

## **INSTRUCTIONS REGARDING REMOTE ATTENDANCE TO THE 2024 GENERAL SHAREHOLDERS MEETING**

Attendance at the General Shareholders' Meeting of Aena, S.M.E., S.A. (The "Company") may take place remotely.

In order to allow remote attendance at the General Shareholders' Meeting and to guarantee the correct exercise of rights in real time and to accredit the identity of the shareholders and representatives, a link will be available on the Company's website to access the General Shareholders' Meeting remotely ([www.aena.es/en/shareholders-and-investors/corporate-governance/general-shareholders-meeting.html](http://www.aena.es/en/shareholders-and-investors/corporate-governance/general-shareholders-meeting.html)) through the space dedicated to it ("Remote Attendance").

### **a) Prior registration**

Shareholders who wish to attend the General Meeting remotely, or their representatives, must register beforehand, through the Company's website, from 24 hours before the time set for the meeting until the time set for the start of the meeting, following the instructions and completing the necessary registration data. They must also prove their identity by one of the following means:

- i) National Electronic Identity Card
- ii) A recognised and valid electronic certificate, issued by the Spanish Public Certification Authority (CERES) in the Royal Spanish Mint, and which has not been revoked.
- iii) The "username and password" credentials that the shareholder or their representative will receive at their e-mail address, following verification of their identity and their status as a shareholder or representative, through a special registration form available in the General Shareholders' Meeting section of the corporate website.

In order for a legal entity shareholder to register and attend the General Shareholders' Meeting electronically, the proxy who is going to complete the registration process on behalf of the legal entity shareholder must first accredit the power of attorney enabling them to act on behalf of the legal entity shareholder and their identity by sending the Attendance Card issued in the name of the legal entity shareholder by the Company or by the entity where the legal entity shareholder has the shares deposited, duly completed and signed, together with a copy of the DNI, NIE or passport of the proxy to attend the General Shareholders' Meeting electronically and a copy of the document that accredits the power of attorney or the position that allows them to act on behalf of the legal entity shareholder, to the e-mail address [secretariaconsejoadministracion@aena.es](mailto:secretariaconsejoadministracion@aena.es) up to 24 hours before the time set for the General Shareholders' Meeting. Once the documentation has been received and checked, confirmation will be sent to you, the proxy may register and attend the Meeting remotely as long as they comply with the access and identification requirements indicated above. This representation shall be presumed not to have been revoked until the company is informed otherwise with certainty.

It is the exclusive responsibility of the shareholder to keep the passwords for access and use of the electronic representation, attendance and voting service.

The Company reserves the right to ask shareholders for any additional means of identification it considers necessary to verify their status as shareholders and to guarantee the authenticity of the vote, of the delegation or of the remote attendance.

#### **b) Connection and attendance**

Once the registration has been completed in accordance with the previous section, the shareholders or representatives must connect to the space dedicated to the General Shareholders' Meeting ("Remote Attendance") on the Company's website until 11:05 a.m. on 18 April 2024, on first call (as expected), or on 19 April 2024, on second call, and identify themselves in accordance with one of the means set out in section a) above or as indicated in the corresponding instructions.

#### **c) Speaking**

In accordance with the provisions of the Law, the Bylaws and the General Shareholder's Meeting Regulation, speaking or requests for information or clarification that, in accordance with the Law, those who are going to attend intend to make remotely, must be sent by them to the Company, in writing and in any case in the form, terms and conditions established on the aforementioned website of the Company until 11.05 a.m both in the first and second calls.

Those attending remotely who want their involvement to be recorded literally in the minutes of the Meeting shall expressly indicate this in the text of the minutes.

The requests for information or clarification from shareholders or their representatives who attend remotely will be answered verbally during the General Meeting or in writing within seven days of the meeting.

#### **d) Voting**

Shareholders who attend the General Shareholders' Meeting electronically may cast their vote through the remote attendance platform in accordance with the corresponding voting form, from the time they attend and during the General Shareholders' Meeting, until the time indicated by the Chairman of the General Shareholders' Meeting.

Shareholders who attend the General Meeting virtually and cast their vote remotely under the terms indicated in this section shall be considered as present for the purposes of constituting the Meeting. Consequently, any proxies or early votes cast by them prior to the General Meeting shall be deemed revoked.

With regard to the proposed resolutions on those matters which, in accordance with the Law, do not need to be included on the Agenda, those attending remotely who have registered previously may cast their votes, through the remote attendance platform, as soon as these proposals are read out by the Secretary of the General Meeting in order to proceed to vote.

#### **e) Other issues**

Insofar as applicable, the same rules shall apply for remote participation as for physical attendance at the General Shareholders' Meeting.

The Company shall not be liable for any damages that may be caused to the shareholder or proxy holder as a result of breakdowns, overloads, line failures, connection failures or any other event of the same or similar nature, beyond the control of the Company, that may cause the occasional unavailability of its website, without prejudice to the adoption of the measures required in each situation, including the possible temporary suspension or extension of the Meeting if necessary to guarantee the full exercise of their rights by the shareholders or their proxies.