



## Instructions for Registration, Participation and Remote Voting Ordinary Shareholders' Meeting of HORTIFRUT S.A. 2023 April 26, 2023

As reported by a Material Fact on April 4, 2023, and in the summons notices published, the Board of Directors of Hortifrut S.A. (the "Company") approved the implementation and use of technological means as a mechanism to participate and vote remotely in the Ordinary Shareholders' Meeting of the Company to be held on Wednesday, April 26, 2023 at 12:00 noon (the "Meeting"), within the framework of the provisions of General Rule N°435 and Circular Letter N°1,141, complemented by Circular Letter N°1,149, all of the *Comisión para el Mercado Financiero* (the "CMF"). Said technological means will guarantee the identity of those who participate in the Meeting and will safeguard the principle of simultaneity or secrecy of the votes that are carried out in it.

The following procedure establishes the remote voting, participation and registration system implemented for the Meeting:

### **I. OPORTUNITY AND FORM OF ACCREDITATION PRIOR TO THE MEETING:**

1. The shareholders or their representatives interested in participating in the Meeting remotely must, in order to be included in the attendance register, no later than 2:00 p.m. the day before the Meeting, that is, Tuesday, April 25, 2023<sup>1</sup>, send an email to [registrojuntas@dcv.cl](mailto:registrojuntas@dcv.cl), which must contain the following information:

- i. **If is a natural person and is acting on his own:**

- Copy by both sides of your identity card or valid passport.
- The Participation Request Form, duly signed, which is available at the link on our website <https://investor.hortifrut.com/investor-relations>.

- ii. **In the event that the shareholder is a natural person who given power of attorney to another:**

- Copy by both sides of the identity card or valid passport of the shareholder.
- Scanned copy of the power of attorney to participate in the Meeting. The format of this power of attorney is available for download at the link on our website <https://investor.hortifrut.com/investor-relations>.
- The Participation Request Form, duly signed, which is available at the link on our website <https://investor.hortifrut.com/investor-relations>.

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<sup>1</sup> The gentlemen are asked to send the requested information in advance, so as not to generate delays on the day of the Meeting. If you have any inconvenience, please contact the Company in advance so that it can take the measures and coordinate any possible exceptions.



iii. **In the event that the shareholders is a legal person, but will act through a representative:**

- Copy by both sides of the identity card or valid passport of:
    - (a) the legal representative or representatives of the legal entity with the power to delegate their representation for participation in the Meeting; and
    - (b) the representative who will participate in the Meeting on behalf of the legal person shareholder.
  - Copy of the current deed of legal status of the legal representatives of the legal entity (shareholder) with advanced electronic signature of the respective notary unless the representatives are duly registered in *DCV Registros*.
  - Scanned copy of the power of attorney to participate in the Meeting. The format of this power of attorney is available for download at the link on our website <https://investor.hortifrut.com/investor-relations>.
  - The Participation Request Form, duly signed, which is available at the link on our website <https://investor.hortifrut.com/investor-relations>.
2. Once the information has been uploaded to the Registry Platform or received by email, *DCV Registros* - entity in charge of the accreditation process - will verify the integrity of the aforementioned documents and their validity and confirm to the shareholders through the same means (Registration Platform or email, as appropriate) the correct receipt of said information. In the event of omission, error or non-validity of any required document, *DCV Registros* will request the shareholder, by the same means, to regularize the situation as soon as possible.
3. Once the accreditation process has been successfully completed, the shareholder or their representative will receive an email from DCV with a confirmation indicating that their accreditation has been successfully completed.

**II. HOW AND WHEN WILL THEY RECEIVE THE LINK FOR THE MEETING ACCESS?:**

Upon successful completion of the accreditation process, the shareholders or accredited representatives (the "Participants") will receive the email and the link indicated below:

**- Proxy Online Voting Platform - Link**

*DCV Registros* (through the email [juntaaccionistas@dcv.cl](mailto:juntaaccionistas@dcv.cl)), from 6:00 p.m. on Tuesday, April 25, 2023, that is, the day before the Meeting, it will send each of the Participants an email with the access link (the "Link") and a access code (control number or PIN), to connect to the Proxy Online Electronic Voting Platform, which provides and manages *DCV Registros*.

In addition, and for the Participants who request it, *DCV Registros* makes available to the Participants, instances of test trials to support the Participants to become familiar with the access processes and with the Electronic Platforms. If you want to participate in these trials please write to [registrojuntas@dcv.cl](mailto:registrojuntas@dcv.cl).



### III. HOW AND WHEN TO ENTER THE PLATFORM ON MEETING DAY?

Participants must enter the Proxy Online Voting Platform through the Link on the same day of the Meeting, from 11:00 a.m. to 11:50 a.m. maximum.

Then, from the Voting Platform, they must enter to the Zoom Videoconference Platform.

**Important Note: In this way, Participants who have not entered the Platforms before 11:50 a.m. on Wednesday, April 26, 2023, will not be able to participate in the Meeting nor will they be part of the quorum to attend it.**

To access the Voting Platform, they must enter the Link where the Proxy Online Platform will be presented, requesting to fill out two fields to enter information. In the first field, they must enter the access code (control number or PIN) that they have received by email, while in the second field they must reproduce the Captcha code that will be displayed on the screen (regarding the latter, you must have take special care to mark the letters in uppercase or lowercase, as appropriate). The time when voting must be done through this Proxy Online Voting Platform will be expressly indicated during the Meeting, its use being limited to those matters and only for the period of time indicated at the Meeting.

