

# INVITATION EXTRAORDINARY GENERAL MEETING CAVOTEC SA

EGM & Information meeting location Wenströmsalen – IVA Conferenscenter Grev Turegatan 16, Stockholm

Tuesday, November 11, 2014



# **LOCATION AND TIME**

# **EGM & Information meeting**

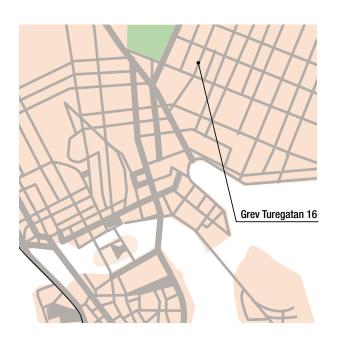
Tuesday, November 11, 2014 11:00 CET (doors open at 10.30 CET).

In the morning of November 11, 2014, an EGM information meeting will be hosted at the IVA Conferenscenter, Grev Turegatan 16 in Stockholm, Sweden.

Shareholders are invited to review the various ways how to participate to the EGM and cast their vote. Information on this can be found on the following pages.

The subsequent information meeting is open to shareholders and interested parties and will feature an update on Cavotec's recent business activities. Following the presentation sandwiches and refreshments will be served at approximately 12:00 CET.

# Wenströmsalen – IVA Conferenscenter Grev Turegatan 16 – 102 42 Stockholm



# TO THE SHAREHOLDERS OF CAVOTEC SA: INVITATION TO THE EXTRAORDINARY GENERAL MEETING

# AGENDA AND PROPOSALS OF THE BOARD OF DIRECTORS

It is proposed the Extraordinary General Meeting to be chaired by Stefan Widegren.

# 1. Election of Patrik Tigerschiöld to Cavotec SA Board of Directors

The Board of Directors proposes, based on the recommendation of the Nomination Committee, that Patrik Tigerschiöld be elected as Director for a term of office expiring at the Ordinary General Meeting to be held in 2015.

Patrik Tigerschiöld, born 1964, holds a M.Sc. in Business and Economics. He is the Chairman of Bure Equity AB since April 2013 (also during 2004-2009) following his tenure as President & CEO of the company.

He is also the Chairman of Micronic Mydata AB, The Swedish Association of Listed Companies and The Association for Generally Accepted Principles in the Securities Market. He serves as Board member for Mercuri International AB and Stockholms Universitet.

With respect to the requirements in the Swedish Corporate Governance Code (the Code) that a majority of the directors elected by the shareholders' meeting are to be independent of the company and its executive management and that at least two of this majority also are to be independent in relation to the company's major shareholders, the Nomination Committee has carried out the following assessment:

Christer Granskog, Lakshmi Khanna, Erik Lautmann, Nicola Gerber and Fabio Cannavale are all independent of the company and its executive management.

Christer Granskog, Lakshmi Khanna, Erik Lautmann and Nicola Gerber are all also independent in relation to the company's major shareholders.

The Nomination Committee therefore concludes that all requirements of director independence as set out in the Code are met.

# DOCUMENTATION AND ATTENDANCE PROCEDURES

#### **Documentation**

The Proxy Forms are available on the Company's website ir.cavotec.com

#### Language

The Extraordinary General Meeting, deviating from the Code, will be held in English and information and material will be available in English only. This is in accordance with an exemption granted by the Swedish Financial Supervisory Authority.

# **Participation**

The Extraordinary General Meeting will take place in Stockholm, Sweden. For shareholders not wishing to personally attend to Extraordinary General Meeting can exercise their voting rights through a proxy.

# Holders of SIX SIS registered shares

The following information is to shareholders who hold their Cavotec shares through SIX SIS AG.

To attend the Extraordinary General Meeting and exercise your voting right, you must be registered in the share register of Cavotec SA ("Share Register") and complete the registration form in accordance with the instructions set out below.

#### 1. Registration in the Share Register of Cavotec SA:

In order to be entitled to voting rights at the Extraordinary General Meeting, Shareholders who are not already registered in the Share Register must request to be registered as shareholders in the Share Register prior to November, 4 2014 (the "Record Date") in accordance with the instructions set out below:

- Shareholders must instruct their custodian bank to register them as shareholders in the Share Register of Cavotec SA by sending a registration form to Cavotec SA, c/o SIX SAG AG, Share Register, Baslerstrasse 90, CH-4601 Olten.
- The registration in the Share Register may be requested at any time.
- The registration must be completed on the Record Date at the latest.

