



# GUIDE FOR REGISTERED SHAREHOLDERS

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16 February 2022

# DIFFERENT WAYS OF HOLDING SHARES

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## Holding pure registered shares

Your securities and your identity are registered with VANTIVA, which enables the Issuer to establish direct and personal contact with you.

Your shares are registered in the issuer's register on a securities account held by Société Générale Securities Services, the manager of VANTIVA's register.



### **PLUS**

*The registration in pure registered form allows you to benefit from free custody fees and certain day-to-day management fees such as:*

- fees linked to dividend payments;
- fees linked to corporate actions (capital increase, etc.).

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## Holding administered registered shares

Your shares are registered with your financial intermediary, who is responsible for their custody and management.

In this case, the management of your securities is similar to that of bearer shares.

However, to transfer your securities to an administered registered holding arrangement, you must request this specifically from your financial intermediary, who must then notify Société Générale Securities Services of the transfer of your securities to administered registered form.

The registration in administered registered form allows VANTIVA to identify you and establish direct and personal contact with you.

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## Holding bearer shares

This is the most common type of shareholding.

The purchase and day-to-day management of your securities are entrusted to the financial intermediary of your choice.

Your name is not registered in VANTIVA's register.

If you are a beneficiary of stock options and/or free shares, and you wish to convert the securities into bearer shares, note that the conversion of the securities into bearer shares may mean that the corresponding option exercise gain and/or acquisition gain is liable for tax.

# THE BENEFITS OF HOLDING PURE REGISTERED SHARES



## You benefit from savings on management fees

VANTIVA bears the cost of all custody fees.

The principal fees you will have to pay are the brokerage fees for your buy or sell orders, in the same way as if your securities were held in bearer form. These pricing conditions are negotiated with VANTIVA.

As of 1<sup>st</sup> January 2022, the broker's commissions applied to stock exchange orders for holders of pure registered shares are as follows\*:

Online	<ul style="list-style-type: none"><li>• 0.3% of the gross amount of the transaction</li></ul> <p><i>The minimum amount is 9 euros per transaction</i></p>
By fax or post	<ul style="list-style-type: none"><li>• 0.5% of the gross amount of the transaction</li></ul> <p><i>The minimum amount is 10 euros per transaction</i></p>

\* These rates include taxes.



## You are invited personally to Shareholder Meetings

You will be invited to ordinary and extraordinary general Meetings and you will receive a full notice of meeting directly and automatically before the meeting date. This pack includes all the documents you need to cast your vote (request form for meeting admission card, proxy form, and postal vote form).

The procedures for taking part in the meeting will be simplified.

If you are registered on VANTIVA's list of shareholders, you will not need to request an admission card to participate in a Shareholder Meeting. You will simply be asked to prove your identity on the day of the meeting.

A share blocking certificate will not be needed.



## Access to personalised information

You will receive direct information on all financial transactions (capital increase, bond issue, etc.) and if you subscribe to these transactions, you will benefit from reduced fees negotiated with VANTIVA.

You will be invited to the various shareholders' meetings held in your area, and you will receive all shareholder information promptly.

You will also be able to access the **Sharinbox** website, accessible at [www.sharinbox.societegenerale.com](http://www.sharinbox.societegenerale.com), as well as the **NOMILIA Customer Relations Centre** at +33 (0) 2 51 85 67 89, which are reserved exclusively for holders of pure registered shares to manage and monitor their holdings.



## You will receive specific practical guides

Specific practical guides to regulations and tax ("Quelle fiscalité pour vos titres au nominatif?" (Taxes on Registered Shares), "Guide pratique des donations et dons" (Practical Guide to Donations and Bequests), etc.) as well as an annual newsletter are available at [www.sharinbox.societegenerale.com](http://www.sharinbox.societegenerale.com) or from the **NOMILIA Customer Relations Centre**.

# HOW TO TRANSFER YOUR SECURITIES TO PURE REGISTERED FORM



## TRANSFERRING YOUR SECURITIES TO PURE REGISTERED FORM if you are a holder of bearer or administered registered shares.

If you already hold bearer or administered registered shares and you want to transfer them into pure registered form, you must request this from your financial intermediary, who will carry out the transaction for you.

The time frame for transferring your securities to pure registered form depends mainly on how quickly your financial intermediary can execute your transfer order.

Registration in your account in pure registered form is only finalised once the transfer of your securities has been completed. You will then receive a notification of registration of the securities in your account from Société Générale Securities Services.



## Buying pure registered shares directly

When you buy shares on the stock exchange, which is done using a form, a pure registered account is opened.

You can obtain this form directly from Société Générale Securities Services:



### by phone:

- contact the *NOMILIA Customer Relations Centre*  
on +33 (0)2 51 85 67 89.



### by post:

*Société Générale Securities Services*  
*SGSS/SBO/ISS/INS/NAN*  
32 rue du Champ de tir - CS 30812  
44308 Nantes Cedex 3 – France



### by fax:

on +33 (0) 2 51 85 53 42

# YOU ARE A PURE REGISTERED SHAREHOLDER

**SOCIETE GENERALE is here to support you**

VANTIVA has mandated Société Générale Securities Services to manage the pure registered shares of its shareholders. In this respect, Société Générale Securities Services provides personalised support to every pure registered shareholder and sends them various documents throughout the year.



## Notice of account registration

After every entry or exit of securities (purchase and/or sale of shares, reinvestment of securities arising from a dividend payment in shares, conversion to bearer shares, etc.), you will receive a notice of account registration (entitled "Notice of Transaction") which gives you the details of the transaction carried out and the balance of your securities account.

If a dividend is paid in cash, Société Générale Securities Services will transfer the funds into your bank account, as long as your bank details are updated on Sharinbox.



## The SOCIETE GENERALE securities account statement

At the beginning of each year, you will receive an account statement showing, for each share type, the quantity held in pure registered form as of December 31 of the previous year.



## Tax Statement (Imprimé Fiscal Unique - IFU)

At the beginning of each year, a tax statement (Imprimé Fiscal Unique) will also be sent to you. This form tells you what amounts to report on your overall income tax return for the previous tax year, according to French rules.



### **IMPORTANT**

*We hereby draw your attention to the fact that it is the shareholder's responsibility to calculate and justify the cost price for tax purposes or capital gains or losses for tax purposes realised on the sale of VANTIVA shares held in registered form, as well as any deduction for the duration of the holding period.*

## EXCLUSIVE, HIGH-PERFORMANCE AND SECURE ONLINE SERVICES

Société Générale Securities Services provides online services that allow you to access your accounts 24/7.

- **The Sharinbox website is available at** [www.sharinbox.societegenerale.com](http://www.sharinbox.societegenerale.com)

This is the quickest and easiest way to carry out your transactions.

*Don't delay! Log in now to verify or update your personal contact details and banking information. This information is essential so that we can process and settle your transactions promptly and accurately.*

- The NOMILIA Customer Relations Centre is available on +33 (0)2 51 85 67 89 (standard-rate number billed according to your carrier contract and the call's country of origin).  
Call centre agents are available without interruption between 9.30 am and 6.00 pm, Monday to Friday, to answer your questions.

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