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# **DOCUMENTS OF THE GENERAL MEETING**

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**FOR THE GENERAL MEETING ON  
14 JANUARY 2021  
OF DUNA HOUSE HOLDING NYILVÁNOSAN MŰKÖDŐ RÉSZVÉNYTÁRSASÁG**

**Time and venue of the General Meeting:  
14 January 2021 10:00 a.m  
H-1016 Budapest, Gellérthegy utca 17.**

**Dear Shareholders,**

The Board of Directors of **DUNA HOUSE HOLDING Nyrt.** (registered seat: H-1016 Budapest, Gellérthegy u.17.; comp.reg.no.: 01-10-048384; hereinafter: **Company**) has convened the Company's annual general meeting (hereinafter: **General Meeting**) for **10.00 a.m., 14 January 2021**, which agenda is set out in the notice and in the notice regarding supplementing the General Meeting's agenda published in the manner specified by the statutes. The notice for the General Meeting was published on **14 December 2020** on the websites of both the Company and the Budapest Stock Exchange.

This document set out submissions, information and draft resolutions according to the items on the agenda. The General Meeting document provides shareholders with information on the issues to be discussed at the general meeting.

If the General Meeting fails to form a quorum 1 or more items on the agenda at the time specified in the notice, the general meeting repeated due to the lack of quorum will have the same agenda –affected the cases of lack of quorum - with the same draft resolutions.

This document has been published in Hungarian and English, in case of any divergence, the Hungarian text shall prevail.

## TECHNICAL NOTES, INFORMATION

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Participation at the general meeting and the exercising of the right to vote are subject to the following conditions:

On the registration of shareholders through identification procedure, the Company's statutes and the applicable statutory requirements shall be complied with. The record date for shareholder verification is **7 January 2021**.

On the basis of data concerning the outcome of shareholder verification, KELER Zrt., the keeper of the record of shareholders, shall register the names of shareholders or nominee shareholders intending to attend the general meeting in the record of shareholders on **7 January 2021** and shall, at the Board's instruction, close the record of shareholders on **12 January 2021**, without recording any registration requests until the day after the general meeting is adjourned. In accordance with the applicable statutory provisions, the person empowered to exercise the shareholder's rights at the general meeting (i.e. to participate at the general meeting, request information as specified by the law, put forward observations and motions and exercise voting rights) shall be the person whose name is specified in the record of shareholders at 6.00 p.m. on the second business day preceding the initial day of the general meeting

The keepers of securities accounts shall register shareholders in the record of shareholders on the basis of shareholders' instructions. The time-limit for giving instructions to the keepers of securities accounts shall be notified to shareholders by the keepers of securities accounts.

The Company shall not be responsible for compliance with the instructions to the keepers of securities accounts or the consequences of failure to comply with such instructions. The closure of the record of shareholders shall not restrict the right of persons registered in the record of shareholders to transfer their shares following the closure of the record of shareholders. The transfer of shares prior to the initial day of the general meeting shall not prevent persons registered in the record of shareholders from attending the general meeting and exercising the rights vested in them as shareholders.

The general meeting shall form a quorum if shareholders representing more than fifty percent of votes embodied by shares carrying voting rights are present. Shares (i.e. both series A ordinary shares and series B preferred dividend employee shares) shall provide voting rights in proportion with the nominal value of shares. The number of votes pertaining to each share shall be equal to the nominal value of the share concerned. The quorum has to be examined/analysed separately for each item on the agenda.

The general meeting shall be attended by shareholders in person or by way of proxy or a nominee shareholder (hereinafter collectively referred to as 'Nominee Shareholder') meeting the requirements laid down in the Civil Code and Act CXX of 2001 on the capital market.

The forms for voting by proxy has been published on the Company's website (<https://dunahouse.com/hu/kozsetelek>) on **17 December 2020**.

Proxies issued for Nominee Shareholders shall be issued as a notarial document or a private document of full probative value. If the proxy was issued in a country other than Hungary, the relevant provisions of the international agreement or reciprocity between the country where the authorization was issued and Hungary (the Hungarian State) shall also be taken into consideration. If the proxy was issued in a language other than Hungarian, an authentic Hungarian translation shall be attached. The authorization of persons signing the proxy in the case of shareholders other than natural persons or the authorization of persons acting at the general meeting on behalf of non-natural person shareholders shall be verified by an original document issued by an authentic register (e.g. certificate of incorporation) or by a notarial statement. If the document verifying authorization was issued in a language other than Hungarian, an authentic Hungarian translation shall be attached.

The proxy shall be handed over to the Company's representative in original during registration before the general meeting at the latest.

