

Template of Representation Letter of Shareholder

(to be sent to the e-mail address aganual2020@sonaecom.pt
until 18:00 (GMT) of the 24th April 2020)

Name: _____

Address: _____

Postal Code: _____

Tax Number: _____

EMAIL [mandatory to include]: _____

To the Chairman of the Board of the Shareholders'
General Meeting of Sonaecom - SGPS, SA

Email: aganual2020@sonaecom.pt

Dear Sir,

The herein undersigned informs that, as a shareholder of that Company, he/she/it will be represented in the General Meeting to be held at 9:30 hours (GMT) on the 29th April 2020, exclusively through telematic resources, by Mr./Mrs./Ms. [full name of the representative] _____ with the email address **[mandatory to include]** _____, with address at [include address of the representative] _____, to whom I hereby authorise be sent the **secret code for participation**¹ at the Shareholders' General Meeting, being such represented empowered with the necessary powers to discuss and vote according to his/her will, every subject that is subject to resolution at the General Meeting.

Best regards,

[shareholder's signature or, in case of a shareholder corporate entity, signature of the legal representative signature]²

¹ The appointed representative will receive in the indicated email address a message confirming the receipt of the Shareholders' intention to participate in the Shareholders' General Meeting through the software Microsoft Teams, together with the secret code for participation that shall be used to access such platform and confirm the Shareholders' identity when accessing the Shareholders' General Meeting.

² Signature similar to that of the identification document. The legal representative of the corporate entity must present power of attorney to represent the shareholders.

General Notes

1. A Shareholder may appoint different representatives as to shares held in different securities accounts, without prejudice however to the principle of the voting units, as set forth in article 385 of the Portuguese Companies Act.
2. The present model of representation letter does not constitute a demand for representation, having the sole purpose of informing, under the legal terms, the shareholders of their representation right at the General Meeting.
3. Should you have any further question please contact us through the email address aganual2020@sonaecom.pt.
4. The personal data collected by the Company, from the shareholders, the financial intermediaries and their representatives, in the exercise of their right to participate, being representing, and vote in the shareholders' general meeting, directly or indirectly through their intermediaries, will be processed by the Company to manage its relationship with the shareholders, pursuant to the shareholders' general meeting, in the fulfilment of the Company's legal obligations and will be kept within the legal deadlines established in the Portuguese Company Law and the Portuguese Securities Code, or during the time in which any dispute regarding the Shareholders' General Meeting, including the respective process and deliberation, is pending.

The Shareholders are further informed that they can exercise their rights, within the applicable framework, to ask the Company access to all the personal data relating to them, as well as the personal data correction, the limitation of treatment or the right to oppose to treatment, by letter to be sent to the company's registered office.

Notes regarding the Shareholders' General Meeting to be held exclusively through telematic resources

The correspondent manuals for the installation and technical operation will be available for consultation at <https://www.sonaecom.pt>. For any further question or enlightenment regarding the technical requirements for the Shareholders' General Meeting to be held through long-distance communication means, it can be used the email address aganual2020.suporte.tecnico@sonaecom.pt.

The Company will make available, as well, the technical means to support the system test to the participation on the Shareholders' meeting by making available at the company's website www.sonaecom.pt which may then be contacted during the following calendar:

- 13th April 2020 – between 9:00 a.m. and 1:00 p.m.
- 15th April 2020 – between 9:00 a.m. and 1:00 p.m.

It is hereby recommended that Shareholders timely test their respective IT system for participating, through telematic means, at the General Meeting, in order to, if necessary, opt to alternatively exercise their voting right through electronic means.

The Company further informs about the following conditions for attendance to the Shareholders' General Meeting that shall be complied with by the Shareholders to ensure the normal and adequate course of the agenda:

- The Shareholders shall attend the Microsoft Teams meeting 30 (thirty) minutes before the beginning of the Shareholders' General Meeting, at **9:00 a.m. (GMT)**, in order to comply with all the previous verification of identity formalities, having their identification document and, regarding representatives of shareholders' corporate entities, having copy of the power of attorney, as well as the **secret code for participation** sent by the Company, as per Section I, a), ii above (Participation at the General Meeting and Exercise of the Voting Right);
- The access to the meeting will be done through Microsoft Teams;
- It will not be possible to participate at the Shareholders' General Meeting through mobile devices. The connection shall be established through a computer;

- During the Shareholders' General Meeting, the Shareholders shall have the microphone of their respective computers turned off;
- If, when requested by the Chairman of the Board of the Shareholders' General Meeting, the Shareholders want to exercise their right to participate, they shall turn the microphone on and state their intent to exercise their right;
- The Chairman of the Board of the Shareholders' General Meeting will subsequently give the word to the Shareholder who has asked for it. After exercising their rights, the shareholders shall turn the microphone off;
- For the exercising of the voting right, the Chairman of the Shareholders' General Meeting, after reading each proposal, shall ask the Shareholders to state their vote. At that time, the Shareholders shall turn their microphone on, and at a turn, state their vote, confirming the number of shares held by each. The Shareholders shall turn their microphone off after exercising their voting right;
- The Company will make available telephone contacts for simultaneous technical support of the Shareholders participating in the Shareholders' General Meeting;
- The Shareholders shall comply with the technical or operational instruction conveyed to them throughout the Shareholders' General Meeting, in order to ensure the ordinary course of the General Meeting.