



FOR INFORMATIONAL PURPOSES ONLY. SPANISH VERSION PREVAILS

**INMOBILIARIA COLONIAL, SOCIMI, S.A.**

**EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS (NOVEMBER 2018)**

**OPERATING RULES FOR THE ONLINE SHAREHOLDERS' FORUM  
DE INMOBILIARIA COLONIAL, SOCIMI, S.A.**

The Online Shareholders' Forum of Inmobiliaria Colonial, SOCIMI, S.A. (the "**Company**") is provided in accordance with the provisions of article 539.2 of the recast text of the Spanish Limited Liability Companies Law approved by the Royal Legislative Decree 1/2010, of 2 July, (the "**Limited Liability Companies Law**"), under the following operating rules (the "**Operating Rules**").

**1. USERS AND PURPOSE**

The Online Shareholders' Forum (the "**Forum**") will only be available to the Company's individual shareholders that are duly established and entered in the special Register provided for this purpose at the Spanish Securities Market Commission (CNMV), in accordance with the provisions of article 539.4 of the Spanish Limited Liability Companies Law, with a view to facilitating communications between them prior to the General Meeting.

The Forum is not a channel for communication between the Company and the registered users. In consequence, no communication made or published in the Forum may be considered a communication to the Company, nor will it replace in any way the requirements set forth in the Law and/or in the Company's corporate governance rules for the exercise of registered Forum users' rights as shareholders in the Company.

Shareholders and/or specific voluntary shareholders associations must register beforehand in order to use the Forum, in accordance with the procedures in force at that time, in order to accredit the user's identity and capacity as shareholder in the Company or member of a specific voluntary shareholders association, duly constituted and registered with the Spanish Securities Market Commission (CNMV). Legal entity shareholders and specific voluntary shareholders associations must also accredit their representative who seeks to use the Forum.

Registering as a Forum user and/or the use thereof implies the full and unconditional acceptance of the terms and conditions included in these Operating Rules and the other terms and conditions specified in the Forum.

The registered users' access to and use of the Forum is conditional on their continuing to hold shares in the Company or remaining members of a specific voluntary shareholders association duly constituted and registered in accordance with the applicable regulations.

The Company will be the Forum's administrator (the "**Forum Administrator**") in the terms and with the powers set forth in the Operating Rules, and holds the power of interpreting the same in the event of any doubt or disagreement in the implementation thereof.

## 2. PURPOSE OF THE FORUM

Registered users may send, for publication in the Forum, communications confined to the following subjects:

- (a) Reasoned motions on issues that are already included or intended to be included in the General Meeting's agenda.
- (b) Requests for support for such motions.
- (c) Initiatives drawn up by shareholders to achieve a sufficient percentage of votes in order to exercise a minority right as provided in the Law.
- (d) Offers or requests for voluntary representation.

As provided in Article 519 of the Spanish Limited Liability Companies Law, the Company's shareholders who request the publication of a well-grounded motion on items that are already included or should be included in the agenda of the General Meeting called, should represent at least 3% of the share capital.

## 3. CONTENT OF THE COMMUNICATIONS

The use of the Forum by users should always comply fully with current regulations and with these Operating Rules. The following are expressly forbidden:

- (a) Making any communications that are not related to the purpose and aim of the Forum as set forth in Operating Rules 1 and 2 above.
- (b) Attacking the reputation or the legitimate rights, goods and interests of the Company, of other registered users or of third parties.
- (c) Impersonating third parties or introducing the personal data or information of third parties without the informed consent of their owner.
- (d) Incorporating documentation or material without the due authorisation of the owners of the intellectual or industrial property.
- (e) Incorporating content or expressions, which are discriminatory, racist, sexist, violent, xenophobic or otherwise degrading or offensive.
- (f) Incorporating any type of material, which is inappropriate or contrary to the requirements of good faith.
- (g) Incorporating contents of any kind, which are aimed at committing criminal, administrative or civil offences.
- (h) Carrying out any activity aimed at evading the technical restrictions established for the Forum or which damage, overload or deteriorate the functioning of the Forum or the computer equipment of the Company, of its suppliers of computer services, of other registered users or of third parties.
- (i) Posting advertising messages of any type.

