## 2 HOW TO ATTEND AND VOTE AT THE GENERAL MEETING?

# **2.1.** WHAT CONDITIONS MUST BE MET TO ATTEND THE GENERAL MEETING?

All shareholders are entitled to attend the General Meeting, irrespective of the number of shares they hold (registered or bearer shares).

In accordance with article R.22-10-28 of the French Commercial Code, this right is subject to the shares being registered in the name of the shareholder 2 working days before the General Meeting, namely Tuesday 19 April 2022 at midnight (Paris time).

- for REGISTERED SHARES, their registration in the Company's registers on D-2 suffices;
- for BEARER SHARES, the establishments holding bearer securities accounts directly provide the General Meeting's coordinator with proof of their customers' capacity as shareholders in the form of a certificate of attendance appended to the single voting form or the request for an admission card.

Shareholders have four options:

- 1. attend the Meeting in person;
- 2. appoint the Meeting's Chair as their proxy;

- 3. appoint a third party as their proxy;
- 4. vote by post.

In any event, you must:

- either complete the attached single voting form (see "How to fill in the form?") and post it using the attached reply-paid envelope:
- or log on to secure platform Votaccess and follow the online voting procedure explained below.

#### INFORMATION ON THE PROCEDURES FOR ATTENDING THE GENERAL MEETING OF SHAREHOLDERS

Shareholders will be welcomed at the Combined General Meeting under the regulatory framework that is applicable at the time to events and venues open to the public. At the time this Combined General Meeting is convened, the regulatory framework requires compliance with barrier gestures. Thus, the wearing of a mask and/or vaccination pass may in particular be required to participate in the General Meeting of Shareholders. In addition, we will need to ensure sufficient separation between shareholders. Under these conditions, it will not be possible for us to welcome any shareholders who do not hold equipment or documents certifying that they can participate in the General Meeting of Shareholders, in compliance with the applicable texts and barrier gestures.

Thus, even if we take the measures to effectively welcome you to the General Meeting of Shareholders, we also recommend that you consider exercising your shareholder rights by any means available to you, in particular:

• the possibility of voting by post prior to the General Meeting of Shareholders (by post or electronically via the VOTACCESS secure voting platform),

• the right to be represented at this meeting: shareholders are invited, prior to the General Meeting of Shareholders, to give proxy to the Chairman of the General Meeting of Shareholders or to a third party,

• the right to ask questions prior to the meeting (in particular, you can send your questions by e-mail to investor.relations@plasticomnium.com).

In addition, the General Meeting of Shareholders will be broadcast live and will also be available in replay on the Company's website (www.plasticomnium.com).

Shareholders will be able to ask questions during the General Meeting of Shareholders via the following link: https://channel.royalcast.com/landingpage/plastic-omnium-fr/20220421\_1/

All information relating to the General Meeting of Shareholders of Compagnie Plastic Omnium SE can be consulted in the section dedicated to the General Meeting of Shareholders of our website www.plasticomnium.com.

The Plastic Omnium Shareholder Services team is available to assist shareholders as required.

### 2.2. HOW TO ATTEND AND VOTE?

### **1. YOU WISH TO ATTEND THE GENERAL MEETING IN PERSON**

You must observe the health measures applying at the time of the General Meeting. The said measures will be posted as the situation evolves on the company's website at www.plasticomnium.com. Please check the website 2 days prior to the General Meeting to see what measures apply at that time.

### To attend the General Meeting in person, you must request an admission card.

You are invited to use Votaccess if the establishment holding your shares has signed up to this system. Requesting and printing out the admission card only takes a few minutes.

BY POST:	ONLINE:
<ul> <li>if you are a REGISTERED SHAREHOLDER, tick the BOX labelled         "I wish to attend the Meeting in person and request an admission         card", at the top of the form, date and sign it then post it in the         attached reply-paid envelope.</li> <li>if you are a BEARER SHAREHOLDER, tick the BOX labelled         "I wish to attend the Meeting in person and request an admission         card", at the top of the form, date and sign it then post it to the         financial intermediary managing your securities account, who will         forward your request by issuing a certificate of attendance.</li> </ul>	<ul> <li>if you are a PURE REGISTERED SHAREHOLDER, log on to Planetshares using your usual login name and password;</li> <li>if you are an ADMINISTERED REGISTERED SHAREHOLDER, log</li> </ul>

### 2. YOU DO NOT WISH TO ATTEND THE GENERAL MEETING IN PERSON

If you are not attending the General Meeting in person, you can vote by post or by proxy.

To do so, tick the appropriate box on the single voting form or proxy voting form, depending on your choice:

- I am voting by post: tick the "I am voting by post" box then vote on each resolution, following the instructions stated on the form; or
- I appoint the Meeting's Chair as my proxy; tick the "I appoint the Meeting's Chair as my proxy" box. Your vote will then be the same as the Chair's vote for each draft resolution presented to the Meeting; or
- I appoint someone else as my proxy: tick the "I appoint as my proxy" box followed by the last and first names of the person attending and representing you at the Meeting.

