

Guide for attending annual general meeting

The annual general meeting of Webstep ASA will be held on 4 May 2023 at 12:00 hours (CEST) as an electronic meeting through the meeting portal Orgbrain.

Shareholders and proxy holders wishing to attend the general meeting must be registered with a user profile in the meeting portal Orgbrain (www.orgbrain.no). It will only be possible to attend the annual general meeting electronically or by delivering a power of attorney.

Shareholders wishing to attend the general meeting must give notice to Webstep ASA of their attendance by sending registration form available at the Company's website www.webstep.com, to Webstep per e-mail to generalforsamling@webstep.no or to the following postal address: Webstep ASA, c/o Rebel, Universitetsgata 2, 0164 Oslo, Norway. The notice of attendance must have been received no later than 2 May 2023 at 12:00 hours (CEST), and **must include the shareholders' email address.**

Shareholders will following such notice receive an attendance link and further instructions for attendance at the general meeting. Shareholders who do not give such notice within the deadline, will not receive an attendance link and will hence not be able to participate in the general meeting.

Register user:

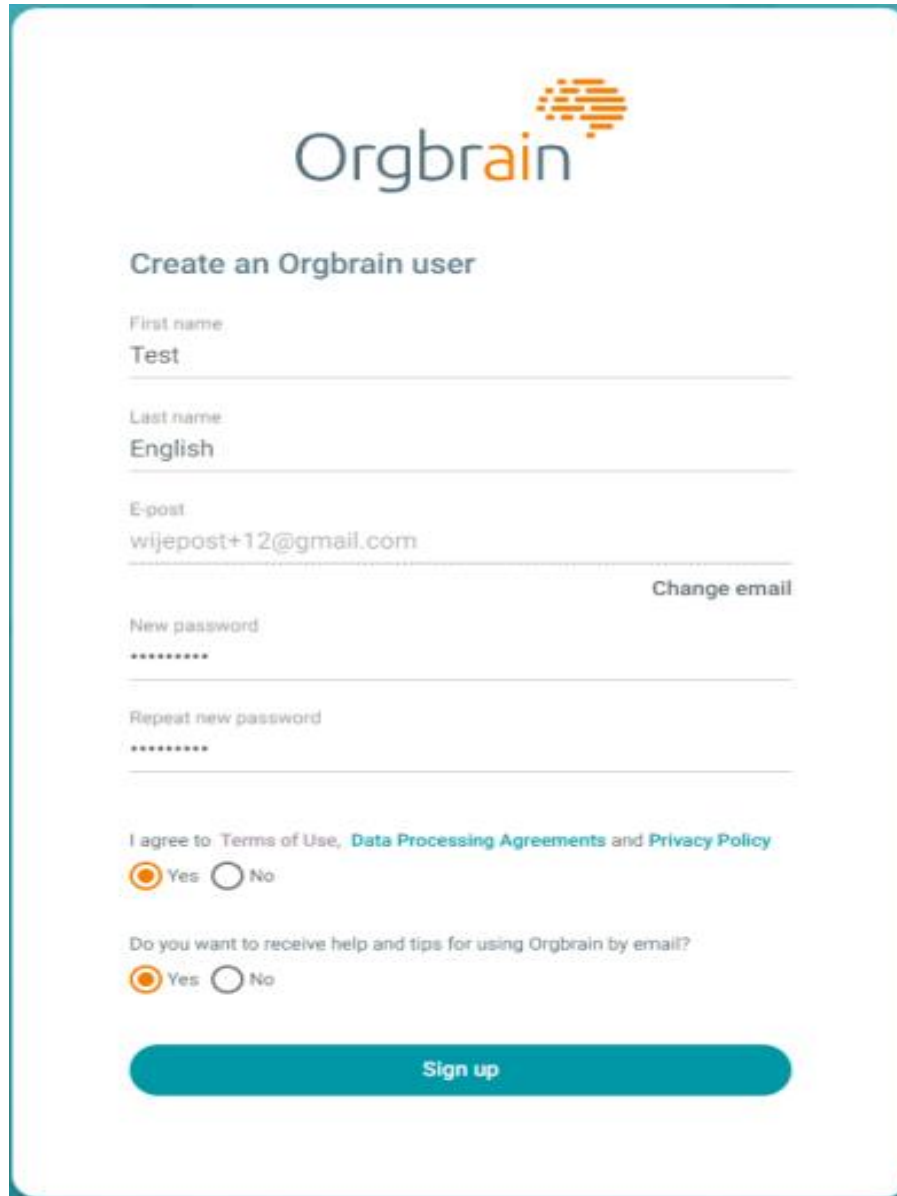
After the registration of attendance has been sent to Webstep with the shareholders email-adress and the userprofile for the shareholder has been created by Webstep, the participant will receive an invitation to the meeting by email.

