

## **Terms and Conditions of Use related to receiving the Invitation to General Meetings by e-mail**

### **1. Scope of application**

These terms & conditions of use are applicable to all participants receiving their invitations to the General Meetings of Klöckner & Co SE by e-mail. Whether and which e-mail of communication are offered by Klöckner & Co SE is subject to the disposition of Klöckner & Co SE only.

### **2. Stability and availability of the Online Service for General Meetings**

The technical and organizational measures we have taken to provide for the availability and performance of our Internet services and data security conform to the latest standards. However, given the current state of the technology of Internet services, fluctuations and disruptions in the availability, performance, stability and reliability of our Internet services may occur. Klöckner & Co SE has no control over the availability, performance, stability and reliability of the telecommunications network or the Internet services and network elements provided by third parties. Klöckner & Co SE cannot guarantee, and accepts no liability for, the availability, performance, stability and reliability of the telecommunications network, the Internet services and network elements provided by third parties, or the uninterrupted access to our Internet services. Furthermore, Klöckner & Co SE accepts no responsibility whatsoever for errors and defects in the hardware and software used for the Online Service, including hardware and software of the service companies involved, provided there has been no intentional wrongdoing or gross negligence. If security concerns make it appear necessary for Klöckner & Co SE, we reserve the right to suspend or discontinue our Internet services without further notice. If you experience any technical problems, please call the Klöckner & Co Investor Line which is available Monday to Friday from 9 a.m. to 5 p.m. CET at +49 (0) 203-307-2123.

### **3. Registration for the e-mail delivery of invitations to the General Meetings**

We need your express consent in order to be able to send you your invitation to the General Meetings of Klöckner & Co SE by e-mail. You can provide this consent via our Online Service for General Meetings when registering for the e-mail delivery of invitations to the General Meetings.

If you successfully complete your registration no later than approximately seven weeks prior to a General Meeting of Klöckner & Co SE, you will receive the invitation to the immediately upcoming General Meeting of Klöckner & Co SE at your designated e-mail address. Later registrations will only be valid for the following General Meeting.

If you do not timely receive the invitation to the General Meeting electronically – although you have registered for this service – please contact us (Klöckner & Co Investor Line at +49 (0) 203-307-2123).

#### **4. Providing your registration information**

##### **E-mail address**

Please enter an e-mail address that you use regularly for receipt of the invitation. If we send you electronic mails while preparing for the General Meeting and we receive an error message indicating that the e-mail could not be delivered, we will resend you the invitation by regular mail. Moreover, each shareholder is responsible that his or her designated e-mail address is capable of receiving mails and that incoming mails are read. If your electronic address changes, please inform us using the Online Service ([www.kloeckner.com/en/online-service.html](http://www.kloeckner.com/en/online-service.html)).

##### **Password**

You must choose a personal password in order to register for delivery of your invitation to the General Meetings by e-mail. Please make sure to keep this password secret. You will need it in the future to change your registration information, to register for the General Meetings and to notify a change in your postal address.

##### **Encryption option for the delivery by e-mail**

Generally, e-mails which you receive from us are not encrypted, since with the exception of your Shareholder Number they do not contain any personal information. Nevertheless, we can also send you our e-mails in an encrypted form. In that case, you will need to provide us with a "public key" in the Online Service and use an appropriate encryption program which allows you to generate a public key.

##### **Partnerships / Legal entities**

Please note that when shareholders are entered in the Share Register as a group of persons (e.g. married couples), partnership or legal entity, the individual who registers or makes changes to the registration must have obtained the authorization of all members of the group of persons or the partnership/legal entity for whom that individual is acting, in order to act on their behalf or, respectively, have corporate power of representation for the legal entity/partnership.

#### **5. Registration for the General Meeting after registration**

Once you have registered for electronic delivery, we will no longer automatically send you a printed form to register for the General Meeting. You may register for the

General Meeting using the Online Service for General Meetings. There you can order admission cards for yourself or third parties to attend the General Meeting in person,

cast your votes using the online absentee ballot voting system or authorize and instruct the persons appointed by Klöckner & SE or banks and shareholders' associations participating in the Online Service to vote on your behalf.

For the authorization of a bank or shareholders' association, it has to be distinguished between those banks and shareholders' associations participating in the Online Service and those that do not participate.

a) In the Online Service, you can authorize banks or shareholders' associations participating in the Online Service. Please select "Authorization of a bank or a shareholders' association".

b) If you want to authorize via the Online Service a bank or shareholders' association that does not participate in the Online Service to vote on your behalf, you must request an admission card by selecting the "Request for admission cards" button. You will then have two alternatives:

- You can have the admission card sent directly to a bank or shareholders' association. To do this, in the Internet dialogue please click on the button "Admission card request for the person indicated below".
- You can use the Online Service to have the admission card sent to your own address or to print out your admission ticket yourself and then authorize a bank or shareholders' association to vote on your behalf. For this, you may fill in the form on the admission card and send the admission card to the authorized representative. Please ask for deviating modalities of granting authorizations directly at your bank or shareholders' association.