In any event, you must fill in, date, sign and post the single or proxy voting form:

- if you are a REGISTERED SHAREHOLDER, to the coordinating establishment appointed by the Company in the attached reply-paid envelope;
- if you are a BEARER SHAREHOLDER, to the establishment holding your securities account, which will forward your postal or proxy voting form along with the previously issued certificate of attendance.

To be counted, postal or proxy voting forms must be received by the General Meeting Service of BNP Paribas Securities Services, appointed by Compagnie Plastic Omnium SE, no later than Tuesday 19 April 2022.

### 3. YOU WISH TO VOTE ONLINE IN ADVANCE OF THE GENERAL MEETING

The Company offers its shareholders the option of voting online front the General Meeting under the following conditions:

#### **REGISTERED SHAREHOLDER:**

- if you are a REGISTERED SHAREHOLDER, you can either transmit your voting instructions or appoint or revoke a proxy online before the General Meeting, by logging on to the secure Votaccess platform on the Planetshares site at https://planetshares.bnpparibas.com;
  - if you are a **PURE REGISTERED SHAREHOLDER**, log on to Planetshares using your usual login name and password;
  - if you are an ADMINISTERED REGISTERED SHAREHOLDER, log on to Planetshares using your ID number stated in the top right-hand corner of your paper voting form. If you cannot find your ID and/or password, call toll-free number +33 (0)1.55.77.65.00.

When you have logged on, follow the on-screen instructions to access the Votaccess platform and **vote or appoint or revoke a proxy**.

#### **BEARER SHAREHOLDER:**

- if you are a BEARER SHAREHOLDER:

If the establishment holding your securities account has access to the Votaccess platform, log on to the establishment's Internet portal with your usual login name and password; click the icon on the line matching your Plastic Omnium shares and follow the on-screen instructions to access the Votaccess platform and **vote or appoint or revoke a proxy**.

If the establishment holding your securities account does not have access to the Votaccess platform, you can also appoint or revoke a proxy by sending an e-mail to

paris.bp2s.france.cts.mandats@bnpparibas.com.

Your e-mail must include the following particulars: the name of the Company (Compagnie Plastic Omnium SE) and the date of the Meeting (21 April 2022), your full name, address and banking references as well as the full name and if possible address of the proxy (the person you wish to appoint as your proxy).

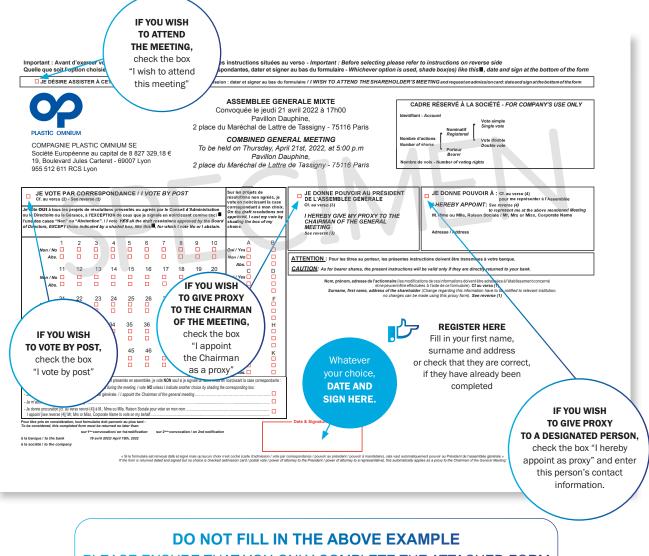
You must ask the establishment holding your securities account to send written confirmation to the General Meetings Service of BNP Paribas Securities Services – CTS Assemblées Générales – Grands Moulins de Pantin – 9 rue du Débarcadère – 93761 Pantin Cedex. Only notices of appointment or revocation of proxies can be e-mailed to paris.bp2s.france.cts.mandats@bnpparibas.com.

Any other request or notification about another matter will not be acknowledged and/or processed.

Appointments or revocations of proxies by e-mail must be received no later than the day before the Meeting, namely Wednesday 20 April 2022 at 3 p.m. Paris time, for them to be valid.

The dedicated and secure web sites can be accessed from Friday 1<sup>st</sup> April 2022 at 10 a.m. to Wednesday 20 April 2022 3 p.m. Paris time. Shareholders are urged not to leave their voting to the last few days in order to avoid possible congestion of Internet communications.