At the bottom of the email you receive, there will be a button that takes you further in the process.

Go to Annual general meeting to notify if you are attending

Go to Annual general meeting

If you are already registered and logged in as a user in Orgbrain, you will, by clicking on the button, go directly to the meeting card for the general meeting or the annual meeting. If you have not registered a user account in Orgbrain, you will come to a page where you will be asked to register your user account.

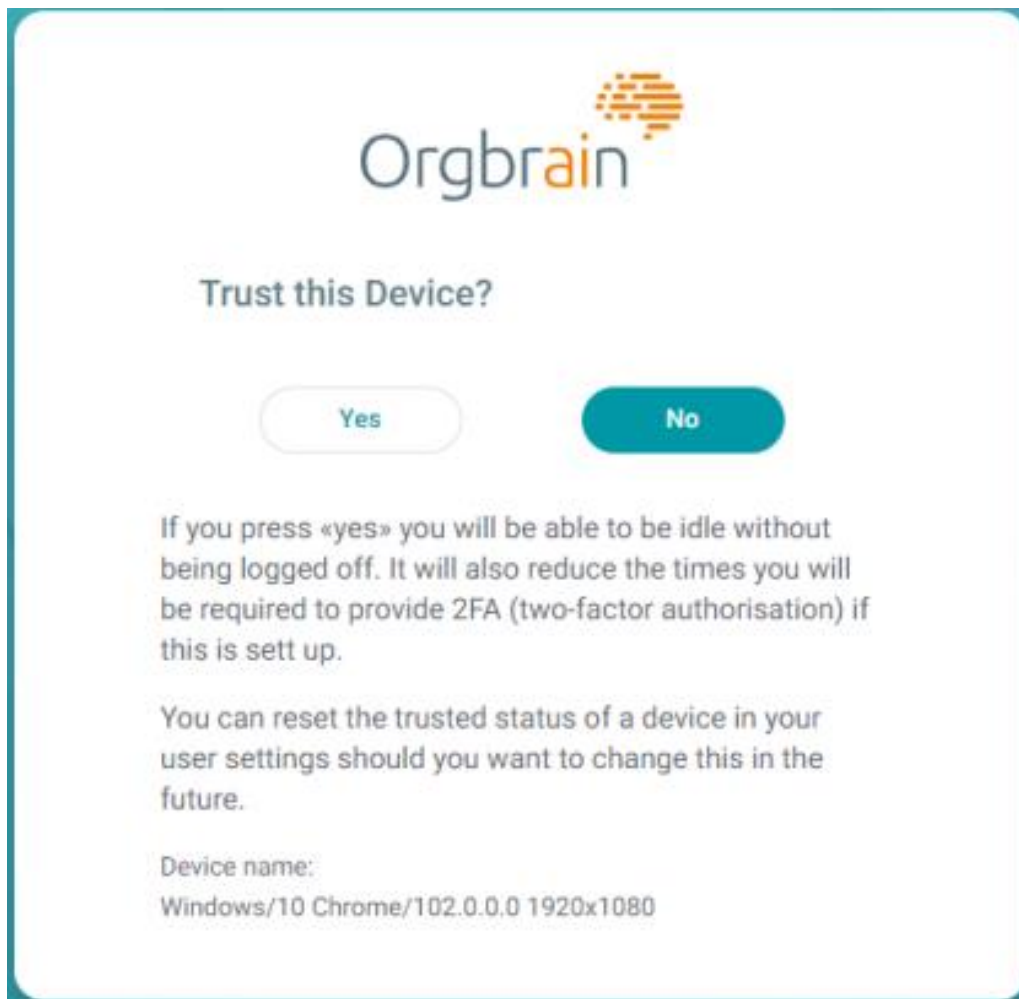


The image shows a registration form for Orgbrain. At the top is the Orgbrain logo, which consists of the word "Orgbrain" in a sans-serif font with a stylized orange and yellow graphic to the right. Below the logo is the heading "Create an Orgbrain user". The form contains several input fields: "First name" with the value "Test", "Last name" with the value "English", and "E-post" with the value "wijepost+12@gmail.com". To the right of the email field is a "Change email" link. Below these are two password fields: "New password" and "Repeat new password", both containing seven asterisks. At the bottom of the form are two radio button questions. The first is "I agree to: Terms of Use, Data Processing Agreements and Privacy Policy" with "Yes" selected. The second is "Do you want to receive help and tips for using Orgbrain by email?" with "Yes" selected. A large teal "Sign up" button is at the bottom center.

Here you can adjust the way your name is written if this is not correct. It is also possible to choose another e-mail address, which is especially sensible if it wants to collect all Orgbrain use at the same email address. Then you have to enter a personal password that you want to use, check the terms of the agreement, and finally click on the registration button. You will not be charged any fees for registering your account.

After clicking the registration button, you will be asked if this is a private or secure device you are logged in to. If you use a PC or other device that you do not own, or

that you do not consider safe, you should answer no.



After checking one of the options, you will be taken straight to the meeting to which you are invited.

Language setting:

The portal has Norwegian and English language settings. Should you have the wrong language setting, you can change it by clicking on the square with the 9 buttons at the top right (or «Home» in the left menu). You will then come to a page where you can click on the language you want.

