

Procedures governing participation in the General Meeting

I. Participation in the General Meeting

A. RIGHT TO PARTICIPATE IN THE GENERAL MEETING

1. Proof of shareholder status

Sopra Steria Group's share capital is made up of 20,547,701 shares. Double voting rights are allocated to all fully paid-up shares that are proved to have been registered in the name of the same shareholder for at least two years.

Every shareholder has the right to participate in the General Meeting, regardless of the number of shares held.

In accordance with Article R. 22-10-28 of the French Commercial Code, the only shareholders allowed to take part in the General Meeting or to be represented by proxy are those able to prove their status by showing that their shares are held in accounts in their name, or in the name of their authorised financial intermediary, no later than the second business day preceding the General Meeting, i.e. by Monday, 30 May 2022 at 0.00 a.m. (Paris time):

- for holders of directly registered (*nominatif pur*) or intermediary-registered (*nominatif administré*) shares: in registered share accounts;
- for holders of bearer shares: in bearer share accounts kept by the authorised intermediary responsible for managing the account, the Securities Account Holder.

2. Sales of shares by shareholders prior to the General Meeting

Any shareholder who has already submitted their remote voting and proxy form (the Combined Form) may sell all or a portion of their shares up to the date of the General Meeting.

However, only sales completed before the second business day preceding the General Meeting, i.e. before Monday, 30 May 2022 at 0.00 a.m. (Paris time), will be taken into consideration. Only in such cases, the Securities Account Holder is required to send notification of the sale and provide the information necessary to cancel the vote or to change the number of shares and votes corresponding to the vote.

No share transfers completed after the second business day preceding the General Meeting, i.e. after Monday, 30 May 2022 at 0.00 a.m. (Paris time), irrespective of the means employed, are to be taken into consideration, notwithstanding any agreement to the contrary.

B. MEANS OF PARTICIPATION IN THE GENERAL MEETING

Given the ongoing uncertainty surrounding future developments in the public health situation, shareholders are requested to periodically consult the information provided concerning the procedures governing participation in the General Meeting on the Company's website (<https://www.soprasteria.com/investors>).

Centralising agent for the General Meeting – Use of the secure Votaccess platform

Société Générale Securities Services is the centralising agent for the General Meeting. Requests submitted by post to the centralising agent must be addressed to Société Générale Securities Services – Service des Assemblées, CS 30812, 44308 Nantes CEDEX 3 (France).

Shareholders who are able to do so are encouraged to give priority to the use of the secure Votaccess platform. This platform allows them to quickly and securely select their means of participation in the General Meeting. **The secure Votaccess platform will be open from Friday, 13 May 2022 at 9.00 a.m to Tuesday, 31 May 2022 at 3.00 p.m. (Paris time).**

Holders of directly registered or intermediary-registered shares will need to sign in to the www.sharinbox.societegenerale.com website, then click on the "Replay" button in the "General Meeting" box on the homepage, and finally click on "Participe" to access the secure Votaccess platform.

- **Holders of directly registered shares** will need to use their usual access code and password to consult their registered account.
- **Holders of intermediary-registered shares** will need to log in using the access code and password provided for this purpose by Société Générale Securities Services.

Holders of directly registered or intermediary-registered shares who have lost or forgotten their access code and/or password may click on "Get your codes" on the Sharinbox login page.

- **Holders of bearer shares** will need to log in to their Securities Account Holder's website, using their usual access code and password, then access the secure Votaccess platform by following the on-screen instructions. Holders of bearer shares are recommended to contact their Securities Account Holder to find out whether access to this service is subject to any specific terms and conditions of use.

Shareholders are encouraged to log in to the secure Votaccess platform as soon as it opens, and in any event before the day before the General Meeting.

Shareholders have several options for participating in the General Meeting:

- attending the General Meeting in person;
- voting remotely prior to the General Meeting;
- appointing as their proxy:
 - **the Chairman** (or if a shareholder does not name a proxy holder in a proxy form submitted to the Company), it being specified that in such a case, the Chairman of the General Meeting shall vote in favour of proposed resolutions submitted for approval by the Board of Directors, and against any other proposed resolutions,
 - **another shareholder**, their spouse, the partner with whom they have entered into a *pacte civil de solidarité* (PACS, the French civil union contract), or any other individual or legal entity of their choosing under the conditions set out in Articles L.225-106 and L.22-10-39 of the French Commercial Code.

