

Minutes kept at the Annual General Meeting (AGM) with the shareholders of Projektengagemang Sweden AB (publ), reg. no 556330-2602, Tuesday 21 May 2019, 16:00 p.m. – 17:35 p.m. at Helio Kungsholmen (facility Guldspaden), Rålambsvägen 17 in Stockholm.

Attending:

Present shareholders, representatives and accompanying persons according to attached voting register, **Appendix 1**.

1. Opening the meeting

The Chair of the Board, Gunnar Grönkvist, opened the meeting and welcomed shareholders and others present.

It was noted that all Board members were present as well as the company's CEO Per Hedebäck. It was further noted that representatives of the Nomination Committee were present as well as the chief auditor.

2. Election of an AGM chair

At the proposal of the Nomination Committee, represented by its Chairman Pontus Mattsson, the meeting elected the Chair of the Board Gunnar Grönkvist as Chair of the meeting.

The Chairman informed that attorney Ingrid Westin Wallinder Ramberg Advokater was appointed to keep the minutes at the meeting.

The meeting resolved to approve that invited guests were welcome to attend.

3. Preparation and approval of voting register

The meeting resolved to approve the list in Appendix 1 as voting register for the meeting.

It was noted that 14,080,242 shares and 58,357,326 votes were represented at the meeting, corresponding to approximately 57 percent of the total number of shares and approximately 79 percent of the total number of votes in the company.

4. Approval of the agenda

The meeting approved the Board's proposal for the agenda as stated in the notice.

5. Election of one or two persons to check the minutes of the meeting

The meeting decided to appoint two persons to adjust the minutes and elected Annika Andersson, representative of Swedbank Robur fonder, and Birger Jörnhammar to adjust the minutes together with the Chairman.

6. Determination of whether the meeting has been duly convened

The secretary informed that the notice convening the meeting had been made in accordance with the Swedish Companies Act and the company's articles of association by being available on the company's

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website since 17 April 2019, published in the Swedish Official Gazette on 23 April 2019 as well as through an announcement in Dagens Industri on 23 April 2019 that notice had been made.

The meeting declared to have been duly convened.

7. CEO's address

The CEO Per Hedebäck presented the company's operations and answered questions from the shareholders.

8. Presentation of the annual report and auditor's report, the consolidated financial statements and the auditor's report on the consolidated financial statements, and the auditor's statement on whether the guidelines for remuneration of senior executives have been followed

It was noted that the annual report and consolidated financial statements for 2018, including the management report, the corporate governance report, the sustainability report and the auditor's report for the parent company and the group, have been available to the shareholders in accordance with applicable rules, as well as the auditor's statement on the AGM's guidelines for remuneration of senior executives and the auditor's report on the sustainability report.

Lennart Danielsson, chief auditor from PricewaterhouseCoopers AB, presented the audit work within Projektengagemang and detailed selected parts of the audit report as well as the auditor's statement on whether the company's guidelines for remuneration of senior executives have been followed and report regarding the sustainability report.

It was noted that the accounting documents were presented in an appropriate order.

9. Resolution on adoption of the income statement and balance sheet and of the consolidated income statement and consolidated balance sheet

The meeting resolved to adopt the income statement and the balance sheet as well as the consolidated income statement and the consolidated balance sheet for the financial year 2018.

10. Resolution on appropriation of the company's profit in accordance with the adopted balance sheet

The Chairman informed that the Board's proposal for dividend and allocation of profit has been stated in the notice and the annual report. The Chairman further informed that the Board's statement pursuant to Chapter 18, Section 4 of the Swedish Companies Act, on the justifiability of the dividend, has been available at the company and on the company's website since 17 April 2019.

The Chairman reported on the Board's proposal for the allocation of profits, which was approved by the auditor.

The meeting resolved, in accordance with the Board's proposal, that its disposal profit of SEK 503,209,422 is allocated through the distribution of SEK 1 per share to the shareholders, corresponding to SEK 24,555,677 and that SEK 478,653,745 is capitalized on new account. The meeting further approved the record date for payment of the dividend to be 23 May 2019.

11. Resolution on discharge of the directors and CEO from liability

The meeting resolved to grant discharge to the Board members and the CEO for the financial year 2018.

It was noted that shareholders who also were members of the Board and/or CEO during 2018 did not participate in the resolution regarding discharge from liability.



