

TO:

ALL SHAREHOLDERS OF LASTMINUTE.COM N.V.

Amsterdam, 21 May 2021

Re: Convening notice, agenda and proxy for the 2021 Annual General Meeting of shareholders of lastminute.com N.V. (the "Company")

Dear Shareholder

On behalf of the board of managing directors (*bestuur*) of the Company (the "**Board**"), we herewith invite you to attend the annual general meeting of shareholders of the Company which is to be held at the registered seat in Amsterdam (The Netherlands), Prins Bernhardplein 200, at Intertrust (Netherlands) BV's office, <u>on 22<sup>nd</sup> June 2021 at 10:00 A.M. CET</u> (the "**Meeting**").

IMPORTANT NOTE: The Annual General Meeting ("**AGM**") will be held as a hybrid meeting in which the Company's shareholders (the "Shareholders") can (whether or not by proxy) either virtually or physically attend the AGM. In view of the COVID-19 pandemic, the Company strongly recommends the Shareholders to participate by way of a proxy or virtually via the webcast. The Company may take further precautionary measures to limit health and safety risks of the participants of the AGM. Subject to an extension of the Dutch emergency legislation allowing fully virtual shareholders' meetings, this includes converting the AGM into a fully virtual AGM, in which case it shall not be possible to physically attend the AGM.

The Company will disclose any updated attendance rules by means of a notice on the Company's website to be published at least two days before the AGM.

The agenda for the Meeting is as follows:

- 1. Opening and announcements.
- 2. Discussion of the directors' report of the Board for the financial year ended December 31, 2020.
- 3. Allocation of results and adoption of the Company's annual accounts for the financial year ended December 31, 2020.\*
- 4. Discharge of all present and former Directors from liability in respect of the performance of their duties during the financial year ended December 31, 2020.\*
- 5. Authorization of the Board to repurchase Shares.\*



# 6. Appointment of the following persons as Directors\*:

Fabio Domenico Pasqualino Cannavale	Executive Director with the title of CEO
• Andrea Bertoli	Executive Director with the title of COO
• Laurent Foata	Non-Executive Director with the title of Chairman
• Roberto Italia	Non-Executive Director
• Massimo Pedrazzini	Non-Executive Director
• Paola Garzoni	Non-Executive Director
• Javier Perez-Tenessa	Non-Executive Director

- 7. Approval of the fixed remuneration for the financial year 2021 of the Executive Director and Non-Executive Directors.\*
- 8. Approval of the variable remuneration for the financial year 2021 of the Executive Directors.\*
- 9. Designation of the Board as the competent body to (i) resolve to issue Shares and/or to grant rights to subscribe for Shares and (ii) resolve to limit or exclude statutory pre-emptive rights with respect to an issuance of Shares and/or grant of the rights to subscribe for Shares.\*
- 10. Appointment of KPMG Accountants N.V. as the Company's independent registered public accounting firm to audit the Company's annual accounts for the financial year ending December 31, 2021.\*
  - 11. Discussion of dividend policy.

**12.** *Discussion of the Company's compliance with the Dutch Corporate Governance Code.* 

# 13.Any other business.

# 14.Closing.

The agenda items marked \* are for voting. All other agenda items are discussion items.

# Virtual AGM

In accordance with the emergency regulation to facilitate shareholders' meetings in connection with the outbreak of COVID-19, which entered into force in the Netherlands in April 2020, the Board confirmed the possibility to hold the AGM by virtual means, in order to safeguard the health and safety of the participants to the AGM to the fullest extent possible.



You can submit questions relating to any of the agenda items prior to the AGM, by submitting such questions by email in the English language to <u>corporateaffairs@lastminute.com</u> ultimately by June 16<sup>th</sup>, 2021. These questions will be answered during the AGM and shall be published on the Company's website. Further questions can be asked during the AGM by submitting such questions by email in the English language to the abovementioned email address, unless this cannot reasonably be required in the light of the circumstances at the time of the AGM, as to be determined by the chairperson of the AGM in the interest of the order of business of the AGM.

