

How to vote?

Extract from a Proposal for a remote General Meeting decision and announcement of remote General Meeting decision procedure

The period for the delivery of the ballots starts on **2 November 2020** and ends on **18 November 2020** (11:59 PM).

Ballots can be sent **by mail** to the registered seat of the **Kofola ČeskoSlovensko a.s.**, ID No: 242 61 980, registered seat at Nad Porubkou 2278/31a, Poruba, 708 00 Ostrava (hereinafter the "Company"); by electronic message **to the Company's databox** ID: da4j73b; or **by e-mail** at valnahromada@kofola.cz. **The signature on the ballot must be notarized. A ballot e-mailed at the above-stated address must bear an electronic signature of a person entitled to sign the ballot. If the ballot is sent from a shareholder's databox, a simple electronic copy of the ballot is sufficient (the signature on the ballot does not have to be notarized and the electronic copy does not have to bear a guaranteed electronic signature).** If the ballot is signed by a shareholder's representative, the ballot must be accompanied by a power of attorney signed by the shareholder (if the shareholder is a natural person) or by a person authorized to act on behalf of the shareholder (if the shareholder is a legal entity).

A power of attorney is not required if a **shareholder is represented by a manager registered in the investment instruments register** or by another person authorized to exercise rights related to the share as certified by an entry in the register; the authorization of these persons is proved by the extract from the investment instruments register arranged for by the Company. Signatures on the power of attorney must be notarized. If the ballot is sent in electronic form (i.e. to the data box or by e-mail), the power of attorney must be converted from paper form to electronic form by means of authorized document conversion.

Forms for the power of attorney to represent a shareholder as well as details about the delivery of notifications of granting or withdrawing the power of attorney, and requirements as to the text of these notifications are available on the Company's website: <https://investor.kofola.cz/en/general-meeting/> until the expiry of the ballot delivery period.

A shareholder that is a legal entity shall submit an original or a certified copy of a registry extract or another reliable document that proves the existence of the shareholder and the authorization of the authorized person(s) to sign the correspondence ballot in the name of the shareholder, or to sign the power of attorney based on which the ballot was signed by a representative. If these documents are issued in a language other than Czech or English, an official translation of the documents or their necessary parts into Czech or English must be attached. These documents shall not be older than three (3) months. All materials needed for the adoption of a resolution are available on the Company's website at <https://investor.kofola.cz/en/general-meeting/> from 2 November 2020.