12. Resolution on the number of directors to be elected by the meeting and the numbers of election of auditors and any deputy auditors

The Chairman of Nomination Committee, Pontus Mattsson, presented all of the Nomination Committee's proposals and reasoned statement ahead of items 12-15 on the agenda.

The meeting resolved in accordance with the Nomination Committee's proposal that the number of directors elected by the meeting shall be six.

Furthermore, the meeting resolved that the company shall have a chartered accounting firm as its auditor and no deputies.

13. Resolution on directors' and auditor's fees

The meeting resolved, in accordance with Nomination Committee's proposal, that the following unchanged fees be paid to the company's directors and auditors: SEK 350,000 to the Chairman of the Board (unchanged) and SEK 175,000 to each of the other directors elected by a general meeting (unchanged). In addition to directors' fees, SEK 80,000 to the Chairman of the audit committee and SEK 40,000 to each of the other members of the audit committee (unchanged) and SEK 40,000 to the Chairman of the compensation committee and SEK 20,000 to each of the other members in the compensation committee (unchanged).

The meeting also resolved that the auditor's fees shall be paid in accordance with approved invoice.

14. Election of directors and the Chairman of the Board

Regarding information about assignments that the members proposed for election have in other companies, the Chairman referred to the specific information about proposed board members that had been held available and presented in the material available at the meeting.

The meeting resolved, in accordance with Nomination Committee's proposal, re-election of Lars-Erik Blom, Britta Dalunde, Öystein Engebretsen, Per Göransson, Carina Malmgren Heander and Per-Arne Gustavsson.

The meeting elected Per-Arne Gustavsson as the Chairman of the Board.

15. Election of auditors and any deputy auditors

The meeting resolved to, in accordance with Nomination Committee's proposal, re-elect the accounting firm PricewaterhouseCoopers AB as auditor for the period until the end of the 2020 AGM.

It was noted that PricewaterhouseCoopers has announced that Camilla Samuelsson will be appointed chief auditor.

16. Resolution on guidelines for remuneration of senior executives

The meeting resolved on guidelines for remuneration of senior executives in accordance with the Board's proposal, <u>Appendix 2</u>.

17. Resolutions on (A) implementation of performance-based Share Savings Scheme 2019 (B) authorization of the Board to decide on acquisition and transfers of Class B shares in the Company and (C) resolution on transfer of Class B shares in the Company.

The Chairman informed that the Board's complete proposal had been included in the notice and that the Board's statement pursuant to Chapter 19, Section 22 of the Swedish Companies Act, regarding the



authorization for the Board to decide on the acquisition of own shares, has been available at the company and on the company's website since 17 April 2019.

The Board of Directors' proposal for a long-term share-based incentive program (performance based Share Savings Scheme 2019) and authorization for the Board to resolve on acquisition and transfer of own shares and resolution on transfer of own shares were presented, **Appendix 3**.

It was clarified that the performance requirements in the Share Savings Scheme related to the development of TSR (Total Shareholder Return) are calculated on an annual basis from 1 August 2019 during the three-year Vesting Period with a possible allocation of 1/3 performance shares per year.

The meeting resolved in accordance with the Board's proposal (item 17 A) on the introduction of the incentive program.

In accordance with the Board's proposal (item 17 B), the meeting resolved to authorize the Board to decide on the acquisition of own shares and on the transfer of own shares. It was noted that the resolution was supported by shareholders with at least two-thirds of the votes cast and shares represented at the meeting.

The meeting further resolved in accordance with the Board's proposal (item 17 C) on the transfer of own shares. It was noted that the resolution was supported by shareholders representing at least nine-tenths of both the votes cast and shares represented at the meeting.

18. Resolution on authorization for the Board of Directors to decide on new issues of shares of Class B

The meeting resolved in accordance with the Board's proposal regarding resolution on authorization for the Board of Directors to decide on new issues of shares of Class B, <u>Appendix 4</u>.

It was noted that the resolution was supported by shareholders with at least two-thirds of the votes cast and shares represented at the meeting.

19. Closing of the meeting

The Chairman thanked all shareholders and other participants for participation in the meeting and all who have been involved in arranging the meeting.

The Chairman made a special thanks to the resigning auditor Lennart Danielsson.

