# Special arrangements for "attendance" at the General Meeting in the context of the health crisis

As the General Meeting is, exceptionally, being held behind closed doors, shareholders are entitled to participate in the General Meeting by choosing one of the following three options:

a) Give a proxy to the person of their choice under the terms of Article L. 225-106 of the French Commercial Code (proxy to a third party), noting that, in this case, the proxy must vote by post under this authority;

b) Send a proxy to the company without indicating a proxy recipient (appointing the chair as proxy);

c) Voting by post.

Shareholders may vote by post or authorise a proxy using the voting form provided for this purpose, or electronically via the Votaccess secure voting platform. These means of participation made available to shareholders are now the only options.

The unique postal voting and proxy form will be posted on the company's website <u>www.interparfums-finance.fr</u> no later than the twenty-first day prior to the Meeting.

From the date of the notice of meeting, holders of bearer shares may ask for the said form to be sent to them by writing to: CIC - Service Assemblées Générales - 6 avenue de Provence 75452 Paris Cedex 09 or by emailing: <a href="mailto:serviceproxy@cic.fr">serviceproxy@cic.fr</a>. To be effective, applications must be received no later than six days before the date of the meeting.

The unique postal voting form or proxy form must be returned, accompanied by their share certificate for holders of bearer shares.

The postal voting form must be received by the CIC - General Meetings Department, either by post to the following address: 6 avenue de Provence 75452 Paris Cedex 09, or electronically to the following address: <u>serviceproxy@cic.fr</u>, **no later than 20 June 2020.** 

Third-party proxies will be valid if they reach the CIC - General Meetings Department, either by post to the following address: 6 avenue de Provence 75452 Paris Cedex 09, or electronically to the following address: <u>serviceproxy@cic.fr</u> by the fourth day before the date of the General Meeting, namely **no later than 20 June 2020**.

The proxy may not attend the Meeting in person. S/he must send instructions for the exercise of his or her proxies to CIC - General Meetings Department by email at the following address: <u>serviceproxy@cic.fr</u>, via the form in the form of a postal vote, no later than the fourth day prior to the date of the meeting, namely **no later than 20 June 2020**.

A shareholder who has already cast his or her vote remotely, sent a proxy or requested his or her admission card or an attendance statement may choose another method of participation at the meeting provided that his or her instruction to do so arrives within the relevant deadlines under the rules relating to each method of participation. The previous instructions received are then revoked.

## "Attendance" at the General Meeting by electronic means:

<u>- For registered shareholders:</u> Holders of registered shares, whether direct or administered, who wish to vote or appoint a proxy over the internet may access the VOTACCESS website at the following address: <u>https://www.actionnaire.cmcicms.com</u>

Holders of pure registered shares may log in with their usual login details indicated on the portfolio statement.

Holders of administered registered shares will receive a letter indicating their username and password. If shareholders no longer have their username and/or password, they may contact the following telephone number: +33 1 53 48 80 10.

After logging in, registered shareholders must follow the on-screen instructions to access the VOTACCESS website and vote or appoint a proxy.

- For holders of bearer shares: Holders of bearer shares should find out whether their accountholding establishment is connected to the VOTACCESS website and, if applicable, whether such access is subject to specific terms of use.

If the shareholder's account-holding institution is connected to the VOTACCESS website, shareholders must log in to their account-holding institution's internet portal using their usual access codes. They must then click on the icon that appears on the line corresponding to their INTERPARFUMS shares and follow the instructions given on the screen to access the VOTACCESS site and vote or appoint a proxy.

The VOTACCESS website will be open from 5 June 2020 to 23 June 2020 at 15:00, Paris time.

The ability to vote by internet before the General Meeting will end the day before the meeting, i.e. **23 June 2020 at 15:00**, Paris time, noting that, as an exception to this, third party proxies must be received by 20 June 2020 at the latest.

However, to avoid any possible congestion on the VOTACCESS website, shareholders are advised not to wait until the day before the Meeting to vote.

## Submission of points or draft resolutions for the agenda

Requests by shareholders to include points or draft resolutions on the agenda must preferably be sent electronically to the following address: <u>assembleegenerale2020@interparfums.fr</u> (or by registered letter with acknowledgement of receipt sent to the registered office), to be received no later than the twenty-fifth day prior to the date of the General Meeting. They may not be sent more than twenty days after the date of this notice.

Reasons must be given for requests to include items on the agenda.

Requests for the inclusion of draft resolutions must include the text of the draft resolutions, accompanied, where applicable, by a brief explanatory note, as well as the information provided for in paragraph 5 of Article R. 225-83 of the French Commercial Code if the draft resolution concerns the presentation of a candidate to the Board of Directors.

A shareholder registration certificate must also be enclosed with these requests for the inclusion of points or draft resolutions on the agenda in order to prove, on the date of the request, the possession or representation of the fraction of the share capital required in accordance with the provisions of Article R. 225-71 of the French Commercial Code.

A new certificate proving that the shares were registered in the same accounts on the second working day before the General Meeting at midnight, Paris time, must be sent to the company.

The text of the draft resolutions submitted by the shareholders and the list of items added to the agenda at their request will be published as soon as possible on the company's website <u>www.interparfums-finance.fr</u>

#### Shareholders' rights to notice

The preparatory documents for the Meeting specified by Article R. 225-73-1 of the French Commercial Code will be posted online on the company's website <u>www.interparfums-finance.fr</u> no later than the twenty-first day prior to the meeting.

In accordance, in particular, with Articles L. 225-115 and R. 225-83 of the French Commercial Code, it is noted that the full text of the documents intended to be presented to the Meeting will be made available on the company's website <u>www.interparfums-finance.fr</u>.

Furthermore, from the date of the notice of meeting, shareholders may ask the company (preferably by email to the following address: <u>assembleegenerale2020@interparfums.fr</u>) to send them the documents and information mentioned in Articles R. 225-81 and R. 225-83 of the French Commercial Code, up to and including the fifth day before the meeting.

In this context, you are invited to indicate in your request the email address to which these documents may be sent to you so that we can validly send you the said documents by email in accordance with Article 3 of the aforementioned Order. Holders of bearer shares must provide proof of this status by submitting a share certificate of registration.

#### Written questions

From the date the preparatory documents are made available to the shareholders and until the fourth working day preceding the date of the General Meeting, **i.e. 18 June 2020**, any shareholder may send written questions to the Chair of the Board of Directors of the company, in accordance with the provisions of Article R. 225-84 of the French Commercial Code. These written questions should preferably be sent electronically to the following address: <u>assembleegenerale2020@interparfums.fr</u> (or by registered letter with acknowledgement of receipt sent to the registered office). They must be accompanied by a shareholder registration certificate.