

## QUICK GUIDE

# ELECTRONIC VOTING AT SHAREHOLDERS' MEETINGS



## Introduction

The following is a Quick Guide for shareholders and proxies or representatives to use the Electronic Voting Service at Shareholders' Meetings as a support tool for the remote voting process.

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### OBJECTIVE

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Provide instructions to Shareholders and Proxies on the efficient use of the platform and e-voting process.

## PROCESS

### Shareholder/ Traditional Proxy

1. All Shareholders / Proxies enrolled in the Electronic Voting Service will receive an email (according to the information provided in the Enrollment Request) containing the **control number or access Pin** to attend the Meeting and vote electronically. The system will be enabled 1 hour before the beginning of the event.
2. Shareholders / Proxies must log in to the platform through the access link provided in the email mentioned before and sign in to the corresponding Meeting with the provided **control number or access Pin** and Captcha. After entering the information in both fields, users will be directed to the main voting page.



Bienvenido a Click&Vote

Número de control ¿Dónde puedo encontrar esto?

H 4 B L H n C

[¿Tienes dificultades? Ayuda](#)

Contáctanos en [innovacion@bolsadesantiago.com](mailto:innovacion@bolsadesantiago.com)

3. Shareholders will log into the corresponding Meeting, and thus their attendance will be automatically registered. The following voting matters may be viewed by clicking on "Ver materias" (View Matters):

## Shareholders' Interface

### Junta

Número de control: 160420710735  
Acciones: 10,000.0000

#### Información relacionada

 Unirse a la Junta

#### Votación múltiple en todas las materias

 Opción Predeterminada	 A favor en todo	 En contra en todo	 Abstenerse en todo
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#### O vota individualmente

[Ver materias](#)

### Proxy's Interface for a proxy representing more than one shareholder.

If the proxy represents more than one shareholder, the voting options for each shareholder will be displayed after clicking on "Voto" (Vote) (Image 1), and a new window will be displayed after clicking on "Ver materias" (View Matters) (Image 2) to view the matters subject to voting:

Image 1

**Votación múltiple en sus posiciones restantes:**

Opción Predeterminada	A favor en todo	En contra en todo	Abstenerse en todo
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**Lista de posiciones**

**Junta Demo** Voto  
Gloria Fernandez  
Número de control: 580981867998  
Acciones: 50.0000  
 1 Documentos

**Junta Demo** Voto  
Claudio Clark  
Número de control: 609889931535  
Acciones: 150.0000  
 1 Documentos

**Junta Demo** Voto  
Jose Perez  
Número de control: 716528892916  
Acciones: 300.0000  
 1 Documentos

Unirse a la Junta

Image 2

**Junta Demo**  
Gloria Fernandez  
Número de control: 580981867998  
Acciones: 50.0000

**Información relacionada**

Unirse a la Junta

**Votación múltiple en todas las materias**

Opción Predeterminada	A favor en todo	En contra en todo	Abstenerse en todo
-----------------------	-----------------	-------------------	--------------------

**O vota individualmente**

Ver materias

Ingrese su voto para todas las materia(s)/ candidato(s).

### Proxy's Interface for a proxy representing a Custodian.

If the proxy represents a Custodian, the voting options will be displayed after clicking on "Ver materias" (View Matters) with the option to distribute them among the different alternatives for each matter to be voted.

Image 3



### Streaming link

4. In the case of an individual shareholder, they may access the streaming link by clicking on "Unirse a la Junta" (Join Meeting) in the Related Information section (Información relacionada, Image 3). In the case of a proxy representing more than one shareholder, they may access the streaming link by clicking on "Unirse a la Junta" (Join Meeting) to join the event and access other documents that the Issuer made available.

### Documentos

Para ver y / o imprimir los documentos en PDF, simplemente haga clic en el documento correspondiente a continuación para iniciar.

[Unirse a la Junta](#)

Votar Ahora

5. Shareholders / Proxies may vote electronically on each or several matters together.

**Simple vote:**

← Regresar a la vista general

**JUNTA**

Número de control:  
Acciones:

**Información relacionada**

[Unirse a la Junta](#)

**Materias para aprobación de accionistas**

1.

<input checked="" type="radio"/> A favor	<input type="radio"/> En contra	<input type="radio"/> Abstenerse
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2.

<input checked="" type="radio"/> A favor	<input type="radio"/> En contra	<input type="radio"/> Abstenerse
--	---------------------------------	----------------------------------

3.

<input checked="" type="radio"/> A favor	<input type="radio"/> En contra	<input type="radio"/> Abstenerse
--	---------------------------------	----------------------------------

4.

<input checked="" type="radio"/> A favor	<input type="radio"/> En contra	<input type="radio"/> Abstenerse
--	---------------------------------	----------------------------------

5.

