

**ANNUAL GENERAL MEETING
OF BANCO COMERCIAL PORTUGUÊS, S.A.**

(22/05/2025)

Practical instructions for participating in the GM session with Microsoft Teams
These notes are exclusively aimed at assisting Shareholders with less experience in the use of MS Teams to use this instrument.

It does not exempt nor in any way replaces the reading of the Call Notice and compliance with the formalities provided in it.

Microsoft Teams can be installed on PCs, Macs, and mobile devices and can also be accessed via a browser on PCs

Technical Requirements for the use of Teams

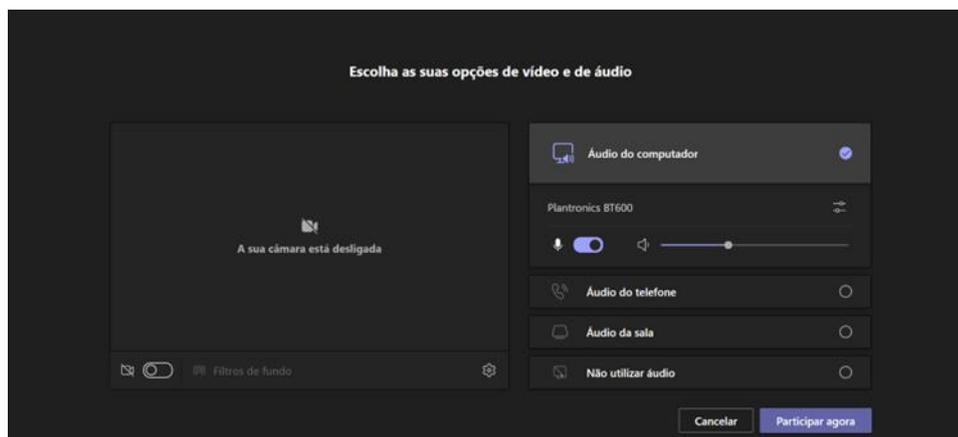
- Internet access.
- Windows or Mac computer, browser installed: Google Chrome or Microsoft Edge.
- Camera, microphone and speaker.
- Mobile devices:
 - Android phones and tablets, Teams works with Android devices using the last four major versions of the operating system.
 - iPhones, iPads, works with devices using iOS the last versions

Notes:

- If the Microsoft Teams system is already used in your organisation and it is linked to your email, you can use the Microsoft Teams App that you have installed for that purpose on your computer or mobile device.
- For the best experience, use the latest iOS and Android version.

Via Computer

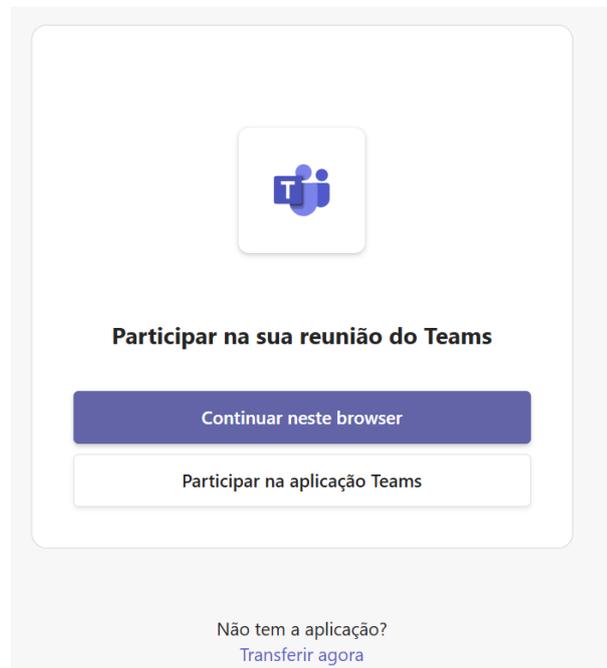
1. To participate in the GM through MS Teams, it is necessary for the Shareholder or his/her representative, registered and duly qualified to participate in the Meeting, hereinafter generally referred to as "Participants", access the meeting by clicking on the link received.
2. If you already have the MS Teams application installed, the meeting will open automatically, and the following screen will appear:



