General Meeting, including video-electronic identification and exercising of the voting and other Shareholder's rights in accordance with the applicable rules and regulations on personal data protection, for as long as this is strictly necessary and within the limits of the applicable regulations. The Bank shall store the data in order to provide a trail and evidence in relation to the application and participation at the General Meeting. The Bank's External Provider shall not keep any personal data, it will send all the data collected in connection with the application and participation at the General Meeting to the Bank and then delete them permanently.
- 11.4. With the view of implementing the principles of fair and transparent data processing, the Bank as a controller of personal data has drawn up General Information on Personal Data Protection, allowing an individual to get all the relevant information referring to personal data processing carried out by the Bank in one place. Apart from data processing, as provided herein, you can find detailed information on how the Bank processes personal data at <https://www.nlb.si/varstvo-osebni-podatkov>. If you have any additional questions about personal data processing or wish to get additional information on this matter, please send us an email to: [dpo@nlb.si](mailto:dpo@nlb.si).

## **12. Rules for Video-Electronic Identification**

- 12.1. Video-electronic identification shall be used to remotely verify the identity of the Shareholder who applied to attend the General Meeting. The video-electronic identification shall be carried out by the Bank or its External Provider. The phone number may be rechecked in the procedure to make sure the PIN is sent to the right number.
- 12.2. In video-electronic identification the operator captures the Shareholder's picture and his or her official personal identity document, and if there is a Proxy then also his Power of Attorney, and takes a voice recording of the conversation. The following Shareholder's or Proxy's data shall be collected and stored: name and surname, permanent address, current address, if it exists, date of birth, official personal identification document number, picture of the front and back of the official personal identification document, picture of a written Power of

Attorney, picture of the Shareholder or Proxy taken during the video-electronic identification, information on the purpose, date and time of the procedure, sound recording of the conversation and mobile phone number.

- 12.3. The operator shall check the following in the video-electronic identification procedure: visual optical character recognition, including holographic or other equal protection elements; verification of formal features of official personal identification document, checking if they match the type of an official personal identification document (graphic design, size of characters, spacing between characters, typography, etc.); then verifying if any of the previously collected data (for instance in the Application for the General Meeting) match the data shown on the official personal identification document; verification of the date of expiry on the official personal identification document and if the alphanumeric characters in its serial number are correct; visual verification of a potential subsequently added picture, integrity of the laminate coating of the official personal identification document, or other protective features proving its integrity; verification of logic consistency of data deriving from the personal identification document (e.g. if the date of issue and date of expiry are correct, if the date of birth is correct, if the dates match, etc.) and if the Shareholder's or Proxy's intention to use the video-electronic identification procedure, which is the reason for video-electronic identification, is adequate; and Shareholder's or Proxy's reaction to the questions and his or her behaviour during the video-electronic identification process.
- 12.4. The operator shall close the video-electronic identification procedure with each Shareholder by finding the identification and confirmation of the Shareholder's identity successful (positive) or unsuccessful (negative).
- 12.5. The operator of video-electronic identification shall terminate the procedure when the following circumstances occur: poor lighting or sound conditions with the Shareholder or if poor quality of image or sound transmission does not permit proper identification and verification; it is not possible to make a screen shot that would enable visual recognition of the Shareholder or his or her official personal identification document or the data contained therein, there is some uncertainty about the Shareholder's identity; when it is possible that third parties might have influenced the will expressed by the Shareholder and by consequence the validity of consent. The operator shall make a note about the reason for termination under the data collected. If the time window for verification of identity set out in the Convocation of the General Meeting is still open, the Shareholder's identity may be reverified at a later point in time.

Management Board of NLB d.d.