To return to the meeting, click either «Meetings» in the left menu or «Meetings» on the app icon that you find in the middle of the screen.



Get started:

At the top of the meeting card you will find practical information about the meeting itself, as well as some buttons with choices. For example, if it is open to be able to vote in advance.

The screenshot shows a meeting card for 'Annual general meeting 1/2022'. At the top right, there are icons for 'Video', 'Chat', and 'Email'. On the left, a calendar widget shows 'JUN 2022' with the date '29' highlighted in a teal box, indicating 'Wednesday 12:00-13:30'. To the right of the calendar is a 'Details' section with three rows: 'Location' (Online), 'Procedure type' (Digital meeting), and 'Pre-voting' (Yes). A blue button labeled 'Called' is positioned to the right of the details. Below this is a 'Participation' section with the question 'Will you attend?'. There are three buttons: 'Yes' (with a green checkmark), 'No' (with a red X), and 'Give proxy' (with a proxy icon). A warning message with a red triangle icon states: 'NB! If you do not answer, you can not participate in voting!'. Below the warning is a 'Test English' button with a checkmark and a yellow dot. At the bottom left, there is a link '< Previous meeting'.

The most important buttons in this section are where you click on whether you want to participate or not, or give a power of attorney. Until the meeting starts, you can easily change the participant status if the situation changes.

NB: If you have not announced that you will participate before the meeting starts, you will not have the opportunity to vote in the meeting.

Give someone a power of attorney:

If the company has opened for it, you can use the portal to give someone a power of attorney. You do this by clicking on the «Give proxy» button.

A Testorgbrain AS ✕

Power of attorney to represent Test English

Regarding: Annual general meeting 1/2022
Time: 29. June 2022, 12:00 - 13:30
Shareholder: Test English

Power of attorney shall be given to:

Chairman of the Board Other person *

*) If the person who has received power of attorney don't have access to participate digitally using Orgbrain's portal, the person must either attend by personal appearance or otherwise stated by the company.