Per-Arne Gustavsson thanked the resigning Chairman of the Board, Gunnar Grönkvist, for his commitment and valuable contributions to the Board.

The Chairman declared the Annual General Meeting of Projektengagemang Sweden AB 2019 closed.

At the minutes: Attest by: Ingrid Westin Wallinder Gunnar Grönkvist Annika Andersson Birger Jörnhammar

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Appendix 2

Guidelines for remuneration of senior executives

The Board of Directors for Projektengagemang proposes that the 2019 AGM decides to adopt the following guidelines for remuneration of senior executives for the time until the 2020 AGM.

The proposal is mainly in accordance with the guidelines adopted at the AGM 2018.

The guidelines cover the president ("CEO") and the other members of the group management (currently 9 persons), and individual board members in the Company, to the extent employment or consulting agreements with them are concluded. Only remuneration according to agreements concluded or changed after the guidelines have been approved by the AGM are covered.

The compensation to the group management may include fixed base salary, variable salary, long-term incentive programme, pension and other benefits. The combined compensation must be in line with the going rate in the market and be competitive and give the Company the possibility to recruit and retain senior executives in the Company needs to achieve its long-term and short-term targets.

Fixed base salary

The fixed based salary for the CEO and other senior executives shall reflect the requirements and the responsibility the work implies, as well as the senior executives' individual achievements. The fixed base salary for the CEO and other senior executives is revised annually.

To the extent the directors performing other work for the Company or other companies in the group, consultancy fees and / or other remuneration for such work may be paid.

Variable salary

Variable cash salary shall depend on the fulfilment of defined and measurable criteria and be limited to maximum 50% of the annual fixed based salary for the CEO and CFO and 50% of other members in the group management. The stated criteria are intended to promote the fulfilment of the Company's/the group's short- and long-term targets, long-term development, value creation and financial growth, and must be designed so that they do not encourage excessive risk-taking.

The cost of the group's management's variable cash salary may at the most, at the attainment of all profit targets, be estimated to amount approximately SEK 6 million (excluding social security contributions). The calculation is based on the groups management's current composition.

The terms for variable salary should be designed so that the board of directors is allowed to limit or omit payment of variable salary of exceptional economic conditions prevail and such a measure is considered reasonable. The annual fixed based salary means fixed based, earned during the year, cash salary, excluding pension, supplements, benefits and similar.

Long-term incentive programme

The targets with the long-term incentive programme shall be to create a long-term commitment in the Company, to attract and retain appropriate senior executives and other key persons and to achieve an increased interest community between the participants and the shareholders.

To the extent that long-term incentive programs are adopted, they shall constitute a supplement to fixed based salary and variable salary for the senior executives who, through their expertise and their performance, contribute to a particularly high degree to the Company's/Group's performance-related goal achievement. Any share or share price related incentive programs must have a qualifying period of at least three years.



The Board of Directors has recommended that the 2019 AGM resolve in favour of long-term share-based incentive programme (Share Savings Scheme 2019). Further information about Share Savings Scheme 2019 is provided under point 17 in the agenda.

Pension

Pension benefits shall be defined contribution. For senior executives outside Sweden, pension benefits may vary due to legislation or local market practice.

Other benefits and remuneration

Fixed based salary during the notice period and severance pay, including compensation for any restriction on competition, shall not exceed an amount corresponding to the fixed salary for two years for the CEO and 12 months for other members of the Group management.

Other remuneration may consist of other customary and market-related benefits, such as healthcare insurance, which shall not constitute a significant part of the total remuneration.

In addition, additional compensation under extraordinary circumstances may, on a case-by-case basis, be decided upon by the board of directors, to promote the recruitment or prevent the loss of senior executives. Such extraordinary arrangements may include, for example, a one-time cash payment.

Departures from the guidelines

The board of directors shall have the right to deviate from the guidelines adopted by the General Meeting, if there are special reasons for this in an individual case.

<u>Other</u>

For further information on remuneration, see note 6 in the annual report.