Pursuant to Article R.22-10-28 III of the French Commercial Code, all shareholders who, having requested their admission card, have voted remotely or appointed a proxy, may no longer opt for any other means of participation.

1. Attending the General Meeting in person

Shareholders who wish to attend the General Meeting in person must bring proof of their identity and their admission card.

a) Electronic requests for admission cards

Shareholders may request an admission card online on the secure Votaccess platform by following the on-screen instructions after having logged in as described above in Section B. "Means of participation in the General Meeting"/"Centralisation of the General Meeting – Use of the secure Votaccess platform".

b) Postal requests for admission cards

- **Holders of directly registered** or intermediary-registered shares must ensure their request for an admission card is received before 30 May 2022 at 12.00 noon (Paris time) by Société Générale Securities Services, using the Combined Form and the prepaid envelope attached to the notice of meeting.
- **Holders of bearer shares** must ask their Securities Account Holder to send them an admission card. Société Générale Securities Services must receive all requests by the Securities Account Holder no later than 30 May 2022 at 12.00 noon (Paris time). If, despite having submitted a request, holders of bearer shares have not received their admission card by 30 May 2022, they must ask their Securities Account Holder to provide them with a certificate of investment, which will allow them to prove their status as a shareholder to be admitted to the General Meeting.

Shareholders who arrive on the date of the General Meeting without an admission card or a certificate of investment are responsible for contacting their Securities Account Holder and requesting to be sent the certificate of investment required to attend the General Meeting.

On the day of the General Meeting, the certificate of investment shall be accepted either in print or electronic format, provided that, for the latter format, the shareholder is able to send it to the email address that will be provided upon arrival at the venue.

2. Voting remotely prior to the General Meeting

a) Voting remotely online

Shareholders may submit their voting instructions online on the secure Votaccess platform by following the on-screen instructions after having logged in as described above in Section B. "Means of participation in the General Meeting"/"Centralisation of the General Meeting – Use of the secure Votaccess platform".

b) Voting remotely by post

- Registered shareholders must fill out and sign the Combined Form attached to the notice of meeting and send it back using the prepaid envelope to Société Générale Securities Services.
- Holders of bearer shares must: 1) ask their Securities Account Holder to send them the Combined Form; 2) send the completed signed Combined Form together with their voting instructions to their Securities Account Holder. The Securities Account Holder is responsible for sending the Combined Form, together with a certificate of investment, directly to Société Générale Securities Services – Service des Assemblées, CS 30812, 44308 Nantes CEDEX 3 (France).

In order to be taken into account, Combined Forms must be received by Société Générale Securities Services no later than Monday, 30 May 2022 at 12.00 noon (Paris time).

3. Appointing a proxy

a) By email

Shareholders may appoint a proxy or rescind a proxy appointment online on the secure Votaccess platform by following the on-screen instructions after having logged in as described above in Section B. "Means of participation in the General Meeting"/"Centralisation of the General Meeting – Use of the secure Votaccess platform".

If and only if their Account Holder has not joined the Votaccess system, holders of bearer shares can send an email to the following address: assembleegenerale@soprasteria.com. The message must specify the full name and address of the principal shareholder, as well as those of the proxy appointed or whose appointment is rescinded. Holders of bearer shares must ask their Securities Account Holder to send Société Générale Securities Services a certificate of investment to prove their status as a shareholder.

b) By post

Holders of directly registered or intermediary-registered shares and holders of bearer shares shall use the Combined Form, following the instructions detailed in Section 2. b) on voting remotely by post.

Proxy appointments may be rescinded using the same procedure.

II. Procedure for exercising the right to add items of business or proposed resolutions to the agenda

Requests made by shareholders fulfilling the legal requirements to include items of business or proposed resolutions on the agenda must be sent to Sopra Steria Group's registered office, in accordance with the conditions set forth in Article R. 225-71 et seq. of the French Commercial Code, by registered letter with proof of receipt, or by email to the following address: assemblee generale@soprasteria.com, and received no later than the 25th day preceding the General Meeting, i.e. 7 May 2022, and must be sent no more than 20 days and must be sent no more than 20 days after the notice of meeting publication date of April 4, 2022, i.e. 24 April 2022. The reasons for their submission must be clearly stated and they must be accompanied by a deposit certificate for a securities account in the name of the shareholder (*attestation d'inscription en compte*).