Instruction to the person authorized (optional):

Instruction

Signature

I hereby authorize the above to vote on my behalf at the annual meeting. If necessary, the proxy can transfer the power of attorney to a third party. By filling in the information below, I submit my electronic signature on this power of attorney.

An administrator who registers on behalf of others, signs to have received a power of attorney.

Your name
Test English

Check to submit electronic signature

Digitally confirmed: 24.06.2022

By clicking on the button below, you confirm the power of attorney according to the information above

Notify proxy by e-mail
 Send a copy to the proxy giver

[Confirm proxy](#)

You will then be given the choice of whether you wish to authorize the chairman of the board or another person. If you give a power of attorney to another person, you must enter the person's name and e-mail address.

If the person you authorize does not have a user in Orgbrain, he or she will be notified to register a user account. The person in question will then have access as a shareholder / member, including voting on your behalf. Access lasts until the day the meeting is held.

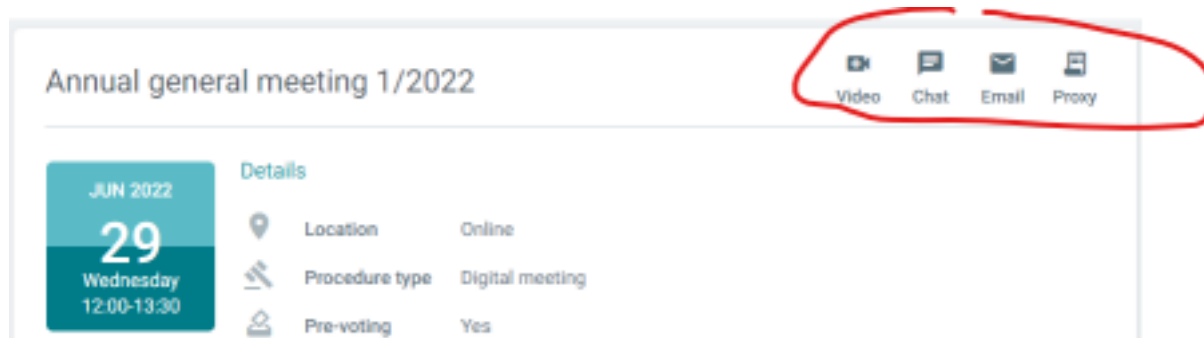
On the power of attorney form, you can enter an instruction to the recipient of the power of attorney. Finally, you must «sign» by ticking to submit an electronic signature. Then click «Confirm power of attorney».

The recipient of the power of attorney will receive an e-mail that they have received a power of attorney from you, unless you uncheck the notification field which you will find at the bottom right of the power of attorney form.

You will have the opportunity to see the power of attorney in a menu left over on the meeting card.

Menu selection

At the top of the meeting card you will find symbols that show various menu options.



The first is a video symbol. Click on this if it is possible to attend the meeting using a video conference.

The next is a chat symbol that can be used if it has been agreed that you can communicate via this chat.