Appendix 3

Resolutions on (A) implementation of performance-based share savings scheme 2019 (B) authorization of the Board to decide on acquisition and transfers of Class B shares in the Company and (C) resolution on transfer of Class B shares in the Company

Background

Projektengagemang Sweden AB (the "Company") continued growth and profitability depend, among other things, on the Company's ability to retain and recruit key employees. The Board of Directors considers that by introducing a long-term share-based incentive program, it is possible to further motivate the Company's key employees and strengthen the Company's ability to retain and recruit key employees. The Board also believes that it is important and in the interests of the shareholders that key employees in the group have a long-term interest in a good value development of shares in the Company. Against this background, the Board therefore proposes that the Annual General Meeting of the Company resolves to implement a performance-based share savings scheme for senior executives and other key employees in the Group ("Share Savings Scheme 2019") according to section A below.

The Board of Directors further proposes that the Board be authorized to acquire a maximum of 331,180 Class B shares in the Company in order to enable the implementation of the Share Savings Scheme 2019 and to transfer Class B shares in the Company on Nasdaq Stockholm to cover costs (including social security costs) and delivery connected with the implementation of the Company's Share Savings Scheme 2019.

The Board of Directors also proposes that the Company shall transfer a maximum of 252,000 Class B shares in the Company to participants in the Share Savings Scheme 2019.

It is the Board's intention to propose the Annual General Meeting 2020 to establish a long-term incentive program according to the corresponding principles that apply to the now proposed Share Savings Scheme 2019.

(A) Implementation of performance based Share Savings Scheme 2019

The Board of Directors proposes that the Annual General Meeting of the Company decide on the implementation of a Share Savings Scheme 2019, comprising a maximum of 252,000 Class B shares in the Company under the following main conditions:

Approximately 30 senior executives and other key employees in the group will be offered participation in the Share Savings Scheme 2019.

Participation in the Share Savings Scheme 2019 requires that participants with their own funds invest in Class B shares in the Company ("Savings Shares") at market price on Nasdaq Stockholm for an amount corresponding to a maximum of 4.2% to 12.5% of the respective participant's annual fixed base salary for 2019 ("Basic Salary") divided the volume-weighted average price paid for the Company's Class B share on Nasdaq Stockholm for a period of ten trading days immediately following the 2019 Annual General Meeting. The investment must be made no later than 31 July 2019, unless the Board of Directors decides to postpone this date due to the fact that the participant is prevented from acquiring shares. If the Savings Shares are retained during the three-year vesting period, which runs from 1 August 2019 (the "Vesting Period") and, with certain limited exceptions, that the participant remains employed by the group during the entire Vesting Period, then each Savings Share entitles to receive, free of charge, one Class B share in the Company ("Matching Share") provided that the total return of the share ("TSR")¹ is positive during the Vesting Period, and – provided that the performance requirements stated below are met – another maximum of one to four Class B shares in the Company ("Performance Shares") as according to the following:

¹ Total Shareholder Return, i.e. share price development including dividends. When calculating, the TSR development shall be based on a comparison of the volume-weighted average price paid for the Company's Class B share on Nasdaq Stockholm for a period of 10 trading days immediately before the period commences or expires respectively.



- The CEO and CFO (two persons) may acquire Savings Shares for an amount corresponding to a maximum of 12.5% of their respective Basic Salary and may receive a maximum of four Performance Shares for each held Savings Share.
- Other members of Group Management (eight persons) may acquire Savings Shares for an amount corresponding to a maximum of 8.3% of their respective Basic Salary and may receive a maximum of three Performance Shares for each held Savings Share.
- Business area managers (10 persons) may acquire Savings Shares for an amount corresponding to a maximum of 4.2% of their respective Basic Salary and may receive a maximum of two Performance Shares for each held Savings Share.
- Key personnel in staff function (10 persons) may acquire Savings Shares for an amount corresponding to a maximum of 4.2% of their respective Basic Salary and may receive a maximum of one Performance Share for each held savings Share.

The allocation of Performance Shares is dependent on TSR during the a one-year period from 1 August 2019 as follows:

TSR during the a one-year period from 1	Percentage of number of Performance Shares
August 2019	allocated
<u>≥</u> 17.5%	100%
>15% & <17.5%	Pro rata
15%	75%
>12.5 & <15%	Pro rata
12.5%	50%
<12.5%	0%

Any allocation of Matching- and Performance Shares shall normally be made no later than 30 days after the end of the Vesting Period.

The right to Matching- and Performance Shares cannot be transferred or pledged.

Participants will not be compensated for dividends paid on shares to which Matching and Performance Shares entitle.

