



E-Voting and Digital Signing
Software Manual for End Users

Apla E-Voting Software (“Apla Software”) was developed by Apla Luxembourg for remote and paperless voting of board members and shareholders in meetings organised by their organisation which may include profit, non-profit organisations and beyond.

This user manual describes the functionalities of Apla Software available to end users.

Document Revision History

Version	Date	Approved by	Summary of Changes
EUM/1	18/10/2019	Apla Luxembourg	First version
EUM/2	23/10/2019	Stampify	First version review & comments

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1. Definitions

Unless the context requires otherwise, the following terms of this Chapter 1 shall be used in this manual:

“Account” means a user data set that authenticates this user in Apla Software;

“Apla End User License” means the Apla end user software license that is annexed to this manual;

“Apla Luxembourg”, or “us”, or “we” means EGAAS S.A., a legal entity established under the laws of the Grand Duchy of Luxembourg, registered with RCS Luxembourg under the number B216352 at the following address: L-1273 Luxembourg, 20 rue de Bitbourg;

“Apla Software” means the electronic voting and signing software solution described in this manual;

“Corporate Service Provider” means a legal entity that renders you and/ or your company data storage, operation processing and other services with the use of Apla Software under the terms of Apla commercial software license;

“End User” or **“you”** means a legal entity or individual that has an Account and use Apla Software under the terms of the Apla End User Software License;

“LuxTrust” is a third party qualified digital identity provider based in Luxembourg (www.luxtrust.lu). In the course of using Apla Software, you will be able to perform electronic signing operations with your LuxTrust token, card or mobile device if this service is made available to you by your company or Corporate Service Provider;

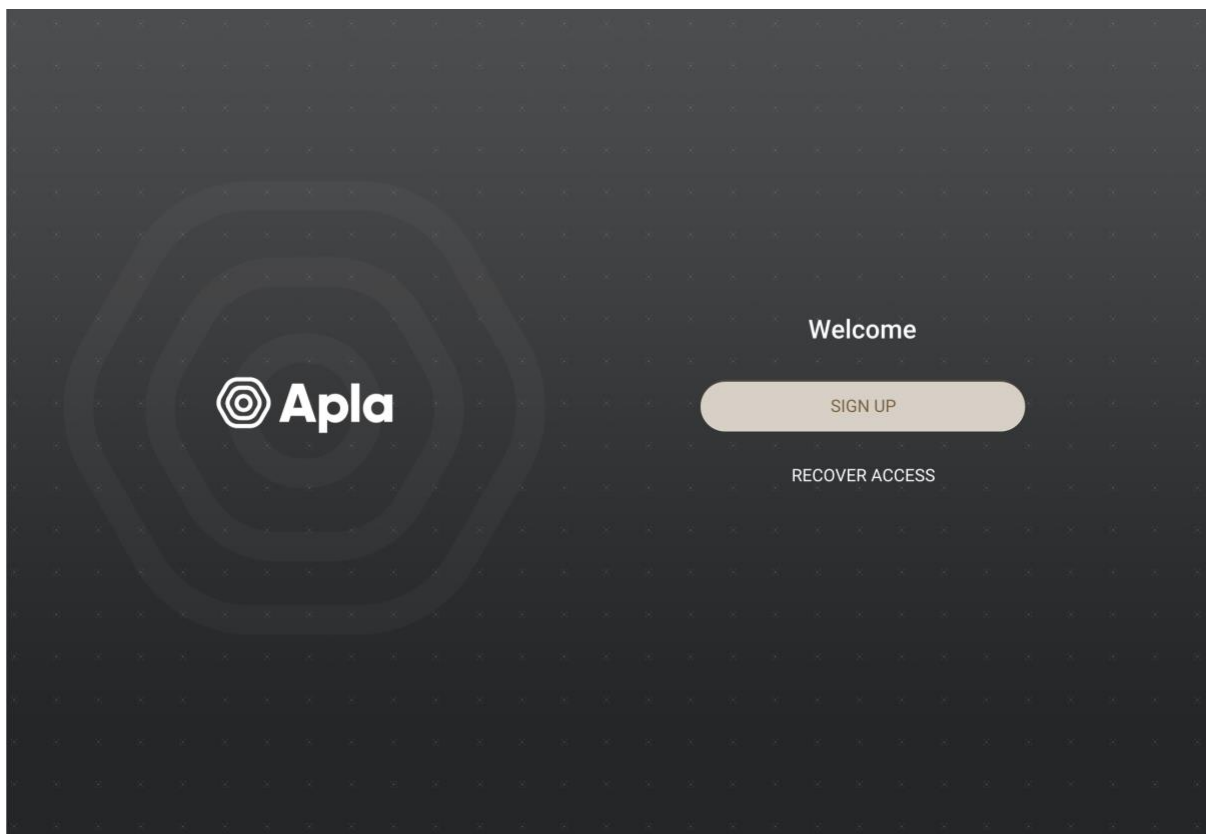
“Private key” is a secret component of the cryptographic algorithm that is used together with a public key to gain access to an Account or to sign electronic transactions;

“Your company” means an entity in which you serve as a board member or with similar role, or have the shareholder, bondholder and the like status.

2. Account Creation

When using Apla Software for the first time, please follow the process below to create an Account.

- 2.1 Get a web link to Apla Software from the appointed Corporate Service Provider (please check contact details with your company).
- 2.2 Open the received link on Android or IOS smartphone or tablet. If you cannot open the link, please check with your IT team to fix the firewall in case of connectivity issues.



2.3 Click on “Sign Up”.

2.4 Read and Accept the Apla End User Software License (annexed to this manual).

2.5 (a) If the LuxTrust authentication service is **not made available to you** by your company or Corporate Service Provider, enter your name and email, create password and click on “Continue” without checking the “Use LuxTrust validation” box. Please make sure you enter the same password in the “Repeat Password” section.

The screenshot shows the 'Create Account' form with the following fields and options:

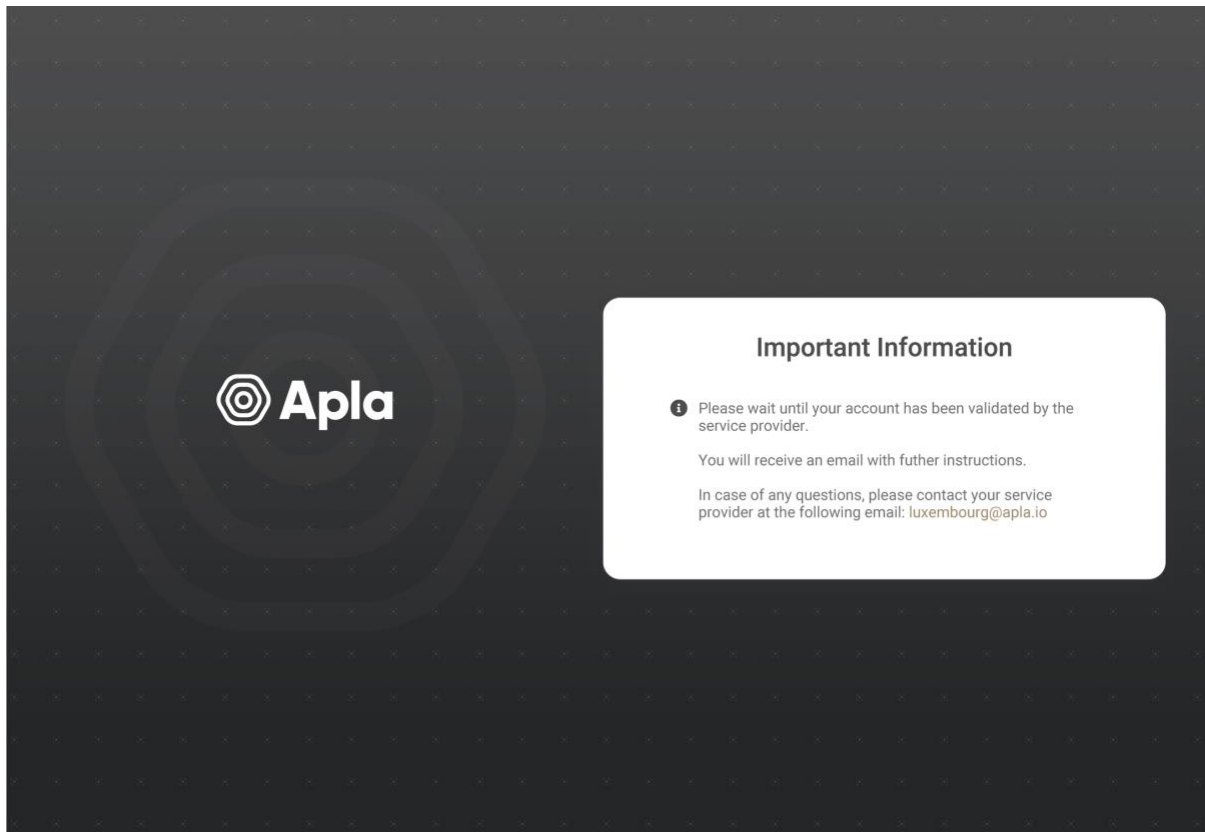
- Name:** A text input field containing 'Name Surname'.
- Email:** A text input field containing 'your_email@mail.com'.
- Password:** A password input field with 10 dots.
- Repeat Password:** A password input field with 10 dots.
- Use LuxTrust validation:** An unchecked checkbox.
- CONTINUE:** A button at the bottom of the form.

2.5 (b) If the LuxTrust authentication service is made available to you by your company or Corporate Service Provider, create a new password for your Account, tick the box “Use” LuxTrust validation”, and click on “Continue”. You will be then re-directed to LuxTrust for authenticating your account with your LuxTrust credentials.

Please note that you need to have your LuxTrust token or mobile application before proceeding with the authentication procedure.

The screenshot shows a mobile application interface for creating an account. The background is dark grey with the Apla logo on the left. A white rounded rectangle contains the 'Create Account' form. The form has a back arrow at the top left and the title 'Create Account' at the top right. It includes four input fields: 'Name' (placeholder: 'Name Surname'), 'Email' (placeholder: 'your_email@mail.com'), 'Password' (masked with dots), and 'Repeat Password' (masked with dots). Below the fields is a checked checkbox for 'Use LuxTrust validation'. At the bottom is a brown 'CONTINUE' button.

2.6 After your Account has been created, please wait for the Account validation by your company or Corporate Service Provider. Once your validation has occurred at that level, you will receive an email from them to notify you about next steps to proceed before the Account is active.



2.7 Create an Apla Software icon on your device to access the Account quickly in the future (please refer to your device manual for this proceeding);

Please note:

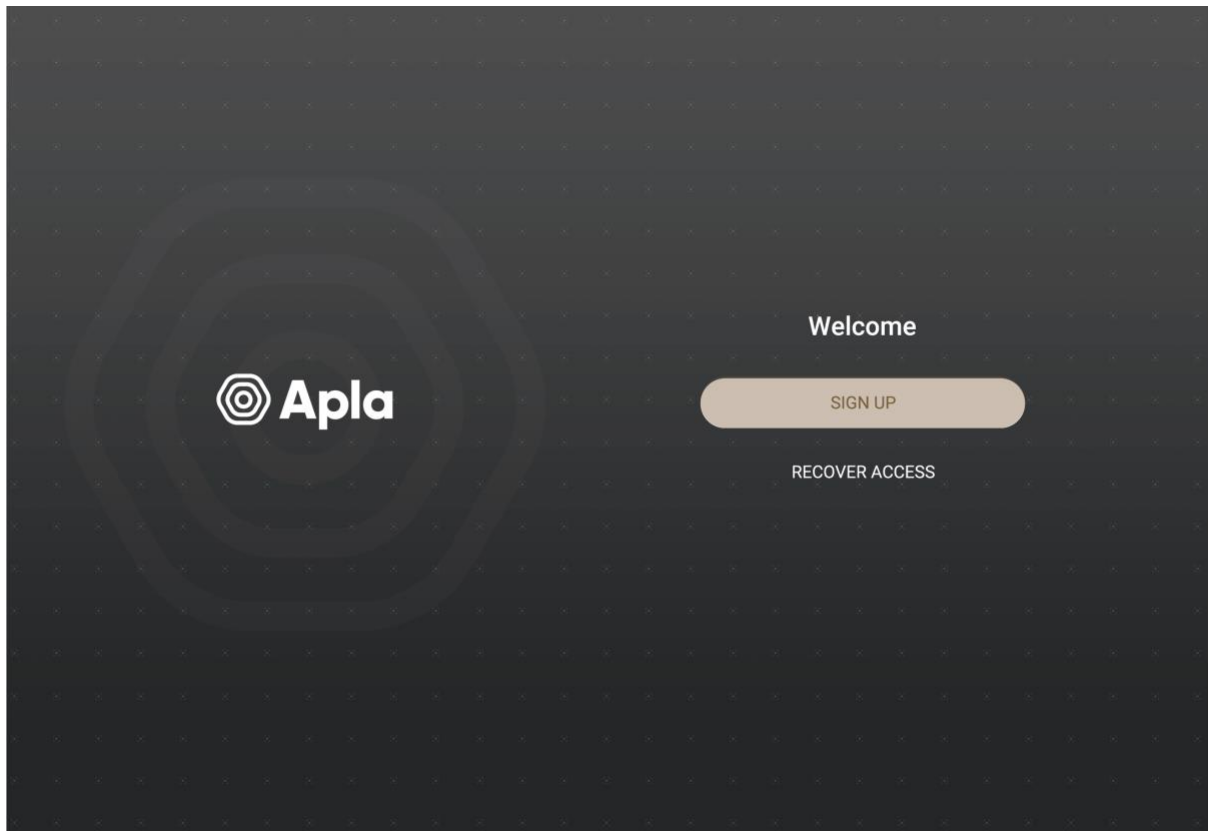
- the personal data collected during the registration process will be directly sent to and stored on servers of either your company or Corporate Service Provider engaged by your company;
- after the Account has been validated, you need to log into the system from the same device that you used during the registration process;
- you can add a new device to access your Account by following the process indicated in this manual;
- Apla Software can only be used on smart phones or tablets supported by Android or IOS operating systems;

- You can use the same Account and application to vote in board/shareholders meetings in any organisation relying on Apla Software.