Shareholders who are already registered in the Share Register do not have to perform any additional steps and will be provided automatically with the Registration Form.

Please note that the registration process may take time. To ensure their registration in time for the Extraordinary General Meeting, shareholders are therefore kindly invited to issue instructions to their custodian bank as soon as possible.

#### 2. Registration/Proxy Voting:

Shareholders, who are registered in the Share Register, will receive a registration / proxy form (the "Registration Form") by regular mail directly from Cavotec SA. Shareholders will be able to appoint the independent proxy, Mr. Franco Brusa, Attorney-at-law, Via G.B. Pioda 5, or a third person as proxy or register to attend the Extraordinary General Meeting by using physical Registration Forms.

- The Registration Form will be sent out via regular mail on October, 6 2014.
- In order to attend the Extraordinary General Meeting or vote by proxy, the Registration Form must be returned to Cavotec SA, c/o Euroclear Sweden AB, PO Box 191, SE-101 23 Stockholm, Sweden or (in case of a proxy conferred to the independent proxy) to Mr. Franco Brusa c/o Euroclear Sweden AB, PO Box 191, SE-101 23 Stockholm, Sweden, well in advance of November 4 2014.

#### 3. Access to the Extraordinary General Meeting and Voting Rights

To be granted access to the Extraordinary General Meeting, the Registration Form must be filled out and returned in accordance with the instructions set out above.

# Holders of Euroclear Sweden registered shares

The following information is to shareholders who hold their Cavotec shares through Euroclear Sweden AB, which shares trade on the NASDAQ OMX Stockholm Exchange ("Euroclear Registered Cavotec Shares").

To attend the Extraordinary General Meeting and exercise your voting right, you must register your voting rights in the register of shareholders kept by Euroclear Sweden AB ("Register of Shareholders") and complete the proxy form in accordance with the instructions set out below.

#### 1. Registration Process for Voting Rights:

#### Direct-registered holders:

Holders of Euroclear Registered Cavotec Shares who hold their Euroclear Registered Cavotec Shares on an account directly with Euroclear Sweden, a CSD-account (Sw: Vp-konto), will be automatically included in the Register of Shareholders and do not have to perform any registration regarding voting rights.

#### Nominee-registered holders:

To be registered and entitled to vote at the Extraordinary General Meeting, shareholders who hold Euroclear Registered Cavotec Shares via a nominee ("Nominee-registered Holders") must act in accordance with the instructions set out below:

- Nominee-registered Holders must request the nominee to register their Euroclear Registered Cavotec Shares temporarily in their own name in the Register of Shareholders.
- The registration in the Register of Shareholders will start on October, 21 2014, 20 calendar days prior to the Ordinary General Meeting.
- The registration must be completed at 8 pm (CET) on November, 4 2014 (the "Record Date") at the latest.

Nominee-registered holders with Non-affiliated nominees:

To be registered and entitled to vote at the Extraordinary General Meeting, Nominee-registered Holders who hold their Euroclear Registered Cavotec Shares on custody accounts with Nominees that are not affiliated directly as nominees to Euroclear Sweden AB ("Nonaffiliated Nominee") must follow the instructions below:

- Nominee-registered Holders with Non-affiliated Nominees must request their custodian bank or their nominee to register
  their Euroclear Registered Cavotec Shares temporarily in their own name in the Register of Shareholders. To do so, you must
  instruct the institution where you have your account to forward the registration request to Euroclear Sweden AB through its
  own custodians and/or nominees.
- The registration in the Register of Shareholders will start on October, 21 2014, 20 calendar days prior to the Extraordinary General Meeting.
- The registration in the Register of Shareholders must be completed at 8 pm (CET) at the Record Date at the latest.

Please note that the registration process may take time in such circumstances. To ensure their registration, shareholders are therefore kindly invited to issue instructions to their Non-affiliated Nominees as soon as possible.

#### 2. Registration/Proxy Voting:

Nominee-registered holders and direct-registered holders:

Holders of Euroclear Registered Cavotec Shares, registered on either a CSD-account (Sw Vp-konto) or a custody account with a nominee directly affiliated to Euroclear Sweden AB will receive a registration / proxy form (the "Proxy Form") by regular mail directly from Euroclear Sweden AB.

Recipients will be able to appoint a proxy or register to attend the Extraordinary General Meeting by using physical Proxy Forms.

• In case Holders of Euroclear Registered Cavotec Shares intend to appoint a proxy or register to attend to the Extraordinary General Meeting, the Proxy Form must be filled out, signed, dated and returned to the addresses below well in advance of November, 4 2014.