For further information, please contact DUNA HOUSE HOLDING Nyrt's Investor Contact Person(Dániel Schilling, telephone: +36-1-555-2222, fax: +36-1-555-2220).

Registration, i.e. the verification of authority as a shareholder (nominee shareholder), shall take place at the venue on the day of the general meeting, between 9:00 and 9:45 a.m.

Please note that punctual arrival at the registration is important. Once registration has been closed, shareholders (nominee shareholders) registered in the record of shareholders but not included in the attendance list may attend the general meeting without exercising their right to vote.

In the event there is no quorum at all or on certain agenda items at the time specified, the repeated general meeting is hereby convened by the Board with the same agenda for 10.00 a.m. on **26 January 2021** at the Company's registered address (1016 Budapest, Gellérthegy utca 17.). On the basis of Section 3:275(1) of Act V of 2013 on the Civil Code, in matters on the original agenda affected with lack of quorum, the repeated general meeting shall form a quorum regardless of the number of attending shareholders.

Summaries of the number of shares and voting rights existing at the time of convening the general meeting.

The composition of the Company's capital

| Type of shares               | class of shares       | series of shares | number of shares issued | nominal value (HUF/share) | Total nominal value     |
|------------------------------|-----------------------|------------------|-------------------------|---------------------------|-------------------------|
| ordinary shares              | -                     | „A”              | 34 387 870              | 5                         | 171 939 350,- Ft        |
| employee shares              | preferential dividend | „B”              | 1 000                   | 50                        | 50 000,- Ft             |
| <b>Size of share capital</b> |                       |                  |                         |                           | <b>171 989 350,- Ft</b> |

The number of voting rights corresponding to shares

| series of shares | number of shares issued | number of shares conferring voting rights | voting rights per share | total voting rights | number of own shares |
|------------------|-------------------------|---|-------------------------|---------------------|----------------------|
| Series „A”       | 34 387 870              | 34 387 870                                | 5                       | 171 939 350         | 46 48                |
| Series „B”       | 1 000                   | 1 000                                     | 50                      | 50 000 db           | -                    |
| <b>Total</b>     | <b>3 439 787</b>        | <b>3 439 787</b>                          | <b>-</b>                | <b>171 989 350</b>  | <b>46 481</b>        |

## SUGGESTION FOR AGENDA ITEM 1.

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### **Determining the method of voting at the general meeting and electing the officials acting at the general meeting**

The Board proposes that the method of voting at the General Meeting should be by ballot papers. The Board shall make suggestion for the officers of the general meeting from the attended members of the Board and shareholders, with that the Board suggest for the president of the General Meeting Dániel Schilling board member and also ask the general meeting to elect the appointed officers.

*[Based on the resolution no. 2/2020. (12.16.) of the Board]*

## SUGGESTION AD DRAFT RESOLUTION FOR AGENDA ITEM 2.

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### **Report of the Company's Supervisory Board and Audit Committee on the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020; adopt the report of the Supervisory Board and Audit Committee**

The Board introduces for adoption the reports of the Supervisory Board and the Audit Committee on the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020, and also recommends the General Meeting to adopt it.

In a written decision of 17 December 2020 the Supervisory Board and the Audit Committee adopted the reports on the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September, 2020 with the *consolidated resolution no. 2/2020. (12.17.) of the Supervisory Board and the Audit Committee.*

The report of the Supervisory Board and the Audit Committee on the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020 forms an *Annex no.2.* of present Documents of the General Meeting.

#### **DRAFT RESOLUTION**

**The General Meeting adopted the consolidated report of the Supervisory Board and the Audit Committee on the the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020.**

*[Based on the resolution no. 3/2020. (12.16.) of the Board]*

### SUGGESTION AD DRAFT RESOLUTION FOR AGENDA ITEM 3.

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#### **Report of the Company's auditor on the the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020; adopt the report of the Auditor**

The Board recommends the General Meeting to adopt the report of the Company's auditor on the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020.

The report of Auditor forms Annex no. 2 of present Documents of the General Meeting.

In a written decision of 17 December 2020 the Supervisory Board and the Audit adopted and recommended for adoption the report of the Auditor in a *consolidated resolution no. 1/2020. (12.17.) of the Supervisory Board and the Audit Committee.*

#### **DRAFT RESOLUTION**

**The General Meeting adopts the report of the Auditor on the the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020.**

*[Based on the resolution no. 4/2020. (12.16.) of the Board]*

## SUGGESTION AD DRAFT RESOLUTION FOR AGENDA ITEM 4.

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### **Adopt the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020**

The Board recommends the General Meeting to adopt the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020 with the following main data:

Total comprehensive income: 1 031 352 000,- HUF  
Total Assets: 15 903 669 000,- HUF

In a written decision of 17 December 2020 the Supervisory Board and the Audit Committee adopted the reports on the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020 with the *consolidated resolution no. 3/2020. (12.17.) of the Supervisory Board and the Audit Committee* and also recommends to the General Meeting to acknowledge the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020.

The interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020 forms an *Annex no.3.* of present Documents of the General Meeting.

#### **DRAFT RESOLUTION**

**The General Meeting adopt the interim balance sheet of Company compiled under the IFRS with the closing date of 30 September 2020 with the following main data:**

**Total comprehensive income: 1 031 352 000,- HUF  
Total Assets: 15 903 669 000,- HUF**

[Based on the resolution no. 5/2020. (12.16.) of the Board]

## SUGGESTION AD DRAFT RESOLUTION FOR AGENDA ITEM 5.

### **Decision of the utilization of after-tax profits, determination of interim dividend for the shareholders of the Company**

The Board of Directors proposes the General Meeting to decide to pay a total amount 450.481.097,- HUF – four hundred fifty million four hundred eighty-one thousand ninety-seven forint – interim dividend to the shareholders from which the amount of employee shares are HUF 0, while the amount of ordinary shares are HUF 450.481.097. Dividend to be paid for employee shares which is 6% Maximum Amount of Dividend Preference based on 18.3 paragraph of the Articles of Association shall be decided on the annual general meeting of 2021, therefore payment of interim dividend does not influence the dividend payment for the employee shares after the year 2020, so there is no need for the approval of the employee shares based on 8.11. paragraph of the Articles of Association. According to the application of the provisions of the Articles of Association regarding dividend payment, the date of the payment of the interim dividend shall be determined by the Board. Those shareholders shall be entitled to dividend, who is listed in the share register on the basis of the identification procedure. In case the Board decide to pay the dividend in more installments, the entitlement to dividends shall be determined before each payment according to the above.

In a written decision of 17 December 2020 the Supervisory Board and the Audit Committee supported the above suggestion of the Board with the *consolidated resolution no. 5/2020. (12.17.) of the Supervisory Board and the Audit Committee* and also recommended the General Meeting to adopt it.

#### **DRAFT RESOLUTION**

**Board proposes the General Meeting to decide to pay a total amount 450.481.097,- HUF – four hundred fifty million four hundred eighty-one thousand ninety-seven forint – interim dividend to the shareholders from which the amount of employee shares are HUF 0, while the amount of ordinary shares are HUF 450.481.097. Dividend to be paid for employee shares which is 6% Maximum Amount of Dividend Preference based on 18.3 paragraph of the Articles of Association shall be decided on the annual general meeting of 2021, therefore payment of interim dividend does not influence the dividend payment for the employee shares after the year 2020, so there is no need for the approval of the employee shares based on 8.11. paragraph of the Articles of Association. According to the application of the provisions of the Articles of Association regarding dividend payment, the date of the payment of the interim dividend shall be determined by the Board. Those shareholders shall be entitled to dividend, who is listed in the share register on the basis of the identification procedure. In case the Board decide to pay the dividend in more installments, the entitlement to dividends shall be determined before each payment according to the above.**

*[Based on the resolution no. 6/2020. (12.16.) of the Board.]*

## SUGGESTION AD DRAFT RESOLUTION FOR AGENDA ITEM 6.

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### Report of the Management Board on the acquisitions of own shares

The Board suggests the General Meeting to accept the report of the Board regarding the 36.210 pieces of class „A” ordinary shares issued by the Company with an ISIN number of HU0000177613 and with a total nominal value of HUF 181.050, incorporating 0,11% of the total share capital of the Company purchased in the total amount of HUF 11.000.620 price from 17 April 2020 to the day of the General Meeting.

In a written decision of 17 December 2020 the Supervisory Board and the Audit Committee supported the above suggestion of the Board with the *consolidated resolution no. 6/2020. (12.17.) of the Supervisory Board and the Audit Committee* and also recommended the General Meeting to adopt it.

#### **DRAFT RESOLUTION**

**The General Meeting accepts the report of the Board regarding the 36.210 pieces of class „A” ordinary shares issued by the Company with an ISIN number of HU0000177613 and with a total nominal value of HUF 181.050, incorporating 0,11% of the total share capital of the Company purchased in the total amount of HUF 11.000.620 price from 17 April 2020 to the day of the General Meeting.**

*[Based on the resolution of 7/2020. (12.16.) of the Board]*

**SUGGESTION AD DRAFT RESOLUTION FOR AGENDA ITEM 7.**

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**Other questions**