3. Account Recovery

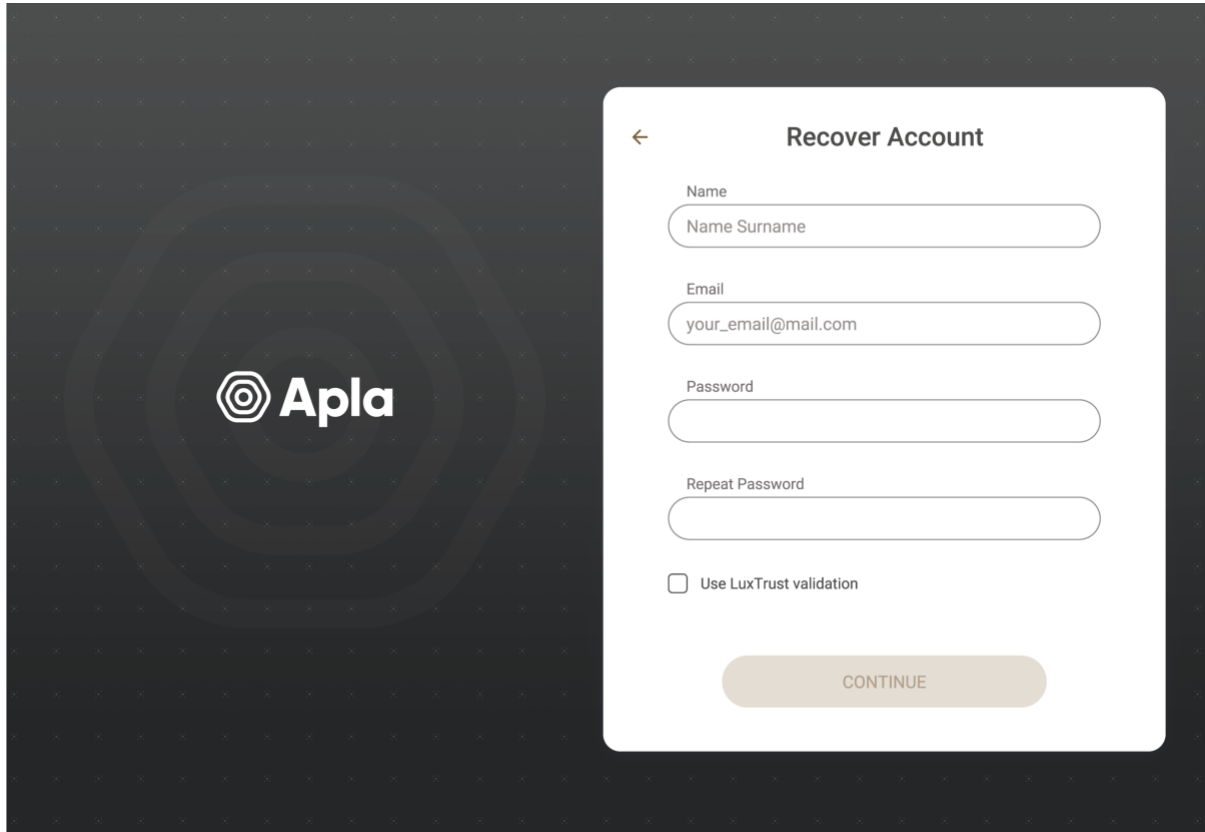
If you have forgotten your password or deleted the web browser link to your Account from your device, please follow the Account recovery process below.

3.1 Go to the same web link to Apla Software that you have previously received from your company or Corporate Service Provider



3.2 Click on “Recover Access”

3.3. Fill out the data in the provided fields, depending on whether you use LuxTrust authentication service or not.



The screenshot shows a mobile application interface for recovering an account. The background is dark with the Apla logo on the left. A white card titled 'Recover Account' is centered. It has a back arrow in the top left. The form includes the following fields: 'Name' with a sub-label 'Name Surname', 'Email' with the placeholder 'your_email@mail.com', 'Password', and 'Repeat Password'. Below these is a checkbox labeled 'Use LuxTrust validation'. At the bottom of the card is a 'CONTINUE' button.

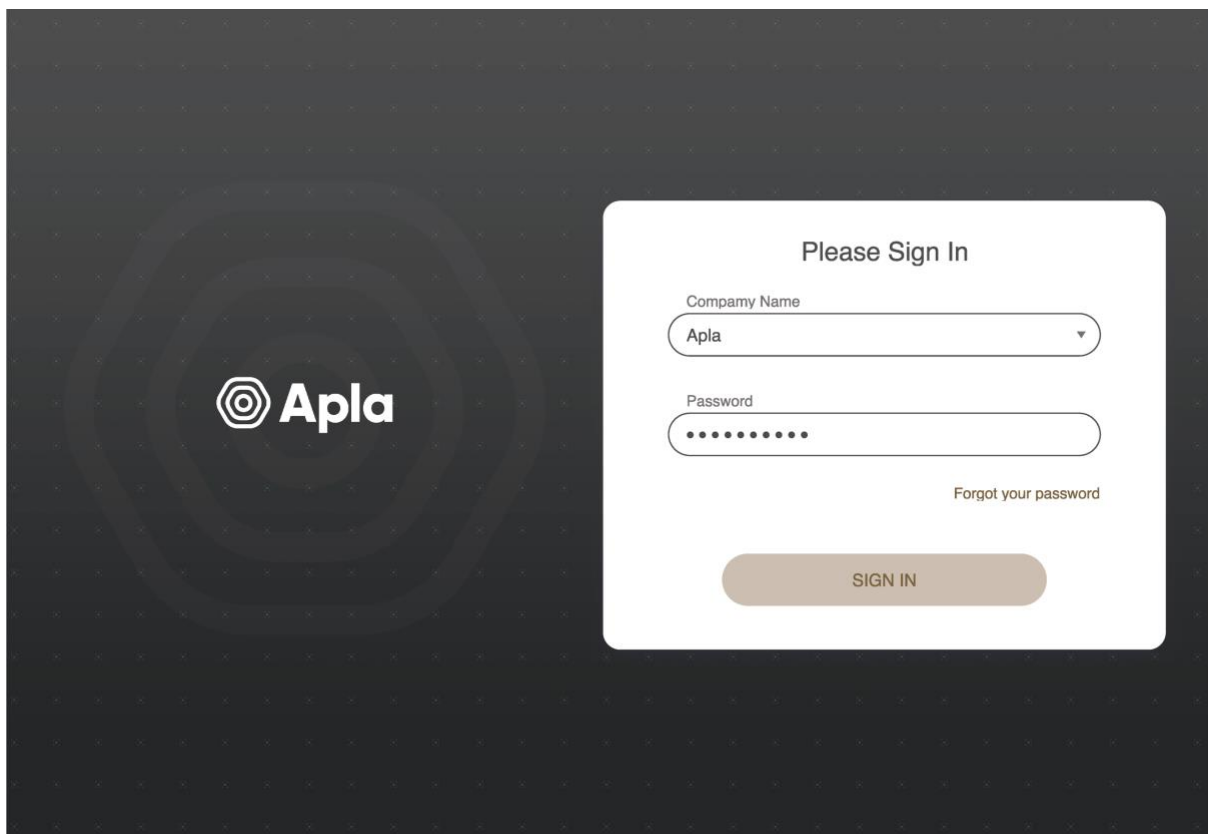
3.4. In order to recover your Account, follow the same process described in 2.5 (a) 2.5 (b) to 2.7 chapters of this manual for the Account Creation.

Please note:

- in the course of your account recovery, a new pair of public and private keys will be generated on your device;
- the account recovery procedure will consist of your company or Corporate Service Provider connecting your new public key with your Account. You will not lose the data attributable to your Account as a result of the recovery process.