Important information concerning procedures for virtual attendance and voting at the AGM, the record date for the AGM and other relevant matters relating to the AGM are contained in the document entitled *"Procedures for Voting and Attendance at 2021 Annual General Meeting of lastminute.com N.V."* posted on the Company's website.

You are urged to read the document entitled "*Procedures for Voting and Attendance at 2021 Annual General Meeting of lastminute.com N.V.*" posted on the Company's website at the following link: <u>https://lmgroup.lastminute.com/investor-relations/corporate-governance/shareholders-meetings.aspx</u> and to follow the procedures set forth therein for casting your vote at the Meeting. The website of the Company is <u>https://lmgroup.lastminute.com/</u>

## SHAREHOLDERS INFORMATION ON DATA PROCESSING

This information notice applies to shareholders of a company holding a meeting of shareholders ("**Meeting**") as well as any other individual otherwise connected to such Meeting. The data controller of the processing of shareholders' data is lastminute.com N.V. with registered office at Prins Bernhardplein 200, 1097 JB Amsterdam (Netherlands) and registered under corporate registration number 34267347 ("**Company**").

The Company processes personal data of shareholders i.e. contact details (name, title, address, telephone number and email address), identification data (e.g. date of birth and ID number), number of shares of the shareholder, if applicable share class, number of the voting card, and, if applicable, name and date of birth of the authorized representative(s) in accordance with the applicable data protection



laws, including the European General Data Protection Regulation ("**GDPR**") for the purpose of carrying out the Meeting, enabling the shareholders to exercise their rights at the Meeting and providing services in connection therewith as well as to comply with applicable law and regulations. The processing of the personal data of shareholders is a mandatory requirement for the attendance and participation of shareholders and their representatives at the Meeting. The legal basis for processing is Article 6 para 1 lit. (c) GDPR.

For the purpose of holding the Meeting, the Company will share the data with the categories of recipients as follows: service providers and partners who provide services to the Company (e.g. third party consultants working with the Meeting, law firms/advisors), which are or will be involved in providing services in connection with the Meeting; affiliated entities or other companies of the Im group to the extent necessary in connection with the Meeting; competent law enforcement body, regulatory, government agency, court or other third party such as but not limited to, the police, the financial supervisory authorities and the tax agency, where it is necessary as a matter of applicable law or regulation, or to exercise, establish or defend our legal rights; auditors, advisors, legal representatives and similar agents as may be necessary in connection with the advisory services they provide to us in accordance with the applicable laws. The Company has concluded respective agreements under data protection laws with these recipients to the extent legally required. If a shareholder attends the Meeting, all present shareholders or their representatives, the members of the Board, the notary public and all other persons with a statutory right to attend the Meeting are entitled to inspect the legally required attendance list and, therefore, able to see the personal data contained in such list (inter alia name, residence, shareholding). Moreover, the Company is required by statutory law to submit personal data of shareholders (in particular the list of attendees) as part of the notarial protocol to the company register. Given that the Company and the other companies of the lm group and third party contractors operate around the world, the Company will process personal data outside the European Economic Area, including in jurisdictions offering an adequate level of data protection such as Switzerland (in accordance with the "Adequacy decisions" of the EU Commission) and jurisdictions where data protection laws may be less protective. However, we have taken appropriate safeguards to require that personal data will remain protected in accordance with this information notice. These measures include, where applicable, implementing EU standard contractual clauses with our third party contractors.



Personal data related to the Meeting will be kept as long as necessary given the purpose of the processing and in accordance with any applicable statutory retention period such as those resulting from commercial law, stock corporation law, tax law as well as from anti-money laundering laws.

Data subjects may exercise their rights as granted by Articles 15-22 of the GDPR and any other applicable law, including the right to access, rectify and erase their data, the right to data portability and the right to limit or object to the processing of their data, using the contact details stated in the Meeting's voting procedure. Data subjects may also lodge a complaint with a supervisory authority. To request information about this notice, please contact our Data Protection Officer by e-mailing us at <u>dpo.en@lastminutegroup.com</u>. For further information about data protection please visit https://lmgroup.lastminute.com/

Yours sincerely - On behalf of the board of managing directors of the Company: Laurent Foata (Chairman of the AGM)