



# My Digital Shareholder Guide

Axway 2018



# Digital Shareholder Program 2018

Axway is continuing its digital program for registered shareholders aimed at reducing the use of paper documents by way of electronic online exchange, and at providing the facilities for preparing the Shareholders' Meeting via the Internet.

- ❖ The Axway Shareholders' Meeting will be held on Wednesday, June 6, 2018, at 2:30 pm (Hôtel Le Meurice, Paris).
- ❖ Axway has prepared this guide to provide support for this digital evolution so that you may:
  - Receive your Shareholders' meeting e-notice along with the Axway resolutions by e-mail
  - Vote on the resolutions or give proxy via the Internet and Votaccess
  - Request and receive your attendance card at the Axway Shareholders' Meeting by email

# The Axway General Shareholders' meeting goes digital

## YOUR INFORMATION SOURCES

Axway Website [www.investors.axway.com/en](http://www.investors.axway.com/en)

- [Shareholders' area](#)
- [Shareholders' meeting](#)

## AXWAY IR Application



- Available on IOS & Android
- Shareholders' area



## SHAREHOLDERS' WEBSITE

Axway Shareholders' Website

<https://www.actionnaire.cmcicms.com/en/>

## View your registered share positions

- Place an order providing you have signed a financial instruments account contract (downloadable documents)
- Consult the history of your current operations
- Send any personal data and other instructions concerning your securities
- Download the General Shareholders' Meeting documents
- Vote or give proxy to the Chairman by via Internet and Votaccess
- Request an attendance card

For reminder: your access codes sent by two posts.

If you lose or forgot your login and/or your password, please contact us:

- By email: [actionnaires.axway@axway.com](mailto:actionnaires.axway@axway.com)

## RECEIVE MY NOTICE BY EMAIL

As a registered shareholder of Axway, you are invited to be a part of the 1 e-mail = 1 tree program. To participate:

- Confirm your email address using this form [HERE](http://www.investors.axway.com/en/investors-shareholders/shareholders-area) (<http://www.investors.axway.com/en/investors-shareholders/shareholders-area>)
- You will receive your Shareholders' meeting documents by e-mail
- You will then receive by e-mail your certificate for a tree to be planted on your behalf in the Amazon



40% of Axway's Shareholders already took part in the program in 2016

## VOTE BY INTERNET WITH VOTACCESS

- Go to the Shareholders' Website  
<https://www.actionnaire.cmcicms.com/en/>
- Click on the button "Vote at the AGM"
  - And then on "Vote on the resolutions"
- Complete your voting instructions for each resolution
  - And then "Validate"
- You can now view a full summary of the votes you cast
  - You will receive your vote confirmation by e-mail

## GIVE PROXY TO THE CHAIRMAN

- Log into in the Shareholders' Website  
<https://www.actionnaire.cmcicms.com/en/>
- Click on the button "Vote at the AGM"
  - And then on "Give proxy to the Chairman"
- Click on "Continue"
  - And then "Validate"
- You can now view a full summary of the votes you cast
  - You will receive your vote confirmation by e-mail

## ／ GIVE PROXY TO A MENTIONED PERSON

- Go to the Shareholders' Website <https://www.actionnaire.cmcicms.com/en/>
- Click on the button "Vote at the AGM"
  - And then on "Give proxy to a mentioned person"
- Complete the details of the third party who will vote for you
  - And then click on "Continue"
- You can now validate your proxy appointment
  - You will receive your confirmation by e-mail

## REQUEST AN ATTENDANCE CARD

- Go to the Shareholders' Website <https://www.actionnaire.cmcicms.com/en/>
- Click on the button “Vote at the AGM”
  - And then on “Request an attendance card”
- To download your admission card in digital format:
  - Check the box you wish to download and print the attendance card
  - Then click on “Validate”
- To receive your attendance card by ordinary mail:
  - Check the box Please send my attendance card to my postal address
  - Complete your contact details and then click on “Validate”
- You can now view your confirmation
  - You will receive your confirmation by e-mail

## CONTACT

- If you have any questions, please contact us:
  - By e-mail: [actionnaires.axway@axway.com](mailto:actionnaires.axway@axway.com)
  - By phone: +33 (0)1 47.17.22.40

*\*I hereby acknowledge having been informed that as a nominative shareholder I am entitled to change this option and ask to receive a hard copy of the notices and the documents related to the shareholders' meeting. In this case I have thirty-five days before the publication of the shareholders' annual meeting release in a legal journal to request to be convened by mail.*