# General shareholders meeting – April 22, 2013

## Procedures

### Voting by post

- Shareholders who hold at least one share registered under their name, up **until 00:00 (GMT) of April 15, 2013,** are eligible to participate in the general shareholders meeting;
- Each share is entitled to one vote;
- Shareholders with voting rights may exercise these rights by post, regarding each item on the agenda;
- Procedures for voting by post:

**Up until April 14, 2013**

The shareholder may send a notice specifying the address where the ballot papers should be mailed, for the attention of the Chairman of the General Shareholders Meeting Board, to the Company's head office, until April 14, 2013. Alternatively, shareholders may access the website at http://ag22abril2013.galpenergia.com and download the voting ballot. In that case, it will not be necessary to send the above-mentioned notice.

The delivery of this voting ballot does not exempt the shareholder from declaring the intention to attend the general shareholders meeting, held on April 22, 2013, up until 11:59 p.m. (GMT) on April 14, 2013, by writing, the intention to attend the general shareholders meeting issued by the financial intermediary responsible for the registry of shares in a securities account, by **the end of the day onApril 15, 2013**. To that effect, the shareholder may download the share registration declaration, available at the website http://ag22abril2013.galpenergia.com.

**Up until 11:59 p.m. (GMT) on April 15, 2013**

Deadline for the submission of the declaration of financial intermediary attesting the shares are registered by the shareholders (article 23º-C, n.º4 of the Portuguese Securities Code). To that effect, the shareholder may download the share registration declaration, available on the website http://ag22abril2013.galpenergia.com.

Shareholders who have stated the intention to attend the general shareholders meeting by the aforementioned dates and transfer the shares title **between the date of registration, 00:00 (GMT) of the fifth trading day prior to April 22, 2013, and the conclusion of the general shareholders meeting,** shall immediately inform the Chairman of the General Meeting Board and CMVM.

**Up until April 19, 2013**

Shareholders should send a registered letter, with acknowledgement of receipt, for the attention of the Chairman of the General Shareholders Meeting Board, to the Company's head office, , accompanied by a ballot signed as per their Identification Document and a photocopy of said document. Where the shareholder is a legal entity, the ballot shall be signed by the legal representative.

- The presence of the shareholder at the general shareholders meeting implies the revocation of vote cast;
- In order to be considered valid, the vote must plain and unequivocally:
    - Identify the item or items on the agenda it refers to;
    - Specify the particular proposal it addresses;
    - Indicate whether the vote on each of the proposals is for or against it, clear and unconditionally.
- Votes cast by post are deemed as negative votes to any resolution or alteration proposals submitted after such votes were cast;
- The General Shareholders Meeting Board will carry out the scrutiny of postal votes, by adding them up to the votes cast during the meeting;
- All communications submitted to the Chairman of the general shareholders meeting or to the Company should be addressed to: “General shareholders' meeting — April 22, 2013, Rua Tomás da Fonseca, Torre A, 13th floor — 1600-209 Lisbon”;
- For any additional issues don’t hesitate to contact us at the telephone number +351 21 724 0866 or the email ag22abril2013@galpenergia.com.