Nominee-registered Holders with Non-affiliated nominees:

In order to appoint a proxy or register to attend the Extraordinary General Meeting, Nominee-registered Holders with Non-affiliated nominees must:

- Download the proxy form the web site www.cavotec.com. The form will be available from October, 6 2014.
- Print and fill out the proxy form downloaded from www.cavotec.com and return it signed to the address below well in advance of November, 4 2014.

Additional Instructions for Non-affiliated nominees:

Non-affiliated nominees are urged to forward the above information to their custody-account holders holding Euroclear Registered Cavotec Shares:

#### 3. Access to the Extraordinary General Meeting and Voting Rights:

To be granted access to the Extraordinary General Meeting and to enable voting right both the registration of voting rights as described above and the Proxy Form must be filled out and returned in accordance with the instructions set out above.

Even if you intend to participate in person, you must fill out the Proxy Form.

# Frequently Asked Questions

Q1: I want to vote at the meeting of shareholders of Cavotec SA. Do I have to appoint a proxy or register to attend the Meeting?

A1: After having been registered (see below questions 3), you must either appoint Mr. Franco Brusa, Attorney-at-law (the independent proxy), or a third person as proxy or register to attend the Extraordinary General Meeting well in advance of November, 4 2014. Please note that you have to fill out the proxy form and send it to Mr. Franco Brusa, Attorney-at-law, c/o Euroclear Sweden AB, PO Box 191, SE-101 23 Stockholm, Sweden in case of proxies conferred to the independent proxy or to Cavotec SA, c/o Euroclear Sweden AB, PO Box 191, SE-101 23 Stockholm, Sweden for the other two cases.

Q2: May I directly register for voting rights with Cavotec SA or send the Proxy Form to Cavotec SA or to Mr. Franco Brusa?

A2: Unfortunately, neither Cavotec SA nor Mr. Franco Brusa are able to register shareholders directly for the Extraordinary General Meeting or to process Proxy Forms sent to them. Please contact Euroclear Sweden AB, Issuer Services, tel: telephone: +46 8 402 92 83 for more information. If you hold your shares through SIX SIS AG (see question 3 below) and need further assistance with questions related to registering your shares in the share register of Cavotec SA, please contact your custodian bank or SIX SAG AG, tel: +41 58 399 6120.

The following questions 3-5 are only relevant, if you have not already registered your shares for the Extraordinary General Meeting.

Q3: What do I have to do if I do not know whether I hold my Cavotec shares through SIX SIS AG or Euroclear Sweden AB or to which category of shareholders (i.e. Nominee-registered holders or direct-registered holders) I belong?

A3: Your custodian bank should be able to provide you with the required information. However, you may also contact Euroclear Sweden AB, Issuer Services, tel: +46 8 402 92 83 or SIX SAG AG, tel: +41 58 399 6120 for further information. To register your shares, please follow the instructions set out above for the corresponding category of shareholders.

Q4: Who should I contact if I do not receive the necessary information/documents in connection with the Extraordinary General Meeting?

A4: Please contact Euroclear Sweden AB, Issuer Services (tel: +46 8 402 92 83).

Q5: When does the registration process for voting rights for shareholders who hold Cavotec Shares held through Euroclear Sweden AB via a nominee take place?

A5: The registration in the Register of Shareholders starts on October 21 2014, 20 calendar days prior to the Extraordinary General Meeting, and ends at 8 pm (CET) on November, 4 2014.

# Personal Attendance / Proxy

You do not need to attend the Extraordinary General Meeting in person. You may appoint a proxy to represent you.

You can appoint the following persons to represent you:

- On the OGM held on 23 April 2014, Mr Franco Brusa, Attorney-at-Law, Via G.B. Pioda 5, Lugano, Switzerland, was appointed as independent shareholders' representative pursuant to Art. 30 para. 1 of the Ordinance implementing the new art. 95 III of the Swiss Constitution (so-called "Minder Amendment" or "Rip-Off Initiative). You may use the proxy form attached to this invitation to appoint and instruct the independent proxy; or
- any third person by contacting them directly.

**NB:** please sign, date and return the Registration/Appointment of Proxy form in one of the enclosed envelopes by November, 4 2014.

For questions regarding participation to the EGM, please contact: Cavotec SA c/o Euroclear Sweden AB Box 191 SE-10123 Stockholm, Sweden Telephone: +46 84029283

Lugano, October, 6 2014

For the Board of Directors of **Cavotec SA** 

**Stefan Widegren** Chairman

