



## **APPENDIX I**

### **Information Document on the Procedure for Virtual Mandatory Annual Shareholders' Meeting Ferreycorp S.A.A.**

The following document, approved by the Board on February 23rd, 2022, establishes the procedure for the Virtual Annual Shareholders' Meeting of Ferreycorp S.A.A. called for March 30th, 2022 at 11:00 a.m. (Lima time) and for April 4th and 7th, 2022, on second and third call, respectively, at the same time.

#### **1. Platform:**

Ferreycorp will use the "Cisco Webex - Events" platform (from now on the "Platform") to hold the Shareholders' Meeting and for the quorum and voting count will use the system developed by Alfa Consultores S.A.C. (from now on the "System"), which has been used for several years during this event. The Platform provides a secure and confidential environment. The guide for the correct use of the Platform is included in this document, which will address how to register and join the meeting, participation during the session and the voting mechanism. In order to establish the quorum and the result of the vote for each motion, the Platform (which registers the number of votes in favor, against or abstain) will be complemented with the System that has been used in previous sessions and allows to weight up the vote by the number of shares of each participant.

#### **2. Operation of the Platform:**

The Platform allows to hold online meetings with voice and video in real time. It can also share the presentation, information and documents with all the participants through the video call system.

After the registration and validation of the identity of the shareholder or representative, a username and a password will be provided which will allow them to enter into the meeting and have access to the information shared during the session.

Shareholders or their duly accredited representatives can connect to the Platform through a tablet, laptop or PC.

#### **3. Registration procedure to access the Shareholders' Meeting:**

- a. Shareholders interested in participating in the meeting must send a message to Ferreycorp confirming their attendance to the following email: [junta2022@ferreycorp.com.pe](mailto:junta2022@ferreycorp.com.pe), indicating their willing to attend the Shareholders' Meeting in person or through a representative, which can be either a natural person or a legal person.
- b. The message that the shareholder will send confirming their attendance or completing the required information must be sent as soon as possible and no later than March 29th, 2022, in the case of the first call and on April 1st and 6th, 2022 for the second and third call respectively, with the following information:

Natural Person:

- i) Names and Surnames.
- ii) National Identity Document (DNI, Foreign ID or Passport), scanned on both sides.
- iii) Phone number.

Natural Person that will assist through a representative:

- i) Names and surnames of the shareholder.
- ii) National Identity Document (DNI, Foreign ID or Passport) of the shareholder, scanned on both sides.
- iii) Shareholder's phone number.
- iv) Power of attorney duly signed and scanned (The format can be found on the company's corporate website [www.ferreycorp.com.pe](http://www.ferreycorp.com.pe)) or a Public Deed stating the granting of the power.
- v) Documents i), ii) y iii) corresponding to the representative.
- vi) Email to which official communications will be made to the representative, for the purposes of the Shareholders Meeting and to send the credentials.
- vii) The registration of the representatives will be made up to 24 hours before the Shareholders' Meeting is held.



Legal Person:

- i) Corporate Name and RUC or ID of the represented company.
  - ii) Names and surnames of the legal representative.
  - iii) National Identity Document (DNI, Foreign ID or Passport) of the representative, scanned on both sides.
  - iv) Power of Attorney that is no more than 3 months old or power of attorney signed by a proxy with sufficient powers. In this case, it is necessary to send the Power of Attorney of the representative, which must be no more than 3 months old.
  - v) Email to which official communications will be made for the purposes of the Shareholders' Meeting and for sending the credentials.
- c. After the information sent by the shareholder or its representative is validated, Ferreycorp will send an email through Messenger Webex in order to register the shareholder's participation by requesting their name, surname and email address. The shareholder or representative will receive a response via another e-mail confirming their participation and assigning the credentials (username and password) to enter the Platform for the Shareholders Meeting. The information provided is personal and can't be transferred to another person.

Ferreycorp will get in touch with the confirmed shareholders or representatives to verify access and the correct use of the Platform.

Technical support will be provided at the phone number (511) 626-4800 or at the e-mail [junta2022@ferreycorp.com.pe](mailto:junta2022@ferreycorp.com.pe) for any information or assistance prior and during the session.

- c. Although the session will officially begin at 11:00 a.m. (Lima time) on March 30, shareholders may access the Platform since 9:30 a.m. (Lima time) to verify the communication and start with the registration to determine the quorum.

#### **4. During the Shareholders Meeting:**

- a. The meeting will start at 11:00 a.m. (Lima time). The Chairman will announce the quorum to verify the minimum legal requirement to be able to start the Shareholders' Meeting. The quorum will be established with the information provided by the shareholders that are logged in to the Platform at that time and using the system to control the quorum.
- b. Shareholders that participate in the Shareholders Meeting will be able to listen and see each of the presentations related to the motions to be discussed.

#### **5. Procedure to participate and ask questions:**

Shareholders may ask questions and may have further doubts as part of the normal exercise of their political rights. They shall request the President and/or the Secretary of the Shareholders' Meeting to speak through the Platform's electronic messaging system ("chat"). Once they have the word, they will be able to make comments and questions out loud and can be heard by all attendees.

#### **6. Procedure to exercise the right to vote:**

After the presentation of each motion and the resolution of questions or doubts, the Chairman will invite the participants to vote. The shareholders may vote (in favor, against or abstention) through the Platform form. It is mandatory that all attendees vote choosing one of the three options. If the participant does not vote, it will be computed as an abstention. The votes will then be weighted by the number of shares that each shareholder represents using the System for the voting control. The results of the vote will be reported by the President.

If a shareholder joins the meeting once it has started, they may exercise their right to vote. However, their attendance will not be counted for setting the quorum that determines the beginning of the meeting.

#### **7. Means implemented to leave evidence of the Shareholders Meeting:**

The Platform allow to record sound and image. The image of the President and the Secretary will be showed during the meeting. Nevertheless, this system will leave electronic evidence and a report of the people who entered the meeting, those who were present at the time of establishing the quorum and the variations during the session, as well as the participation of the shareholders and the results of the voting. In the same way, the System allows to obtain the lists of the weighted votes, and the result. The record of the material contained in the Platform and the System, including the list of attendees, will be



printed at the end of the session. The evidence will be kept stored for a period of 5 years.  
A Public Notary will witness the Shareholders' Meeting, the use of the Platform throughout the session and the reports that will be issued and kept as support.

**8. The session minutes:**

The minutes will be signed by the President, the Secretary and the shareholders designated for this purpose, within 10 days from the Shareholders Meeting.