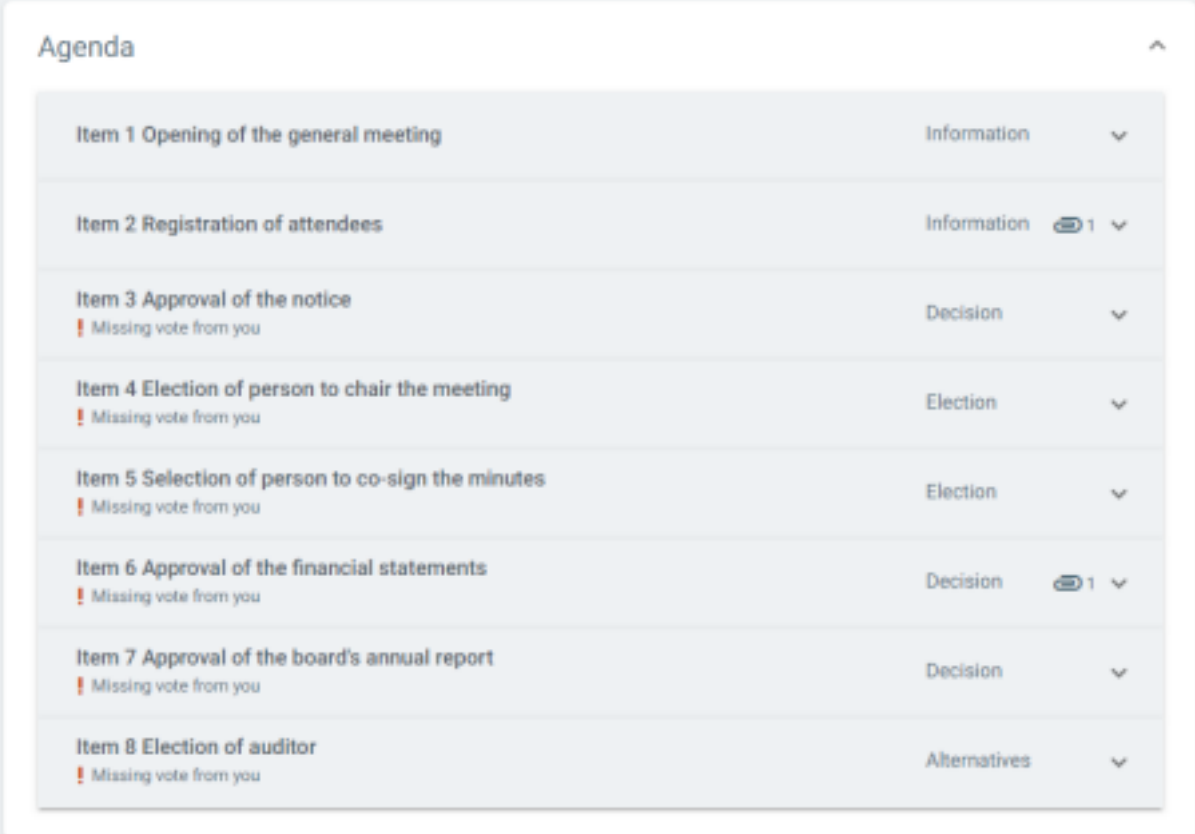
The third symbol shows an envelope. Here you can see a copy of the e-mail invitation that you have received for the meeting.



If you have given a power of attorney, or received a power of attorney, there will be a fourth symbol where you can see the power of attorney.

Agenda:

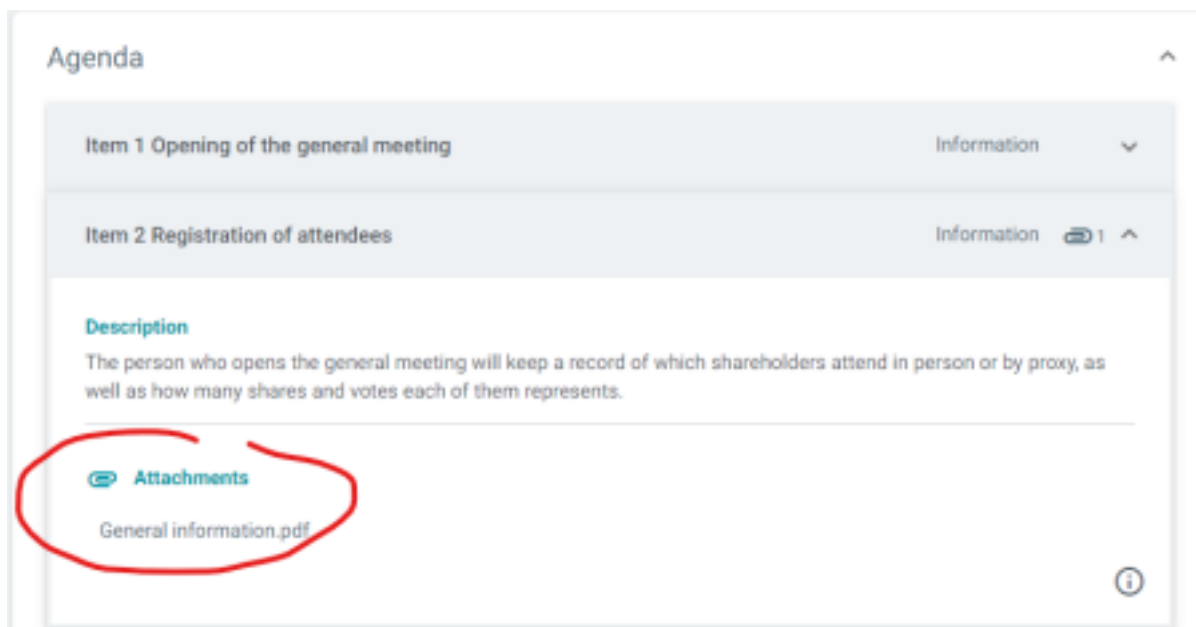
Under the top menu you will find an agenda that shows the issues that are being discussed at the meeting.

