

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

(07-05-2026)

**Practical instructions for participating in the GM session with Microsoft Teams**

These notes are intended solely to assist Shareholders and their Representatives who have less experience in using **Microsoft Teams** ("MS Teams"); they do not exempt anyone from reading the Call Notice of the General Meeting, nor do they replace compliance with all the legal and statutory formalities set out therein.

⚠ Important note: Only Shareholders and Representatives who are duly registered for the General Meeting may be admitted to the meeting held via electronic means.

**What is Microsoft Teams**

Microsoft Teams is a communication platform that can be used:

- . on **Windows** or **macOS** computers (either via a downloaded app or a browser);
- . on **Android** and **iOS** mobile devices (mobile phones and tablets).

**Technical Requirements for the use of Teams**

1. Internet access.
2. A Windows or Mac computer with one of the following browsers installed: Google Chrome or Microsoft Edge.
3. Camera, microphone and speakers (integrated or external).
4. Mobile devices:
  - a) Android phones and tablets: Teams works with Android devices using the latest major versions of the operating system.
  - b) iPhones and iPads: Teams works with iOS devices using the latest versions of the operating system.

Notes:

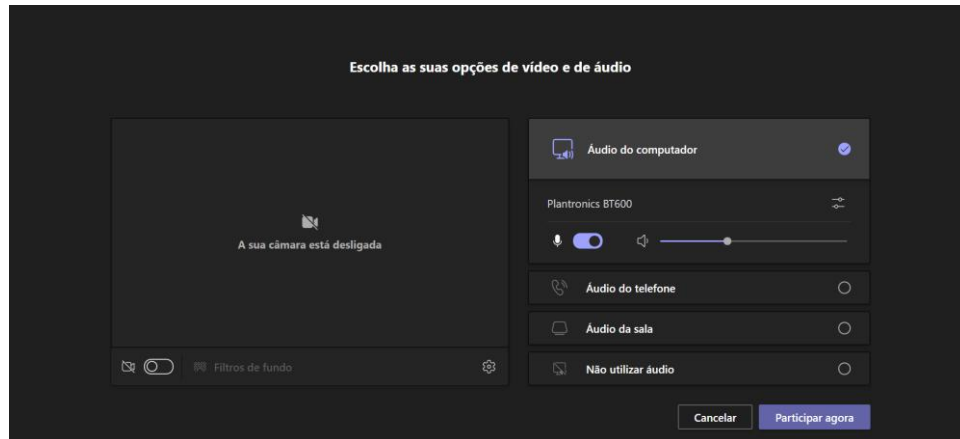
- If the MS Teams system is already used in your organisation and it is linked to your email, you can use the Microsoft Teams app already installed on your computer or mobile device.
- For the best experience, we recommend using the latest version of iOS or Android.

**A) Via Computer**

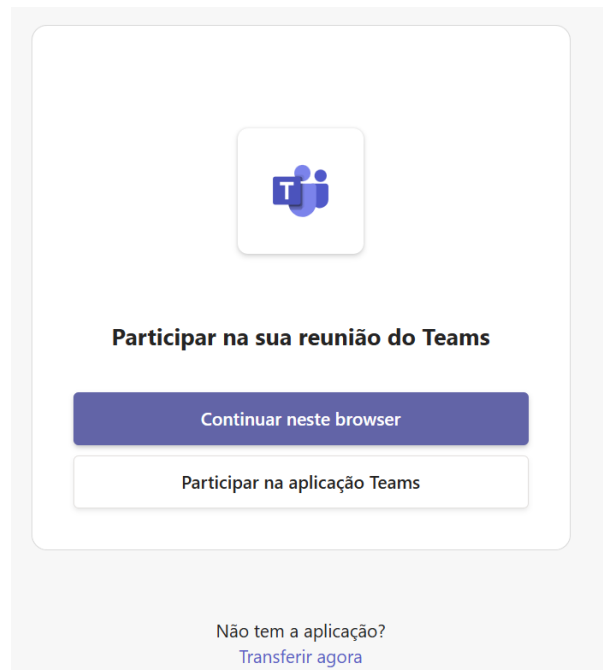
1. To participate in the GM through MS Teams, it is necessary for the Shareholder or their representative registered and duly qualified to participate in the Meeting, hereinafter generally referred to as "Participants", to access the meeting by clicking on the link received.
2. **If you already have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

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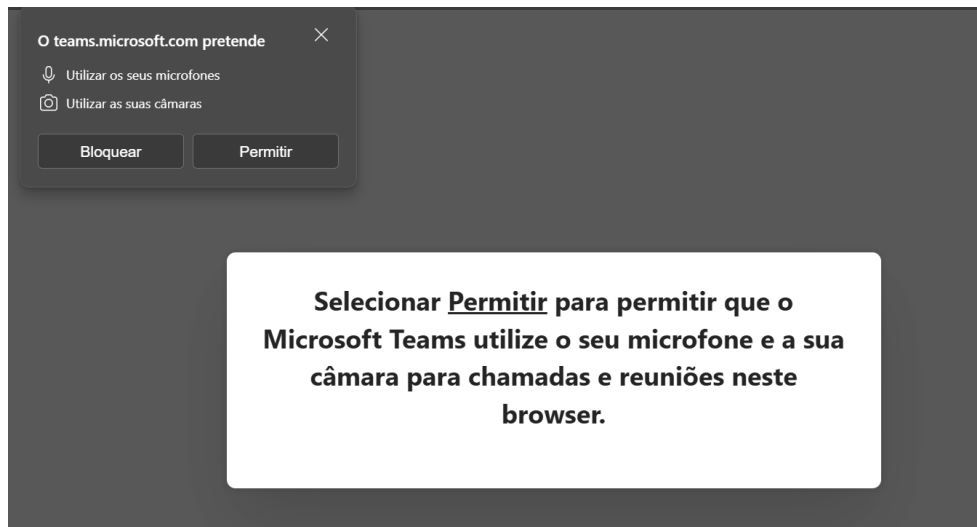
**If you don't have the MS Teams app** installed, a browser page will open asking if you want to join via your browser or if you prefer to download Teams.