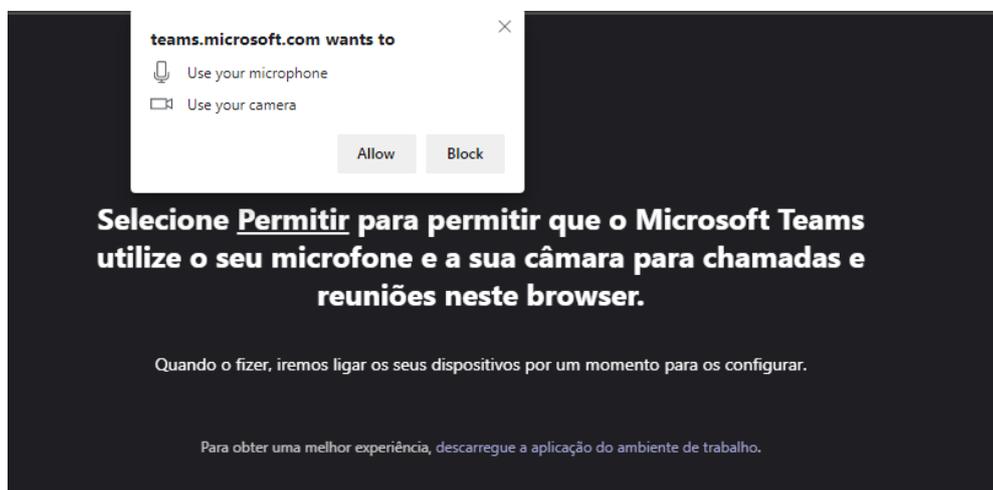
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If you do not, a browser page will open asking if you wish to participate via browser or if you prefer to install MS Teams.



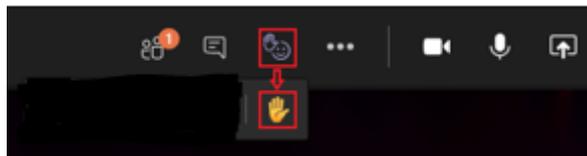
3. If choose to access via browser, you can use Microsoft Edge or Google Chrome. If you have not done so already, you may need to allow your browser to use the computer's microphone and camera. Please make sure that you "allow" this, because only then can you be seen and heard in the meeting. If you do not have a camera, you can enter the meeting, but you will not be seen.



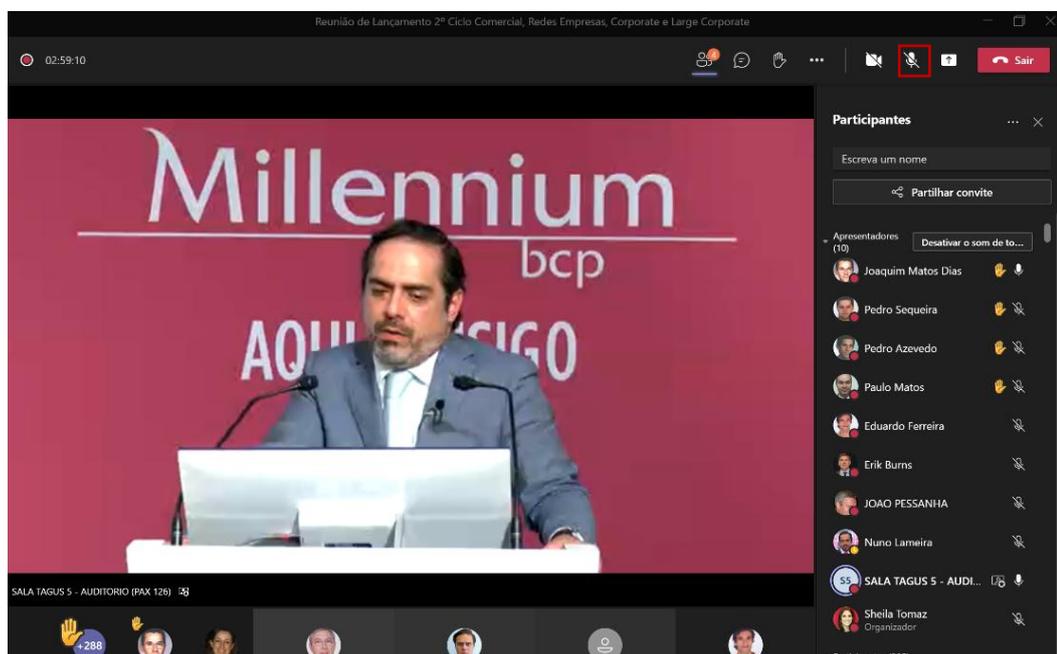
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4. When "Join now" is chosen, Participants wait in a "lobby" (waiting room) until they are admitted to the meeting.
5. Their admission may take a few minutes, which is necessary to confirm each Participant's ability to take part in the GM.
6. To avoid random noises that may seriously disrupt the normal course of the meeting, all Participants will have the microphone automatically on mute and the respective button/icon will be disabled, not allowing the "unmute" function to be activated.
7. The participants wishing to take the floor must raise their "virtual hand" when the Chairperson of the Meeting opens the discussion periods for each item.