4. Signing into your Account

- 4.1. Open the web browser link to Apla Software on the same device that was used by you to create the Account

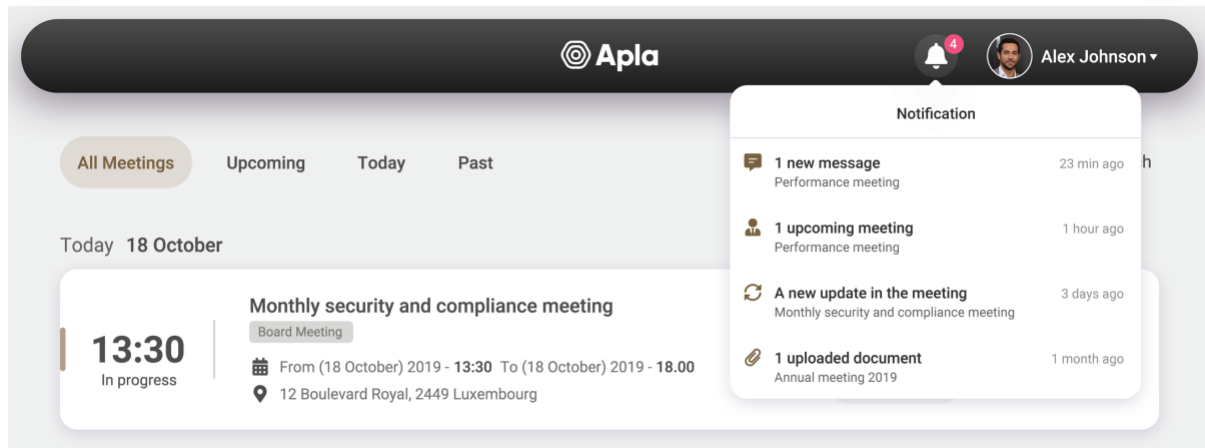


- 4.2. Enter your password. If you have forgotten your password, click on “Forgot your password” and follow the Account recovery process defined in chapters 3.2 and 3.3 of this manual.
- 4.3. Select a company in the company name field and click on “Sign In”.

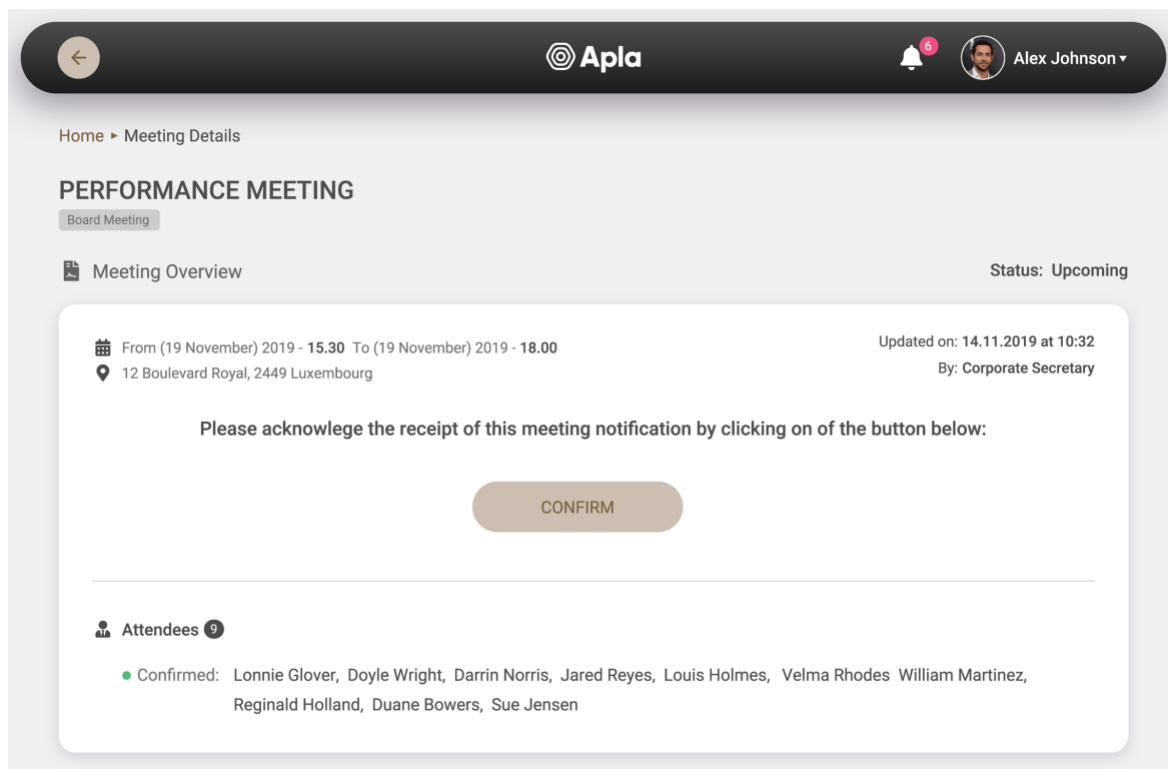
5. Remote voting in board and shareholders meetings

5.1. Meeting Notifications

- You will receive meeting notifications from your company or Corporate Service Provider.
- To access your notifications, you will need to log into your Account and click on the notification icon at the right top of your screen.



- Confirm the receipt of the meeting notification on the main meeting page.





5.2. View meeting agenda and documents

- Click on a selected upcoming meeting to access the agenda and meeting documents.

The screenshot displays the Apla user interface for viewing meeting agendas and documents. At the top, the Apla logo is centered, with a notification bell and a user profile for Alex Johnson on the right. Below the header, there are navigation tabs for 'All Meetings', 'Upcoming', 'Today', and 'Past', along with a search bar. The main content is organized into three sections: 'Today 18 October', 'Upcoming Meetings', and 'Past Meetings'. Each meeting card includes a large time indicator, a title, a 'Board Meeting' tag, a calendar icon with date and time details, a location pin with the address '12 Boulevard Royal, 2449 Luxembourg', and two columns showing the number of 'AGENDA' and 'DOCUMENTS' items. The 'Today' section shows a meeting at 13:30 'In progress' with 3 agendas and 5 documents. The 'Upcoming Meetings' section shows a meeting on 19 NOV with 4 agendas and 2 documents. The 'Past Meetings' section shows a meeting on 04 SEP with 2 agendas and 4 documents. At the bottom, it says 'Powered by Apla'.

- You will access the selected meeting page disclosing information and documents provided by the meeting organiser.



← Apla  6  Alex Johnson ▾


Home ▸ Meeting Details

PERFORMANCE MEETING

Board Meeting


Meeting Overview Status: Upcoming

 From (19 November) 2019 - 15.30 To (19 November) 2019 - 18.00 Updated on: 14.11.2019 at 10:32
 12 Boulevard Royal, 2449 Luxembourg By: Corporate Secretary


 Attendees **10**




- Confirmed: **Your Name**, Doyle Wright, Darrin Norris, Jared Reyes, Louis Holmes, Velma Rhodes, William Martinez, Reginald Holland, Duane Bowers, Sue Jensen


[CREATE A PROXY](#)


 You can choose a person from the list above to represent you as proxy

Agenda

POINT 1 | Approval of the minutes >
 2


POINT 2 | Reports of officers and committees >
  1  2


POINT 3 | Launch the new project >
 1


POINT 4 | Unfinished business and general orders >
 2

Documents Storage [All documents](#)

Meeting Pack [Auditable trail](#) **2** Awaiting signing

 Board meeting minutes
14 Nov 2109 by Corporate Secretary

 Plan of product launch
14 Nov 2109 by Corporate Secretary

 Powered by Apla

5.3. Communicate with Corporate Secretary via integrated messenger

- Click on any meeting page to access the messenger. Your messages will be sent by default to the Corporate Secretary role of your company.

