

TEIXEIRA DUARTE, S.A.

PUBLICLY TRADED COMPANY

Registered Office: Edifício 2 – Lagoas Park – Porto Salvo - Oeiras

Share Capital: € 210,000,000.00

Legal Entity no. 509,234,526

Registered under the same number at the Commercial Registry Office of Cascais

ANNUAL GENERAL MEETING

D A T E D E L A Y

On April 30 last, "Teixeira Duarte, S.A." issued a notice convening the shareholders to attend the Annual General Meeting on May 26, 2020, at 6:30 PM, in person, but presenting several exceptional measures to face the limitations arising from the public health situation generate by the COVID-19 disease.

Even though, on the date of publication, the exceptional public health measures that would be in force on May 26, 2020, were unknown, the fact is that April 30 was the last possible date to publish the convening notice, pursuant to articles 21^o-C and 245^o of the Securities Code.

On that date, there were measures in force, known to be transient, which were followed by other, equally provisional measures, valid until May 17, 2020.

The Government Resolution n. 38/2020, establishing the exceptional measures operational between May 18 and 31, which includes the date when the General Meeting of Teixeira Duarte, S.A. was intended to take place, therefore impeding the meeting of the shareholders on the foreseen date, pursuant to the April 30 convening notice, was published only on that day of May 17.

Therefore, and considering – just as it was previously taken into consideration – the purpose of defining proceedings that balance the efficient compliance with the Shareholders' rights and the conformity with the current public health measures, the Chairman of the Board of the General Meeting, after liaising with the Board of Directors, hereby informs the Shareholders that, under the permission

exceptionally conferred this year (Decree-Law n. 10-A/2020, of March 13), the Annual General Meeting of Teixeira Duarte, S.A. will be delayed until the closest possible date to the deadline set out in the identified Decree-Law, in this case June 22, 2020.

It is intended, as we will expand on below, that the General Meeting take place in person (to better ensure the fulfilment of the Shareholders' rights), but with the implementation of a set of measures suitable for the day of the meeting, as well as others that allow for the exercise of the voting rights by electronic correspondence and for the possibility of the Shareholders viewing the General Meeting using an audio-visual internet link.

Nevertheless, considering that the specific measures that will be in force at the end of June 2020 are as of yet unknown, the Chairman of the Board of the General Meeting may, notwithstanding what is mentioned below in this notice, change the manner of execution of this General Meeting, in terms that will be timely disclosed.

Therefore, in the context described above, the previous convening notice for the May 26, 2020 meeting is rendered without effect, and the Shareholders of Teixeira Duarte, S.A. are hereby convened to meet in the Annual General Meeting of June 22, 2020, at 6:30 PM.

Whereas the Company's registered office facilities do not have the necessary characteristics to adequately host the General Meeting, and in order to provide the best possible conditions to the Shareholders, the meeting will be held at the "Lagoas Park" Convention Centre, located at Rua Encosta das Lagoas, in Porto Salvo, Oeiras, near the Company's registered office.

OBSERVATION: The Shareholders who have already carried out any actions to attend this Annual General Meeting, shall have to repeat those proceedings with reference to the new date of the meeting, as well as in compliance with the terms and deadlines set out below.

I. The agenda for the General Meeting the following:

1. To resolve on the financial and management reporting documentation referring to the 2019 financial year, including the consolidated management report, comprising a chapter on non-financial information, both the individual and consolidated accounts, the supervisory board's report and opinion, account's certification and auditing report, as well as the corporate governance report;
2. To resolve on the proposal for the allocation of results;
3. To conduct a general assessment of the Company's management and supervisory bodies;
4. To resolve on the managing and supervisory bodies' remuneration policy statement;
5. To resolve on the acquisition and disposal of treasury shares.

II. Prior information:

- **Manner of execution of the General Meeting – COVID-19 Pandemic**

The Board of the General Meeting and the Board of Directors coordinated on the best way to conduct the General Meeting considering:

- The goal of ensuring the efficient execution of the Shareholders rights at the General Meeting;
- The current public health emergency generated by the COVID-19 disease, and the compliance with the recommendations issued by the health authorities on the subject;
- The fact that this General Meeting has been convened to meet on June 22, 2020.

In this context, it was decided to hold the General Meeting on site, even though some exceptional had to be taken, specifically concerning:

- Providing a venue that ensures the convenient social distancing and where protection and sanitization equipment is supplied;
- Postal voting;
- Providing an online audio-visual access link to watch the General Meeting remotely.

- **Access to preparatory information items**

Pursuant to article 21-C, paragraph 2 of the Securities Code, the preparatory information items set out in article 289 of the Companies Code and article 21-C, paragraph 1 of the Securities Code, including

the presently known documents and proposals to be brought forth to the General Meeting, in full, will be made available for the Shareholders' examination on the website (www.teixeiraduarte.pt) and at the Company's registered office, during business hours, as from the date of publication of this convening notice.

