



To the Attention of the Group Legal and Corporate Affairs Department  
1, Via Matteo Civitali  
20148 MILAN

Please compile with the requested information, sign it and send it to the Company in accordance with the instructions given at the foot of this form.

**FORM TO AUTHORISE PARTICIPATION BY PROXY IN A SHAREHOLDERS' MEETING**

I/we the undersigned<sup>1</sup>

Last name or registered name of the organisation \_\_\_\_\_

First name \_\_\_\_\_

Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

Address where resident or of the Registered office \_\_\_\_\_

Town/City \_\_\_\_\_ Province \_\_\_\_\_

Tax identification number \_\_\_\_\_

Holder of \_\_\_\_\_ Recordati shares (number)

deposited in securities custody No. \_\_\_\_\_ with \_\_\_\_\_

Bank code \_\_\_\_\_ Branch code \_\_\_\_\_ as results from the communication<sup>2</sup>

\_\_\_\_\_ made by \_\_\_\_\_

Identity document \_\_\_\_\_ issued by \_\_\_\_\_

Last name and or registered name of the organisation \_\_\_\_\_

First name \_\_\_\_\_

Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

Address where resident or of Registered office \_\_\_\_\_

Town/City \_\_\_\_\_ Province \_\_\_\_\_

Tax identification number \_\_\_\_\_

Holder of \_\_\_\_\_ Recordati shares (number)

deposited in securities custody No. \_\_\_\_\_ with \_\_\_\_\_

Bank code \_\_\_\_\_ Branch code \_\_\_\_\_ as results from the communication

\_\_\_\_\_ made by \_\_\_\_\_

Identity document \_\_\_\_\_ issued by \_\_\_\_\_

The holder/s of voting rights

Authorise/s \_\_\_\_\_

Last name and first name or registered name of the organisation holding the proxy

who may be substituted by \_\_\_\_\_

Last name and first name or registered name of the organisation

to represent me/us for all the shares for which I/we have the right to vote in the ordinary shareholders' meeting of the company RECORDATI S.p.A convened to be held in Milan at 1 Via Matteo Civitali at the registered offices of the company in a single call on **5<sup>th</sup> February 2019 at 10:00 a.m.**

<sup>1</sup> Full name of the shareholder as it appears in the copy of the communication for participation in the shareholders' meeting in accordance with Art. 83-sexies of the Consolidated Finance Law.

<sup>2</sup> Details of the communication made by the intermediary and the name of the intermediary may be given if it is different from that of the securities account depository.



with the following agenda:

1. Appointment of a new Board of Directors:
  - a. determination of the number of the members of the Board of Directors;
  - b. determination of the length of the term of office of the Board of Directors;
  - c. appointment of the members of the Board of Directors; relative and consequent resolutions;
  - d. determination of the fees of the Members of the Board of Directors.

**with full approval of his/her actions on conclusion of the discussion in the shareholders' meeting.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

#### **Instructions for compilation and delivery**

If a shareholder is unable to participate in the shareholders' meeting, he or she may nominate a person to act as a proxy to participate and vote for them.

1. The authorisation must be issued in written form, compiled in full (a proxy will not be able to take part in the meeting without the above information), dated and signed and the name of the proxy must be inserted by the shareholder and not by third parties. The shareholder may indicate substitutes for the proxy;
2. The proxy may not then issue a second proxy nor appoint a substitute, unless the shareholder has expressly granted that right;
3. If the proxy is issued to an organisation, the organisation may only appoint one of its employees or associate workers as the proxy; in addition, in this case, copy of the documentation which confer the representative powers may be requested by the Company;
4. The authorisation may be issued even to a person who is not a shareholder of RECORDATI S.p.A.;
5. If shares are owned jointly then the authorisation must be signed by all the joint owners even if the proxy is in fact one of those joint owners.
6. Conferring a proxy upon a representative in conflict of interest is permitted provided that the representative informs the shareholder in writing of the circumstances giving rise to such conflict of interest and provided specific voting instructions are provided for each resolution in which the representative is expected to vote on behalf of the shareholder.

The voting proxy may be notified to the Company by registered mail to the registered offices of the Company (via M. Civitali 1, Milano 20148) marked to the attention of the Legal and Corporate Affairs Department, or by electronic mail to the certified email address [recordati@pec.recordati.it](mailto:recordati@pec.recordati.it) or to the ordinary email address [corporateaffairs@recordati.it](mailto:corporateaffairs@recordati.it), or by fax on number +39 02 48787507.

**The proxy must hand in the completed original proxy form to the Company when he/she is accredited to attend the meeting.** If the proxy holder sends a copy of the proxy to the Company in place of the original, that person must certify on their own responsibility that it is a true copy of the original proxy and to the identity of the principal. Any advance notification does not therefore exempt the proxy holder from the obligation of certifying that it is a true copy of the original proxy and to the identity of the principal, when permission is given to access the proceedings of the Shareholders' Meeting.

It should be remembered that on the basis of the current legislation in force, a proxy holder is required to conserve the original of the proxy and to keep a record of any voting instructions received for one



year following the conclusion of the proceedings of the Shareholders' Meeting.

Please contact the Legal and Corporate Affairs Department (on either of the following email addresses without distinction: [recordati@pec.recordati.it](mailto:recordati@pec.recordati.it) or [corporateaffairs@recordati.it](mailto:corporateaffairs@recordati.it)) for any further information you may require on procedures for participation in the Shareholders' Meeting of RECORDATI S.p.A.

#### **Information on Personal Data Protection**

In accordance with Art. 13 of Regulation (EU) 2016/679 (hereinafter the "GDPR") the personal data contained in the proxy form will be processed by the Company – the Data Controller – in order to manage operations in relation to shareholders' meetings, in compliance with the laws in force on the protection of personal data.

This data may be known by our workers who are specifically authorised to process it in their capacity as "Persons Authorised to Process Personal Data" in order to pursue the above aims: this data may be distributed or communicated to specific parties in compliance with a legal, regulatory or EU obligation, or on the basis of orders given by an authority legally empowered to issue them or given by supervisory and control bodies.

The data subject has the right to exercise all those rights recognised by articles 15 and following of the GDPR (inclusive of rights of access to, rectification and erasure of your personal data) by contacting the Data Protection Officer (DPO) at the following email address [groupdpo@recordati.com](mailto:groupdpo@recordati.com).