8. When duly authorized by the Chairperson of the Meeting and always respecting the order in which the "virtual hand" has been raised, the Participant's microphone button/icon will be enabled by the services, the Board Meeting will give the floor to the Participant and **he/she will have to activate its microphone on the respective button/icon** before addressing the audience.



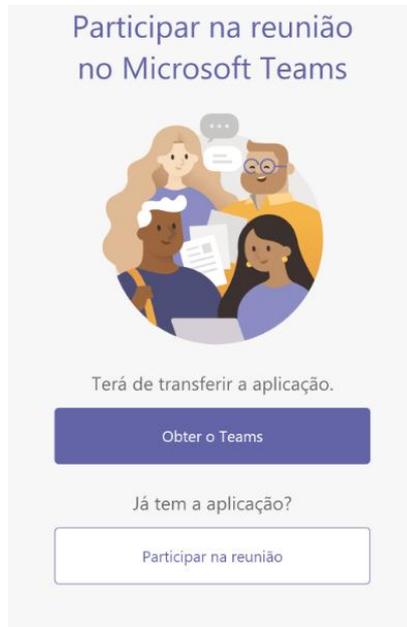
Through a Mobile Device (Mobile Phone or Tablet)

1. To participate in the GM using MS Teams, you must access the meeting by clicking on the link received.

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2. If you do not already have the MS Teams mobile app installed on your device, you will be directed to your App or Play Store to download it, try to download the application before the start of the GM, it may take a few minutes.

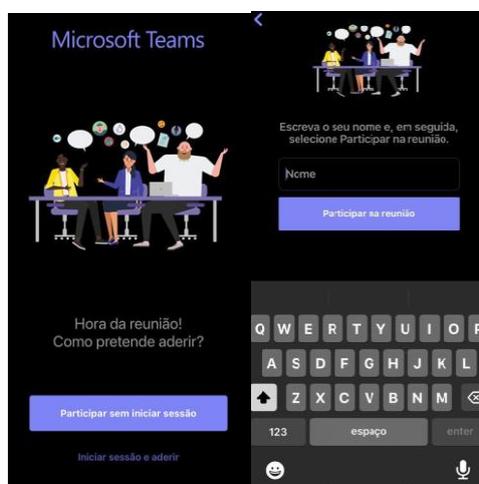


3. Download the app and open it.

If you have an Android device, open the app directly from the Play Store.

If you have an iOS device, click on the meeting link again to open the app.

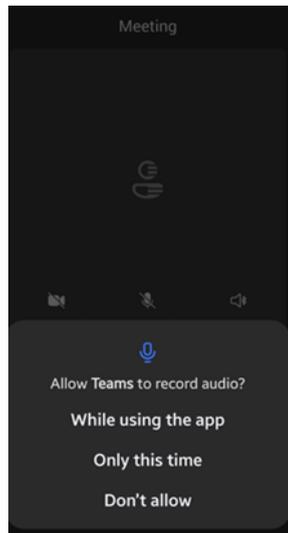
4. You will then have two options to join the meeting: Join the meeting or log in and join. Choose "join the meeting".



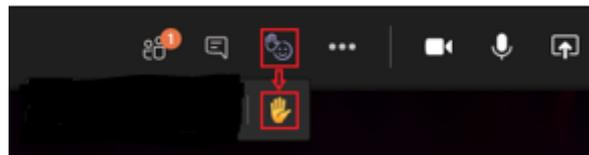
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5. Type your name and click "Join the meeting".
6. The MS Teams App may ask if it can access the device's microphone and camera. You must grant permission so that you can use the app and be seen and heard in the meeting.



7. You will then be taken to the waiting room until the meeting organizer grants you access.
8. Their admission may take a few minutes, which is necessary to confirm each Participant's ability to take part in the GM.
9. Once you are in the meeting, you can turn on the video camera on your device.
10. To avoid random noises that may seriously disrupt the normal course of the meeting, all Participants will have the microphone automatically on mute and the respective button/icon will be disabled, not allowing the "unmute" function to be activated.
11. The participants wishing to take the floor must raise their "virtual hand" when the Chairperson of the Meeting opens the discussion periods for each item.



12. When duly authorised by the Chairperson of the Meeting, and always respecting the order in which the "virtual hand" has been raised, the Participant's microphone button/icon will be enabled by the services, the Board Meeting will give the floor to the Participant and **he/she will have to activate its microphone on the respective button/icon** before addressing the audience.



13. Download the Teams App for free in the respective app store.