The management and financial reporting documents are available to the Shareholders at the place and through the means mentioned above, as well as through the *Information Disclosure System* of the Portuguese Securities Market Commission.

Considering the previously mentioned situation, the Shareholders are kindly requested to contact the Company preferably through electronic mail – addressed to assembleiageral@teixeiraduarte.pt – and, if necessary, by phone – at +351 21 791 23 00 - for the information and clarification requests regarding the General Meeting.

III. Information provided at the General Shareholders' Meeting:

During the General Meeting, the Shareholders may request truthful, complete and clarifying information that enables them to form a founded opinion on the matters subject to deliberation. The obligation to provide information includes the Company's relationships and other related companies.

The information items mentioned above shall be provided by the corporate body best qualified for it and may only be refused if its provision is likely to cause significant damage to the Company or another related company, or to breach a legal confidentiality obligation.

IV. Adding items to the Agenda:

Shareholders holding (either jointly or individually) shares representing a minimum 2% of the Company's share capital may request items to be added to the Agenda, by way of a written request sent to the Chairman of General Shareholders' Meeting within 5 days of the last publication of the convening notice, provided that the request includes a resolution proposal for each of the items

requested to be included. For these purposes, the proceedings set out in paragraphs 3 and 4 of article 378 of the Companies Code shall apply.

V. Resolution proposals:

Shareholders holding (either jointly or individually) shares representing a minimum 2% of the Company's share capital may bring forth resolution proposals regarding the items of the Agenda as set out above, or as amended from time to time. The request shall be sent in writing to the Chairman of General Shareholders' Meeting within 5 days of the last publication of the convening notice, and include the information that complements the resolution proposal. For these purposes, the proceedings set out in article 23-B, paragraph 3 of the Securities Codes and article 378, paragraph 4 of the Companies Code shall apply.

VI. General Meeting Attendance

Participation in the General Meeting, and discussion and voting carried out therein, is restricted to the holders of shares granting the right to, at least, one vote, on the record date, corresponding to 0 AM (GMT) on June 15, 2020. For these purposes, it is reminded that each share grants the right to one vote.

Those wishing to attend the General Meeting must notify the Chairman of the Board of the General Meeting in writing before June 14, 2020 (to the registered office, at Lagoas Park, Edifício 2, 2740-265 Porto Salvo, or by email to assembleiageral@teixeiraduarte.pt), as well as the financial institution where their individual securities account is set up. The Company provides forms of these documents on its website (www.teixeiraduarte.pt), for the Shareholders to fill out for these purposes.

Upon being informed of their clients' intent to attend the General Meeting, the financial intermediaries shall, before the day's end on June 15, 2020, send the Chairman of the Board of the General Meeting, information on the number of shares registered in its client's name on the record date. For this purpose, the financial institution may use e-mail (assembleiageral@teixeiraduarte.pt).

According to legislation currently in force, these rights are not impaired by the transfer of shares subsequent to the record date, and is not dependent on their lock between then and the day of the General Meeting.

Nevertheless, any Shareholder that communicates their purpose to attend the General Shareholders' Meeting and transfers share ownership between the record date and the General Meeting must promptly inform the Chair of the Board of the General Meeting, as well as to the Securities Market Commission (CMVM).

VII. Extraordinary audio-visual access to the General Meeting:

Exceptionally, in consideration for the COVID-19 pandemic, the Company will provide the Shareholders that comply with the requirements set out in paragraph VI. above with an online audio-visual link to watch the General Meeting remotely. The instructions to access the audio-visual system will be communicated timely.

Please note that this extraordinary audio-visual access does not allow participation in the General Meeting (which must be done in person or through a representative), nor the exercise of voting rights, which shall comply with the method described below.

VIII. Representation:

The formalities and further requirements for grouping or representation of Shareholders are those set out in article 13 of the Articles of Association and in the Law, specifically in article 380 of the Companies Code and article 23 of the Securities Code. Shareholders shall deliver their respective representation document to the Chairman of the Board of the General Meeting, either by post, to the Company's registered office, or by electronic mail (assembleiageral@teixeiraduarte.pt), up to three calendar days before the designated General Meeting date, i.e. June 19, 2020.

The Company provides the Shareholders with a representation letter form, at the website (www.teixeiraduarte.pt) or at the registered office, during business hours.

For the representation of more than five Shareholders at the General Meeting, the requirements set out in article 381 of the Companies Code and article 23, paragraph 3 of the Securities Code shall apply.

