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**EDP – ENERGIAS DE PORTUGAL, S.A.**

**ANNUAL GENERAL SHAREHOLDERS' MEETING**

**NOTICE OF CONVENE MEETING**

In accordance with the provisions of the law and the Articles of Association, at the request of the General and Supervisory Board and the Executive Board of Directors, I call on all the shareholders of EDP – Energias de Portugal, S.A. ("EDP"), an issuer of shares admitted to trading on a regulated market, with its registered office at Avenida 24 de Julho, 12, 1249-300 Lisbon, with single company number and Commercial Register registration 500 697 256, with a share capital of EUR 3,965,681,012, to attend the Annual General Shareholders' Meeting, to be held remotely and in person in the Auditorium at EDP's registered office at Avenida 24 de Julho, 12, Lisbon on **6 April 2022 at 10:30**, with the following

#### **AGENDA**

- Item One:** To deliberate on the annual and consolidated accounting documents for the financial year 2021, including the single management report (which includes a corporate governance chapter and the remuneration report), the annual report and opinion of the General and Supervisory Board (which integrates the annual report of the Financial Matters Committee/Audit Committee) and the statutory certification of the annual and consolidated accounts as well as the sustainability report (containing the consolidated non-financial statement and the 2030 Climate Change Commitment).
- Item Two:** To deliberate on the proposal for the distribution of the profits for the financial year 2021 and on the proposal for the distribution of dividends.
- Item Three:** To conduct a general assessment of EDP's management and supervision in accordance with Article 455 of the Commercial Companies Code.
- Item Four:** To authorise the Executive Board of Directors to acquire and dispose of own shares by EDP and its subsidiary companies.
- Item Five:** To authorise the Executive Board of Directors to acquire and dispose of EDP-owned bonds.
- Item Six:** To deliberate on the election of the Vice-Chairman of the General Shareholders' Meeting for the remainder of the current term of office (three-year period 2021-2023).

#### REQUIREMENTS FOR ATTENDANCE AT THE GENERAL SHAREHOLDERS' MEETING

- a) According to Article 14(1) of the EDP Articles of Association, General Shareholders' Meetings may only be attended by shareholders with voting rights, as well as by other persons whose presence is deemed to be justified by the Chairman of the General Shareholders' Meeting.
- b) Each share carries one vote.

- c) Shareholders may attend the General Shareholders' Meeting on 6 April 2022, either in person or remotely, in their own name or by proxy, only if they hold at least one share at 00:00 (GMT) on the fifth trading day preceding the date of the General Shareholders' Meeting, i.e. 30 March 2022 ('Registration Date').
- d) The exercise of the rights to attend and vote at the General Shareholders' Meeting will not be affected by the transfer of the shares at any time after the Registration Date, nor will it be subject to the blocking of the shares between the Registration Date and the date of the General Shareholders' Meeting.
- e) Shareholders intending to attend and vote at the General Shareholders' Meeting, either in person or by advance electronic voting, must pre-register by completing the automatic declaration form which will be available on the EDP website ([www.edp.com](http://www.edp.com)), as from the date of publication of this notice, at the latest by 23:59 (GMT) on the Registration Date, i.e. 30 March 2022.
- f) On the form referred to in the previous subparagraph, shareholders are required to select the manner in which they intend to attend and vote at the General Shareholders' Meeting.
- g) Furthermore, shareholders intending to attend the General Shareholders' Meeting must declare their intention in advance to the financial intermediary enrolled on the Interbolsa-managed systems with which the individual securities registration account is opened, at the latest by 23:59 (GMT) on the trading day preceding the Registration Date, i.e. 29 March 2022.
- h) Financial intermediaries who are informed of their clients' intention to attend the General Shareholders' Meeting must notify the Chairman of the General Shareholders' Meeting of such intention and shall forward, by 23:59 (GMT) on the Registration Date, i.e. 30 March 2022, information on the number of shares registered on behalf of each of their clients as at 00:00 hours (GMT) on the Registration Date. For this purpose, they may use the e-mail address [edp.ag@edp.com](mailto:edp.ag@edp.com).
- i) Shareholders who have declared to their financial intermediary their intention to attend the General Shareholders' Meeting as referred to above and who transfer ownership of their shares between the Registration Date and the end of the General Shareholders' Meeting must immediately notify the Chairman of the General Shareholders' Meeting and the Securities and Exchange Commission, without prejudice to the exercise of their right to attend and vote at the General Shareholders' Meeting.

