

Flughafen Wien Aktiengesellschaft
Schwechat, FN 42984 m
ISIN AT00000VIE62

Information on the organisational and technical prerequisites for participating in the Annual General Meeting on Friday, 27 May 2022 at 10 a.m., to be held as a virtual Annual General Meeting

The convocation of the 34th Annual General Meeting of **Flughafen Wien Aktiengesellschaft** to be held at **10 a.m.** Vienna time **on Friday, 27 May 2022** was announced on **28 April 2022**.

MEETING TO BE HELD AS A VIRTUAL ANNUAL GENERAL MEETING

In view of the respective lead time, uncertainty of the development of the pandemic and to avoid every risk for the holding of the Annual General Meeting, the Management Board has resolved to take advantage of the legal regulations to hold a virtual Annual General Meeting.

Accordingly, the 34th Annual General Meeting of **Flughafen Wien Aktiengesellschaft** will be held as a “virtual Annual General Meeting” on **27 May 2022** pursuant to the currently valid version of the COVID-19 Company Law Act and the current valid version of the Corporate Law COVID-19 Ordinance based on this law.

This means that shareholders and their proxy holders (with exception of the special proxy holders) will not be able to be physically present at the 34th Annual General Meeting of **Flughafen Wien Aktiengesellschaft** to be held on **27 May 2022** in order not to endanger the health of participants.

This virtual Annual General Meeting held at **Office Park 4, Verbindungsstrasse (Building 683), 1300 Vienna Airport**, will be physically attended by the Chair of the Supervisory Board, the Members of the Management Board, the certifying notary public and the four special proxy holders designated by the Company.

The holding as a virtual Annual General Meeting considers the interests of the company as well as those of the participants, according to the opinion of the Management Board.

We would like to expressly point out that it **will not be possible for shareholders themselves to come to the location of the Annual General Meeting**.

WEBCAST OF THE ANNUAL GENERAL MEETING

The virtual Annual General Meeting of Flughafen Wien Aktiengesellschaft will be entirely broadcast on the Internet as a Webcast, so that all shareholders of the Company will be able to follow it on the Internet **starting at 10 a.m. on 27 May 2022** at **www.viennaairport.com**.

Due to the broadcasting of the Annual General Meeting of Flughafen Wien Aktiengesellschaft **on the Internet**, all shareholders who wish to do so have the possibility to **follow the proceedings of the Annual General Meeting**, the presentation of the Management Board, the responses to questions posed by shareholders and the voting procedure in real time thanks to this acoustic and visual connection. It is not required to register or log in in order to follow the Annual General Meeting.

The **technical prerequisites** on the part of the shareholders include sufficiently strong Internet access or efficient Internet connection as well as Internet-enabled device featuring a HTML5 compatible Internet browser with activated JavaScript and which is capable of audio and video playback (e.g. PC with monitor and loudspeaker, notebook, tablet, smart phone and the like).

EXERCISING VOTING RIGHTS, PROPOSING MOTIONS AND RAISING OBJECTIONS ONLY VIA SPECIAL PROXY HOLDERS

Proposing a motion, submitting votes and raising objections at this Annual General Meeting of Flughafen Wien Aktiengesellschaft on **27 May 2022** pursuant to Section 3 Para. 4 Corporate Law COVID-19 Ordinance can only be exercised via one of the following special independent proxies named by the Company and whose costs will be borne by the Company.

Every shareholder entitled to take part in the Annual General Meeting and who has provided proof of shareholding in accordance with the stipulations contained in the Invitation to the Annual General Meeting (see point IV of the Invitation) has the right to **appoint one of the following special proxies to exercise voting rights as well as to propose motions and raise objections:**

- (i) Dipl.-Volkswirt, Dipl.-Jurist Florian Beckermann, LL.M.
c/o Austrian Shareholder Association (Interessenverband für Anleger, IVA)
1130 Vienna, Feldmühlgasse 22, Austria
E-mail: **beckermann.flughafenwien@hauptversammlung.at**
- (i) Paul Fussenegger, attorney-at-law
1010 Vienna, Rotenturmstraße 12/6, Austria
E-Mail: **fussenegger.flughafenwien@hauptversammlung.at**
- (ii) Ewald Oberhammer, attorney-at-law
c/o Oberhammer Rechtsanwälte GmbH
1010 Vienna, Karlsplatz 3/1, Austria
E-mail: **oberhammer.flughafenwien@hauptversammlung.at**
- (iii) Mag. Gernot Wilfling, attorney-at-law
c/o Müller Partner Rechtsanwälte GmbH
1010 Vienna, Rockhgasse 6, Austria
E-mail: **wilfling.flughafenwien@hauptversammlung.at**

Conferring proxy authorisation to any other person is not permissible pursuant to Section 3 Para. 4 COVID-19 Ordinance.