<input checked="" type="radio"/> A favor	<input type="radio"/> En contra	<input type="radio"/> Abstenerse
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= Opción Predeterminada

**Enviar voto**

**Multiple vote:**

This functionality allows the voter to vote for, against, or abstain from all the matters addressed in the Meeting. After the preferred option is selected, click on "**Vista previa de resultados**" (Results Preview) to display the selected votes:

## Información relacionada

 Unirse a la Junta

## Votación múltiple en todas las materias

 Opción Predeterminada	 A favor en todo	 En contra en todo	 Abstenerse en todo
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Vista previa de resultados

## Materias

1. La situación de la sociedad e informe de los auditores externos.

 A favor	 En contra	 Abstenerse
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2. Memoria, balance y estados de resultados del año 2020.

 A favor	 En contra	 Abstenerse
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3. Distribución de dividendo.

 A favor	 En contra	 Abstenerse
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4. Aprobación de las remuneraciones del directorio por el año 2020 y fijación de las mismas para el año 2021.

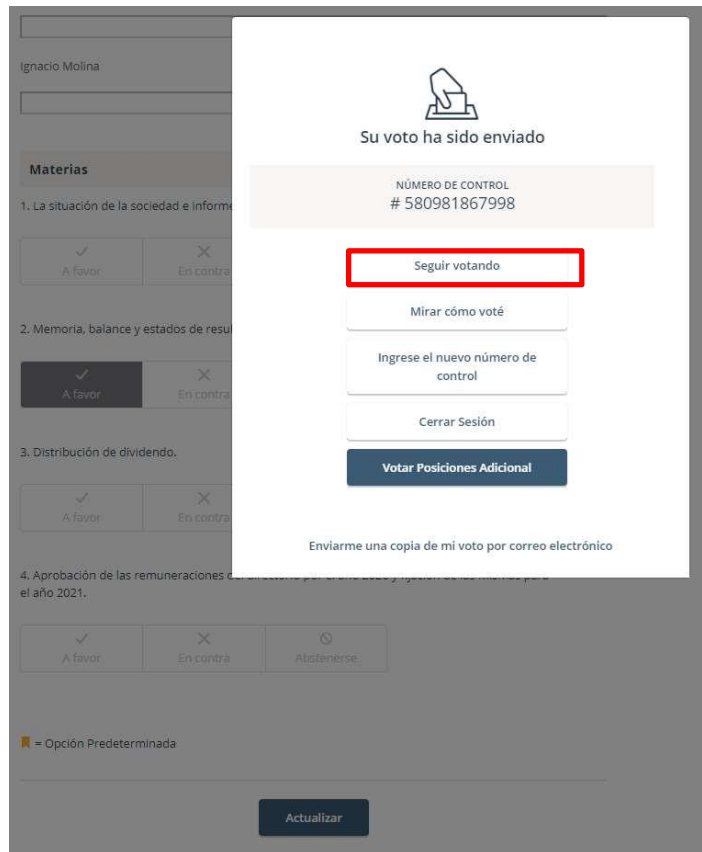
 A favor	 En contra	 Abstenerse
--	--	---

 = Opción Predeterminada

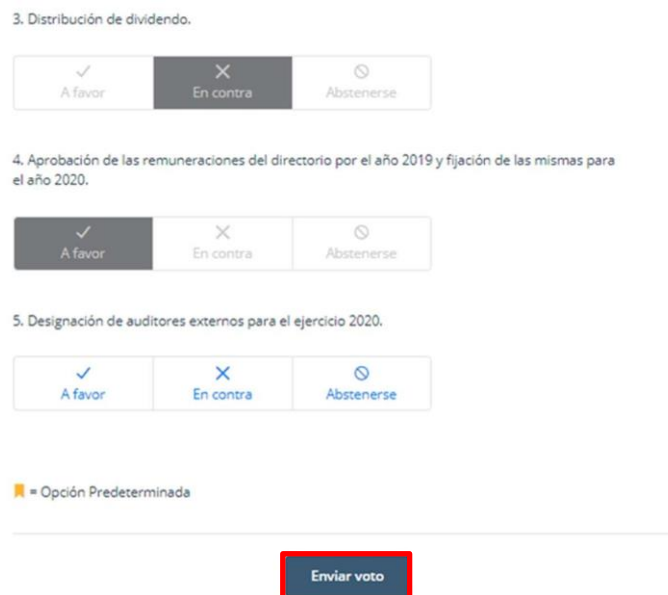
Enviar voto

6. Next, click on "**Enviar Voto**" (Submit Vote) to register the vote on the platform. The following window will be displayed:





7. “**Seguir votando**” must be clicked if you wish to **continue voting**. This alternative will make the system available to vote on the following matter.