To access the Zoom Videoconference Platform, Participants must, from the Proxy Online Platform, click on the link "Join the Meeting" located (i) in the Related Information section, if it is an individual shareholder; and (ii) after clicking on "See all Documents", if it is an attorney-in-fact that represents more than one shareholder. With this, they will be allowed to join the Zoom Videoconference Platform, entering the Waiting Room, where an assistance team from the Society will contact and validate them. For this process, they may be asked to show their identity card or passport used for accreditation.

Before the Meeting starts, the Company will bring those Participants who have been duly validated in the Waiting Room to the Main Room. The Meeting will take place in the Main Hall. With the attendees who actually access the Main Hall, the quorum of attendance at the Meeting will be closed and with it the corresponding attendance record.

Participants must remain connected at all times to the Voting and Videoconference Platforms, that is, during the entry and validation process in the Waiting Room and then during the development of the Meeting in the Main Room.

If you have any questions, contact the email [registrojuntas@dcv.cl](mailto:registrojuntas@dcv.cl) or to the call center (+562 2393 9003) in continuous schedule of attention from Monday to Thursday from 9:00 a.m. to 5:00 p.m., and Friday from 9:00 a.m. to 4:00 p.m.



#### **IV. HOW AND WHEN TO PARTICIPATE DURING THE MEETING?:**

At 12:00 noon on April 26, 2023, the Company will officially start the Meeting, in the Main Hall through the Zoom Videoconference Platform, as indicated in the previous sections.

The Participants may demonstrate at the Meeting to approve or reject the matters submitted for voting by the simplified system (voting by acclamation or by voice, according to this system is explained in section V). For this, the administrator, at each opportunity, will collectively activate the audios of the Participants so that those who want to approve or reject expressly say so.

Additionally, in cases other than said vote, the Participants may ask to speak when they are given the opportunity to do so at the Meeting. For the latter, they are asked, for a better development of the Board, that they preferably do so using the options "Raise hand" and "Lower hand" on the Videoconference Platform, located in the "Participants" section. / Participants "from the main bar located at the bottom of the screen.

#### **V. VOTING:**

For voting at the Meeting, the following mechanisms will be followed:

1. Simplified mechanism: firstly, in accordance with Article 62 of the *Ley sobre Sociedades Anónimas*, and to the extent that the unanimous approval of the shareholders present at the Meeting is obtained, the possibility of omitting the individual voting on one or more subjects; and proceed with respect to them by acclamation or by voice vote and record in the minutes the votes that abstain or reject the matter subject to scrutiny, if it is approved; or leave a record of the votes that abstain or approve the matter, in case it is rejected. Likewise, for the election of the Board of Directors, in the event that the same number of candidates are nominated as the number of positions to be filled, it will also proceed in a simplified manner, that is, by acclamation or by voice vote, and the votes of the shareholders will be distributed in equal parts among those candidates who have proposed and, in other cases, the votes of the shareholders will be distributed in equal parts for all the candidates, all except for the special distribution of shares that the shareholder may make.
2. Online voting: in the event that regarding one or more matters the Meeting does not approve the simplified mechanism of number 1 above, or for the election of the Board of Directors, in the event that more candidates are nominated than the number of positions to be filled, voting will be carried out through the Proxy Online Electronic Voting Platform, whose implementation will safeguard the principle of simultaneity or secrecy of voting. Detailed instructions for using this voting system are found in Annex 3.

#### **ATTENDANCE CERTIFICATE:**

Participants who have attended an email will be sent confirming their participation in the Meeting once it has ended, which will contain the certificate of attendance (attached in PDF) and confirmation of their inclusion in the Attendance List of the Council.





## **PARTICIPATION OF THE CMF:**

In the event that a representative of the CMF confirms their attendance at the Meeting, through the Registration Platform on the page <https://autenticacion.dcv.cl/> or by email addressed to [junta2022@hortifrut.com](mailto:junta2022@hortifrut.com), the Company will send you an email in response with the Link (for which you must follow the same procedure as in section II above), which will allow you to access the Proxy Online Voting Platform and the Zoom Videoconference Platform and thereby participate and vote in the board remotely.

## **TECHNICAL SUPPORT:**

If you have difficulties with the Platforms on the day of the Meeting, or any questions about the registration, participation and remote voting system set out in this instruction, please contact the email [registrojuntas@dcv.cl](mailto:registrojuntas@dcv.cl) or to the call center (+562 2393 9003) in continuous schedule of attention from Monday to Thursday from 9:00 a.m. to 5:00 p.m. 17:00, and Friday from 9:00 a.m. to 4:00 p.m.

Additionally, with the following people:

- Gabriela Rojas (+56 9 9999 5579 / [grojas@hortifrut.com](mailto:grojas@hortifrut.com))
- Juan Pablo Gonzalez (+56 9 8595 9444 / [jpgonzalez@hortifrut.com](mailto:jpgonzalez@hortifrut.com))

