

Procedure of absentee voting of the General Meeting of Shareholders of LOTTE Rakhat JSC to be held on 25.04.2022

Participation in the Annual General Meeting of Shareholders of LOTTE Rakhat JSC by absentee voting without holding a General Meeting of Shareholders will be by filling in an absentee voting ballot form, which will be posted together with the notification on holding the General Meeting of Shareholders:

- 1. On the official website of Kazakhstan Stock Exchange JSC and on the website of the Depository of Financial Statements;**
- 2. On the corporate website of LOTTE Rakhat JSC in Kazakh, Russian and English languages.**

Herewith:

1. Before voting on the items on the agenda of the General Meeting of Shareholders it is necessary to fill in all the fields with information on the shareholder and his personal data in the absentee voting ballot form.
2. To vote on the items on the agenda of the General Meeting of Shareholders, it is necessary to mark or sign in one of the boxes with the possible voting options: "For" or "Against" or "Abstain" on the absentee ballot form for each item on the agenda of the General Meeting of Shareholders;
3. In accordance with clause 6 of Article 49 of the Law of the Republic of Kazakhstan on Joint Stock companies:

- 1) An absentee voting ballot form of a shareholder being an individual shall be signed by a shareholder or his representative;**
- 2) An absentee voting ballot form of a shareholder being a legal entity shall be signed by its head or its representative;**

*** A ballot form without the signature of a shareholder being an individual or his representative or the head of a shareholder being a legal entity or his representative shall be deemed invalid.**

3) Personal data of the shareholder being an individual in his identity document, as well as details of the identity document of the shareholder being an individual specified in the copy of the identity document of the shareholder being an individual, the list of shareholders entitled to participate in the General Meeting of Shareholders, prepared on the basis of the register system of shareholders of LOTTE Rakhat JSC, and the absentee voting ballot form filled in by the shareholder being an individual or his representative shall coincide;

4) Data on the shareholder being a legal entity in its foundation documents, as well as details of its foundation documents specified in copies of foundation documents of the shareholder being a legal entity, the list of shareholders entitled to participate in the General Meeting of Shareholders prepared on the basis of the register system of shareholders of LOTTE Rakhat JSC, and the absentee voting ballot form filled in by the shareholder being a legal entity shall coincide.

*** In the event of discrepancies, an absentee voting ballot form shall be deemed invalid unless the shareholder or his representative, along with the absentee voting ballot form, provides the documents confirming the changes in the data/ details in the register system**

of the holders of the Central Securities Depository JSC (Original document or its notarized copy).

4. Shareholders shall enclose with the absentee voting ballot form:

1) Shareholders being individuals (residents of the Republic of Kazakhstan, including non-residents of the Republic of Kazakhstan):

- ✓ A copy of a document proving the identity of the shareholder; in the event the absentee voting ballot form is signed by its representative: copies of the document proving the identity of the shareholder and its representative and a copy of the document proving the right of the representative to sign;

2) Shareholders being legal entities (residents of the Republic of Kazakhstan):

- A copy of the Resolution of the authorized body of the shareholder being legal entity on the appointment/election of its head;
- A copy of the Order on appointment to the position;
- A copy of the document proving the identity of the head of the shareholder being legal entity;
- In case the ballot form is signed by the representative of the shareholder being a legal entity:
 - in addition to the above documents - copies of an identity document of the shareholder's representative and a document confirming the representative's right to sign.

3) Shareholders being legal entities (non-residents of the Republic of Kazakhstan):

- Apostilled/legalized, if necessary, determined in accordance with the laws of the country of residence of the shareholder, documents confirming the right to sign the absentee voting ballot form, including documents proving the identity of the person signing the absentee voting ballot form (copies);

5. Acceptance of the absentee voting ballot form and necessary documents will be carried out at the actual location of the Management Board of LOTTE Rakhat JSC:

The Republic of Kazakhstan, index 050002, Almaty, 2a Zenkov Street or by post (including courier) service (through the offices of Kazpost JSC, DHL and other courier services), allowing to fix the fact of sending the absentee voting ballot forms and the necessary documents, specified in this information notice.

Completed absentee voting ballot forms on each item on the agenda should be submitted to LOTTE Rakhat JSC **between 09:00 hours on 25 March 2022 and 18:00 hours on 24 April 2022 (Nur-Sultan city time zone).**

*** The date of submission of absentee voting ballot forms will be the date of its registration in the administrative office of LOTTE Rakhat JSC.**

6. According to clause 3 of Article 46 of the Law of the Republic of Kazakhstan on Joint Stock Companies on April 25, 2022 a Ballot Committee will determine the validity of absentee voting ballot forms received and count the number of valid ballots and the votes indicated in them for each item on the agenda; determine whether a quorum of the General Meeting of Shareholders is present; draw up Minutes on the Results of Voting and transfer the voting ballots and Minutes on the Results of Voting to the Company's archive.

7. In accordance with clause 6 of Article 51 of the Law of the Republic of Kazakhstan on Joint Stock Companies the results of absentee voting will be announced to shareholders by publishing them in Kazakh and Russian languages on the web site of the Depository of Financial Statements and in accordance with the procedure determined in the Articles of Association of LOTTE Rakhat JSC.

8. In accordance with part two of clause 4 of Article 45 of the Law of the Republic of Kazakhstan on Joint Stock Companies in the absence of a quorum when a General Meeting of Shareholders is held by absentee voting, a repeat General Meeting of Shareholders shall not be held.

General Meeting of Shareholders is held in compliance with Articles 35, 36, 37, 39, 40, 41, 43, 44, 45, 46, 47, 49, 50, 51 and Articles of Association of LOTTE Rakhat JSC.