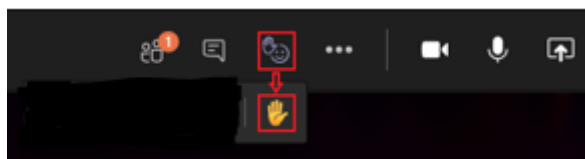
- 3.** If you choose to **access via browser**, you can use Microsoft Edge or Google Chrome. If you have not done so already, you may need to allow your browser to use the computer's microphone and camera. Make sure that you allow the use, because only then can you be seen and heard in the meeting.

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4. After "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, the time required to verify that each Participant is entitled to attend the GM.
6. To avoid disruptions during the meeting, all Participants' microphones will be automatically muted, and they will not be able to unmute them (activate sound).
7. The Participants wishing to take the floor must raise the "virtual hand"  when the Chair of the Board of the Meeting opens the discussion periods for each item.



8. When duly authorised by the Chair of the Board of the Meeting, and always respecting the order in which the "virtual hand" has been raised, the Participant's corresponding microphone will be enabled, the Board Meeting will give the floor to the Participant, and they should activate their microphone using the button/icon before speaking.

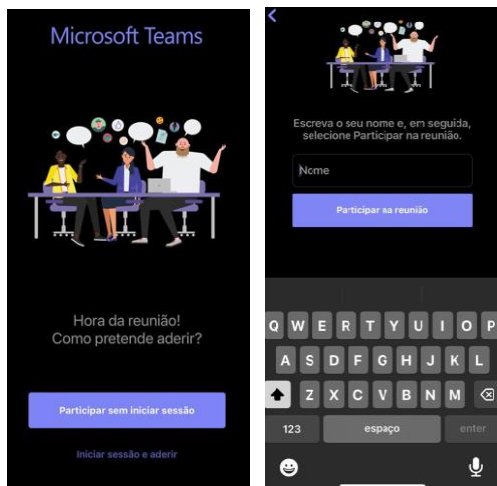


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**B) Through a Mobile Device (Mobile Phone or Tablet)**

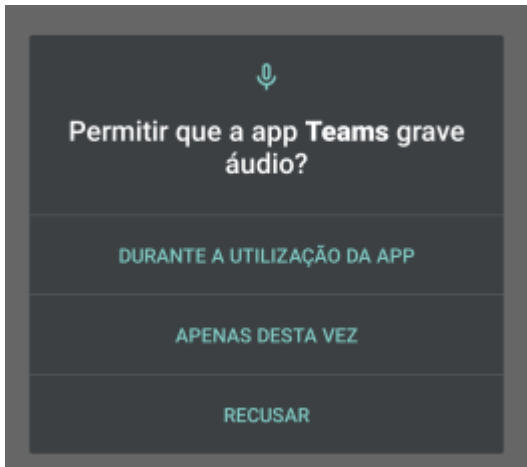
1. To participate in the GM using Teams, you must access the meeting by clicking on the link received.
2. If you have not yet installed the MS Teams mobile app, you will be directed to the corresponding app store where you can download it for free. We recommend that you download the app **before** the GM begins, as 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 app 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".




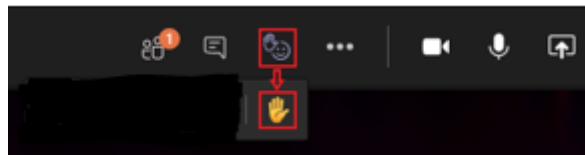
5. Type your name and click "join the meeting".
6. The MS Teams app may ask if it can access the device's microphone and camera. You must grant permission so that you can use the app and be seen and heard in the meeting.

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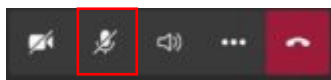
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7. You will then be taken to the waiting room until the meeting organiser grants you access.
8. Your admission may take a few minutes, the time required to verify that each Participant is entitled to attend the GM.
9. Once you are in the meeting, you can turn on the video camera on your device.
10. To avoid disruptions during the meeting, all Participants' microphones will be automatically muted, and they will not be able to unmute them (activate sound).
11. The Participants wishing to take the floor must raise the "virtual hand"  when the Chair of the Board of the Meeting opens the discussion periods for each item.



12. When duly authorised by the Chair of the Board of the Meeting, and always respecting the order in which the "virtual hand" has been raised, the Participant's corresponding microphone will be enabled, the Board Meeting will give the floor to the Participant, and they should activate their microphone using the button/icon before speaking.



**Final recommendations**

- Join the meeting in advance;
- Choose a quiet place with a good internet connection;

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- Test the sound and camera on your device beforehand;
- Please ensure that you are properly **registered for the General Meeting.**