The screenshot displays the Apla mobile application interface. At the top, there is a navigation bar with a back arrow, the Apla logo, a notification bell with a '6' badge, and a user profile for 'Alex Johnson'. Below the navigation bar, the breadcrumb trail reads 'Home > Meeting Details > Point Details'. The main heading is 'BALANCE SHEET AND AUDITOR'S REPORT FOR 2018'. Three voting buttons are visible: 'REJECT' (pink), 'ABSTAIN' (grey), and 'APPROVE' (green). Under the heading, there is a 'Description' section with a pencil icon and a text box containing 'Approval of the Balance Sheet and Auditor's Report for FY 2018'. Below this is a 'Messages' section with a speech bubble icon. It shows two messages: one from 'Director' asking 'Was it approved by the Financial Officer?' at 15:33 on 14 October 2019, and a response from 'Corporate Secretary' saying 'Yes, it was.' at 15:48 on the same date. An 'Add message' button is located at the bottom right of the message list. The 'Attached Documents' section at the bottom shows two documents: 'Balance Sheet for FY 2018' and 'Report of Grant Thornton for FY 2108', both dated 14 October 2019 and uploaded by the Corporate Secretary. At the very bottom, it says 'Powered by Apla'.

5.4. Proxy Voting

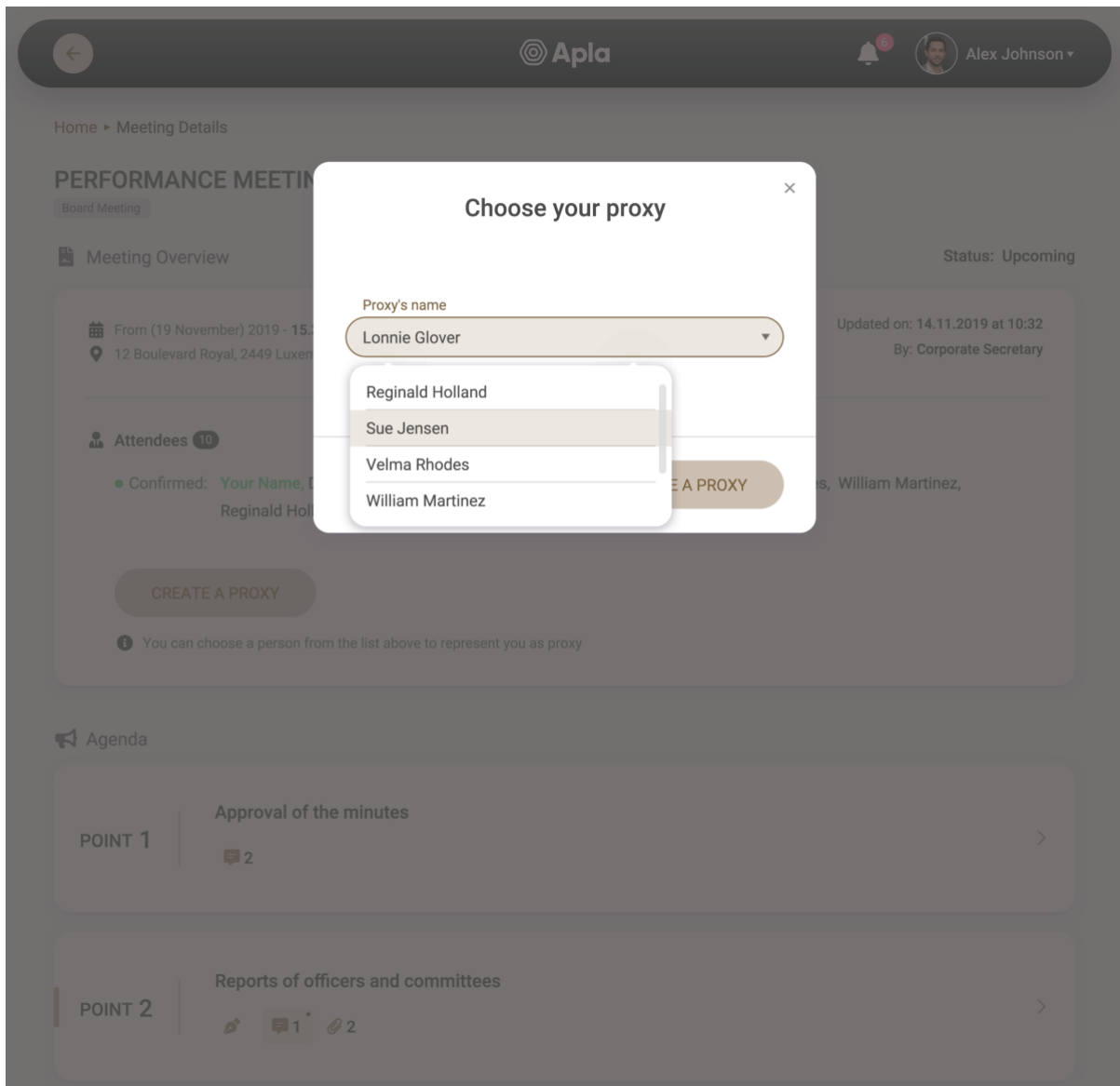
Your company can introduce a proxy voting procedure that might be different from the one described in this manual. By default, the issued proxy will have to be validated by a person that has a role of the Corporate Secretary of your company before it is activated.

5.4.1 Create Proxy

- You can give a proxy to vote in a meeting to another person (Account owner) of your choice until the meeting has changed its status from “Upcoming” to “In Progress”. Enter the main upcoming meeting page and then click on “Create a Proxy”

The screenshot displays the Apla mobile application interface for a meeting. At the top, there is a dark navigation bar with a back arrow, the Apla logo, a notification bell with a red '6', and a user profile for Alex Johnson. Below the navigation bar, the breadcrumb trail reads 'Home > Meeting Details'. The main content area is titled 'PERFORMANCE MEETING' with a sub-label 'Board Meeting'. A 'Meeting Overview' section shows the meeting status as 'Upcoming', the date and time 'From (19 November) 2019 - 15.30 To (19 November) 2019 - 18.00', the location '12 Boulevard Royal, 2449 Luxembourg', and the update information 'Updated on: 14.11.2019 at 10:32 By: Corporate Secretary'. A list of attendees is shown, including 'Your Name' (highlighted in green) and several other names. A prominent 'CREATE A PROXY' button is located below the attendees list. An information icon and text state: 'You can choose a person from the list above to represent you as proxy'. The bottom section, titled 'Agenda', lists two items: 'POINT 1 | Approval of the minutes' with 2 comments, and 'POINT 2 | Reports of officers and committees' with 1 comment and 2 attachments.

- Select a person in charge of your proxy to, click on “Create a Proxy” and follow the instructions on your screen appearing thereafter.



- If authenticated with LuxTrust and the service is made available by your company or Corporate Service Provider, the proxy can be signed with a LuxTrust token or mobile application.
- After signing the proxy with your LuxTrust token, the document will be placed by the Corporate Secretary in the document repository and remains accessible by you at the end of the respective meeting page.

5.4.2 Cancel Proxy

- By default, the proxy holder will be in charge of casting votes on your behalf during the selected meeting and signing the related meeting documents. You can cancel the proxy as long as the meeting status is “Upcoming”. to “In Progress” by clicking on “Cancel Proxy” in the selected meeting page.

