

## Information sheet regarding GDPR in connection with Danish Aerospace Company A/S' general meetings

### 1. Introduction

The purpose of this information sheet is to give shareholders, proxy's or advisors certain information regarding collecting, processing, and storing of personal information in connection with the annual meeting at Danish Aerospace Company A/S, company registration no.(CVR): 12 42 42 48 with its address at Hvidkærvej 31A, st. Højme, DK-5250 Odense SV, Denmark ("DAC")

DAC is a data controller, which means DAC is responsible for the correct handling of personal data. In case of questions, please contact DAC via email [info@DanishAerospace.com](mailto:info@DanishAerospace.com) or phone +45 63 10 70 10.

In the following, you will find a description of the information DAC may collect, process and/or store including to which purpose and on what basis the process will be done.

In section 2-3 you will find general information regarding notice of the annual meeting, issuing of documents, registration for participation and emission of authorization/absentee vote forms.

In section 4-7 you will find a number of specific conditions, including putting forth queries prior to the annual meeting, putting forth proposals for consideration at the annual meeting, the right to speak and ask questions at the annual meeting and result of the annual meeting.

### 2. Notice of annual meeting

Notice of the annual meeting at DAC will take place on the basis of the information registered in the Register of shareholders (Ejerbogen) including name, address and email (if registered). DAC will, in this regard, process the personal information with the purpose of advising the shareholders of the coming general meeting so that the shareholders are able to exercise their basic administrative rights at the annual meeting.

The notice, including agenda, will be released and issued in accordance with current legislation and DAC's articles of association, thus released as a company announcement via Nasdaq First North Growth Market Denmark, the company's website, furthermore, issued via email to those who have requested it.

In continuation of the release of the notice, the remaining documents of relevance for the general meeting will be issued on DAC's website, including the complete proposals and forms needed for voting by proxy or postal vote.

DAC process personal data to comply with our statutory requirements pursuant to the rules regarding shareholders rights in the companies act, and thus the processing is carried out to comply with a statutory requirement, cf. article 6, section 1, (c) in the General Data Protection Regulation.

The notice including agenda will be available on the website for a 5-year period, furthermore, the additional documentation will be available on the website until the following years' annual meeting.

DAC may archive the notice, including agenda, complete proposals and forms for authorization and voting by proxy or postal vote, until it is no longer needed for DAC to store, in regard to, DAC safeguarding the company's and shareholders' interests. However, at a minimum of 10 years, whereafter the information will be deleted.

### **3. Registration and submission of authorization and absentee vote**

When you, as shareholder, register yours or an advisor's participation in the annual meeting or submits a third-party authorization, DAC will issue an access card (including ballot) which will contain certain personal data regarding you, your proxy and/or advisor, including name, address, email and shareholding. The access card will be issued either electronically or via email.

Registration of participation entails DAC to process your personal data on the basis of the information you have registered in the Register of shareholders (Ejerbogen). In addition, handling of your personal data will take place when submitting your instructional authorization, authorization to the board of directors or absentee vote. Furthermore, your personal data will be handled, should you cast your vote at the annual meeting (written or electronically)

Should you submit a third-party authorization and/or announce participation of an advisor DAC will collect and process their personal data (name and address). Collecting and processing of this information will take place for the purpose of securing the relevant persons access to DAC's general meeting, further making sure they are able to exercise appropriate rights.

We therefore process personal data to comply with our statutory requirements pursuant to the rules regarding shareholders rights in the companies act, and thus the processing is carried out to comply with a statutory requirement, cf. article 6, section 1, (c) in the General Data Protection Regulation.

DAC can store data regarding registrations, authorizations and absentee votes, until it is no longer pertinent for DAC to store the information in regard to safeguarding DAC and the shareholder's interests, though a minimum of 10 years, whereafter the data will be deleted.

### **4. Putting forth queries prior to the annual meeting**

When putting forth queries prior to the annual meeting you must document your status as shareholder or proxy. In this connection, your personal data will be collected and processed. Collecting and processing of personal data are, in this regard, based on DAC's legitimate interest in being able to identify you, so that you are able to exercise your right as shareholder to put forth queries cf. article 6, section 1, (f) in the General Data Protection Regulation.

In case the queries are answered in writing, the query including your name and DAC's response will be presented at the annual meeting.

DAC may store the information regarding the query until it is no longer necessary for DAC to store them, in regard to safeguarding DAC's and the shareholder's interests, however at a minimum of 10 years, whereafter they will be deleted.

Moreover, refer to section 6 regarding rights to speak and putting forth queries at the annual meeting.

### **5. Putting forth proposals**

In connection with requesting acceptance of a specific topic on the agenda for the annual meeting., your personal data, including the content of your proposal will be obtained and processed by DAC. Your personal data is collected in this regard, based on DAC's legitimate interest in being able to identify you as shareholder, so you are able to exercise your right to put forth proposals for acceptance on the agenda, cf. article 6, section 1, (f) in the General Data Protection Regulation.

In case your request meets the requirements, the proposal and your name will be added to the agenda, the complete proposal overview and on the forms for proxy and postal voting, which hereafter will be released in accordance with the articles of association.

Moreover, refer to section 2 regarding notice of annual meeting and section 7 regarding preparation of minutes of general meeting.

## **6. Rights to speak and putting forth queries at the annual meeting**

Should you choose to speak at the general meeting, e.g. to put questions to the board of directors, operating review or the annual report, you will be asked to document that you are a shareholder or proxyholder, and in this connection, your personal data will be collected and processed, based on DAC's legitimate interest in being able to identify you, so that you are able to exercise your right to speak and put forth queries at the annual meeting, cf. article 6, section 1, (f) in the General Data Protection Regulation.

Moreover, refer to section 7 regarding preparation of minutes of general meeting.

## **7. Results of annual meeting**

Following the general meeting the chairperson, on behalf of DAC, will draw up minutes of the discussions at the general meeting. Therefore, in continuation of the previously collected and processed personal data, e.g., putting forth proposals cf. section 5 or rights to speak at the annual meeting cf. section 6, there might, in this connection, occur further processing of your personal data. The result of the annual meeting must be completed in accordance with the statutory requirements and the processing will therefor occur to comply with legal requirements cf. article 6, section 1, (c) in the General Data Protection Regulation.

In connection with proposals for acceptance on the agenda, it is not possible to decline entry of name in the notice, or forms and therefor also applicable in the results of the annual meeting.

The minutes of the general meeting will after completion be available in DAC's office where shareholders may review it.

Furthermore, the minutes of the general meeting may after completion be made available on DAC's website for a period of one year. The minutes of meeting will therefor during this timeframe be available to shareholders and the general public.

DAC may store the results of the annual meeting until it is no longer pertinent for DAC to store the information, in regard to, safeguarding DAC's and shareholder's interests, including the purpose of documenting discussions and decisions taken place at the annual meeting. This implies that minutes of general meetings will not be deleted.

## **8. Your rights**

To gain further information regarding the personal data DAC stores and processes about you, please contact DAC via [info@danishaerospace.com](mailto:info@danishaerospace.com) or via phone +45 63 10 70 10. Further, you may always voice your opposition to the handling of your personal data. Should you wish to make your opposition known regarding your personal data or should you wish to obtain or correct your personal information, please contact DAC via the above-mentioned email address. Should you wish to lodge a complaint regarding handling of your personal data, please contact The Danish Data Protection Agency (Datatilsynet).

**Note:** This is a translation of the corresponding information sheet in Danish. In case of discrepancies between the Danish wording and the English translation, the Danish wording prevails.