#### 4. PUBLICATION OF COMMUNICATIONS ON THE FORUM

Any registered user may send communications that comply with the provisions of Operating Rules 2 and 3 above, and these will be published by the Forum Administrator in accordance with the technical procedures in force at that time.

Requests to publish communications should be made using the forms available in the Forum for this purpose.

Before publishing it, the Forum Administrator will ensure that the communication complies with the Operating Rules. If such communication fails to comply with any of the Operating Rules, the Forum Administrator may, at its discretion, decline to publish it, take it down at any time if it has already been published or request any amendments or changes be made to such communication to adapt it to the Operating Rules.

#### 5. PERIOD OF AVAILABILITY OF THE FORUM

The Forum will be available for use from the day when the General Meeting of Shareholders is called in accordance with the provisions of the legislation in force until the end of the day prior to the date scheduled for the General Meeting.

#### 6. THE COMPANY'S RESPONSIBILITY

The Company will not be responsible for the accuracy, veracity, validity, legality or relevance of the communications sent by registered users, nor for the opinions expressed by them.

By virtue of accessing and/or using the Forum, every registered user declares that he/she is aware of and accepts that he/she makes use of the Forum under his/her sole and exclusive responsibility at all times.

#### 7. DATA PROTECTION

The handling of personal data, their possible communication and the exercise of the rights provided under the data protection legislation will be governed by the Privacy Policy contained in the Forum, which must be expressly accepted by the user when he/she registers.

##### **Privacy policy and cookies**

##### Privacy Policy

In compliance with the provisions of *the* Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, ("**RGPD**") and *the* Spanish Organic Law 15/1999, of 13 December, on the Protection of Personal Data ("**LOPD**"), the Company informs you that the personal data provided when completing the forms available in the corporate website ([www.inmocolonial.com](http://www.inmocolonial.com)) will be kept in files for which the Company is the data controller, with the aim of establishing, managing and supervising the functioning of the Online Shareholders' Forum in accordance with the Operating Rules thereof and the applicable legislation.

The Company undertakes to treat personal data in complete confidentiality and to use them only for the purposes indicated. The data will not be assigned to other users without prior express consent.

The failure to enter the personal data requested on the registration form may mean that the Company does not grant your request. By accepting this policy, you acknowledge that the information and personal data collected is accurate and truthful.

The legal basis of the data processing is for the Company to comply with the provisions of the Spanish Limited Liability Companies Law.

The data will be processed by the Company for as long as the Forum remains active. The data will be kept for a maximum period of 5 years from the date of the General Meeting of Shareholders, in order to meet any responsibilities that may arise from the processing for the Company. The data will be permanently and irreversibly deleted after this period.

The users of the Forum have the right to access, rectify, cancel, delete and oppose the processing of their data, as well as to exercise the other rights recognised in current data protection legislation with the extension and limitations provided for in said legislation. To do so, they should write to the Company by post, with Ref. Data Protection (*Protección de Datos*), to Paseo de la Castellana 52, 28046 Madrid, or by e-mail to [forodeaccionista@inmocolonial.com](mailto:forodeaccionista@inmocolonial.com).

We wish to inform you that the Company has implemented the appropriate technical and organisational measures to ensure the security of your personal data and prevent them from being altered, lost and processed and/or accessed without due authority, bearing in mind the state of the technology, the nature of the data stored and the risks, arising from human action or from the physical and natural environment to which they are exposed. All this, in accordance with the provisions of the current legislation on the personal data protection.

#### Cookies policy

The Company's corporate website ([www.inmocolonial.com](http://www.inmocolonial.com)) uses cookies. Cookies are small data files generated by the user's computer that allow the Company to know and process the following information:

- The date and time the user last visited the corporate website.
- The security elements required to control access to the restricted areas.

By registering, the user expressly consents to the use of said cookies. If the user does not accept the cookies or deletes those already installed, he/she will not be able to enjoy all the functionalities of this website (in particular, access to the restricted areas). Users may oppose the use of cookies by changing the settings in the browser. Users may also use these options to remove any cookies that may have been installed while visiting the Company's website.

The personal data collected by the cookies will be processed solely for the purposes of managing the web services and its operation, and will be subject to the same guarantees of confidentiality and security mentioned above.

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