
INSTRUCTIONS FOR EXERCISING THE RIGHT TO VOTE

Two (2) directors' positions will be put to the vote this year:

- Other institutions (Autres institutions),
- Independent (indépendant).

Following the call for applications, only one was received for the Other institutions in the Member Representative category; the outgoing director was therefore elected by acclamation.

Three (3) candidates were retained in the Independent Director category. Elections will therefore be held for this position.

Who is eligible to vote?

All members as defined in Article 1.6 of the By-Laws may vote.

1.6 "Member"

A legal entity that meets the eligibility criteria set out in Article 6 and that has an insurance contract issued by the Mutuelle in its favour.

In the case of a contract issued to several insureds (the "**co-insureds**"), each of them is a Member.

The policyholder of a group contract as well as the legal entities that are enrolled in it are Members.

The co-insureds and participants in a group contract designate the primary policyholder or the contract holder to act on their behalf in all matters pertaining to an insurance policy issued by the Mutuelle, including, but not limited to, its renewal, the terms and conditions associated therewith, as well as the receipt of notices sent from time to time by the Mutuelle. Any notice transmitted to the primary policyholder or contract holder shall be binding on each of the co-insureds and participants as if it had been given to them personally.

**Please note that the English translation is not official and that the official French version takes precedence.*

By default, **one policy equals one member, and each member has one vote**. In cases where more than one member is attached to the same policy, the owner of that policy as defined in the aforementioned article is responsible for notifying their co-insureds and providing them with the relevant documentation.

It should be noted that under Article 15 of the By-Laws, as well as under Article 285 of the Insurers Act, each member is entitled to only **one (1) vote for each elected position**.

In order to vote, the member must designate a Representative (proxyholder) by way of a proxy.

Advance voting

All representatives designated by proxy and registered with an email address will receive an email allowing them to vote electronically in advance. This email will be sent shortly after receiving the proxy, **starting May 12**.

Whether you attend the AGM or not, you will be able to vote in advance, between the time you receive the link to the voting page and **May 26 at noon**.

Voting on the day of the AGM

If you are attending the AGM virtually, you can use the link sent to you to join the AGM and vote using a computer, tablet or cell phone.

If you are on site, you can vote electronically using your own electronic device or, with our support, using a device provided to you on site.

Example of a voting page (in French only)

Catégorie : Représentant des membres – Région XYZ

Un poste est à pourvoir. Veillez cocher un seul candidat parmi les suivants :

- ☐ Candidat #1
- ☐ Candidat #2
- ☐ Candidat #3

will become

CITELLE
Mutuelle d'assurance