Please note that many banks are no longer willing to act as proxy. Please contact your bank first to avoid your votes being lost.

If you want to authorize a bank or a shareholders' association to vote on your behalf outside of the online service, we would be happy to provide you with a proxy form on request. In this respect, please contact the Klöckner & Co Investor Line on +49 (0) 203-307-2123, write to Klöckner & Co SE, Am Silberpalais 1, 47057 Duisburg or send an e-mail to [hv@kloeckner.com](mailto:hv@kloeckner.com).

## **6. Changing your registration information; Withdrawal of consent**

The Online Service for registration to receive invitations to the General Meetings by e-mail is available to you throughout the year at [www.kloeckner.com/en/online-service.html](http://www.kloeckner.com/en/online-service.html). You can change your e-mail address, the encryption option for delivery by e-mail, or your password via the Online Service. You can also withdraw your consent to receive future invitations to the General Meetings by e-mail.

If you withdraw your consent to receive future invitations to the General Meetings by e-mail, you will receive the invitation to the General Meetings by regular mail again. It is possible to withdraw your consent at any time. However, if the withdrawal occurs

after the technical preparations relating to the delivery of invitations to the General Meetings have already started, the withdrawal will only apply to the General Meeting following thereafter. In this case we will endeavour to additionally send you the current invitation by regular mail.

## **7. Disposal of your Klöckner shares between General Meetings**

If you have disposed of all your Klöckner shares between two General Meetings and then acquire shares in Klöckner & Co SE again up to around seven weeks before the next General Meeting of Klöckner & Co SE, then the consent you provided to participate in the e-mail delivery of the invitation to the General Meeting before you disposed of your shares will continue to apply.

About seven weeks before each General Meeting, we check which individuals registered for e-mail delivery are listed with shares in the Share Register in order to prepare for the delivery of invitations. If you have no shares listed in the Share Register at this point, your consent for delivery of invitations to General Meetings by e-mail is cancelled automatically. If you acquire Klöckner shares again at a later date, you will receive the invitation to the General Meeting of Klöckner & Co SE by regular mail.

## **8. Right to refuse advertising**

The German Stock Corporation Act allows us to use shareholder-related data contained in the Share Register, and hence also your e-mail address, to advertise products of the Klöckner Group, provided that you do not object to such use.

If you, as a shareholder listed in the Share Register, do not wish to receive information about products marketed by companies of the Klöckner Group, please inform Klöckner & Co SE and provide your Shareholder Number by calling the Klöckner & Co Investor Line +49 (0) 203-307-2123 or by writing to Klöckner & Co SE, c/o ADEUS Aktienregister-Service-GmbH, 80790 Munich, Germany, or by e-mail to [hv-service.kloeckner@adeus.de](mailto:hv-service.kloeckner@adeus.de). You will not incur any costs, apart from transmission costs at the basic rates.

Each time we use the information we have stored on you in the Share Register for the purpose of advertising products of the Klöckner Group, we will draw your attention to your right to refuse.

If you object to the use of your shareholder's information for advertising purposes, this decision will not in any way affect your registration for delivery by e-mail of the invitation to the General Meetings.

## **9. Changes to the terms and conditions of use and notes on participation**

We will notify you of any changes to these terms and conditions of use and notes on participation via the e-mail address that you provided for receiving the invitation to the General Meetings. Any changes will be deemed to have been accepted, if you do not object in writing or revoke your participation in delivery of the invitation to the General

Meetings by e-mail via our Online Service within one month of receiving the e-mail in which you were informed of the changes. We will draw your attention to your right to object when we inform you of any changes.

You can send your objections in writing to Klöckner & Co SE, c/o ADEUS Aktienregister-Service-GmbH, 80790 Munich, Germany, or send an e-mail to [hv-service.kloeckner@adeus.de](mailto:hv-service.kloeckner@adeus.de). You will meet the deadline if you withdraw your consent promptly. You can also withdraw your consent to participate in the delivery by e-mail of the invitation to the General Meetings at any time via our Online Service ([www.kloeckner.com/en/online-service.html](http://www.kloeckner.com/en/online-service.html)).

Amending or changing these terms & conditions of use and notes on participation is particularly likely if we expand the technical capability of our Online Service or if we intend to take account of changes in regulations, in particular provisions relating to German Stock Corporation Act. It is thus necessary for these terms & conditions to apply uniformly to all those who receive by e-mail invitations to the General Meeting. If you therefore wish to object to an amendment to the terms & conditions of use and notes on participation, we will treat your objection simultaneously as a withdrawal of your participation in the delivery by e-mail of the invitation to General Meetings. From that point onward, you will once again receive your invitation to General Meetings by regular mail.