

SHAREHOLDERS' MEETING

- What are 'dematerialized' shares?

Since January 1, 1999 listed shares no longer exist in certificated paper form; they are recorded in an electronic centralized system managed by Monte Titoli (*); all rights attached to the shares are guaranteed by records held by the banks and brokers (intermediaries) where investors have deposited their shares.

(*) *Monte Titoli S.p.A.: a Company for the custody and management of listed securities.*

- Where can I view reports on items on the meeting agenda and related AGM documents?

To view the documentation relating to the items on the agenda of a Shareholders' Meeting, you should consult Saipem's website, Borsa Italiana website (www.borsaitaliana.it under the Saipem section) and the authorized “*eMarket Storage*” System or go the Saipem's registered office. The Company Secretary's offices at the registered office are open for the public to consult the Shareholders' Meeting documents from Monday to Friday during office hours. In any case, it is possible to receive information by sending an e-mail to saipem@pec.saipem.com or to segreteria.societaria@saipem.com or call 02 442 34469.

- Is it possible to get more information on the summons of the Shareholders' Meeting?

Ordinary and Extraordinary Shareholders' Meetings are usually held in single call; the relevant resolutions are taken with the majorities required by Law. The Board of Directors may elect, whenever it is deemed necessary, to hold Ordinary and Extraordinary Shareholders' Meetings following more than one call; the resolutions in first, second or third call are taken in each case with the majorities required by Law.

- Should a shareholder still hold non-dematerialized shares, what could they do to exercise their rights?

To attend Shareholders Meetings and to receive dividends anyone in possession of non-dematerialized shares shall contact an authorized intermediary (Bank and/or broker) in order to

have their shares entered in the central depository system and request that they be dematerialized.

- What is the "*record date*"?

The *record date* mechanism was introduced in the Italian system in 2010 and it is provided in Article 13.1 of Saipem's Articles of Association. This mechanism identifies one of the conditions to attend and vote in the Shareholders' Meeting: the Shareholder requesting to attend the Shareholders' Meeting must hold Saipem's shares on the record date. Shareholders are entitled to attend and vote at the Shareholders' Meeting if they hold Saipem shares on the seventh trading day prior the date of the Shareholders' Meeting and communicate their intention to attend and vote at the Shareholders' Meeting by means of an authorized intermediary. Credit and debit transactions entered on trading accounts after this deadline shall not be considered for the purpose of legitimizing the exercise of voting rights at the Shareholders' Meeting.

- Is admission to Shareholders' Meetings allowed after the meeting has started?

Yes, it is. If a vote is underway, Shareholders must wait until the vote has been completed.

- Who is entitled to attend and vote at the Shareholders' Meeting and how to attend the Shareholders' Meeting?

To attend and vote at the Shareholders' Meeting it is necessary to request the authorized intermediary (Banks or brokers) to send a statement to the Company certifying the entitlement of the relative right. This statement shall be issued by the intermediary on the basis of balances on the accounts recorded at the end of the seventh trading day prior to the date of the Shareholders' Meeting (*record date*). The Trading Calendar is available on Borsa Italiana's website (www.borsaitaliana.it). The statement must reach the Company by the end of the third trading day prior to the date of the Shareholders' Meeting. Shareholders who receive the statement after the record date will not be entitled to attend and vote at the Shareholders' Meeting. However, it's possible to attend and vote if the statement is received by the Company before the opening of the Shareholders' Meeting on single call. Please ask the authorized intermediary for a copy of the statement sent to the Company, to show it for the registration on

the day when the Shareholders' Meeting takes place. If the Shareholders' Meeting is not called on single call and the first call went unattended, the statement sent to Saipem remains valid also for subsequent calls.

In any case, information can be obtained by sending an e-mail to Saipem's certified email address saipem@pec.saipem.com or to segreteria.societaria@saipem.com or calling 02 442 34469.

- Is it possible to revoke the proxy?

Yes. The proxy and voting instructions may always be revoked, notwithstanding any agreement to the contrary.