The screenshot displays the Apla mobile application interface. At the top, there is a dark navigation bar with a back arrow, the Apla logo, a notification bell with a red '6', and a user profile for Alex Johnson. Below the navigation bar, the breadcrumb 'Home > Meeting Details' is visible. The main content area is titled 'PERFORMANCE MEETING' with a sub-label 'Board Meeting'. A 'Meeting Overview' section shows the meeting status as 'Upcoming'. It includes the following details:

- Time:** From (19 November) 2019 - 15.30 To (19 November) 2019 - 18.00
- Location:** 12 Boulevard Royal, 2449 Luxembourg
- Updated on:** 14.11.2019 at 10:32
- By:** Corporate Secretary

 The 'Attendees' section shows 10 attendees, categorized into:

- Confirmed:** Doyle Wright, Darrin Norris, Jared Reyes, Louis Holmes, Sue Jensen, Velma Rhodes, William Martinez
- Confirmed (proxy):** Your Name (Sue Jensen), Reginald Holland (Sue Jensen), Duane Bowers (Sue Jensen)

 A 'CANCEL PROXY' button is prominently displayed, with a note below it stating: 'Proxy may be changed on later then 5 minutes before meeting starts'. The 'Agenda' section lists two items:

- POINT 1:** Approval of the minutes (2 comments)
- POINT 2:** Reports of officers and committees (1 comment, 2 attachments)

5.4.3 Voting under Proxy

- When the meeting is In Progress, select the person who gave you the proxy to cast votes on his/her behalf during the meeting

The screenshot displays the Apla mobile application interface for a meeting. At the top, there is a navigation bar with a back arrow, the Apla logo, a notification bell with a red '6', and a user profile for Alex Johnson. Below the navigation bar, the breadcrumb 'Home > Meeting Details' is visible. The main heading is 'MONTHLY SECURITY AND COMPLIANCE MEETING', with a sub-label 'Board Meeting'. A 'Meeting Overview' section shows the meeting status as 'In progress'. Key details include the date and time 'From (18 October) 2019 - 15.30 To (18 October) 2019 - 18.00', the location '12 Boulevard Royal, 2449 Luxembourg', and the update information 'Updated on: 05.10.2019 at 10:32 By: Corporate Secretary'. The 'Attendees' section lists 10 participants, with 'Confirmed' attendees including Doyle Wright, Darrin Norris, Jared Reyes, Louis Holmes, Sue Jensen, Velma Rhodes, and William Martinez. 'Confirmed (proxy)' attendees include 'Your Name (Sue Jensen)', Reginald Holland (Sue Jensen), and Duane Bowers (Sue Jensen). A 'Proxy voting' dropdown menu is set to 'Lonnie Glover', with a note 'Please select a proxy holder'. The 'Agenda' section contains two items: 'POINT 1: Approval of the minutes' and 'POINT 2: The review of the cybersecurity solutions on the market'. Each agenda item has voting buttons for 'REJECT', 'ABSTAIN', and 'APPROVE'.

5.5. Vote Casting

- You will be able to cast votes on the agenda points when the meeting has the status **“IN PROGRESS”**.

The screenshot displays the Apla mobile application interface for a meeting titled "MONTHLY SECURITY AND COMPLIANCE MEETING". The meeting status is "In progress".

Meeting Details:

- From:** (18 October) 2019 - 15.30
- To:** (18 October) 2019 - 18.00
- Location:** 12 Boulevard Royal, 2449 Luxembourg
- Updated on:** 05.10.2019 at 10:32
- By:** Corporate Secretary

Attendees (10):

- Confirmed:** Doyle Wright, Darrin Norris, Jared Reyes, Louis Holmes, Sue Jensen, Velma Rhodes, William Martinez
- Confirmed (proxy):** Your Name (Sue Jensen), Reginald Holland (Sue Jensen), Duane Bowers (Sue Jensen)

Agenda:

POINT 1 | Approval of the minutes (2 comments, 2 attachments)

POINT 2 | The review of the cybersecurity solutions on the market (1 comment, 3 attachments)

For each agenda point, there are three voting buttons: **REJECT** (pink), **ABSTAIN** (grey), and **APPROVE** (green).

- Vote for the received as a normal vote, by clicking on **“Accept”**, **“Abstain”** or **“Reject”** buttons.

5.6. Meeting result

5.6.1 Vote casting result

You will receive a summary of the vote casting at the end of the meeting time.

Home ▶ Meeting Details

ANNUAL MEETING 2019

Board Meeting

Meeting Overview Status: Completed

From (16 October) 2019 - 15.30 To (16 October) 2019 - 18.00 Updated on: 16.11.2019 at 10:32
 12 Boulevard Royal, 2449 Luxembourg By: Corporate Secretary

Attendees 10

- Voted personally: Lonnie Glover, Doyle Wright, Darrin Norris, Jared Reyes, Louis Holmes
- Voted (by proxy): Reginald Holland (Lonnie Glover), Duane Bowers (Lonnie Glover), Sue Jensen (Louis Holmes)
- Absent: Velma Rhodes, William Martinez;

Agenda

Balance sheet and auditor's report for 2018
 Quorum: YES
 1 comment, 2 attachments

Transaction report

By clicking on the agenda point, a more detailed view discloses the vote casting on this point by all voters

Home ▶ Meeting Details ▶ Point Details

BALANCE SHEET AND AUDITOR'S REPORT FOR 2018

Point Status

POINT 1
 Transaction report
 All point documents

Point Statistic

8 VOTERS

- APPROVED 75% (5 voters)
- REJECTED 15% (2 voters)
- ABSTAINED 10% (1 voter)

5.6.2 Vote casting report

As a result of each vote casting, a report is generated containing your vote and its electronic confirmation.

The screenshot displays the Apla mobile application interface for a Transaction Report. At the top, there is a navigation bar with a back arrow, the Apla logo, a notification bell with a '6' badge, and a user profile for Alex Johnson. Below the navigation bar, a breadcrumb trail reads 'Home > Meeting Details > Point Details > Transaction report'. The main heading is 'TRANSACTION REPORT N 66/1', with 'NetworkID: 2200' and 'Apla v. 2.2.1' on the right. A section titled 'Transaction Report Details' contains a green checkmark icon labeled 'POINT 1' and the following information: Account N: 0159-5297-6041-4126-6178, Date: 09.10.2019, and Time: 12:12:01.149Z. The Apla logo is also present in this section. Below this, a message reads 'Dear Sir/Madam, We acknowledge the processing of the following vote casting transaction in our system:'. A table follows with columns for Company, Meeting Category, Meeting Title, and Meeting Time. The data row shows: Company: Apla, Meeting Category: Board of Directors, Meeting Title: September 2019 Board Meeting, and Meeting Time: From 09.10.2019 at 10:30 am To 09.10.2019 at 11:30 am. Underneath, 'Your voting instructions:' are provided, including 'Questions for voting: Partnership Agreement with Pokharel Consulting'. A table shows the user's decision as 'ACCEPTED', with an Attachment Hash of '-' and a Used proxy (account number) of '1777-5575-5979-5523-6458'. The 'Your Comments' field is empty. A 'Useful links' section contains an information icon and text: 'We further confirm that the following hash of your vote casting transaction has been sent to the Apla Consortium Chain: Hash: 9f025ff11c9956792f7b35bfc5832ca51eb279bce67fa1f33b66917867f7e3bd'. A 'Copy Hash' button is provided. Another information icon and text state: 'You can verify if it has been placed correctly in the Apla Consortium Chain by following the link below: https://explore.consortium-network.org/?ids=1d3892180ee709ebf91bec210a08e2afd29aa502862a794501f8b155c1a64b77'. At the bottom right, there are buttons for 'SHARE', 'PRINT', and 'SAVE'.

In case of a vote under proxy, the vote casting report will be saved in the document repository of the proxy holder and the appointing person.

