

Microsoft Teams Access procedure and practical details

Introduction

In the context of the COVID-19 pandemic and taking into account the governmental restrictions on gatherings, the Company is unable to organise a physical meeting on 2 June 2021. In accordance with article 7:137 of the Belgian Code of Companies and Associations, the members of the bureau will physically attend the annual general meeting. All other persons will not have the opportunity to attend the meeting in person.

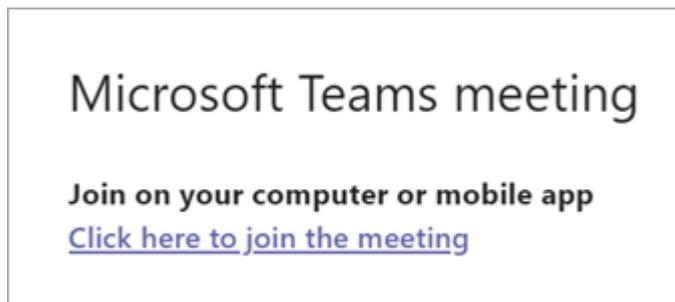
As mentioned in the convening notice, the shareholders who wish to vote electronically and who have fulfilled the admission formalities set out in the convening notice, can participate in the live virtual meeting on their computer, tablet or smartphone through the online Microsoft Teams link that they will receive by e-mail prior to the annual general meeting to be held electronically on Wednesday 2 June 2021 at 10.30 a.m.

This document sets out the procedure to join the virtual Microsoft Teams meeting as well as the main participation practicalities.

Access procedure

After receipt of your Microsoft Teams link via e-mail, there are several options to join the online Teams meeting on Wednesday 2 June 2021 at 10.30 a.m. More specifically, it will be possible to join the electronic Teams meeting in one of the following ways:

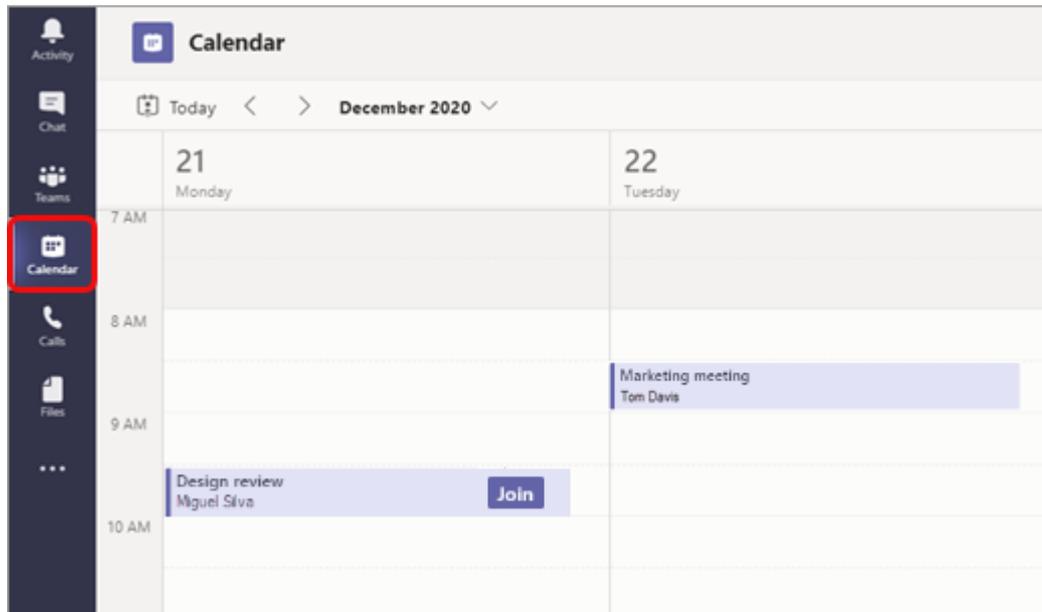
- **Join by link**



Select “Click here to join the meeting” in your meeting invite (provided by e-mail) to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organiser has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select “Sign in” to join with access to the meeting chat and more. Then, depending on the organiser's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

- **Join from calendar**



In the Teams app, select “Calendar” on the left side to view your meetings. Subsequently, find the relevant meeting in your calendar and select “Join”.

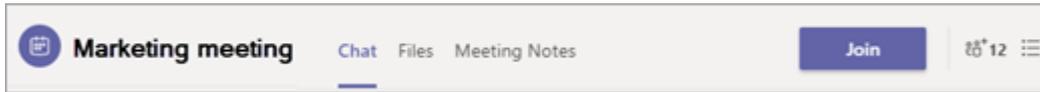
Alternatively, if another participating person has started the meeting, you will receive a notification which can be used to join the meeting.

- **Join in a channel**



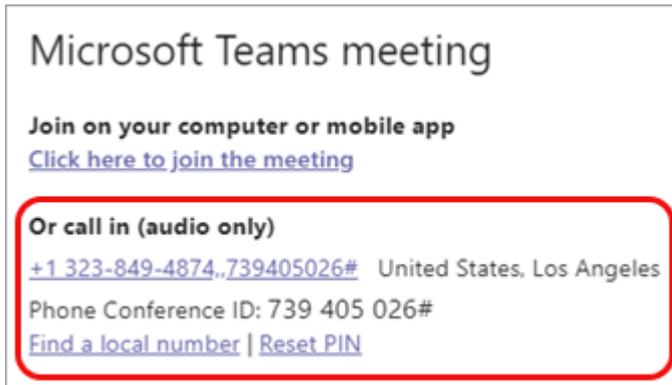
If a meeting takes place in a channel, you will see an invitation to join, relevant content, and who is in the meeting right in the channel. Simply select “Join”.

- **Join from chat**



If the meeting has already begun, it will appear in your recent chat list in the Teams app. Select the relevant meeting in your chat list and then select “Join” at the top of the chat.

- **Call in**



If you are unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number. If there is a phone number and conference ID in the meeting invite, just dial the number to join.

More information and an instruction video can be found through the following weblinks: <https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9?ui=en-us&rs=en-us&ad=us> and <https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>.

Participation practicalities

Once you have successfully joined the online Teams meeting, the members of the bureau of the general meeting will verify your identity and whether or not you have fulfilled the admission formalities. For this purpose, you will have to provide in advance a copy of your ID card or passport, and confirm the information on such ID card or passport at the beginning of the meeting. If you are admitted to the meeting, the members of the bureau will note your presence on an attendance list.

Once admitted to the general meeting and included on the attendance list, you will be able to attend a live webcast of the meeting as well as vote and ask questions to the directors and/or the statutory auditor in real time (and this under the conditions as set out in the convening notice). Voting will happen by alternate roll call. Questions can be asked at any time during the meeting by typing your message in the chat box at the bottom of the message screen and selecting the send button. The questions asked by attending shareholders in writing prior to the general meeting under the conditions as set out in the convening notice will also be answered during the meeting by the directors, respectively the statutory auditor.

The chairman will coordinate the general course and conduct of the online meeting.