



Virtual meeting registration manual

May 2020

AGM registration period

19 May 2020 - 8 June 2020 at 12:00 CEST

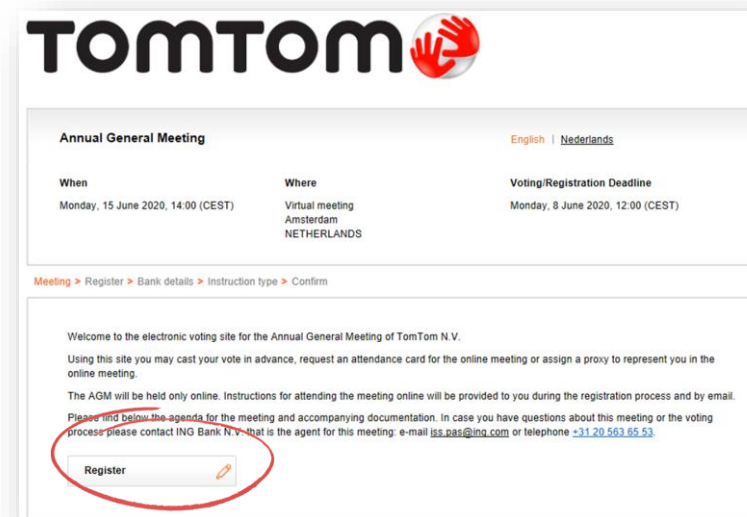
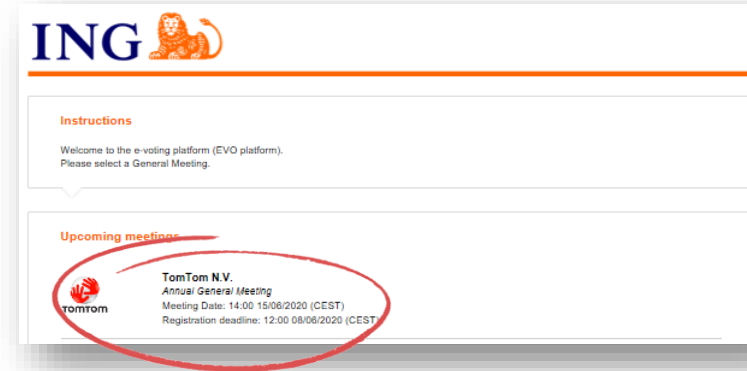
SmartAGM: apply for meeting credentials

9 June 2020 - 12 June 2020 at 14:00 CEST

AGM

15 June 2020

- Select TomTom General Meeting (“AGM”) on ING’s EVO platform or follow the link <https://ing.evo-platform.com/tomtom>
- Start the registration process



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- Fill out the registration form
- Confirm email address by following the link received per email
- Follow the instructions on the platform: enter the details on TomTom shares held

Attention: please make sure to provide the correct mobile phone number, as it will be used for verification purposes and for the distribution of login credentials for the virtual meeting

The screenshot shows the TomTom registration page for the Annual General Meeting. The header includes the TomTom logo and navigation links for English and Nederlands. The main content area is titled 'Annual General Meeting' and contains a table with details: When (Monday, 15 June 2020, 14:00 (CEST)), Where (Virtual meeting, Amsterdam, NETHERLANDS), and Voting/Registration Deadline (Monday, 8 June 2020, 12:00 (CEST)). Below this is a breadcrumb trail: Meeting > Register > Bank details > Instruction type > Confirm. A message states: 'Please fill the mandatory fields (marked by *), and ensure that you provide a valid e-mail address. You will receive an e-mail with a verification link. By clicking this link you can proceed with your registration.' The form is divided into sections: 'Securities' (Type of security: Ordinary shares (NL0013332471)) and 'Security holder details'. The 'Security holder details' section includes fields for Security holder type (radio buttons for natural person and legal entity), Country* (dropdown menu showing NETHERLANDS), Title* (radio buttons for Mr., Ms.), First name*, Surname*, Address*, Postcode*, City*, State/Province, Mobile phone number* (with a red circle around the +31 prefix), E-mail address*, and Confirm e-mail address*. At the bottom, there is a checkbox for 'I have read and agreed to the terms of use and the privacy and cookie statement' and buttons for 'Cancel' and 'submit'.

The screenshot shows the TomTom registration page for the Annual General Meeting, specifically the 'Intermediary or bank details' section. The header includes the TomTom logo and navigation links for English and Nederlands. The main content area is titled 'Annual General Meeting' and contains a table with details: When (Monday, 15 June 2020, 14:00 (CEST)), Where (Virtual meeting, Amsterdam, NETHERLANDS), and Voting/Registration Deadline (Monday, 8 June 2020, 12:00 (CEST)). Below this is a breadcrumb trail: Meeting > Register > Bank details > Instruction type > Confirm. A message states: 'Your e-mail account is now verified. In order to register you for the meeting we need the details of your intermediary or bank where your shares are held. Your intermediary will then be contacted to verify that you are holding the shares as of the record date.' The 'Intermediary or bank details' section includes a dropdown menu for 'Intermediary or bank*' with the text 'make a selection...'. Below this is the 'Account details' section with a text input field for 'Account number*'. The 'Holding' section includes radio buttons for 'Total balance' and 'Select number'. At the bottom, there are buttons for 'Go Back' and 'Next'.

