

## PROCEDURE FOR REPRESENTATION, ATTENDANCE AND VOTING BY ELECTRONIC COMMUNICATION

Pursuant to Articles 27 and 31 of the Articles of Association and Articles 10 and 25 of the Regulations of the General Shareholders' Meeting of the Company, the terms defined by the Board of Directors of the Company for granting proxy and casting a vote prior to the shareholders' meeting by electronic communication are as follows:

### 1. Proxy in advance of the Shareholders' Meeting by electronic means

Accreditation: Shareholders wishing to grant a proxy by electronic means prior to the Shareholders Meeting being held must access the corporate website ([www.ence.es](http://www.ence.es)) and prove their identity on the computer platform provided for this purpose, in the manner indicated in section 4 below.

Procedure: Duly accredited shareholders in accordance with the times and procedure described in section 4 below, must follow the steps specified in the computer platform to grant proxies.

Electronic delegations must be accepted by the representative, failing which they may not be used. For these purposes, the representative shall be deemed to accept the proxy if, on the computer platform provided by the Company on the website, the proxy holder's national identity card or passport or, if applicable, tax identification number, as well as the attendance and proxy card, duly completed by the shareholder, or the power of attorney in the event that general powers of attorney have been granted, are accredited and attached with a scan.

To be valid, the proxy granted or notified by means of electronic communication must be received by the Company no later than midnight on the third business day following the day on which the Meeting is scheduled to be held on first call, with business days being understood to be Monday to Friday that are not public holidays in the municipality of the registered office.

### 2. Voting in advance of the Shareholders' Meeting by electronic means

Accreditation: Shareholders wishing to cast their vote by electronic means prior to the Meeting must access the corporate website ([www.ence.es](http://www.ence.es)) and prove their identity on the computer platform provided for this purpose in the manner indicated in section 4 below.

Procedure: In accordance with the deadline and procedure set forth in section 4 below, duly accredited shareholders must follow the steps specified on the computer platform for casting an electronic vote.

In order to be valid, votes cast by this means must be received by the Company no later than midnight on the third business day prior to the day on which the Meeting is scheduled to be held on first call, with business days being understood to be Monday to Friday that are not public holidays in the municipality of the registered office.

Shareholders who send their vote remotely under the terms established in this section will be deemed to have been present for the purposes of establishing the quorum for the meeting. Consequently, delegations previously made by them shall be deemed to be revoked and those conferred subsequently shall be deemed not to have been made.

### 3. Attendance at the meeting using remote means of communication

Under the terms set forth in Article 32 of the Articles of Association and in Article 31 of the Company's Annual General Meeting of Shareholders Regulations, the means established by the Company's Board of Directors to implement remote attendance and remote electronic voting during the Meeting are as follows:

1. Prior accreditation: shareholders wishing to attend the Meeting remotely must first register by accessing the corporate website ([www.ence.es](http://www.ence.es)) and proving their identity on the computer platform provided for this purpose in the manner indicated in section 4 below.

To this end, shareholders must prove their identity on the computer platform by midnight of the day prior to the day the Meeting is scheduled to be held on the second call. A shareholder who is accredited after the established time limit shall be deemed to be absent.

2. Rebroadcast of the meeting: The live broadcast of the meeting will commence at the date and time indicated in the notice of the meeting and on the Company's website. The link to follow the real-time webcast of the Meeting will be available on the Company's website ([www.ence.es](http://www.ence.es)).
3. Participation during the meeting: Shareholders (or their proxies) who, in exercising their rights, wish to speak at the meeting and, if applicable, request information or clarifications regarding the items on the agenda or request clarifications regarding information accessible to the public that the Company has provided to the National Securities Market Commission since the last general meeting was held or regarding the auditor's report, may submit their requests in writing when registering or subsequently while the meeting is being held and up to the start of voting on the proposed motions, provided that their identification as a shareholder has been validated, through the space provided for this purpose on the computer platform.

Shareholders who intend to make motions in the cases established by law must submit them in writing at the time of their registration on the computer platform or while the meeting is being held, up to the time when voting on the proposed motions begins.

Requests for information or clarification made by remote attendees in the manner indicated in the previous paragraph shall be answered in writing within seven days, without prejudice to the possibility of making requests during the course of the meeting.

A remote attendee who wishes to have their participation recorded in the minutes of the meeting must expressly indicate this in the text of the minutes.

4. Voting during the Meeting: Voting on motions relating to items on the agenda during the Meeting of Shareholders may take place as soon as the chair declares the meeting to be validly convened, provided that the identification of the attendee has been validated after registration on the computer platform in accordance with the

established procedure. In any event, the remote voting process with respect to all motions submitted to the meeting shall end at the time immediately prior to the announcement of the agreements at the Meeting of Shareholders.

Shareholders who send their vote remotely under the terms established in this section will be deemed to have been present for the purposes of establishing the quorum for the meeting. Consequently, delegations previously made by them shall be deemed to have been revoked.

#### **4. Common rules for shareholder or proxy accreditation by remote means**

Shareholders wishing to attend by electronic means must prove their identity on the computer platform no later than midnight before the day on which the meeting is scheduled to be held, while shareholders wishing to appoint proxies or vote prior to the meeting must prove their identity on the computer platform no later than midnight on the third business day prior to the day on which the meeting is scheduled to be held on first call, with business days being understood to be Monday to Friday, excluding public holidays, in the municipality of the registered office.

These procedures shall be carried out by any of the following means: (i) the Electronic National Identity Document or (ii) a recognised, valid, and current electronic user certificate in accordance with the provisions in Law 59/2003, of 19 December, on Electronic Signature, and issued by the Spanish Public Certification Authority (CERES), or (iii) by attaching to the electronic platform, in the manner indicated therein, a scanned copy of the national ID document or passport or TIN (in the case of legal entities), as well as the scanned attendance and proxy card, duly completed and signed by the shareholder.

In the latter case, once the accreditation has been validated by the Company, the duly accredited shareholder will receive a user number and password to access the computer platform. Remote proxy, vote, or attendance shall only be deemed valid if shareholder status is confirmed, proving that the ownership and number of shares held by each party attending remotely or issuing their proxy or vote by remote communication coincide with the data provided by Iberclear.

Shareholders bear sole responsibility for storing access passwords and using the electronic proxy and voting service.

The Company reserves the right to request from shareholders such additional means of identification as it deems necessary to verify their status as shareholders and to guarantee the authenticity of the remote vote, proxy, or attendance.