In the event of a change of control of the Company, allotment takes place with a reduced number of Matchingand Performance Shares on basis of a factor equal to the number of days that remained of the Vesting Period at the time of Change in Control.

The number of Matching- and Performance Shares may be recalculated in the event of a bonus issue, share split, reverse share split, preferential rights issue and/or similar events.

Before the allotment of Matching- and Performance Shares is finally determined, the Board of Directors shall assess whether the allocation is reasonable in relation to the Company's financial results and position, conditions in the stock market and other circumstances. If the Board considers that this is not the case, the Board shall reduce the number of Matching- and Performance Shares to be allocated to the lower number of shares that the Board deems appropriate.

Participation in the Share Savings Scheme 2019 presupposes that such participation can legally take place, and that such participation can, according to the Board of Directors' assessment, take place with reasonable administrative costs and financial contributions.

The Board of Directors shall be responsible for the detailed design and management of the Share Savings Scheme 2019 within the framework of the above-mentioned main conditions and also have the right to make the minor



Scope and costs for Share Savings Scheme 2019

The maximum number of Class B shares in the Company that can be allocated according to the Share Savings Scheme 2019 shall be limited to 252,000 shares, which corresponds to approximately 1 percent of all shares and approximately 0.3 percent of all votes in the Company. The number of Class B shares may be subject to recalculation in the event of a bonus issue, share split, reverse share split, preferential rights issue and/or similar events. Including the 79,180 Class B shares that can be transferred to secure, from a cash flow perspective, certain payments, mainly social security contributions, related to the Share Savings Program 2019, the program comprises a maximum of 331,180 Class B shares, which corresponds to approximately 1.3 per cent of all shares and approximately 0.4 per cent of all votes in the Company.

The Share Savings Scheme 2019 will result in the value of Matching- and Performance Shares being recorded as personnel costs in the income statement over the vesting period in accordance with IFRS 2 Share-based Payments. Social contributions will be expensed against the income statement according to UFR 7 during the vesting period. The size of these costs will be calculated based on the Company's share price development during the vesting period and the allocation of Matching- and Performance Shares. Based on a share price at the final allocation of 48.70 SEK, that the maximum allocation of Matching- and Performance Shares takes place, an estimated staff turnover of 0 percent per year and that all participants make an investment up to the maximum amount and expected dividend during the period, the total cost is estimated to MSEK 12.3 excluding social security charges. The costs for outgoing social contributions, assuming an annual share price increase of 17.5 per cent up to the time of allocation, are estimated to amount to a maximum of approximately MSEK 3.9. The costs should be seen in relation to the Company's total costs for salaries and remuneration, which for 2019 are estimated to amount to MSEK 822.7 including social security contributions. Based on the above assumptions the costs for the Share Savings Scheme 2019, including social security contributions, amounts to approximately 2.0 percent of the company's total costs for salaries and remuneration.

Hedging measures

In order to implement the Share Savings Scheme 2019, the Board of Directors proposes that the Annual General Meeting resolves to authorize the Board to acquire and transfer Class B shares in the Company and decide on the transfer of Class B shares in the Company in order to ensure the Company's obligation to deliver Class B shares to participants in the program and secure the cash flow of certain payments related to the Share Savings Scheme 2019 (mainly social security contributions). Detailed terms for the Board's proposal are set out in points B and C below.

As an alternative to the measures in points B and C below, the Company may, if deemed appropriate by the Board of Director's, enter into one or more so-called stock swap agreements on market terms with third parties to secure the financial exposure that Share Savings Program 2019 is expected to entail, whereby the third party in its own name shall be able to acquire and transfer shares of series B in the Company in accordance with the Share Savings Scheme 2019.

Preparation of the proposal

The Share Savings Scheme 2019 has been prepared by the Remuneration Committee in consultation with the Board of Directors. The proposal has been adopted by the Board of Directors.

Other share-related incentive programs in the Company

There are no outstanding share-related incentive programs in the Company.



(B) Authorizing for the board of directors to resolve on acquisitions and transfer of Class B shares in the Company and (C) resolution of transfer of own Class B shares in the Company

The Board of Directors' proposal for authorization to resolve on the acquisition and transfer of Class B shares in the Company and resolution on the transfer of Class B shares in the Company are conditional on the Annual General Meeting first having resolved on the Share Savings Scheme 2019 in accordance with section A above.