### 2.3. HOW TO FILL IN THE FORM?



PLEASE ENSURE THAT YOU ONLY COMPLETE THE ATTACHED FORM

### 2.4 HOW TO ASK YOUR QUESTIONS?

### COMPAGNIE PLASTIC OMNIUM SE OFFERS ITS SHAREHOLDERS THE OPPORTUNITY TO ASK QUESTIONS AHEAD OF, OR DURING, THE ANNUAL GENERAL MEETING

As a shareholder, you can raise questions:

Ahead of the Annual General Meeting. To do so, we invite you to send your written questions by email to <u>investor.relations@plasticomnium.com</u>. In accordance with Article R. 225-84 of the French Commercial Code, for questions to be considered they must be accompanied by a certificate of share ownership, whether ownership is through a registered share account held by the Company or bearer share accounts held by an intermediary, as stipulated in Article L. 211-3 of the Monetary and Financial Code. **During the General Meeting of Shareholders** you can ask your questions: - remotely in writing directly on the videoconferencing platform:

https://channel.royalcast.com/landingpage/plastic-

<u>omnium-fr/20220421\_1/</u>

 $\mbox{-}$  face-to-face, by telling the hostesses present on site that you have a question.

In both cases, the Company will need to verify your status as a shareholder.

## ONLY SHAREHOLDERS OF COMPAGNIE PLASTIC OMNIUM SE CAN ASK QUESTIONS LIVE AT THE ANNUAL GENERAL MEETING

- The following will be able to ask questions:
  - registered shareholders and bearer shareholders having participated in the vote, for whom no prior formalities will be required;
  - bearer shareholders not having participated in the vote who have provided proof of their shareholder status in advance, either via email at <u>investor.relations@plasticomnium.com</u>.
- Bearer shareholders not having participated in the vote and who have not provided proof of their shareholder status will not be able to ask questions.

The Compagnie Plastic Omnium SE Investor Relations Department is always available to assist you.

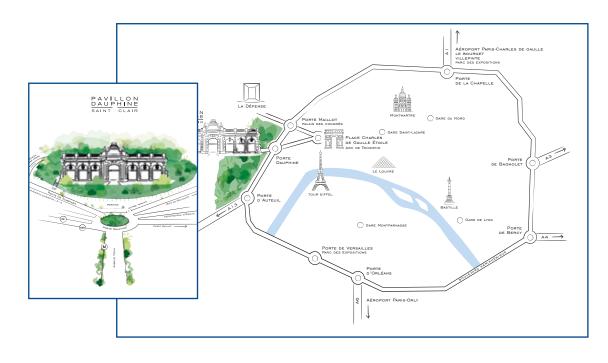
Every shareholder can ask questions, which the Board of Directors will answer during the Annual General Meeting. In compliance with the relevant legislation, a joint response may be given for questions with the same content or addressing the same subject. A written question will be deemed to have been answered when the answer is published on the Company's website in a dedicated Q&A section.

### 2.5 HOW TO GET TO PAVILLON DAUPHINE?

2, Place du Maréchal de Lattre de Tassigny - 75116 PARIS - 01 44 38 78 68



Pavillon Dauphine is situated on the edge of the Bois de Boulogne, near Etoile and the major business centres. It is easy to get to by metro, bus, and by car using the ring road.





**BY METRO** Line 2: station Porte Dauphine



**BY BUS** PC1: station Porte Dauphine



**BY CAR** Boulevard Périphérique: Porte Dauphine exit

### 2.6 REGISTERED SHAREHOLDERS, OPT FOR E-CONVENING

With the e-convening option you will receive your notice to attend Compagnie Plastic Omnium SE general meetings by e-mail every year.

### E-CONVENING THE GENERAL MEETING, IT'S EASY, PRACTICAL AND SECURE

You will automatically receive your notice to attend by e-mail:

- the date, time and place of the General Meeting;
- a direct link to the PLANETSHARES site;
- a reminder of your user ID and password.

On the home PLANETSHARES page, click "**Participate in the vote**"; you will be redirected to secure platform VOTACCESS, where you can:

- consult all the documents concerning the General Meeting online;
- request an admission card to attend the General Meeting and print it out;
- vote for the resolutions;
- appoint the Chair of the Meeting or any other natural or legal person of your choosing as your proxy, whether or not a shareholder;
- revoke and appoint a new proxy.

#### DON'T WAIT ANY LONGER, REGISTER

#### Register for this service, it's EASY AND QUICK

If you are a **REGISTERED SHAREHOLDER**, log on to https://planetshares.bnpparibas.com.

Go to the "My personal details/subscriptions" menu, sign up for this free service and register your e-mail address.

If you are a **pure REGISTERED SHAREHOLDER:** log on using the user ID and password sent to you that you usually use to consult your account on the Planetshares site.

If you are an **administered REGISTERED SHAREHOLDER:** the user ID and password in the top right-hand corner of your voting form. If you cannot find your password, request it on the Planetshares site by clicking either "First connection" or "Forgotten Password", as the case may be. You can also call +33 (0)1 55 77 65 00.

If you later decide that you want to receive your notice of meeting by post again, just notify us by post or by logging on to Planetshares and following the same procedure as for registration.

By opting for e-convening you contribute to our sustainable development efforts.