

Manual for attending and
participating through the
telematic platform - General
Shareholders' Meeting of
Meliá Hotels International
S.A. 2021





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1. General Considerations

This manual sets out the procedure to be followed by shareholders or their representatives in order to participate, attend and vote the General Shareholders' Meeting through telematic means that allow them to exercise their rights as shareholders.

Remote assistance offers the same opportunities for participation as in a face-to-face meeting, with the possibility of following the meeting through live broadcasting, voting or making interventions. Likewise, the different actions with which the remote assistant participates shall be counted in the quorum for the constitution of the Meeting.

The shareholder or representative who attends remotely must bear in mind that if he or she has previously delegated or voted remotely, he or she will leave the delegation or vote without effect

For remote assistance, the following considerations should be taken into account:

- The remote assistance mechanisms may be used by shareholders or representatives who register as shareholders on the platform and include the supporting documentation in order to provide the appropriate guarantees of security and identity of the attendee.

- The registration of shareholders through the platform may be carried out up to one hour before the time scheduled for the meeting, in order to guarantee the verification of the data and documentation provided by the shareholder or his representative at the time of registration.

The means of telematic participation will be enabled from the time the Meeting is called and will remain open until five (5) minutes before the start of the Meeting, i.e. 12:55 hs on 10 June 2021 at the first call. The deadline will be extended by twenty-four hours, in the case of holding the meeting at the second call, in order to duly prepare the quorum and the sense of the agreement proposals submitted to vote. The broadcast of the meeting in real time will begin at the time set for the start of the meeting (1:00 p.m.) and will finish at the time the meeting ends. Interventions may be made from the time of publication of the notice convening the Meeting until the end of question time, which is open during the Meeting.

The broadcasting in real time of the Meeting can be followed through the telematic participation platform, by the shareholders duly registered as such or openly, without the need for registration, through the link provided on the corporate website www.meliahotelsinternational.com

- If you have any questions about the registration process, please do not hesitate to contact us at the following e-mail address (club.accionista@melia.com) or by phone (+34 971 22 45 54).

2. Registration and Shareholders' access

ACCESS

The register of shareholders and access to the platform shall be made through the link <https://www.councilbox.com/melia/> available in the notice of the meeting and on the Company's website.

PROCESS

The shareholder or his representative must complete the required fields with his data (Name, surname, tax identification number (NIF), email and number of shares). In the case of a legal entity, the following data must be completed: Company fiscal number (CIF), name of legal representative, powers of attorney and Fiscal Number (NIF) of the same.

DOCUMENTATION

Additionally, it must be attached in PDF format: tax identification number (NIF), attendance card and, in the case of a natural person representing a legal entity, the corresponding powers of attorney that justify such representation.

VERIFICATION

After the verification of the information and data provided, the shareholder or his representative will receive an email, to the email address provided, with the username and password to access the platform.

Acceso accionistas

The screenshot shows the 'Acceso accionistas' (Shareholders' Access) form on the Councilbox platform. The form is divided into two main sections: a login section at the top and a registration section below. The login section includes input fields for 'DNI/NIF' and 'CONTRASEÑA' (Password), a 'REMEMBER ME' checkbox, a link to '¿Olvidaste la contraseña?' (Forgot your password?), and a green 'ENVIAR' (Send) button. The registration section is titled 'REGISTRO ACCIONISTAS' and features radio buttons to select between 'Persona física' (Natural person) and 'Entidad jurídica' (Legal entity). Below this, there are several input fields: 'Nombre y apellidos' (Name and surnames), 'DNI', 'Número de acciones (requerido)' (Number of shares, required), and 'email (requerido)' (Email, required). There are three sections for document uploads, each with a 'Seleccionar archivo' (Select file) button and a status indicator 'Ningún archivo seleccionado' (No file selected): 'Adjunte su DNI (requerido)' (Attach your DNI, required), 'Adjunte sus tarjetas de accionista (requerido)' (Attach your shareholder cards, required), and 'Adjunte sus poderes de representación' (Attach your powers of representation).

3. Telematic Voting

PROCESS

In the section TELEMATIC VOTE, all the proposals on the agenda that are submitted to the board for approval are available. The various voting options may be expressed in each of them. Once the voting direction has been indicated in each of the proposals, it is necessary to press the Finish section in the lower right corner of the screen, to send the vote.

In any case, for the purpose of duly establishing the quorum of participation and the sense of the proposed resolutions submitted to vote, voting shall be in advance and shall be available from the time of publication of the notice of call until five (5) minutes before the start of the Meeting, i.e. 12:55 hs. on 10 June 2021 on first call.

