

# VIOHALCO

VIOHALCO SA  
30 Avenue Marnix, 1000 Brussels, Belgium  
0534.941.439 RLE (Brussels)

## CONVENING NOTICE TO ATTEND THE ANNUAL ORDINARY SHAREHOLDERS' MEETING TO BE HELD ON 28 MAY 2019

The Board of Directors of Viohalco SA (the *Company*) invites the shareholders to attend the annual ordinary shareholders' meeting (the *Meeting*) to be held on Tuesday, 28 May 2019 at 12.00 p.m. (CET) at its registered offices at 30 Avenue Marnix, 1000, Brussels, Belgium.

### AGENDA OF THE MEETING

1. Management report of the Board of Directors and report of the statutory auditors on the annual accounts of the Company for the fiscal year ended 31 December 2018.
2. Presentation of the consolidated financial statements and the management report on the consolidated financial statements.
3. Approval of the annual accounts for the financial year ended 31 December 2018 (including allocation of the results).

*Proposed resolution:* it is proposed to approve the annual accounts for the financial year ended 31 December 2018, including the allocation of results contained therein.

4. Discharge of liability of the members of the Board of Directors.

*Proposed resolution:* it is proposed to grant discharge to the members of the Board of Directors from any liability arising from the performance of their duties during the financial year ended on 31 December 2018.

5. Discharge of liability of the statutory auditors.

*Proposed resolution:* it is proposed to grant discharge to the statutory auditors from any liability arising from the performance of their duties during the financial year ended on 31 December 2018.

6. Renewal of the mandate of members of the Board of Directors.

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Nikolaos Stassinopoulos** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Jacques Moolaert** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Evangelos Moustakas** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Michail Stassinopoulos** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Ippokratis Ioannis Stasinopoulos** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Jean Charles Faulx** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Thanasis Molokotos** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Xavier Bedoret** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Ms. **Marion Jenny Steiner Stassinopoulos** as member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Ms. **Margaret Zakos** as member of the Board of Directors, for a term expiring at the end of the annual ordinary shareholders' meeting to be held in 2020;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Efthimios Christodoulou** as independent member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020; Mr. Christodoulou complies with the criteria of independence set forth in article 526ter of the Belgian Companies Code;

*Proposed resolution:* it is proposed to renew the appointment of Mr. **Francis Mer** as independent member of the Board of Directors, for a term of one year expiring at the end of the annual ordinary shareholders' meeting to be held in 2020; Mr. Mer complies with the criteria of independence set forth in article 526ter of the Belgian Companies Code;

*Proposed resolution:* it is proposed to renew the appointment of Ms. **Kay Marie Breeden** as independent member of the Board of Directors, for a term expiring at the end of the annual ordinary shareholders' meeting to be held in 2020; Ms. Breeden complies with the criteria of independence set forth in article 526ter of the Belgian Companies Code;

*Proposed resolution:* it is proposed to renew the appointment of Ms. **Kalliopi Tsolina** as independent member of the Board of Directors, for a term expiring at the end of the annual ordinary shareholders' meeting to be held in 2020; Ms. Tsolina complies with the criteria of independence set forth in article 526ter of the Belgian Companies Code;

*Proposed resolution:* it is proposed to renew the appointment of Ms. **Astrid de Launoit** as independent member of the Board of Directors, for a term expiring at the end of the annual ordinary shareholders' meeting to be held in 2020; Ms. de Launoit complies with the criteria of independence set forth in article 526ter of the Belgian Companies Code.

#### 7. Appointment of statutory auditor and approval of fees.

*Proposed resolution:* it is proposed to appoint as statutory auditor the audit firm, PriceWaterhouseCoopers - Reviseurs d'entreprises SCRL, in abbreviation PwC Reviseurs d'Entreprises, represented by Marc Daelman, for a term of three years ending at the annual ordinary shareholders' meeting which will approve the annual accounts of the financial year ending on the 31 December 2021; and to set its annual fees at EUR 162,000.

8. Approval of the remuneration report (including the remuneration policy).

*Proposed resolution:* it is proposed to approve the remuneration report for the financial year 2018 as set out in the 2018 annual report, including the remuneration policy.

9. Approval of the remuneration of the members of the Board of Directors.

*Proposed resolution:* it is proposed to grant to each member of the Board of Directors a gross fixed remuneration of EUR 25,000. In addition, it is proposed to (i) grant to each member of the audit committee a gross fixed remuneration of EUR 25,000, and (ii) grant to each member of the nomination and remuneration committee a gross fixed remuneration of EUR 25,000. These amounts will remunerate the performance of their mandate during the period between 28 May 2019 and the annual ordinary shareholders' meeting of 2020.