#### EXERCISE OF THE RIGHT TO VOTE

- j) The Chairman of the General Shareholders' Meeting is responsible for checking the authenticity and validity of the votes cast and, in the case of votes cast in advance, shall ensure that they are confidential and shall consider those votes to be votes against on any draft resolutions proposed after the date on which those votes were cast.
- k) The right to vote may be exercised in one of the following ways:
  - I. Advance electronic voting; or,
  - II. Postal voting; or,
  - III. Voting in person at the General Shareholders' Meeting.
- l) In order to comply with internal measures to prevent, contain and mitigate the transmission of the SARS-CoV-2 outbreak, EDP's premises are limited to a maximum number of shareholders.

- m) Accordingly, once the maximum number of shareholders registered to attend the General Shareholders' Meeting has been reached under conditions that ensure compliance with the internal measures in force to contain the SARS-CoV-2 outbreak, EDP reserves the right to restrict access to the premises, and undertakes to inform shareholders in good time so that they can, alternatively, attend the General Shareholders' Meeting remotely, by access to the live video and audio broadcast of the meeting and exercise their right of advance electronic voting.

#### I. EXERCISE OF RIGHT OF ADVANCE ELECTRONIC VOTING

- n) Shareholders entitled to attend the General Shareholders' Meeting may exercise their right to vote in advance by electronic means. To that end, they are required to pre-register, in accordance with point (e) above and access the following link: <https://www.shareholders-services.com/voto/v2/gateway/EDP>.
- o) Once pre-registration has been completed and the declaration(s) of ownership of the shares sent by the financial intermediary on 30 March 2022 has been received, a message will be sent to the e-mail address provided, with a link, user name and access key to the advance electronic voting platform. The platform will be available to shareholders wishing to vote as from 15:00 on 31 March 2021.
- p) Shareholders will be able to exercise their advance electronic voting right until 23:59 on 4 April 2022.
- q) If shareholders do not vote 'For' or 'Against' any of the items on the electronic voting form, those items not voted on shall be deemed to be abstentions.
- r) Once shareholders have cast an advance electronic vote, they will receive an automatic confirmation via the platform, sent to the e-mail address provided by them. Shareholders may also obtain confirmation of their vote on the electronic platform.
- s) Shareholders exercising their right to advance electronic voting may only attend the General Shareholders' Meeting remotely and are prevented from attending the General Shareholders' Meeting in person.
- t) Shareholders who are registered and duly entitled to attend the General Shareholders' Meeting shall be given access to the live video and audio broadcast of the meeting. To this end, a link giving access the digital platform will be sent on the day before the meeting to the e-mail address provided when the shareholder or their representative registered for the General Shareholders' Meeting. If shareholders or their representatives attempt to access the digital platform using an e-mail address other than the one previously provided, access will be denied.
- u) Shareholders or their representatives will be allowed to attend the General Shareholders' Meeting remotely provided that they are duly entitled and authorised in general terms, even if they have not cast their vote, and will be able to ask, in writing and through the digital platform, any questions on the items on the Agenda which they wish to be answered at the meeting, in accordance with Article 290 of the Commercial Companies Code. However, in order to ensure the orderly functioning of the meeting, shareholders may submit their questions in writing no later than 2 (two) days before the date of the General Shareholders' Meeting (i.e. by 4 April 2022 at 23:59 (GMT)), identifying the body or individual to whom they are addressed. For this purpose they must use the e-mail address [edp.ag@edp.com](mailto:edp.ag@edp.com); in case of any queries, shareholders are requested to send them to the same e-mail address ([edp.ag@edp.com](mailto:edp.ag@edp.com)).

- v) During the General Shareholders' Meeting, shareholders who have exercised their electronic vote in advance will not be able to revoke or change their votes.

## II. EXERCISE OF THE RIGHT TO VOTE BY POST

- w) Under Article 22 of the Securities Code and Article 14 of the Articles of Association, shareholders entitled to attend the General Shareholders' Meeting may exercise their right to vote by post.
- x) In order to exercise the right to vote by post, shareholders should send a letter addressed to the Chairman of the General Shareholders' Meeting by registered post with acknowledgement of receipt, which must be received at the registered office by 4 April 2022.
- y) If the shareholder is a natural person, its signature must be identical to that on its identification document and a copy thereof must be sent in the same envelope. If the shareholder is a legal person, the signature of its representative must be recognised in that capacity. Shareholders are provided with a ballot form for the exercise of their postal vote, which can be obtained from the EDP website ([www.edp.com](http://www.edp.com)).
- z) Paragraphs (a), (s), (t), (u) and (v) above shall apply *mutatis mutandis* to shareholders exercising their voting rights by post.