IX. Voting Rights:

Shareholders who professionally hold the shares in their own name but on behalf of their clients, may vote differently with their own shares provided that, in addition to fulfilling the General Meeting attendance requirements, they send the Chairman of the Board of the General Meeting, within the same deadline, and together with sufficient and adequate evidence:

- a) The identification of each client and the number of shares to be voted on their behalf; and
- b) Voting instructions issued by each client, regarding each item of the Agenda specifically.

Under the legal provisions referred to above, the voting rights may be exercised by postal correspondence as well as by electronic correspondence, in the terms set out below:

- **Postal voting – postal correspondence**

- a) The Shareholders with voting rights that wish to exercise them by written correspondence via postal mail, must, in addition to complying with the conditions and deadlines set out above to demonstrate their capacity, deliver a letter to the Chairman of the Board of the General Meeting, which must arrive at the registered office before 5PM on June 19, 2020, in which they communicate their intent to exercise that right and specify their identification (full name or company name and identification document number), domicile and number of shares held, which will be checked against the certification issued by the financial institution where the shares are registered, the latter prevailing in case of discrepancy. The letter shall be signed by the Shareholder or its legal representative and the signature must be legalized, or, if the Shareholder is a natural person, supported by a legible copy of their Identity/Citizen Card or of another document that serves the same purpose. **Attached to the letter, the Shareholders shall send, in closed envelopes, the ballots containing their votes for each of the items of the Agenda**, specifically and unequivocally

identified, followed by their signature affixed in a similar fashion to the one on the letter. Each envelope shall read: *“Enclosed is the vote cast on item (identify item number) of the Agenda”*;

- b) For the execution of the proceedings described above, the Company provides letter and ballot forms on its website (www.teixeiraduarte.pt) and at the registered office, during business hours;
- c) The envelopes enclosing the votes cast according to the described proceedings will be opened and considered by the Chairman of the Board of the General Meeting at the time of the voting on the corresponding item of the Agenda. The votes included in declarations which are not accepted, will not be considered as having been cast;
- d) The postal votes are considered to be negative votes regarding resolution proposals put forth after the votes have been cast;
- e) If the Shareholder who voted by correspondence attends the General Meeting or is represented therein, the votes cast via postal mail will be revoked;
- f) The shares corresponding to postal votes will be counted for quorum determination purposes at the General Meeting;
- g) The authenticity and confidentiality of the postal votes until the time of the vote, as well as their processing, are ensured by the Chairman of the Board of the General Meeting.

- **Postal voting – electronic correspondence**

- a) The Shareholders with voting rights that wish to exercise them by electronic correspondence, must, in addition to complying with the conditions and deadlines set out above to demonstrate their capacity, **send an email to the Chairman of the Board of the General Meeting at votocorrespondencia@teixeiraduarte.pt, before 5PM on June 19, 2020**, having attached a **document in which they communicate their intent to exercise that right and specify their identification** (full name or company name and identification document number), **domicile and number of shares held**, which will be checked against the certification issued by the financial institution where the shares are registered, the latter prevailing in case of discrepancy. The digital document shall be signed by the Shareholder or its legal representative and the signature must be legalized, or, if the Shareholder is a natural person, supported by a legible copy of their Identity/Citizen Card or of another document that serves the same purpose. **Attached to the email, the Shareholders shall also send the ballots containing their votes for each of the items of the Agenda, specifically and unequivocally identified, followed by their signature**, considering the

sequence of the Agenda and with explicit reference to the item for which the vote is cast. Each ballot shall be titled: *“Enclosed is the vote cast on item (identify item number) of the Agenda”*;

These documents enclosed with the ballots shall contain the handwritten and scanned signature of the Shareholder or their legal representative.

- b) For the execution of the proceedings described above, the Company forms of all the necessary documents on its website (www.teixeiraduarte.pt) and at the registered office, during business hours, and is also available to send digital versions to the Shareholders upon request;
- c) The votes enclosed in the email messages will be opened and considered by the Chairman of the Board of the General Meeting at the time of the voting on the corresponding item of the Agenda. The votes included in declarations which are not accepted, will not be considered as having been cast;
- d) The postal votes are considered to be negative votes regarding resolution proposals put forth after the votes have been cast;
- e) If the Shareholder who voted by correspondence attends the General Meeting or is represented therein, the votes cast via postal mail will be revoked;
- f) The shares corresponding to postal votes will be counted for quorum determination purposes at the General Meeting;
- g) The authenticity and confidentiality of the postal votes until the time of the vote, as well as their processing, are ensured by the Chairman of the Board of the General Meeting.

May 20, 2020

THE CHAIRMAN OF THE BOARD OF THE GENERAL SHAREHOLDERS' MEETING

José Luciano Vaz Marcos