Any such items of business or proposed resolutions will be included on the agenda of the General Meeting and posted on the Company's website, <https://www.soprasteria.com/investors>, in accordance with Article R. 22-10-23 of the French Commercial Code.

The examination by the General Meeting of items of business or proposed resolutions included on the agenda by shareholder request remains subject to the submission by the authors of the request of newly issued deposit certificates for their securities under the same accounts by the second business day preceding the General Meeting, i.e. Monday, 30 May 2022 at 0.00 a.m. (Paris time).

III. Procedure for exercising the right to submit written questions

All shareholders have the right to submit written questions. To be acceptable, these questions must be sent to the Chairman of the Board of Directors at the Company's registered office, by registered letter with proof of receipt or by email to assemblee generale@soprasteria.com no later than the fourth business day preceding the General Meeting, i.e. by Wednesday, 25 May 2022. In order to be considered, questions must be accompanied by a deposit certificate for a securities account in the name of the shareholder (*attestation d'inscription en compte*).

In accordance with the laws in force, a single answer may be provided in response to multiple written questions that share the same content.

All written questions submitted by shareholders and the answers provided will be posted in the section dedicated to General Meetings on the Company's website, at the following address: <https://www.soprasteria.com/investors>.

IV. Documents and information made available to the shareholders

Pursuant to applicable legal and regulatory provisions, all documents that must be made available to shareholders in connection with General Meetings will be accessible at the Company's registered office, located at PAE Les Glaisins, Annecy-le-Vieux, 74940 Annecy, France, within the time period required by law and, for the types of documents mentioned in

Article R. 22-10-23 of the French Commercial Code, on the Company's website at the following address: <https://www.soprasteria.com/investors> no later than the twenty-first day preceding the General Meeting, i.e. by Wednesday, 11 May 2022.

Prior notice of the Combined General Meeting was published in the *Bulletin des Annonces Légales Obligatoires* dated 4 April 2022.

The official notice will be published in the *Bulletin des Annonces Légales Obligatoires* and in the *Eco des Pays de Savoie* newspaper on 13 May 2022.

Instructions for filling out the voting form

- To attend the General Meeting in person:** fill in box **A** [I wish to attend the shareholders Meeting].
- To vote by post:** fill in box **B** [I am voting by post], each numbered box corresponding to the draft resolutions presented by the Board of Directors and appearing in the notice of meeting. Then complete as follows:
 - to vote "FOR", leave the boxes empty;
 - to vote "AGAINST" on any of these proposed resolutions, fill in the individual boxes corresponding to the resolutions;
 - to vote "ABSTAIN" on any of these proposed resolutions, fill in the individual boxes corresponding to the resolutions.
- To appoint the Chairman as your proxy:** fill in box **C** [I hereby give my proxy to the Chairman of the General Meeting].
- To appoint a different proxy:** fill in box **D** [I hereby appoint...], and complete the required information.

Any shareholder may be represented by his or her spouse, the partner with whom he or she has entered into a *pacte civil de solidarité* (PACS, the French civil union contract), another shareholder or any other private individual or legal entity of his or her choice.

The form must be filled in, signed, dated and sent back as indicated to the following address: Société Générale Securities Services – Service des Assemblées – CS 30812, 44308 Nantes CEDEX 3 (France).

To attend the General Meeting in person:
fill in box A. "I wish to attend the shareholders Meeting".

To appoint the Chairman as your proxy:
fill in box C "I hereby give my proxy to the Chairman of the General Meeting".

Regardless of your choice,
sign and date the box below.

Verify your first
and last name
and address.

To vote by post: fill in box B "I vote by post"
and follow the voting instructions for the resolutions below.

To grant proxy power to a designated person:
fill in box D "I hereby appoint" and provide
accurate contact details for the person designated.

How to get to the shareholders meeting



Pavillon Dauphine
Place du Maréchal de Lattre de Tassigny
75116 Paris

BY RAIL

Metro: line 2 – Porte Dauphine
RER: line C – Foch

BY BUS

Bus: PC1 – Porte Dauphine

BY CAR

Coming from the inner ring road,
take “Porte Dauphine exit”