



INFORMATION ON THE ORGANISATIONAL AND TECHNICAL PREREQUISITES

for participating in the Annual General Meeting of Österreichische Post Aktiengesellschaft (Austrian Post) at 10 a.m. on Thursday 15 April 2021, to be held as a virtual Annual General Meeting

The announcement of the convocation of the Annual General Meeting of Österreichische Post Aktiengesellschaft to be held at **10 a.m. on 15 April 2021** was announced on **17 March 2021**.

Meeting to be held as a virtual Annual General Meeting

In order to protect shareholders and other participants, the Management Board has resolved to take advantage of the possibility opened up by legal regulations to hold a virtual annual general meeting.

Accordingly, the Annual General Meeting of Österreichische Post Aktiengesellschaft will be held as a virtual Annual General Meeting on **15 April 2021** pursuant to the currently valid version of the COVID-19 Corporate Law Act and the related COVID-19 Corporate Law Ordinance based on this act.

This means that shareholders and their representatives (with the exception of the special proxy holders) will not be able to be physically present at the Annual General Meeting of Österreichische Post Aktiengesellschaft to be held on **15 April 2021** in order not to endanger the health of the participants.

The virtual Annual General Meeting to be held in 1030 Vienna will only be physically attended by the Chairwoman of the Supervisory Board, the Chairman of the Management Board and other members of the Management Board, the civil law notary and the four special proxy holders proposed by the Company.

After considering the situation, the Management Board decided that holding the Annual General Meeting as a virtual Annual General Meeting would be in the best interest of the Company and also best serve the interests of its shareholders.

We would like to expressly point out that it **will not be possible for shareholders themselves to come to the location of the Annual General Meeting**

Transmission of the Annual General Meeting on the Internet (Webcast)

The Annual General Meeting of Österreichische Post AG will be broadcast entirely on the Internet as a Webcast in real time. Accordingly, all shareholders of the Company will be able to follow the virtual Annual General Meeting live on the Internet **starting at 10 a.m. on 15 April 2021** at post.at/ir.

Due to the broadcasting of the virtual Annual General Meeting of Österreichische Post Aktiengesellschaft **on the Internet**, all shareholders who wish to do so have the possibility to follow the **proceedings of the Annual General Meeting** in real time thanks to this one-



way acoustic and visual connection and, in particular, to follow the presentation of the Management Board and the responses to questions posed by shareholders and the voting procedures. It is not required to register for or log in in order to follow the Annual General Meeting.

The **technical prerequisites** on the part of the shareholders include sufficiently strong Internet access or an efficient Internet connection as well as Internet-enabled device featuring a HTML5 compatible Internet browser with activated JavaScript and which is capable of audio and video playback (e.g. PC with monitor and loudspeaker, notebook, tablet, smart phone and the like).

Exercising voting rights, proposing motions and raising objections only via special proxy holders

Proposing a motion, submitting votes and raising objections at this Annual General Meeting of Österreichische Post AG on **15 April 2021** pursuant to Section 3 Para. 4 COVID-19 Corporate Law Ordinance can only be exercised via one of the special independent proxies (as shareholder representatives) named by the Company and whose costs will be borne by the Company.

Every shareholder entitled to take part in the Annual General Meeting and who has provided proof of shareholding in accordance with the stipulations contained in the Invitation to the Annual General Meeting (see point IV of the Invitation) has the right to **appoint one of the following special proxies to exercise voting rights as well as to propose motions and raise objections:**

- (i) Mag. Ewald Oberhammer, Attorney-at-Law
c/o Oberhammer Rechtsanwälte GmbH
Karlsplatz 3/1, 1010 Vienna
oberhammer.post@hauptversammlung.at
- (ii) Dr. Wolfgang Renner, Attorney-at-Law
c/o Renner Wildner Bauer Rechtsanwälte
Gonzagagasse 11, 1010 Vienna
renner.post@hauptversammlung.at
- (iii) Dr. Michael Knap
c/o Austrian Shareholder Association, IVA
Feldmühlgasse 22, 1130 Vienna
knap.post@hauptversammlung.at
- (iv) MMag. Thomas Niss, MBA
c/o Coown Technologies GmbH, Own360
Gußhausstraße 3/2, 1040 Vienna
niss.post@hauptversammlung.at



In the interests of ensuring smooth processing of requests, we kindly ask you to use the **proxy authorisation form** provided for you **on the Website of the Company at [post.at/ir](https://www.post.at/ir)** as well as the revocation of proxy form.

In order to check your identity as a shareholder, we kindly request that you enter into the field provided on the proxy authorisation form the e-mail address which you will use to send instructions, motions or objections to the special proxy holders or to pose questions to the Company or exercise your right to speak at the meeting.

In your own best interest, **the authorisation of proxies** should be received no later than **13 April 2021 4 p.m. CEST**, making use of one of the following communication channels listed below.

Proxy authorisation can be granted to one of the above-mentioned special proxy holders by sending an **e-mail to the person you have selected at the address provided above**. In this way, the proxy selected by you has direct access to the proxy authorisation.

The following communication channels and addresses are also available for transmitting the proxy authorisation forms:

By mail or courier

Österreichische Post Aktiengesellschaft
c/o HV-Veranstaltungsservice GmbH
Köppel 60, 8242 St. Lorenzen/Wechsel

By fax:

+43 (0) 1 8900 500 - 75

Financial institutions also have the possibility to transmit proxy authorisation **by SWIFT** pursuant to Section 114 Para. 1 (4) Austrian Stock Corporation Act (AktG):

GIBAATWGGMS
(Message Type MT598 or MT599,
the text must include the following:
ISIN AT0000APOST4)

The possibility to personally hand over the proxy authorisation at the location of the Annual General Meeting is explicitly excluded.