B) Authorizing the board to resolve on acquisitions and transfer of Class B shares in the Company

The Board of Directors proposes that the Annual General Meeting resolves to authorize the Board of Directors, during the period up until the next Annual General Meeting, on one or more occasions, to resolve to execute the acquisition of Class B shares in the Company as follows:

- Acquisitions may be made of a maximum of 331,180 Class B shares.
- Acquisition of Class B shares shall take place on Nasdaq Stockholm and at a price per Class B share at each time within the registered price interval, whereby the interval is between the current applicable highest bid price and the lowest selling price.
- Payment for Class B Shares shall be paid in cash.
- Purchase may be made in order to secure the Company's undertakings (including social costs) in connection with the Share Savings Scheme 2019.

The Board of Directors further proposes that the Annual General Meeting authorizes the Board, during the period up until to the next Annual General Meeting, on one or more occasions, to decide to transfer a maximum of 79,180 Class B shares in the Company to enable hedging of costs (including social security costs) and delivery in connection with the implementation of the Company's Share Savings Scheme 2019. Transfer of Class B shares shall take place on Nasdaq Stockholm and at a price per share of Class B at each time within the registered price interval, whereby the interval is between the current applicable highest bid price and the lowest selling price. Transfer of shares may also take place outside Nasdaq Stockholm to a bank or other financial institution, with deviation from the shareholders' preferential rights. Such transfer may take place at a price corresponding to the market price at the time of the transfer, with such market deviation as the Board finds appropriate. The number of Class B shares that may be transferred according to this authorization may be recalculated as a result of an intermediate bonus issue, split, rights issue and/or other similar events.

(C) Resolution on transfer of own Class B shares in the Company

To be able to deliver Matching and Performance Shares in accordance with the Share Savings Scheme 2019, the Board of Directors proposes that the Annual General Meeting resolves on the transfer of Class B shares in the Company as follows.

- A maximum of 252,000 Class B shares in the Company may be transferred (or the higher number of Class B shares that may result from recalculation as a result of bonus issue, split, rights issue and/or other similar events).
- Class B shares may be transferred to participants in the Share Savings Scheme 2019 which, according to the terms of the Share Savings Scheme 2019, are entitled to receive Class B shares.
- Transfer of Class B shares shall take place at the time and according to the conditions that participants in the Share Savings Scheme 2019 are entitled to receive allotment of Class B shares.

The reason for the deviation from the shareholders' preferential rights is that the transfer of Class B shares constitutes a part of the implementation of the Share Savings Scheme 2019. Therefore, the Board of Directors considers it an advantage for the Company to transfer Class B shares according to the proposal.

Majority requirements

The Board's proposal for the introduction of a performance-based Share Savings Scheme 2019 in accordance with section A above requires that more than half of the votes cast at the Annual General Meeting approve the proposal.



The Board of Director's proposal to authorize the Board to acquire and transfer Class B shares in the Company in accordance with section B above requires that at least two-thirds of both the votes cast and the shares represented at the Annual General Meeting approve the proposal.

The Board of Director's proposal for the transfer of Class B shares in the Company according to section C above requires that at least nine tenths of both the votes cast and the shares represented at the Annual General Meeting approve the proposal.



Appendix 4

Authorization of the Board of Directors to decide on new issues of Class B shares

The Board of Directors proposes that the AGM resolve in favor of authorizing the Board of Directors to, with or without deviation from the shareholders' preferential right to, on one or more occasions during the time until the next AGM, decide on new issues of Class B shares in the Company. The authorization includes shares of Class B corresponding to a maximum of ten (10) percent of the total number of issued Class B shares in the Company. The newly issued shares shall be eligible for subscription in cash, in kind, with right of set-off or under conditions referred to in chapter 2 section 5 of the Companies Act.

The reason for deviation from the pre-emption right is that the Company shall be able to issue shares as liquidity in connection with agreements on company acquisitions, or to acquire capital for such acquisitions. The issue price shall be determined in accordance with prevailing market conditions.

The board of directors, the CEO or anyone appointed by them shall have the right to make minor adjustments to the above-mentioned decisions which may prove necessary in connection with registration with the Swedish Companies Registration Office.

Resolution under this item is valid only if supported by shareholders with at least two thirds of both the votes cast and the shares represented at the meeting.