## III. EXERCISE OF THE RIGHT TO VOTE IN PERSON AT THE GENERAL SHAREHOLDERS' MEETING

- aa) Shareholders duly entitled to attend in the General Shareholders' Meeting may also exercise their right to vote in person. To that end, they must pre-register in accordance with point (e) above.
- bb) Once shareholders have been pre-registered and the statement(s) of ownership of the shares to be sent by the financial intermediary on 30 March 2022 have been received, shareholders will receive written confirmation, at the e-mail address provided at the time of the registration referred to in point (e) above, of their entitlement to attend the General Shareholders' Meeting in person and exercise their right to vote during the meeting.
- cc) Shareholders may attend the General Shareholders' Meeting on 6 April 2022 only if, cumulatively, they (i) expressly request it at the time of registration, (ii) have not exercised their electronic or postal vote in advance and (iii) have received written confirmation from EDP by 23.59 on 1 April 2022.
- dd) As the General Shareholders' Meeting is scheduled to begin at 10:30 (GMT), shareholders are advised to arrive at least 30 minutes in advance in order to allow the verification of all conditions for attending the meeting.

### SPECIFIC REQUIREMENTS FOR PROFESSIONAL SHAREHOLDERS

- ee) Once pre-registration has taken place, any professional shareholders holding shares in their own name but on behalf of clients may vote differentially with their shares, provided that, in addition to their financial intermediary sending the necessary information, they submit to the Chairman of the General Shareholders' Meeting by 23:59 (GMT) on the Registration Date, i.e. 30 March 2022, using sufficient and proportionate means of proof, (i) the identification of each client (where the indication of the company number allocated by the competent authority in the home country will be a sufficient and proportionate means of such identification), (ii) the number of voting

shares on behalf of each client and (iii) the voting instructions, specific to each item on the Agenda, given by each client, which may not be subsequently amended, to be sent by e-mail to [edp.ag@edp.com](mailto:edp.ag@edp.com).

- ff) Following the sending of the information described in the previous subparagraph, those professional shareholders who hold shares in their own name but on behalf of clients will receive, at their e-mail address, a message with the username and access key to the electronic platform for the validation of their information.

#### REPRESENTATION

- gg) Shareholders may be represented by a letter of proxy, duly signed, addressed to the Chairman of the General Shareholders' Meeting, which must be sent by post to EDP's registered office or by e-mail to [edp.ag@edp.com](mailto:edp.ag@edp.com) by 17:00 (GMT) on 4 April 2022. Shareholders may obtain a letter of proxy form from the EDP website ([www.edp.com](http://www.edp.com)). The original letter of proxy must always be sent to EDP at its registered office, at Avenida 24 de Julho, 12, 1249-300 Lisbon.
- hh) In addition to the previous paragraph, if the shareholder is a legal person, the document proving the legitimacy of the representation (in the case of legal persons based in Portugal, an indication of the access code to the permanent certificate concerning the represented entity will be sufficient) must be submitted and, if the shareholder is represented by a proxy, a document certifying the respective powers of representation and a legible photocopy of the proxy's identification document must be sent by e-mail to [edp.ag@edp.com](mailto:edp.ag@edp.com).
- ii) Where the same shareholder designates various proxies in respect of shares held in different securities accounts, none of the proxies may vote differentially on the same proposal, subject to the cancellation of all votes cast. If any of the proxies do not attend the General Shareholders' Meeting, the votes of the proxies present shall nevertheless be taken into consideration, provided that they all vote in the same way.

#### INCLUSION OF ITEMS ON THE AGENDA AND TABLING OF DRAFT RESOLUTIONS

- jj) Pursuant to Article 23(B) of the Securities Code, a shareholder or shareholders holding shares representing at least 2% of the share capital may request that certain items be included on the Agenda by means of a written request addressed to the Chairman of the General Shareholders' Meeting within 5 (five) days following the publication of this Notice of Convene Meeting, accompanied by a draft resolution for each matter for which inclusion is required.
- kk) The amended Notice of Convene Meeting and the draft resolutions for each added matter shall be notified to shareholders as soon as possible in the same way as for the publication of this Notice, no later than 10 (ten) days before the date of the General Shareholders' Meeting, i.e. no later than 00.00 (GMT) on 27 March 2022.
- ll) In accordance with Article 23(B) of the Securities Code, a shareholder or shareholders holding shares representing at least 2% of the share capital may request the inclusion of draft resolutions on matters referred to in the Notice of Convene Meeting as amended, on submission of a written request addressed to the Chairman of the General Shareholders' Meeting within 5 (five) days of the publication of the Notice of Convene Meeting or subsequent amendment together with any information accompanying the draft resolution. The draft resolutions and accompanying information referred to will be notified to shareholders as soon as possible in the same way used for the publication of this Notice of Convene Meeting, no later than 10 (ten) days before the date of the General Shareholders' Meeting.