On an agenda, there can be different types of issues. Either information matters where a briefing is given, decision that are to be adopted or rejected, personal elections where one or more are to be elected or alternative elections where various alternative proposals are to be voted on.

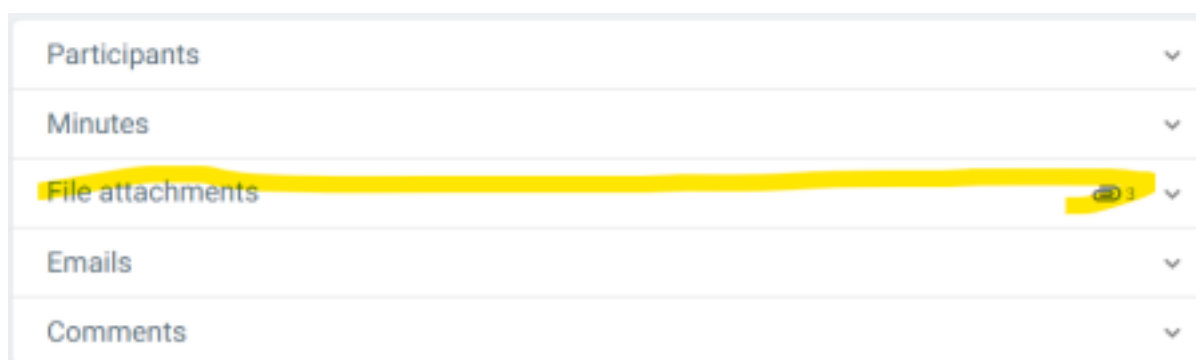


Agenda	
Item 1 Opening of the general meeting	Information
Item 2 Registration of attendees	Information  1
Item 3 Approval of the notice ! Missing vote from you	Decision
Item 4 Election of person to chair the meeting ! Missing vote from you	Election
Item 5 Selection of person to co-sign the minutes ! Missing vote from you	Election
Item 6 Approval of the financial statements ! Missing vote from you	Decision  1
Item 7 Approval of the board's annual report ! Missing vote from you	Decision
Item 8 Election of auditor ! Missing vote from you	Alternatives

By clicking on an agenda item, you will see what information is attached to the specific issue.



If an attachment is included, you will be able to access this by clicking on the paper clip symbol. You can also access attachments by going to the file attachments section, which can be found under the agenda section.