In order to make it easier to conduct the Annual General Meeting, shareholders are requested to limit communication with the respective special voting proxy holders they have appointed to instructions for tabling motions, voting and raising objections. Conversely, shareholders may exercise their right to information themselves using electronic means of communication.

It is recommended to contact the special voting proxy holder authorized by the shareholder in good time if the special voting proxy holder authorized by the shareholder is issued instructions to table motions, vote and raise objections to one or several items on the agenda during the virtual Annual General Meeting.

In the interest of ensuring smooth processing of requests, we kindly ask you to use the **proxy authorisation form** provided for you **on the Website of the Company** at **www.viennaairport.com** as well as the revocation of proxy form.

In order to check your identity as a shareholder, especially during the Annual General Meeting, we kindly request that you enter into the field provided on the proxy authorisation form the e-mail address which you will use to send instructions, motions or objections to the special proxy holders or to pose questions to the Company or exercise your right to speak at the meeting.

In your own best interest, **the authorisation of proxies** should be received no later than **24 May 2022 at 4 p.m. CET**, making use of one of the following communication channels listed below.

Proxy authorisation can be granted to one of the above-mentioned special proxy holders by sending an **email to the person you have selected at the address provided above**. In this way, the proxy selected by you has direct access to the proxy authorisation.

In addition, the following communication channels and addresses are available for transmitting the proxy authorisation forms:

By mail or courier	Flughafen Wien Aktiengesellschaft c/o HV-Veranstaltungsservice GmbH 8242 St. Lorenzen/Wechsel, Köppel 60 Austria
By fax:	+43 (1) 8900 500 - 88

By financial institutions also possible by SWIFT pursuant to Section 114 Para. 1 (4) AktG:	GIBAATWGGMS Message Type MT598 or MT599; The text must include the following: ISIN AT00000VIE62)
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The possibility to personally hand over the proxy authorisation at the location of the Annual General Meeting is explicitly excluded for the purpose of maintaining the special measures due to COVID-19.

In **granting proxy to another person**, it is important to note that an **effective chain of authorisation** must be ensured (sub-proxy) so that one of the four special proxies is authorised himself to exercise voting rights, the right to propose motions and the right to raise objections at the Annual General Meeting. Granting proxy to a person other than one of the four designated special proxies in order to exercise shareholder rights at the Annual General Meeting is not possible pursuant to Section 3 Para. 4 Corporate Law COVID-19 Ordinance. However, **granting proxy to another person in order to exercise** other rights, for example the **right to obtain information or right to speak**, is in fact permissible.

The aforementioned rules about granting proxy shall apply mutatis mutandis for the revocation of proxy. If the proxy authorisation is revoked after **24 May 2022 at 4 p.m. CET**, we recommend conveying the revocation of proxy to the affected special proxy holder by e-mail or fax. Otherwise the timely receipt of the revocation cannot be guaranteed.

INSTRUCTIONS TO SPECIAL PROXIES

The special proxies will only exercise the shareholder's voting rights, right to propose motions and right to raise objections if they have received appropriate instructions. If there are no instructions for a proposed resolution, the proxy holder will abstain from voting. The proxy will also abstain from voting on

resolutions in which the instructions given are unclear (e.g. to simultaneously vote FOR and AGAINST the same resolution).

Shareholders are requested to provide instructions to their selected proxies in the designated section of the proxy authorisation form, which will be available for downloading on the Website of the Company at **www.viennaairport.com** no later than **6 May 2022**. A form for issuing instructions together with the voting proxy is available on the Website of the Company at **www.viennaairport.com**. We request that you send the instructions **by e-mail** to the aforementioned address of the special proxy holder you have chosen. By conveying the instructions in this manner, the proxy selected by you has direct access to the instructions.