- Is it possible that the Shareholders' Meeting be called at the shareholders' request?

Yes. The Directors must call the Shareholders' Meeting when it is requested by shareholders representing at least one twentieth of the share capital. However, a Shareholders' Meeting cannot be called at the request of shareholders for the matters upon which, according to the law, the Shareholders' Meeting shall resolve on the basis of a project or report made by the Board of Directors (i.e. financial statements). The shareholders who request a Shareholders' Meeting must prepare a report on the proposals relating to the items to be discussed. The Board of Directors shall make the report available to the public, together with its own evaluation, if any, at the Company's registered office, on the Company's website, at Borsa Italiana, and on the authorized storage system, when the notice of Shareholders' meeting is published.

- Who are authorised intermediaries?

Banks and/or brokers.

- When are the minutes of Shareholders' Meetings available?

The minutes are available at www.saipem.com, on Borsa Italiana's website (www.borsaitaliana.it) and on the authorized Storage System within 30 days from the Shareholders' Meeting. Within 5 days from the Shareholders' Meeting, a summary report of the votes shall be made available on Saipem's website. The summary shall detail the number of shares represented at the shareholders' meeting and the shares on which a vote was expressed, the percentage of capital represented by

those shares, the number of votes in favour and against the resolution and the number of abstentions.

- How can the Shareholders inform Saipem that they granted proxies?

The proxy may be notified to the Company by means of:

- registered mail (sent in advance by e-mail to segreteria.societaria@saipem.com) to the following address:

Saipem S.p.A.

Segreteria Societaria (“Proxy for Saipem’s Ordinary and Extraordinary Shareholders’ Meeting 2025”)

Via Luigi Russolo, 5

20138 - Milan (MI), Italy;

- certified email to saipem@pec.saipem.com.

- Where and when is the notice calling the Shareholders’ Meetings published?

The notice calling the Shareholders’ Meeting is published on the Company website, sent to Borsa Italiana and to the authorised storage system. An extract of the notice is also published in at least one national newspaper (usually the newspaper “Il Sole 24 Ore”). Terms for the publication of the notice calling the Shareholders’ Meeting vary according to the items submitted for discussion and deliberation of the Shareholders’ Meeting. In particular, for the approval of the financial statements and in general, in all cases for which a different term is not provided, the notice is published at least 30 days prior to the date of the Shareholders’ Meeting.

- Is it possible to ask for items to be added to the agenda or to propose additional resolutions on items already in agenda?

Shareholders who, severally or jointly, represent at least one fortieth of the share capital may ask for items to be added to the agenda, within 10 days from the publication of the notice calling the Shareholders’ Meeting, indicating the proposed items or presenting resolution proposals on items in the agenda. Requests, with the certificate attesting ownership of the shares, are submitted in writing, by mail or email in the manners provided for in the notice of Shareholders’ meeting. The

proposed resolutions may be presented individually at the Shareholders' Meeting by persons entitled to vote. Additions to the agenda cannot be made for those matters upon which, according to law, the Shareholders' Meeting resolves based on a proposal by the Board of Directors or a project or report by the Board of Directors other than those on the items of the agenda. The Board of Directors informs of the additions to the agenda or the proposed resolutions at least 15 days prior to the date set for the Shareholders' Meeting, with the same methods prescribed in the notice of Shareholders' meeting (publication on Saipem's website, at Borsa Italiana, on the Storage System and in at least one national newspaper). The proposed resolutions on items already on the agenda are made available to the public at the Company's registered office, on its website and in any other manner established in Consob regulations, at the same time as the publication of the announcement of their presentation. Within the deadline for submission of a request to add items or proposed resolutions, the requesting or proposing shareholders shall send to the Board of Directors a report with the reasons for the proposed resolution. The Board of Directors makes the report available to the public, together with its own evaluations, if any, at the same time as the publication of the notice of additions to the agenda at the registered office, at Borsa Italiana, on the Storage System and on Saipem's website.

- Where and when are reports by the Board of Directors regarding items on agenda made available to the public?