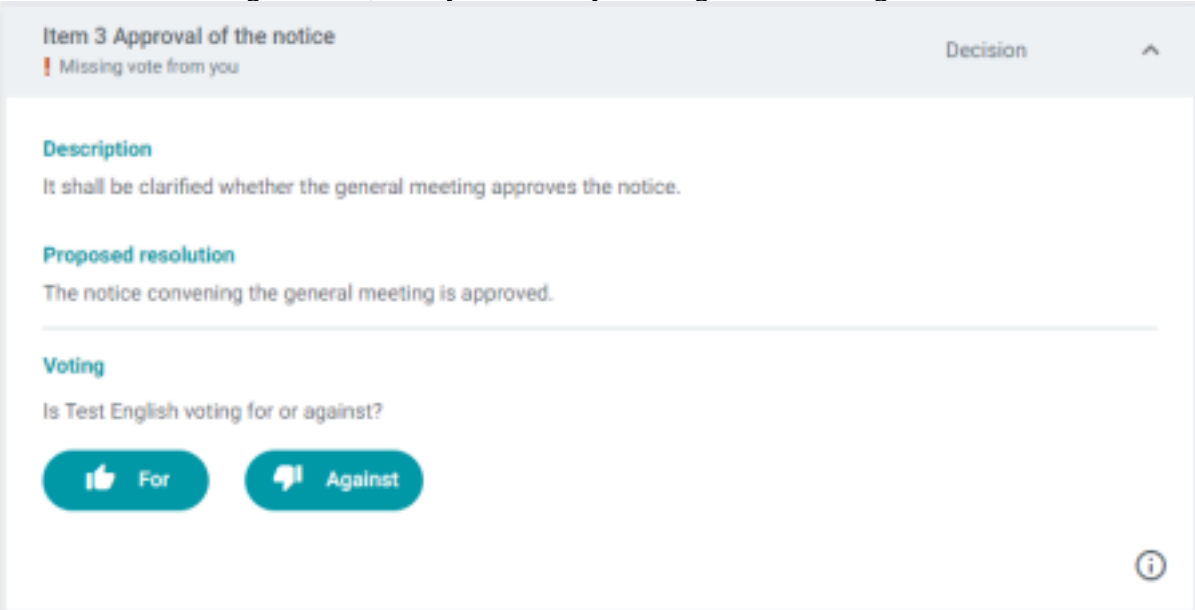
Cast vote:

It is easy for you as a user to cast your vote using Orgbrain. If the company has opened for it, you can vote as soon as you have received the notice of the meeting. If there is no opening for this, you can only vote when the meeting itself starts.

On an agenda, there can be three different types of issues that can be voted on.


1. Decision matters to be adopted or rejected
2. Personal election where one or more are to be elected, for example to chair the meeting
3. Alternative choices where different alternatives are to be voted on, for example where it is to be decided which supplier to go for when there are several candidates.

For decision-making matters, cast your vote by clicking «For» or «Against».




The screenshot shows a voting interface for a decision item. At the top, it says "Item 3 Approval of the notice" and "Decision". Below that, it says "Missing vote from you". The "Description" section reads: "It shall be clarified whether the general meeting approves the notice." The "Proposed resolution" section reads: "The notice convening the general meeting is approved." The "Voting" section asks: "Is Test English voting for or against?" and provides two buttons: "For" (with a thumbs up icon) and "Against" (with a thumbs down icon). An information icon is visible in the bottom right corner.

If you click incorrectly, you can easily undo by clicking on «Change vote» or «Withdraw vote».

Item 3 Approval of the notice Decision 


Description
It shall be clarified whether the general meeting approves the notice.

Proposed resolution
The notice convening the general meeting is approved.

Voting
Test English has voted  for.


[Change vote](#) [Withdraw vote](#)


Submitted by Test English Today at 1:05 PM.



If you have received a power of attorney from someone, you will in the same view get a list of those you have a power of attorney from, where you can vote for them.

When choosing a person, you must tick the candidate (s) you are voting for, and then click «Vote». Here too you can easily change your voice by clicking on «Change vote» or «Withdraw vote».

Item 4 Election of person to chair the meeting Election 


 Missing vote from you

Description
The general meeting shall elect a person to chair the meeting.

Voting
Which candidates is Test English voting for?
You have selected the maximum number of candidates.

