

DOXEE S.P.A.

Registered office in Modena (MO) Viale Virgilio n. 48/b

Share capital subscribed and fully paid-up of € 1,769,553.28

Entered in the Register of Companies of Modena under no. 02714390362

* * * * *

NOTICE OF THE ORDINARY SHAREHOLDERS' MEETING

The Ordinary Shareholders' Meeting of Doxee S.p.A. (the "Company") is convened on **April 28, 2022, at 1:00 p.m.**, in first call, at the Company's registered office in Modena (MO), Via Virgilio n. 48/b and, if necessary, in second call on April 29, 2022, at the same time and place, to discuss the following:

AGENDA

- 1)** Approval of the financial statements for the year ended on 12/31/2021, examination of the report on operations, the report of the Board of Statutory Auditors, and the Independent Auditors report. Presentation of the consolidated financial statements as of 12/31/2021. Related and subsequent resolutions.
- 2)** Allocation of the profit for the year. Resolutions pertaining thereto and resulting therefrom.
- 3)** Withdrawal of the authorization to purchase treasury shares pursuant to article 2357 of the Italian Civil Code as granted to the Board of Directors at the Shareholders' Meeting held on April 27, 2021, and granting a new authorization to purchase treasury shares pursuant to article 2357 of the Italian Civil Code, and subsequent disposal of treasury shares. Related and subsequent resolutions.
- 4)** Appointment of the Board of Directors. Related and/or subsequent resolutions.
4.1 Determine the number of members of the Board of Directors; **4.2** Determine the Board of Directors term of office; **4.3** Appoint the Board of Directors members; **4.4** Appoint the Chairman of the Board of Directors; **4.5** Determine the remuneration for the Board of Directors members.
- 5)** Appoint the Board of Statutory Auditors. Related and/or subsequent resolutions.
5.1 Appoint three Standing Auditors and two Substitute Auditors; **5.2** Appoint the Chairman of the Board of Statutory Auditors; **5.3** Determine the remuneration of the members of the Board of Statutory Auditors.

Share capital and voting rights

The subscribed and paid-up share capital is Euro 1,769,553.28, divided into 7,974,772 ordinary shares, with no par value, each of which entitles the holder to one vote at the General Meeting. The Company holds 91,000 treasury shares.

Participation in the meeting and granting of proxy to the Designated Representative

The Meeting may be attended by those who are entitled to vote in accordance with the law and the Articles of Association. Each share grants the right to one vote. The validity of the Meeting's constitution and resolutions are governed by the applicable provisions of the law and the Articles of Association.

The legitimacy to attend the Meeting and exercise the voting right is certified by a communication, in favor of the person entitled to vote, made by the intermediary, in compliance with its accounting records, based on the evidence relating to the end of the accounting day of the seventh trading day prior to the date set for the Shareholders' Meeting on first call (i.e. April 19, 2022 - the record date). Any credit and debit entries made to the accounts after April 19, 2022 will not be relevant for the purposes of eligibility to participate and exercise voting rights at the Shareholders' Meeting. Accordingly, those who prove to be holders of shares after that date will not be entitled to attend and vote at the Shareholders' Meeting.

The intermediary's communication by the intermediary mentioned above must be received by the Company by the end of the third trading day prior to the date set for the Shareholders' Meeting on first call (i.e. by April 25, 2022). However, the legitimacy to attend and vote remains intact should the notifications be received by the Company after the above-mentioned deadlines, provided that they are received before the beginning of the meeting on single call.

In order to minimize the risks associated with the COVID-19 health emergency, the Company has decided to make use of the option provided for by art. 106, paragraphs 2, 4, and 5, of Italian Law Decree no. 18 of March 17, 2020, the so-called 'Decreto Cura Italia' converted into Law no. 27 of April 24, 2020, and subsequent amendments, as extended by art. 3, paragraph 1, of Italian Law Decree no. 228 of December 30, 2021 - to provide:

(a) that the participation in the Shareholders' Meeting of those entitled to attend and vote shall take place exclusively through the representative appointed by the Company pursuant to article 135-undecies of Italian Legislative Decree no. 58/98 (Consolidated Law on Finance), thus precluding the physical participation of the aforementioned parties in the Shareholders' Meeting, and

(b) that, without prejudice to the provisions under a) above, their participation in the Shareholders' Meeting shall take place **solely through remote means of communication** that guarantee the identification of the participants, their participation, and the exercise of their voting right, pursuant to and for the purposes of article 2370, fourth paragraph, of the Italian Civil Code, in any case without the need for the Chairman of the Shareholders' Meeting and the Secretary who prepares the minutes to be in the same place.