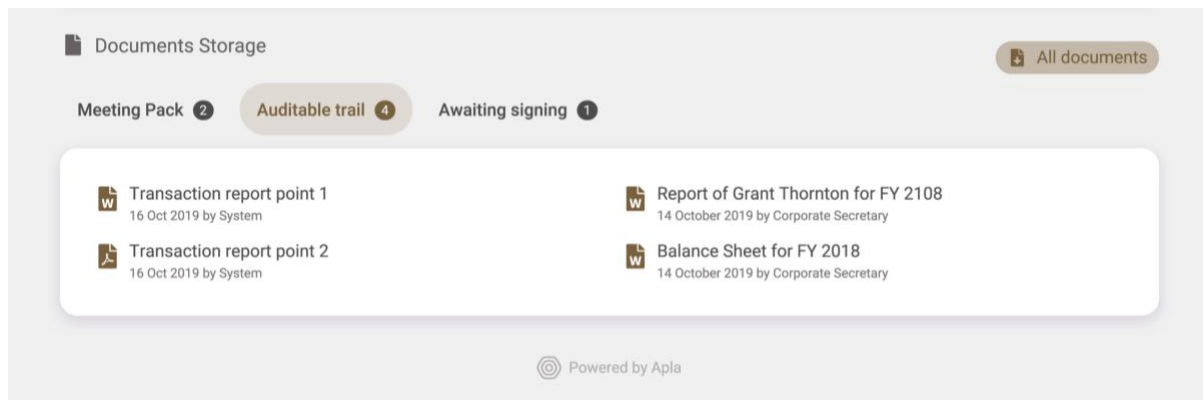
Vote Casting Reports can be accessed on each meeting page in the document repository and next to each agenda point.

5.6.3 E-signing of meeting minutes

- If the LuxTrust qualified e-signing service is made available by your company or Corporate Service Provider, the meeting minutes in a PDF format can be e-signed.
- You will receive a notification from your company to sign the meeting minutes with your LuxTrust token.
- The signed document will be placed by the Corporate Secretary in the document repository that can be accessed by you at the bottom of the respective meeting page. For the next Apla Software release, this function will be automated.

5.6.4 Meeting Document Repository

- The document repository contains three directories:
 - a) the “Meeting pack” with the documents sent prior to the meeting;
 - b) the “Auditable trail” storing your vote casting transaction reports and electronically signed documents and;
 - c) the “Awaiting signing” folder for documents that you are expected to sign.The documents stored in the document repository are managed by the Corporate Secretary of your company.
- You can download the document repository on your device at any time.



6. On Electronic Signing Operations

6.1. Signing with your private key

In the course of using the Apla Software, your activities (eg., voting, etc) will be recorded in the system as electronic transactions (**“electronic transactions”**). Electronic transactions will be signed by your private key generated and stored on your device at the time of the account creation. We have integrated the Digital Signature Algorithm named ECDSA for generating private keys and authenticating their owners upon signing electronic transactions.

Upon signing up for a new Account, you will be asked to acknowledge and confirm that:

- you will be solely responsible for the safe custody of the private key generated on your device;
- a signature by your private key shall be as legally valid and binding upon you as your original handwritten signature on a paper document;
- electronic transactions signed by your private key, including electronic documents, shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files;
- transaction reports, paper copies or “printouts,” can be introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, and you will agree to accept them as being admissible to the same extent and under the same conditions as other original business records created and maintained in documentary form;
- you shall not contest the admissibility of true and accurate copies of documents signed by your private key on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

6.2. Legal effects of electronic signatures

Signing electronic transactions by your private key is not treated as a qualified signature under EU law.

Nevertheless, according to Article 5 of the EU Directive 1999/93/EC on a Community framework for electronic signatures,

“Member States shall ensure that an electronic signature is not denied legal effectiveness and admissibility as evidence in legal proceedings solely on the grounds that it is:

- in electronic form, or*
- not based upon a qualified certificate, or*
- not based upon a qualified certificate issued by an accredited certification-service-provider, or*
- not created by a secure signature-creation device.”*

You may want to seek a legal advice of your lawyers to verify the legally binding effect of signing by your private key under the law of your jurisdiction.

6.3. LuxTrust qualified signature

LuxTrust is a qualified electronic signature service provider based in Luxembourg (<https://www.luxtrust.lu>).

At the time of your account creation, it will allow you to authenticate your account with your LuxTrust token or mobile signature credentials and retrieving certified information by LuxTrust SA (i.e., name and email).

If the LuxTrust service is enabled by your company, you can sign proxy and other meeting documents by your LuxTrust signature.

Signing by your LuxTrust signature will be legally binding and have the same effect as your handwritten signature on a paper document.

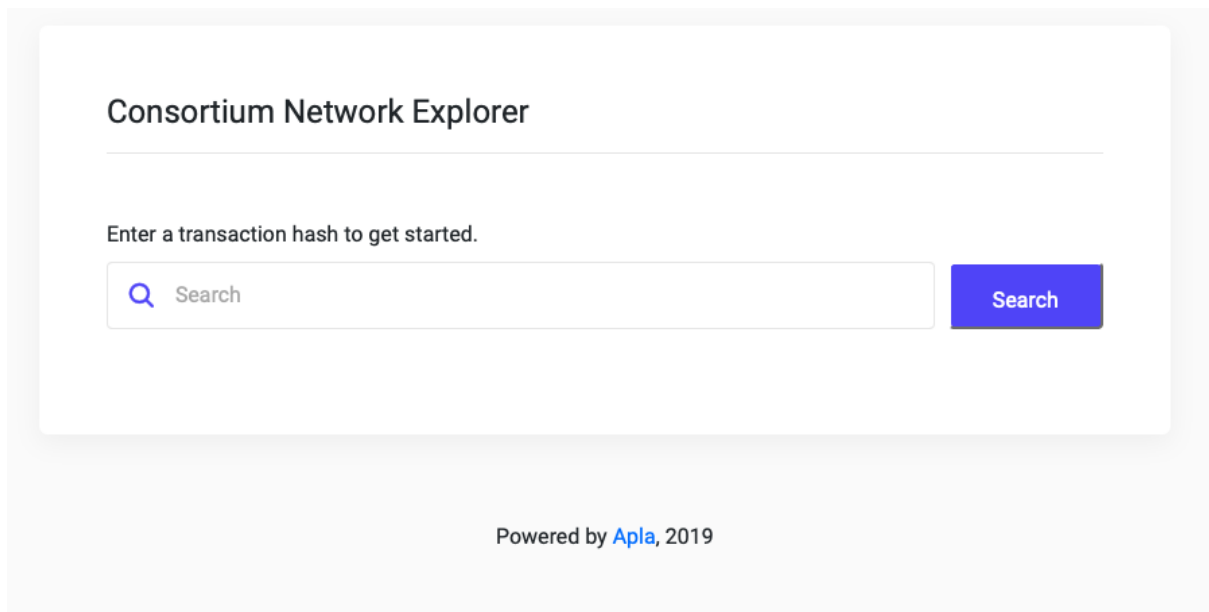
7. Data privacy

- Your personal data collected during the account registration process will be directly sent to and stored on servers of either your company or Corporate Service Provider engaged by your company.
- All meeting documents and other information will be stored on servers of either your company or Corporate Service Provider engaged by your company.
- Any restriction on you accessing certain information or documents, can be established by your company only.
- Your company will be fully responsible to make arrangements with Corporate Service Provider and other third-party companies, if needed, to secure access to and store meeting documents and your personal data.
- For the purposes of protecting your vote casting choices from illegal tampering or loss, hashes of your vote casting transactions will be time-stamped and stored in the Apla Consortium Chain. A hash will not contain personal data or other sensitive information. Please read Chapter 8 hereof for more details.