In the event that resolutions not included as items on the agenda are voted, it shall be understood that the vote is cast in the way proposed by the Chairman of the Meeting.

1.2.- Examen y aprobación, en su caso, de las Cuentas Anuales (Balance, Cuenta de Pérdidas y Ganancias, Estado de Cambios en el Patrimonio Neto, Estado de Flujos de Efectivo y Memoria) e Informe de Gestión del Grupo Consolidado de Meliá Hotels International, S.A., correspondientes al ejercicio cerrado a 31 de diciembre de 2020.

Votación nominal

Se somete a la aprobación de la Junta la siguiente propuesta:

"Aprobar las Cuentas Anuales (Balance, Cuenta de Pérdidas y Ganancias, Estado de Cambios en el Patrimonio Neto, Estados de Flujos de Efectivo y Memoria) e Informe de Gestión del Grupo Consolidado de Meliá Hotels International, S.A., correspondientes al ejercicio social finalizado el 31 de diciembre de 2020, verificadas por el auditor de cuentas de la Compañía, Deloitte, S.L."

A favor ✓

En contra ✕

Abstención ○

4. Delegation of vote

PROCESS

In the section on DELEGATION OF VOTE, votes may be delegated either to the person indicated by the shareholder, providing his/her name and surname and tax identification number (NIF) or to the Chairman of the Board of Directors.

The delegation may indicate voting instructions for the proposed resolutions to be submitted to the Board.

In the event that resolutions not included as items on the agenda are submitted to a vote, and in the event that a proxy has been granted in favour of the Chairman, it will be understood that I will vote in the sense proposed by the Chairman of the General Meeting, unless otherwise instructed, and in the event that I have granted a proxy in favour of a third party other than the Chairman, the latter will vote such resolutions in the sense he deems appropriate, unless otherwise instructed, through the platform.

In the event that the Chairman finds himself in a conflict of interest in voting on any of the proposals submitted to the Board, the proxy shall be understood to have been granted to the Secretary or, in his absence or conflict, to the non-director Vice-Secretary.

Delegación de voto Junta General Ordinaria de Accionistas 2021

MELIÁ HOTELS INTERNATIONAL

Español ▼

En esta sección, se puede delegar el voto, bien en la persona que indique el accionista, aportando su Nombre y Apellidos y NIF o en el Presidente del Consejo de Administración.

En la delegación se podrán indicar las instrucciones de voto para las propuestas de acuerdo que se someterán a la Junta.

A los efectos previstos en los arts. 523 y 526 de la Ley de Sociedades de Capital, se informa que en el caso de que el Presidente se encuentre en conflicto de interés en la votación de alguna de las propuestas que fuera del Orden del Día se sometan a la Junta, la representación se entenderá conferida al Secretario o, en su defecto o conflicto, al Vicesecretario no consejero.

Denominación social / Nombre y apellidos*

ACCIONISTA: (council)

CIF o DNI*

Email*

Número de acciones*

Teléfono móvil*

+34

Adjunte su DNI por ambas caras*

Seleccionar archivo | Ningún archivo seleccionado

Seleccionar archivo | Ningún archivo seleccionado

5. Documentation

ACCESS

All documentation relating to the holding of the General Shareholders' Meeting: notice of call, proposals for the agenda, reports of the Board of Directors, annual accounts, etc. is available both on the Company's corporate website (www.meliahotelsinternational.com) and on the telematic participation platform in the section DOCUMENTATION AGM.

Toda la documentación relativa a la celebración de la Junta General de Accionistas 2020 de Meliá público, de forma ininterrumpida, desde la publicación del anuncio de convocatoria, en la página



Aviso de Privacidad
572 kb | PDF



Convocatoria de la Junta General de Accionistas
360 kb | PDF



Texto íntegro de las propuestas de acuerdo que se someterán a la JGA
502 kb | PDF



Reglamento del Foro Electrónico de Accionistas
353 kb | PDF



Derechos de información, voto a distancia y representación
459 kb | PDF



Información sobre el número de acciones
186 kb | PDF



Formularios de voto a distancia y representación
301 kb | PDF

6. Interventions

PROCESS

In the INTERVENTIONS section of the platform, the shareholders or their representatives may ask the questions and issues that will be answered during the meeting by the Chairman, Managing Director, members of the Board of Directors or the Company's executive team.

The interventions may be made from the time of publication of the announcement of the Meeting, up to the end of the question time, open during the holding of the Meeting.

If they wish their intervention to be recorded in full in the notarised minutes, they must indicate this at the time the intervention is made, checking the box provided for this purpose.

