

Organisational document of the 2024 Annual General meeting of Sampo plc

This document includes the information and proposals concerning the formal organisational matters in agenda items 1 to 5 of the Annual General Meeting of Sampo plc to be held on 25 April 2024. This document constitutes a part of the notice to the Annual General Meeting and has been published on Sampo's website at www.sampo.com/agm on 27 March 2024.

The document may be supplemented in the meeting with such information that has not been available before the Annual General Meeting. Shareholders present at the meeting are entitled to speak on the items during the respective agenda item.

1. Opening of the meeting

The Chair of the Board of Directors, **Antti Mäkinen**, will open the Annual General Meeting. If due to weighty reasons it isn't possible for Antti Mäkinen to open the Annual General Meeting, another member of the Board of Directors of the Company will do so.

2. Calling the meeting to order

Chair and Secretary of the General Meeting

Attorney-at-law **Mikko Heinonen** will act as the Chair of the Annual General Meeting. If due to weighty reasons it isn't possible for Mikko Heinonen to act as the Chair of the General Meeting, the person opening the General Meeting will propose the person deemed most suitable to act as Chair of the General Meeting.

Sampo plc's Senior Legal Counsel **Anne Teitto** will act as the Secretary of the Annual General Meeting. If due to weighty reasons it isn't possible for Anne Teitto to act as the Secretary of the General Meeting,

the Chair of the General Meeting will select the person deemed most suitable to act as Secretary of the Meeting.

Procedural matters

Language of the meeting and interpretation

The meeting will be conducted in Finnish and simultaneous translation to English will be provided. Conversely, if the meeting is addressed in English, a simultaneous translation to Finnish will be provided. Questions may be presented in Finnish or English. Headphones are available by the meeting hall's entrance.

Right to address the meeting

Shareholders present at the General Meeting may, in accordance with Chapter 5 Section 25 of the Finnish Companies Act, exercise their right to request information regarding the matters of the Annual General Meeting. A request to address the General

Meeting can be presented by raising one's hand. Said person will be handed a microphone after the Chair of the Meeting has granted said request. Persons exercising their right to speak are asked to start by stating their name and possibly the name of the shareholder they may represent as well as their voting ticket number, or alternatively only state their voting ticket number.

Mobile phones, videorecording and photography

Participants are requested to keep their mobile phones silenced throughout the course of the meeting and refrain from videorecording, photography and any other recording. The meeting will be photographed and recorded for the Company's own use for the purposes of drafting the minutes. Certain parts of the recording such as the Chair of the Board's and Group CEO's reviews may be published later on the Company's website.

Meeting venue

The meeting venue is hall 1 of the Helsinki Exhibition and Convention Centre. Shareholders or their representatives leaving the meeting area after the opening of the meeting are requested to return their voting tickets to the Annual General Meeting personnel at the door of the meeting area.

Agenda and availability of meeting materials

The Annual General Meeting's agenda is included as part of the notice of the General Meeting which has been available on the Company's website and is available at the meeting venue. Unless otherwise stated by the Chair of the General Meeting, the items will be dealt with in the order set out in the agenda.

The shareholders' register of the Company is available at the General Meeting.

The proposals to the General Meeting, the financial statements and all other documents and information required by the Finnish Companies Act and the Securities Markets Act have been available to shareholders on the Company's website for the period required by the Finnish Companies Act prior to the General Meeting. These documents are also available at the General Meeting.

3. Election of persons to scrutinise the minutes and to supervise the counting of votes

Two persons to scrutinise the minutes and two persons to supervise the counting of votes will be elected at the meeting.

4. Recording the legality of the meeting

According to the Company's Articles of Association, a notice of the General Meeting must be published on the web page of the company, no later than three weeks before the General Meeting and no later than nine days before the record date of the General Meeting referred to in the Finnish Companies Act.

The notice has been published on the Company's website and as stock exchange release on 27 March 2024, in addition to which it is available at the General Meeting.

It is noted that the General Meeting has been convened in accordance with the Articles of Association and in compliance with the provisions of the Finnish Companies Act, and that it has therefore been duly convened and constitutes a quorum.

5. Recording the attendance at the meeting and adoption of the list of votes

Information on the list of votes

Shareholders that have duly registered for the General Meeting before the end of the registration period and that are entitled to attend the General Meeting pursuant to Chapter 5, Section 6a of the Finnish Companies Act and that have either voted in advance during the advance voting period or attend the General Meeting at the meeting venue, either in person or by proxy, are deemed to be shareholders attending the meeting.

A list of all shareholders, their assistants, proxies and representatives present at the meeting will be compiled, including information on their sharehol-

dings and number of votes. The Chair of the General Meeting will state the number of shareholders present or represented at the beginning of the meeting and the respective number of shares and votes represented. The Chair of the General Meeting will also state the presence of the members of the Board of Directors of the Company, the proposed members to the Board of Directors, the Group CEO and the auditor of the Company at the meeting.

The list of votes may be examined at the Chair's table and will be appended to the minutes. The list will be updated based on the participation at the start of a potential vote.

Information on the advance voting and voting instructions provided by nominee-registered shareholders

Shareholders have the possibility to vote in advance on items 7 to 18 on the agenda of the Annual General Meeting from 27 March 2024 at 2.00 pm to 18 April 2024 at 4.00 pm. An agenda item subject to advance voting is considered to have been presented unchanged to the Annual General Meeting in accordance with the Finnish Companies Act. Typically, the Company also receives voting instructions from nominee-registered shareholders and holders of Swedish depository receipts in advance of the meeting. The Company and the Chair of the General Meeting will have a list of the results of the advance votes and voting instructions, a summary of which will be appended to the minutes.

If a full vote count is not carried out during an agenda item, the number of votes opposing the

agenda item and, in the case of qualified majority decisions, also the number of abstaining votes, based on advance voting and voting instructions provided by nominee-registered shareholders and holders of Swedish depository receipts will be recorded in or appended to the minutes. To the extent opposing votes have been cast without presenting a counterproposal in items which cannot be effectively opposed without a counterproposal, such votes will not technically be considered as opposing votes in a vote and will not be recorded in or appended to the minutes. This typically applies to director elections.

27 March 2024

SAMPO PLC
Board of Directors