8. Data security, consultability and immutability

- Apla Software deploys the blockchain technology developed by Apla Luxembourg for making your vote casting transactions immutable. A hash of your vote casting transaction will be time-stamped, saved and stored in the Apla Consortium Chain.
- Follow the link below to check if the hash of your vote casting transaction indicated in each vote casting report has been saved in the Apla Consortium Chain:

<https://explore.consortium-network.org/>



- We recommend you saving all vote casting reports on your device for future references. In case of loss, damage or illegal tampering of your vote casting choices, you will be able to match the data in the report with its hash stored in the Apla Consortium Chain in order to prove your actual vote casting.
- For more details about immutability of the Apla solution, please follow the link below to watch the video on YouTube:

<https://www.youtube.com/watch?v=tBBqEnX0obY>

9. Contact Information

If you have any request on purchasing the Apla Commercial License, please address them to luxembourg@apla.io.

If you have any request about the use of Apla Software under the End User License, please address them to your company first. In case your company is not responding to your demand within 10 business days, please send us an email to luxembourg@apla.io.

Annex 1 End User Apla Software License

Definitions:

Unless the context requires otherwise, the following terms shall be used in this software license agreement:

“Account” means a user data set that authenticates the user in Apla Software;

“Apla Luxembourg”, or **“us”**, or **“we”** means EGAAS S.A., a legal entity established under the laws of the Grand Duchy of Luxembourg, registered with RCS Luxembourg under the number B216352 at the following address: L-1273 Luxembourg, 20 rue de Bitbourg;

“Apla Software” means the electronic voting and signing software solution developed and made available to you by Apla Luxembourg, as defined in more details by the Apla end user manual;

“Corporate Service Provider” means the legal entity that provides you and/ or your company with data storage, operations processing and other services with the use of Apla Software under the terms of Apla commercial software license;

“End User” or **“you”** means a legal entity or individual that has an Account and use Apla Software under the terms of the Apla End User Software License;

“LuxTrust” is a third party qualified electronic identity provider based in Luxembourg (www.luxtrust.lu). In the course of using Apla Software, you will be able to perform digital signing operations with your LuxTrust token if this service is made available to you by your company or Corporate Service Provider;

“Private key” is a secret component of the cryptographic algorithm that is used together with a public key to gain access to Account or to sign electronic transactions;

“Your company” means an entity in which you serve as a corporate secretary, an executive director, a board member or similar or have the shareholder/bondholder status;

By continuing the account creation process, you acknowledge and agree with the below terms and conditions of this end user license agreement:

1. License Grant. We (Apla Luxembourg) grant you, the end user, a non-exclusive, non-transferable and free-of-charge license to use the Apla Software in the manner described in the Apla end user manual, for your internal business under the terms and conditions stated herein.

2. Permissible Use. You may use Apla Software for as long as your company or Corporate Service Provider engaged by your company maintains a valid commercial software license agreement with us.

3. Prohibited Use. You may not (a) provide commercial services, sell, sublicense, rent or lease the Apla Software to another party without purchasing the specific Apla commercial license to do so, (b) decompile, disassemble, reverse engineer or modify in any manner, any of the Apla Software (except to the extent such prohibition is expressly prohibited by law), (c) use the Apla Software in violation of any applicable laws or regulations, or (d) make available the Apla Software or your license file on any type of public sharing website or forums.

4. Maintenance and Support. We have no obligation to support, maintain or provide any assistance directly to you under this license. Please address all your requests to your company and seek assistance from your company regarding any issue that you may encounter during the use of Apla Software. In no event will Apla Luxembourg be liable for any damages for any claim or cause for any direct, actual, indirect damages, loss of data, consequential, incidental or special indirect damages as a result of or in connection with the use of the Apla Software.

5. Technical Information Collection. You agree that we may, if instructed by your company or Corporate Service Provider engaged by your company, for the purposes of fixing technical issues and improving the Apla Software, collect, process and use technical and other personal information that is gathered as part of any product maintenance and support services. By providing this data and information to us, you consent to Apla Luxembourg's storage and processing of such information for indicated purposes.

6. Intellectual Property Rights. All right, title and interest to the intellectual property rights in and to the Apla Software, and any copies that you are permitted to make, are owned by Apla Luxembourg and / or its licensors and is protected by copyright, trade secret and other laws and international treaties. This Apla Software is LICENSED, NOT SOLD. Certain trademarks and logos used in the Apla software are protected or might be protected by trademarks.

7. Electronic Signing Operations

Signing with your private key

In the course of using Apla Software, your activities (eg., voting, etc) will be recorded in the system as electronic transactions ("**electronic transactions**"). Electronic transactions will be signed by your private key generated and stored on your device at the time of the Account creation. We have integrated the Digital Signature Algorithm named ECDSA for generating private keys and authenticating their owners upon signing electronic transactions.

Upon signing up for a new Account, you acknowledge and confirm that:

- you will be solely responsible for a safe custody of the private key generated on your device;

- a signature by your private key shall be as legally valid and binding upon you as your original handwritten signature on a paper document;
- electronic transactions signed by your private key, including electronic documents, shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files;
- transaction reports, paper copies or “printouts,” can be introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, and you will agree to accept them as being admissible to the same extent and under the same conditions as other original business records created and maintained in documentary form;
- you shall not contest the admissibility of true and accurate copies of documents signed by your private key on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Legal effects of electronic signatures

Signing electronic transactions by your private key is not treated as a qualified signature under EU law.

Nevertheless, according to Article 5 of the EU Directive 1999/93/EC on a Community framework for electronic signatures,

“Member States shall ensure that an electronic signature is not denied legal effectiveness and admissibility as evidence in legal proceedings solely on the grounds that it is:

- *in electronic form, or*
- *not based upon a qualified certificate, or*
- *not based upon a qualified certificate issued by an accredited certification-service-provider, or*
- *not created by a secure signature-creation device.”*

You may want to seek a legal advice of your lawyers to verify the legally binding effect of signing by your private key under the law of your jurisdiction.

LuxTrust qualified signature

At the time of your account creation, you will be able to authenticate your account with your LuxTrust token or mobile signature.

If the LuxTrust service is enabled by your company, you can sign proxy and other meeting documents by your LuxTrust signature.

Signing by your LuxTrust signature will be legally binding and have the same effect as your handwritten signature on a paper document.

8. Data privacy

Your personal data collected during the account registration process will be directly sent to and stored on servers of either your company or Corporate Service Provider engaged by your company.

All meeting documents and other information will be stored on servers of either your company or Corporate Service Provider engaged by your company.

Any restriction on you accessing certain information or documents, can be established by your company only.

Your company will be fully responsible for making arrangements to secure access to and storage of meeting documents and your personal data.

For the purposes of protecting your vote casting choices from illegal tampering or loss, hashes of your vote casting transactions will be time-stamped and stored in Apla Consortium Chain. A hash will not contain personal data or other sensitive information.

9. Data security and immutability

The Apla X-REG solution deploys the blockchain technology developed by Apla Luxembourg for making your vote casting immutable. A hash of your vote casting transaction will be time-stamped, saved and stored in Apla Consortium Chain.

Follow the link below to check if the hash of your vote casting transaction has been saved in the Apla Consortium Chain:

<https://explore.consortium-network.org/>

We recommend you saving all vote casting reports on your device for future references. In case of loss, damage or illegal tampering of your vote casting choices, you will be able to match the data in the report with its hash stored in the Apla Consortium Chain in order to prove your actual vote casting.

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