The instructions can be issued together with the proxy authorisation or also at a later point in time. Instructions on exercising voting rights, the right to propose motions and the right to raise objections at the Annual General Meeting can be issued before or **during the Annual General Meeting up until the time designated in each case by the person chairing the Annual General Meeting.** Shareholders have the possibility to change their instructions or issue new instructions up until these specified points in time.

In the light of the potentially large number of simultaneous contact attempts, it is not possible to ensure telephone **accessibility of the special proxies during the Annual General Meeting.** For this reason, **e-mail is the exclusive** means of communication, using the aforementioned e-mail address of your proxy.

Every email to the special proxy should contain information on the identity of the shareholder (name/company, date of birth/commercial registry number of the shareholder). The conclusion of the e-mail should be identifiable by means of a reproduction of the person's signature or by another means e.g. by specifying the name/company (Section 13 Para. 2 AktG). In this case, we also ask you to please include your custody account number in the e-mail to enable the special proxies to verify the shareholder's identity and conformity with the depositary confirmation.

It is important to note that it **may be necessary to shortly interrupt the virtual Annual General Meeting** in order to ensure that shareholder instructions to the proxies received during the Annual General Meeting are reliably processed.

RIGHT TO OBTAIN INFORMATION AND SPEAKER CONTRIBUTIONS ON THE PART OF SHAREHOLDERS

Every shareholder attending the Annual General Meeting is entitled, upon request, to be provided with information on matters concerning the Company's affairs, to the extent that this information is required to enable the shareholder to properly evaluate an item on the agenda.

The **right to obtain information and the right to speak can only be exercised by way of electronic mail by sending an e-mail** to the e-mail address specially established for this purpose at **fragen.flughafenwien@hauptversammlung.at**. Please make use of the **question form**, which will be accessible on the Website of the company at **www.viennaairport.com** no later than **6 May 2022**. Please include the completed and signed form as an attachment to your e-mail.

In case you send in your questions or speaking contributions **without using the question form**, the **identity of the shareholder** must be **specified** (name/company, date of birth/commercial registry number of the shareholder). The conclusion of the e-mail should be identifiable by means of a **reproduction of the person's signature** or by another means e.g. by specifying the name/company (Section 13 Para. 2 AktG). In this case, we ask you to please **include your custody account number as well** in the e-mail to enable the Company to verify the shareholder's identity and conformity with the depositary confirmation.

In case the right to obtain information and the right to speak is to be exercised by a proxy, it is necessary to provide evidence in writing that the proxy has been granted authorisation. Please note that the **special proxies cannot be authorised to exercise the right to obtain information or to exercise the right to speak.**

Shareholders are **requested to convey all questions in writing per e-mail prior to the Annual General Meeting** to the address **fragen.flughafenwien@hauptversammlung.at** and do so in a timely manner so that the questions are received by the Company no later than **23 May 2022**. This will allow the Management Board to make precise preparations and quickly respond to the questions posed by you. This provides for the organisation of an efficient session in the interest of all participants, who would like to follow the Annual General Meeting from the beginning until the voting procedure.

Shareholders also have the right to send in their questions and speaking contributions electronically **during the Annual General Meeting**. This right can only be exercised by directly transmitting the questions in writing to the Company per e-mail at the address

fragen.flughafenwien@hauptversammlung.at. Please note that **appropriate time limitations may be imposed by the person chairing the Annual General Meeting for this purpose.**

If necessary, the chairperson can mandate and explicitly point out that the written contributions of the shareholders, if their reading is requested, must not exceed a certain volume. If this volume is exceeded, then the chairperson or the Member of the Management Board reading out the contribution of the shareholder in the Annual General Meeting may shorten this if it isn't done by the shareholder.

In accordance with Section 118 AktG, the questions received by the Company will be read and answered at the Annual General Meeting taking into account the previously mentioned points.

INVITATION

Attention is also drawn to the stipulations contained in the Invitation to the Annual General Meeting of **28 April 2022**, especially the requirement to convey the depositary confirmation to the Company in a timely manner as a means of being able to exercise shareholder rights at the virtual Annual General Meeting held on **27 May 2022**.

The Management Board