8. Next, click on "**Enviar Voto**" (Submit Vote) to register the vote on the platform.

## Board Elections

1. Shareholders / Proxies will sign in to the corresponding Meeting; their attendance will be automatically registered, and the Directors' Election will be viewed.
2. To vote, Shareholders / Proxies must enter the number of shares selected in **the text box under the candidate's name (NOMBRE)**, and their votes may be distributed to one or more candidates.

Junta Demo

Número de control:  
Acciones:

Elección de Directorio

**NOMBRE**

Asignar votos a Nombre Director 1

Asignar votos a Nombre Director 2

Asignar votos a Nombre Director 3

Enviar voto

3. After the number of shares is entered, click on "**Enviar Voto**" (Submit Vote) to register the vote on the platform. The following window will be displayed:

Abstenerse

5. Elección Directorio

A favor en todo

En contra en todo

**NOMBRE**

Gabriel Torres

10

Olga Sotomayor

100

Ignacio Molina

Enviarme una copia de mi voto por correo electrónico

Actualizar

Su voto ha sido enviado

NÚMERO DE CONTROL  
# 195852267358

Seguir votando

Mirar cómo voté

Ingrese el nuevo número de control

Cerrar Sesión

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## FAQs

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### Is there a specific browser recommended?

Yes, Google Chrome.

### What should I do if Internet connection is lost on my device?

If you are already logged into the Meeting, your participation will be registered automatically, even if you lose your Internet connection. Similarly, your vote will be registered in the Blockchain if you have already voted. Lastly, you may log into the Meeting again with the same credentials if you log out from the platform.

### What can I do if I make a mistake when voting?

The platform allows you to change your vote until the voting for that proposal is closed. The voting process will be blocked to all participants from that moment on

### What can I do if I cannot log in?

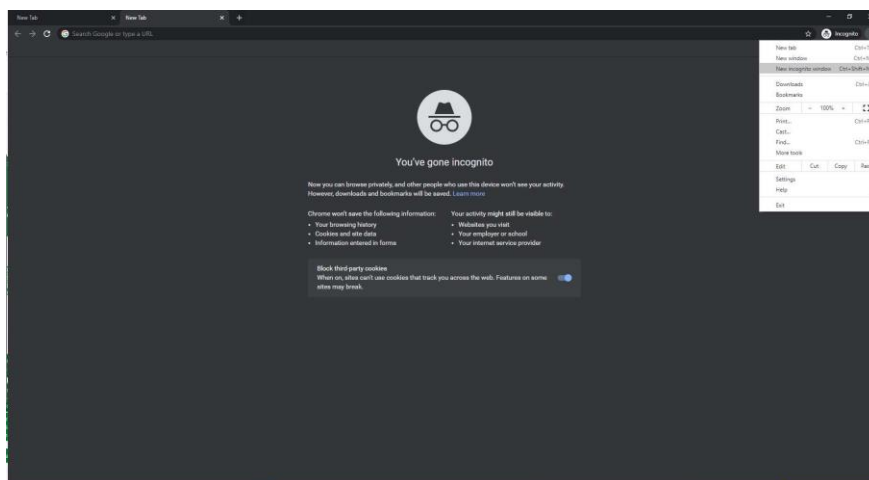
**If the Meeting has not started** and you cannot log in, the following is recommended:

- Check the access pin provided.
- Make sure you have entered the correct upper and lower case letters in the captcha.
- Update the captcha when logging in by clicking on the box in red (below).



The screenshot shows the login interface for Click & Vote. At the top, it says "Bienvenido a Click & Vote". Below that, there are two labels: "Número de control" and "¿Dónde puedo encontrar esto?". The "Número de control" label is followed by a text input field with the placeholder text "Ingrese número de control de 12 dígitos". Below the input field is a captcha image showing a grid of characters: 'x', 'w', 'H', 'm', 'd', 'X', and a refresh icon. A red box highlights the refresh icon. Below the captcha image is another text input field with the placeholder text "Ingresar texto del Captcha (distingue mayúsculas y minúsculas)". Below the input fields is a button labeled "Enviar". At the bottom of the form, there is a link that says "¿Tienes dificultades? Ayuda".

- Use the browser's private mode (open an incognito window) to log into the event. If using Chrome, in the upper right corner, click the three-dot icon, then select New Incognito Window. Afterwards, the event's URL must be entered in the address bar.



- Try to use another browser to enter the event's link.
- Try to log in through another device (computer, tablet, or smartphone.)

**If the Meeting has started** and the Issuer has decided to close the entrance to the Meeting, it will be blocked for new entries.

Finally, please get in touch with the Executive responsible for the event for more information if access problems continue.

### **Where can I contact someone if my problem remains unsolved?**

If you still have questions and/or problems after conducting all the above steps, please call +56 22 3939003 or send an email to [registrojuntas@dcv.cl](mailto:registrojuntas@dcv.cl)