#### **FORMALITIES FOR ADMISSION**

In accordance with article 536, §2 of the Belgian Companies Code and article 19.1 of the articles of association of the Company, the right of a shareholder to vote at a Meeting in person, by proxy or by mail is subject to the compliance with all formalities described below:

- A. the registration of the ownership of the shares in the name of the shareholder by Tuesday, 14 May 2019, at 12.00 midnight (CET) (the **Record Date**), in the following way:
  - for **registered shares**, by the registration of these shares in the name of the shareholder in the register of registered shares of the Company; or
  - for **dematerialised shares**, by the registration of these shares in the name of the shareholder in the accounts of an authorised account holder or clearing organisation. Owners of dematerialised shares must request their financial institution to issue a certificate stating the number of dematerialised shares registered in the name of the shareholder in its books on the Record Date;
- B. the notification in writing by the shareholder of his/her intention to participate to the Meeting as well as the number of shares for which he/she intends to vote. The Company must receive such notification by Wednesday, 22 May 2019, at 5.00 pm (CET) at the latest, using the form prepared by the Company. This form is available on the Company's website ([www.viohalco.com](http://www.viohalco.com)).

Only persons who are shareholders of the Company on the Record Date are entitled to participate in and vote at the Meeting.

#### **AMENDMENT TO THE AGENDA**

In accordance with article 533ter of the Belgian Companies Code and article 18.7 of the articles of association of the Company, one or more shareholders holding together at least 3% of the share capital of the Company may add new items to the agenda of the Meeting or new proposed resolutions concerning items put or to be put on the agenda.

Such request will only be valid if, at the date the Company receives it, it is accompanied by a document establishing the above-mentioned shareholding.

- For registered shares, this document must be a certificate establishing that the corresponding shares are registered in the register of registered shares of the Company.

- For dematerialised shares, this document must be a certificate established by an authorised account holder or a clearing organisation, certifying the registration of the shares in one or more accounts held by such account holder or clearing organisation.

The Company must receive the text of the new items or new proposed resolutions to be put on the agenda on a signed original paper form by Monday, 6 May 2019, at 5.00 pm (CET) at the latest. The text can also be communicated to the Company within the same period by electronic means, provided the communication is signed by means of an electronic signature in accordance with the applicable Belgian legislation.

The agenda, completed on the basis of any requests validly submitted, will be published at the latest on Monday, 13 May 2019.

#### **QUESTIONS**

In accordance with article 540 of the Belgian Companies Code, shareholders who have completed the formalities for admission to the Meeting may submit written questions, as from the publication of this notice, concerning the items on the agenda to the members of the Board of Directors and/or the statutory auditors. Questions should be addressed to the Company by letter or e-mail ([administration@viohalco.com](mailto:administration@viohalco.com)) by Wednesday, 22 May 2019, at 5.00 pm (CET) at the latest.

The shareholders may also ask oral questions on the agenda items during the Meeting.

#### **VOTE BY MAIL**

In accordance with Article 20.3 of the articles of association of the Company, any shareholder may vote by mail prior to the Meeting. Such vote must be submitted on the form prepared by the Company. The Company must receive the signed original paper form by Wednesday, 22 May 2019, at 5.00 p.m. (CET) at the latest. With regard to owners of dematerialised shares, the Company must receive on the same date a certificate of an authorised account holder or clearing institution certificate stating the number of dematerialised shares registered in the name of such shareholders in its books on the Record Date (see point A) and the notification of intention in writing to participate to the meeting (see point B here above).

The form to vote by mail is available on the Company's website ([www.viohalco.com](http://www.viohalco.com)).

#### **VOTING BY PROXY**

In accordance with article 547bis of the Belgian Companies Code and article 19.2 of the articles of association of the Company, any shareholder may be represented at the Meeting by a proxyholder. The proxyholder must be designated using the form prepared by the Company. The Company must receive the signed original paper form by Wednesday, 22 May 2019, at 5.00 p.m. (CET) at the latest. The form can be also communicated to the Company within the same period by electronic means, provided the communication is signed by means of an electronic signature in accordance with the applicable Belgian legislation.

The proxy form is also available on the Company's website ([www.viohalco.com](http://www.viohalco.com)).

Any appointment of a proxyholder must comply with the applicable Belgian legislation, notably in terms of conflicting interests and record keeping.

#### **PROOF OF IDENTITY AND OF POWERS**

In order to take part in the Meeting, shareholders or holders of other securities as well as proxy-holders must present a proof of their identity and the representatives of legal persons must provide a copy of the documents

that attest their identity and powers of representation, in any case at the latest immediately before the opening of the Meeting.

#### **AVAILABILITY OF DOCUMENTS**

The annual report and the documents which the law requires to be made available to the shareholders together with the present convening notice are available on the Company's website ([www.viohalco.com](http://www.viohalco.com)), including the form to vote by mail and the proxy form.

The shareholders may also review all documents, which the law requires to make available to them, on business days and during normal office hours, at the registered offices of the Company (30 avenue Marnix, 1000, Brussels, Belgium).

#### **COMMUNICATIONS TO THE COMPANY**

Prior written questions concerning items on the agenda, requests to amend the agenda of the Meeting, forms to vote by mail, forms to appoint proxyholders, all certificates and other documents which must be communicated to the Company pursuant to the present convening notice must be exclusively addressed to Catherine Massion, deputy manager, Viohalco SA, 30 avenue Marnix, 1000 Brussels, Belgium (tel: + 32 (0)2 224 09 11/ e-mail: [administration@viohalco.com](mailto:administration@viohalco.com)) in accordance with the modalities specified in the present convening notice.

Shareholders are requested to arrive, if possible, 15 minutes before the start of the Meeting in order to facilitate the procedure and sign the attendance list. No entrance card will be previously sent.

The Board of Directors