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- Select “Attend the meeting online”
- Review the provided details and click on “Submit”




Annual General Meeting English | Nederlands


When Monday, 15 June 2020, 14:00 (CEST)	Where Virtual meeting Amsterdam NETHERLANDS	Voting/Registration Deadline Monday, 8 June 2020, 12:00 (CEST)
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Meeting > Register > Bank details > Instruction type > Confirm


Vote in Advance
It is possible to vote in advance of the meeting by using this site. If you choose to exercise your voting rights in this way you authorize an independent party to represent you.
It is possible to revoke or modify your vote instructions using this site.


Vote 


Attend the Meeting Online
It is only possible to attend the meeting **online**. When your details are verified by your intermediary you will receive an e-mail with instructions on how to join the **online** meeting.

Attend the meeting 

Appoint a Proxy
If you are unable to join the online meeting you may also appoint a proxy to represent you at the online meeting. You must provide the e-mail address and mobile telephone number of the proxy. When your details are verified by your intermediary you will receive an e-mail with instructions on how to join the online meeting.

Appoint a proxy 

 Go Back



Annual General Meeting English | Nederlands

When Monday, 15 June 2020, 14:00 (CEST)	Where Virtual meeting Amsterdam NETHERLANDS	Voting/Registration Deadline Monday, 8 June 2020, 12:00 (CEST)
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Meeting > Register > Bank details > Instruction type > Attend meeting > Confirm

Please review the data you have entered. When you click on submit you will receive an e-mail with a registration code. Please keep this e-mail and code for your records.

Your details will be forwarded to ING Bank N.V. who will confirm your balance of securities on the record date, i.e. Monday, 18 May 2020. You will then receive a confirmation by e-mail that your registration is complete.


This e-mail will contain the instructions on how to join the online meeting.


Security details

Type of security	Ordinary shares (NL0013332471)
Number of securities	Total balance
Intermediary	ING Bank N.V.
Account number	123456789

Security holder details

Name and address	Mrs. Online Shareholder Dane 1 1012 JS Amsterdam NETHERLANDS +31612345678
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 Go Back

Submit 

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- Your registration is received
- You will receive a confirmation email with a link to review your registration
- Once the intermediary has confirmed your balance of the TomTom shares, you will receive another email that the registration is complete
- You will also receive an attendance card with the unique reference number to be provided in SmartAGM (this reference number is also included in the other emails received from the EVO platform)



Annual General Meeting

When

Monday, 15 June 2020, 14:00 (CEST)

Where

Virtual meeting
Amsterdam
NETHERLANDS

Voting/Registration Deadline

Monday, 8 June 2020, 12:00 (CEST)

Thank you for your registration.

You may review your registration by clicking on the link in your confirmation e-mail. You can revoke your registration until Monday, 8 June 2020, 12:00 (CEST) by clicking on the same link.

Please remember to keep the confirmation e-mail and the registration code safe.

You can close your browser window now.

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- Apply for login credentials for the Lumi AGM Platform at: www.smartagm.com between **9 June 2020 and 12 June 2020 at 14:00 CEST**
- On SmartAGM website, enter the requested personal details, including your mobile phone number and the unique reference number assigned to you by EVO platform, and upload a photo ID
- Please make sure that the abovementioned details are the same as provided while registering yourself for the AGM

The screenshot shows the TomTom AGM registration page. At the top is the TomTom logo. Below it, the text 'TomTom AGM' is displayed, followed by the date and time '15 June 2020 14:00-17:00'. The main heading is 'Registreer voor virtuele participatie / Register for virtual participation'. Below this, there is a paragraph of instructions in Dutch and English. The form consists of several input fields: 'Aanhef / Salutation' (a dropdown menu), 'Initialen / Initials' (a text field), 'Achternaam / Last name' (a text field), 'E-mailadres / Email address' (a text field), 'Mobiel telefoonnummer / Mobile phone number' (a text field), 'ING Registratienummer / ING Registration number (for personal login credentials through text message)' (a text field), 'Foto identiteitsbewijs / Photo of identification' (with an 'Bestand uploaden / Upload file' button), and 'Foto registratiebewijs ING / Photo proof of ING registration' (with an 'Bestand uploaden / Upload file' button). At the bottom right, there are two buttons: 'Annuleren / Cancel' and 'Volgende / Next'.

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- Your login credentials be provided 24 hours before the AGM (Sunday 14 June at 14:00 CEST):
 - personal username will be sent by e-mail together with the weblink to the Lumi AGM Platform (web.lumiagm.com)
 - password will be sent by SMS message on the telephone number provided in the registration and verified on the SmartAGM platform
- Log in on web.lumiagm.com or on the LUMI AGM app on **Monday 15 June 2020 from 13:00 CEST until the commencement of the meeting at 14:00 CEST** by entering the login credentials before 14:00 CEST