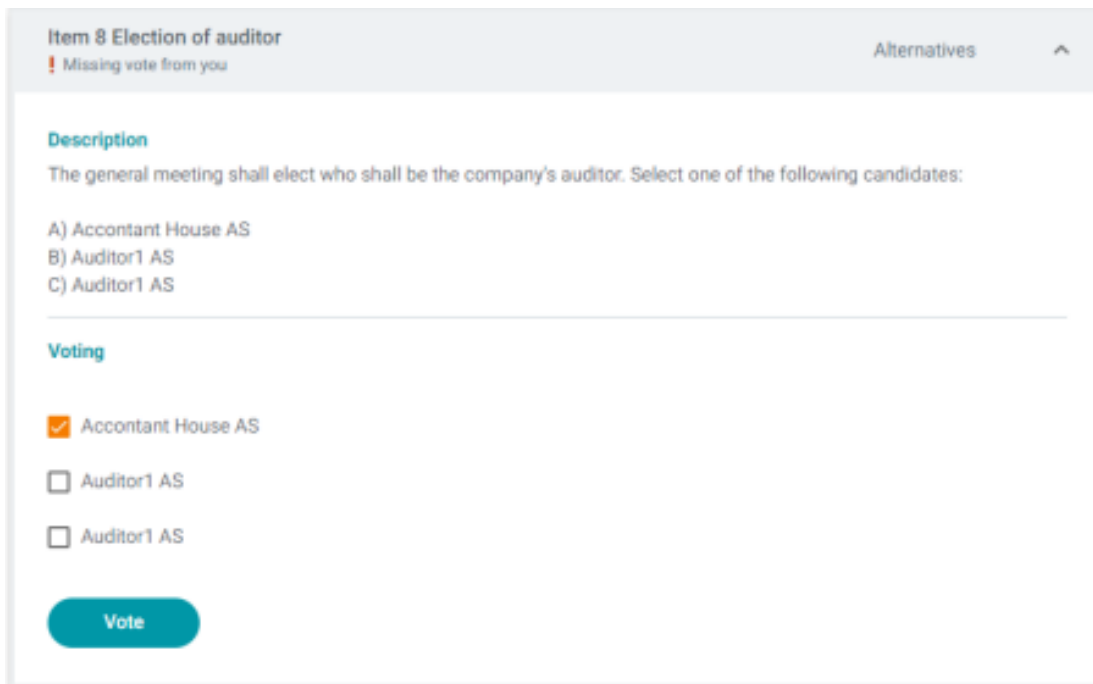
Testos Testosen
 Kari Nordmann

[Vote](#)



In the alternative election, tick the box for which you are voting and then click «Vote». Here too you can easily change your voice by clicking on «Change vote» or «Withdraw vote».

In the same way that the secretariat at a physical meeting will be able to see your ballot paper to check the correct registration and result, the same will apply when voting in the portal. Those in the company who have been granted administrator rights will be able to see what you have voted for by checking.



The screenshot shows a web interface for a voting process. At the top, it says 'Item 8 Election of auditor' and 'Alternatives'. Below that, there is a warning icon and the text 'Missing vote from you'. The 'Description' section states: 'The general meeting shall elect who shall be the company's auditor. Select one of the following candidates:'. The candidates listed are: 'A) Accountant House AS', 'B) Auditor1 AS', and 'C) Auditor1 AS'. The 'Voting' section shows three options: 'Accountant House AS' with a checked checkbox, 'Auditor1 AS' with an unchecked checkbox, and another 'Auditor1 AS' with an unchecked checkbox. At the bottom, there is a blue 'Vote' button.

Technical problems:

From experience, most technical problems arise when the user tries to use an old and outdated browser. Of the browsers on which the solution works, the latest version is Chrome, Edge, Firefox and Safari.

When using video conferencing, we also experience that some users forget to give the video solution access to a microphone and possibly a camera. You can control this by accessing the settings on your device (PC / phone). Most devices have a solution where a window appears where the users at the first login are asked to give the video conferencing solution access to the microphone and camera.

We recommend everyone to log in to the solution on the same day as you receive an invitation to the meeting, so that you have plenty of time to correct any problems.

Security:

For added security, we recommend that all users enter two-factor authentication (2FA). To

do this, go to the account settings that you find by going to «User and settings» in the menu at the top right of the screen.