In **granting proxy to another person**, it is important to note that an **effective chain of authorisation** must be ensured (sub-proxy) so that one of the four special proxies is authorised himself to exercise voting rights, the right to propose motions and the right to raise objections at the Annual General Meeting. Granting proxy to a person other than one of the four designated special proxies in order to exercise shareholder rights at the Annual General Meeting is not possible pursuant to Section 3 Para. 4 COVID-19 Corporate Law Ordinance. However, **granting proxy to another person in order to exercise** other rights, for example the **right to obtain information or right to speak**, is in fact permissible.

The aforementioned rules about granting proxy shall apply mutatis mutandis for the revocation of proxy. If the proxy authorisation is revoked after **13 April 2020 at 4 p.m. CEST**, we recommend conveying the revocation of proxy to the affected special proxy



holder by e-mail or fax. Otherwise, the timely receipt of the revocation cannot be guaranteed.

Instructions to special proxies

The special proxies will only exercise the shareholder's voting rights, right to propose motions and right to raise objections if they have received appropriate instructions. If there are no instructions for a proposed resolution, the proxy holder will abstain from voting. The proxy will also abstain from voting on resolutions in which the instructions given are unclear (e.g. to simultaneously vote FOR and AGAINST the same resolution).

Shareholders are requested to provide instructions to their selected proxies in the designated section of the proxy authorisation form, which will be available for downloading on the Website of the Company at post.at/ir no later than **25 March 2021**. A form for issuing instructions together with the voting proxy is available on the Website of the Company at post.at/ir. We request that you send the instructions **by e-mail** to the aforementioned address of the special proxy holder you have chosen. In this way, the proxy selected by you has direct access to the instructions.

The instructions can be issued together with the proxy authorisation but also at a later point in time. Instructions on exercising voting rights, the right to propose motions and the right to raise objections at the Annual General Meeting can be issued before or **during the Annual General Meeting up until the time designated in each case by the Chairwoman of the Supervisory Board chairing the Annual General Meeting**. Shareholders have the possibility to change their instructions or issue new instructions up until these specified points in time.

In the light of the potentially large number of simultaneous contact attempts, it is not possible to ensure telephone **accessibility of the special proxies during the Annual General Meeting**. For this reason, **e-mail is the exclusive** means of communication, using the aforementioned e-mail address of your proxy.

Every e-mail to the special proxy should contain information on the identity of the shareholder (name/company, date of birth/commercial registry number of the shareholder). The conclusion of the e-mail should be identifiable by means of a reproduction of the person's signature or by another means e.g. by specifying the name/company (Section 13 Para. 2 AktG). In this case, we also ask you to please include your securities custody account number in the e-mail to enable the special proxies to verify the shareholder's identity and conformity with the deposit certificate.

It should be noted that it **may be necessary to briefly interrupt the virtual Annual General Meeting** in order to ensure that shareholder instructions to the proxies received during the Annual General Meeting are reliably processed.



Right to obtain information and speaker contributions on the part of shareholders

Every shareholder attending the Annual General Meeting is entitled, upon request, to be provided with information on matters concerning the Company's affairs, to the extent that this information is required to enable the shareholder to properly evaluate the relevant items on the agenda.

The **right to obtain information and the right to speak can only be exercised by way of electronic mail by sending an e-mail** to the specially created e-mail address for this purpose at **fragen.post@hauptversammlung.at**. Please make use of the question submission form, which will be accessible on the Website of the company at **post.at/ir** no later than **25 March 2021**. Please include the completed and signed form as an attachment to your e-mail.

In case you send in your questions or speaking contributions **without using the question form**, the **identity of the shareholder** must be **specified** (name/company, date of birth/commercial registry number of the shareholder). The conclusion of the e-mail should be identifiable by means of a **reproduction of the person's signature** or by another means e.g. by specifying the name/company (Section 13 Para. 2 AktG). In this case, we ask you to please **include your securities custody account number as well** in the e-mail to enable the Company to verify the shareholder's identity and conformity with the deposit certificate.

In the case the right to obtain information and the right to speak is to be exercised by a proxy, it is necessary to provide evidence of the granting of proxy in text form. **Please note that the special proxies cannot be authorised to exercise the right to obtain information or to exercise the right to speak.**

Shareholders are **requested to convey all questions in text form per e-mail prior to the Annual General Meeting** to the address fragen.post@hauptversammlung.at and do so in a timely manner so that the questions are received by the Company no later than **12 April 2021**. This will allow the Management Board to make precise preparations and quickly respond to the questions posed by you.

Shareholders also have the right to send their questions and speaking contributions **during the Annual General Meeting**. This right can only be exercised by directly transmitting the questions in text form to the Company per e-mail at the address fragen.post@hauptversammlung.at. Please note that **appropriate time limitations may be imposed for this purpose by the Chairwoman of the Supervisory Board chairing the Annual General Meeting**.

To that effect, the person chairing the Annual General Meeting may, if necessary, order and point out specifically that the shareholders' written statements must not exceed a defined length, if requests are submitted to read these statements out loud. In case the stipulated time limit is exceeded, the text may be correspondingly shortened by the person chairing the Annual General Meeting or a Management Board member reading the shareholder's



statement out loud at the Annual General Meeting, provided that the shareholder does not shorten the text himself or herself.

In principle, pursuant to § 118 AktG and in view of the above, the shareholders' questions received by the company will be read out loud and answered during the Annual General Meeting.

Invitation

Attention is also drawn to the stipulations contained in the Invitation to the Annual General Meeting dated **17 March 2021**, especially the requirement to convey the deposit certificate to the Company in a timely manner as a means of being able to exercise shareholder rights at the virtual Annual General Meeting on **15 April 2021**.

The Management Board