The interventions made by the shareholders or their representatives may be answered in writing during the seven days following the meeting, in accordance with the Regulations of the Shareholders' General Meeting and the Law on Corporations.

Intervenciones

En este apartado, puede formular las preguntas y cuestiones que serán contestadas en el desarrollo de la Junta, por el Presidente, Consejero Delegado, miembros del Consejo de Administración o equipo ejecutivo de la Sociedad. Las intervenciones formuladas por los accionistas o sus representantes, podrán ser contestadas por escrito durante los siete días siguientes a la Junta, con arreglo a lo previsto en la Ley de Sociedades de Capital.

Asunto

☐ Quiero que mi intervención conste íntegramente en acta

Intervención

ENVIAR

7. Attendance at the AGM

PROCESS

In the section ATTENDANCE AT THE AGM of the platform, shareholders or their representatives can view the live broadcast, follow the progress of the meeting, the items on the agenda and ask questions and raise issues (in the round of interventions) that will be answered during the meeting by the Chairman, Chief Executive Officer, members of the Board of Directors or the Company's executive team.

Only shareholders who, individually or collectively with other shareholders, hold a minimum of 300 shares may attend the Annual General Meeting, provided the said shares are registered in the corresponding Accounting Register five days prior to the Meeting being held.

The image is a screenshot of a presentation slide for MELIÁ HOTELS INTERNATIONAL. The slide is titled "Junta General de Accionistas 2018". It features a photograph of a man in a suit speaking at a podium, with another man standing behind him. To the right of the photo is a scenic view of a hotel resort with a lake and a rainbow. The slide also includes the text "Previsiones 2018 Alcanzando los objetivos de nuestro Plan Estratégico" and two columns of text: "Crecimiento RevPAR de un dígito medio" and "Mejora márgenes (100-110%)". At the bottom, a quote reads: "I would like to say that we feel very comfortable and confident about achieving the objectives in our Strategic Plan, although we keep a very close eye on all the main risks in our industry."

MELIÁ HOTELS INTERNATIONAL

Junta General de Accionistas 2018

Previsiones 2018
Alcanzando los objetivos de nuestro Plan Estratégico

Crecimiento RevPAR de un dígito medio

Mejora márgenes (100-110%)

I would like to say that we feel very comfortable and confident about achieving the objectives in our Strategic Plan, although we keep a very close eye on all the main risks in our industry,

8. Broadcasting of the AGM

PROCESS

The broadcasting of the Meeting will be public and it will be possible to follow its celebration by means of the link contained in the corporate website of the Company (www.meliahotelsinternational.com) within the section Shareholders and Investors, Corporate Governance, sub-section General Shareholders' Meeting 2021.

Similarly, this monitoring can be done through the section AGM BROADCASTING of the telematic participation platform, for shareholders or their representatives who have registered as shareholders and have a username and password to access this platform.



we have the perfect formula to link everything that has made us great over more
s with the vision of the future and the innovation that is inherent to new generati

9. Shareholders' Forum

ACCESS

The shareholders' forum is available from the moment the notice of the meeting is published and will be accessible from both the link published on the corporate website (www.meliahotelsinternational.com) and in the notice of the meeting.

REGISTRATION

The username and password obtained in the shareholder registration will be valid for accessing the shareholders' forum and to the other functions contained in the telematic participation platform.

FORO DE ACCIONISTAS

De conformidad con lo dispuesto en el art. 539.2 del Real Decreto Legislativo 1/2010, de 2 de julio, por el que se aprueba el texto refundido de la Ley de Sociedades de Capital, y con motivo de la celebración de su próxima Junta General de Accionistas, MELIÁ HOTELS INTERNATIONAL S.A. ha creado un Foro Electrónico de Accionistas con el fin de permitir el acceso tanto a los accionistas individuales como a las asociaciones voluntarias que estos puedan constituir conforme a la normativa vigente.

El Foro de Electrónico de Accionistas de Meliá Hotels International S.A. estará operativo desde la publicación de la convocatoria y hasta la celebración de la Junta General de Accionistas y a través del mismo se podrán remitir comunicaciones que tengan por objeto:

- ✓ Propuestas que puedan presentarse como complemento del orden del día anunciado en la convocatoria.
- ✓ Solicitudes de adhesión a tales propuestas.
- ✓ Iniciativas para alcanzar el porcentaje suficiente para ejercer un derecho de minoría.
- ✓ Ofertas o peticiones de representación voluntaria.

Las normas de funcionamiento que regulan la habilitación, acceso y utilización del Foro Electrónico de Accionistas de Meliá Hotels International S.A. están contenidas en el Reglamento del Foro del Accionista.