Consequently, the Company appointed Computershare S.p.A. - with the registered office in Rome, via Monte Giberto, 33 - 00138 Rome - to represent the shareholders pursuant to art. 135-undecies of Italian Legislative Decree no. 58/98 and the aforementioned

Decree (the "**Designated Representative**"). Shareholders who wish to participate in the Shareholders' Meeting must therefore grant to the Designated Representative the proxy - with voting instructions - on all or some of the proposed resolutions regarding the agenda items using the specific proxy form, prepared by the Designated Representative in agreement with the Company, available on the Company's website at www.doxee.com, in the section "Investor Relations - Shareholders' Meetings," or on the website of Borsa Italiana at www.borsaitaliana.it, section "Stocks/Documents."

The proxy form with the voting instructions must be sent according to the instructions provided on the form by the second trading day prior to the Shareholders' Meeting, i.e. by midnight on April 26, 2022, with reference to the first call, or by midnight on April 27, 2022, with reference to the second call, and the proxy may be withdrawn within the same deadline.

The proxy conferred in this way is only valid for the proposals for which voting instructions have been provided.

It is also noted that the Designated Representative may also be granted proxies or sub-delegations pursuant to art. 135-novies of the Consolidated Law on Finance, as an exception to art. 135-undecies, paragraph 4 of Italian Legislative Decree no. 58/98, following the instructions provided in the form available on the Company's website at www.doxee.com, in the section "Investor Relations - Shareholders' Meetings," or on Borsa Italiana's website at www.borsaitaliana.it, in the section "Stocks/Documents." Proxies can be granted by 12:00 on April 27, 2022, with reference to the first call, or by 12:00 on April 28, 2022, with reference to the second call. With the same methods, the persons entitled may revoke the proxy/subdelegation and the voting instructions provided within the same term.

The Designated Representative will be available for clarification or information by phone at +39 06 45417401 or at the email address ufficiorm@computershare.it.

There are no procedures for postal or electronic voting.

Participants (such as the Designated Representative, members of Company corporate bodies, and the Secretary) may take part in the Meeting exclusively by means of teleconferencing and/or video conferencing, according to the modalities that will be individually communicated to them, in compliance with the applicable legal provisions but without, in any case, the need for the Chairman of the Shareholders' Meeting and the Secretary taking the minutes to be in the same place.

Resolutions proposed by the Shareholders on the agenda items

Given that participation in the Shareholders' Meeting is envisaged solely through the Designated Representative, shareholders entitled to vote may submit proposals for resolutions and votes on the agenda items, which must be submitted by April 18, 2022, 12:00, by certified email to doxee@pec.it. Each proposer must communicate his/her own shareholding and indicate the references of the intermediary's communication certifying their entitlement to participate in the Meeting.

The proposals - which are subject to verification of their relevance regarding the agenda items, as well as their correctness and completeness regarding the applicable law - will

be published on the Company's website by April 19, 2022, in order to allow those entitled to vote to have an informed opinion, and to file the lists for the candidates for appointment to the Board of Directors and the Board of Statutory Auditors, also taking into account these new proposals and, therefore, to allow the Designated Representative to collect any voting instructions on these new proposals.

Right to ask questions on the agenda items

Given that participation in the Shareholders' Meeting is envisaged solely through the Designated Representative, shareholders entitled to vote may ask questions on the agenda items by sending them by email to doxee@pec.it by April 20, 2022. Applicants must send to the Company - through their intermediary - the communications certifying their entitlement to exercise their right; if they have asked their intermediary for the communication to attend the Shareholders' Meeting, it will be sufficient to include in the request the reference of the communication or at least the name of the intermediary. Questions that are relevant to the agenda items shall be answered by 12:00 on April 23, 2022, with a reply sent by email. The Company can provide a single response to questions with the same content. The Company will not reply to questions received after the indicated deadline.

Documents regarding the Shareholders' Meeting

The documentation relating to the Shareholders' Meeting prescribed by the law in force is deposited at the Company's registered office within the legal deadlines and in the way provided for by the law, and can be found on the company website www.doxee.com ("Investor Relations – Shareholders' Meetings" section), as well as on the website of Borsa Italiana www.borsaitaliana.it ("Stocks/Documents" section).

The notice of call will be published today on the Company's website www.doxee.com (section "Investor Relations - Shareholders' Meetings"), as well as on the website of Borsa Italiana www.borsaitaliana.it (section "Stocks/Documents"), and an extract will be published in Il Sole 24 Ore.

Modena, April 13, 2022

The Chairman of the Board of Directors
(Paolo Cavicchioli)