mm) If a request for inclusion of a matter on the Agenda or a draft resolution is not complied with, the interested parties may apply to a Court to convene a new general shareholders' meeting to decide on such matters or resolutions.

#### INFORMATION AVAILABLE TO SHAREHOLDERS

Documents and information relating to Agenda items, as well as the other items provided for in Article 289(1) of the Commercial Companies Code and Article 21(J) of the Securities Code, will be available to shareholders for consultation on the EDP website ([www.edp.com](http://www.edp.com)) and on the Securities and Exchange Commission website ([www.cmvm.pt](http://www.cmvm.pt)). Shareholders may also make a request on [edp.ag@edp.com](mailto:edp.ag@edp.com) for such documentation to be sent to them; it will be sent by the same means.

In order to ensure that shareholders are fully informed prior to the exercise of their voting rights, and without prejudice to the timely availability of the documents relating to the Agenda items and the possibility under (u) above, any questions which shareholders wish to have clarified under the right to information provided for in Article 290 of the Commercial Companies Code should be submitted by 8 (eight) days before the General Shareholders' Meeting takes place, i.e. by 29 March 2022, to the e-mail address [edp.ag@edp.com](mailto:edp.ag@edp.com), so that EDP can take steps to provide the clarifications requested prior to the deadline for exercising advance electronic and postal voting rights. Any questions submitted by shareholders and the answers given will be made available on the EDP website ([www.edp.com](http://www.edp.com)).

During the General Shareholders' Meeting, those shareholders who meet the requirements to attend may request that they be provided with information, which may be refused only if the provision of such information could cause serious harm to EDP or to another related company or breach of secrecy imposed by law under Article 290 of the Commercial Companies Code.

#### OTHER INFORMATION

Shareholders are advised that the voting on items One, Two and Three on the Agenda will be taken separately at the General Shareholders' Meeting, and therefore, it will be subject to voting:

- A. regarding item One, (i) the annual and consolidated accounting documents for the financial year 2021, including the single management report (which includes a corporate governance chapter and the remuneration report), the annual report and opinion of the General and Supervisory Board (which integrates the annual report of the Financial Matters Committee/Audit Committee) and the statutory certification of the annual and consolidated accounts and (ii) the sustainability report for the year 2021 (containing the consolidated non-financial statement and the 2030 Climate Change Commitment);
- B. regarding item Two, (i) the proposal to distribute the profits for the financial year 2021 and (ii) the proposal to distribute dividends; and,
- C. regarding item Three, the general assessment of (i) the Executive Board of Directors, (ii) the General and Supervisory Board and (iii) the Statutory Auditor.

RELEVANT DATES

Event	Date	Time
<b>Annual General Shareholders' Meeting</b>	6 April 2022	10:30 (GMT)
<b>Pre-Registration</b> Receipt of pre-registration on EDP website ( <a href="http://www.edp.com">www.edp.com</a> )	Until 30 March 2022	23:59 (GMT)
<b>Statements of intention to exercise differential voting rights (Professional Shareholders)</b> Receipt of statements by professional shareholders who hold shares in their own name but on behalf of clients and wish to exercise differential votes with their shares.	Until 30 March 2022	23:59 (GMT)
<b>Register of Shareholders</b> Receipt of declarations by financial intermediaries indicating the number of shares registered in the name of each shareholder.	30 March 2022	23:59 (GMT)
<b>Advance Electronic Vote</b> Receipt of votes by electronic means on each item on the agenda.	Until 4 April 2022	23:59 (GMT)
<b>Postal Voting</b> Receipt of postal votes on each item on the agenda.	Until 4 April 2022	23:59 (GMT)
<b>Letter of proxy</b> Receipt of letters of proxy addressed to the Chairman of the General Shareholders' Meeting.	Until 4 April 2022	17:00 (GMT)

Lisbon, 4 March 2022

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The Chairman of the General Shareholders' Meeting

(Luís Palha da Silva)