The reports by the Board of Directors on each item of the agenda are made available to the public at the Company's registered office, on the Company's website, at Borsa Italiana (www.borsaitaliana.it) and on the authorized Storage System, within the deadline for the publication of the notice (see FAQ "Where and when is the notice calling the Shareholders' Meetings published?"). However, the law may provide for different terms: for example for the approval of financial statements the deadline for publication shall be 21 days prior to the Shareholders' Meeting.

- When is it possible to know whether a Shareholders' Meeting will be held in single call?

The notice calling the Shareholders' Meeting explicitly states if the Shareholders' Meeting is held in single call or more than one call. In the latter case, following the introduction of Legislative

Decree No. 27/2010, it is no longer possible to know in advance with certainty the date on which the Shareholders' Meeting will be held. Ordinary and Extraordinary Shareholders' Meetings are usually held in single call; the relevant resolutions are taken with the majorities required by Law. The Board of Directors may elect, whenever it is deemed necessary, to hold Ordinary and Extraordinary Shareholders' Meetings in more than one call; the resolutions in first, second or third call are taken in each case with the majorities required by Law.

- Who is the Designated Representative of the Company?

The Shareholders' Representative designated by the Company is the subject to whom shareholders may confer their proxy, with voting instructions on all or part of the proposals in the agenda by the end of the second trading day prior to the date for Shareholders' Meeting on first or single call (the precise deadline is indicated in the notice calling the Shareholders' Meeting). The possibility to grant a proxy to the Designated Representative, which is free of charge for shareholders, was introduced in Article 13.3 of Saipem's Articles of Association. The name and contact details of the Designated Representative are indicated in the notice calling the Shareholders' Meeting. Further information can be found on Saipem's website.

- How and when is the proxy conferred to the Shareholders' Representative designated by the Company?

The proxy is granted by signing the relevant proxy form, whose content was established by Consob. Granting a proxy is free of charge for the shareholder. The proxy must be granted by the end of the second trading day prior to the date of the Shareholders' Meeting on first or single call (the precise deadline is indicated in the notice calling the Meeting) and it shall not be valid for proposals for which no voting instructions have been provided. The proxy and related voting instructions can be revoked within the above-mentioned deadline.

- How is it possible to attend and vote at the Shareholders' Meeting?

Shareholders may attend in person or be represented by written or electronically-granted proxies, if this is provided for in the notice of meeting (see Q&A "To whom and how may voting proxy be granted?"). Voting may be exercised in person or by proxy.

- Is it possible to revoke the proxy and the voting instructions conferred to the Designated Representative of the Company?

Yes. It is possible to revoke the proxy and the associated voting instructions by the end of the second trading day prior to the date of the Shareholders' Meeting, first or single call. The exact date is stated in the notice convening the Shareholders' Meeting.

- Where is it possible to find the form to confer the proxy to the Shareholders' Representative designated by the Company?

The proxy form is available from a dedicated section of Saipem's website and at Saipem's registered office. For further information please consult Saipem's website.

- To whom and how may voting proxy be granted?

In addition to the "Representative designated by the Company", Shareholders entitled to vote (see Q&A "Who is entitled to attend and vote at the Shareholders' Meeting and how to attend the Shareholders' Meeting?") may issue a proxy to a single representative for each Shareholders' Meeting, without prejudice to the right to indicate substitutes. Proxies may be issued to individuals, legal entities and unrecognised bodies. The proxy shall also be effective for summons subsequent to the first one. The proxy shall not be valid if the name of the representative is left blank; the proxy and associated voting instructions may be revoked at any time. The proxy may be granted in writing or electronically. Saipem makes a proxy form available on its website and at its registered office. The representative may, instead of the original, deliver or send a copy, also in electronic format, of the proxy, certifying under his/her own responsibility the conformity of the proxy to the original and the identity of the delegating party. The proxy holder shall retain the original of the proxy and keep a record of any voting instructions received for one year after the meeting.

- Are the minutes of Shareholders' Meetings made available on the Internet?

Yes, minutes of Shareholders' Meetings are made available on Saipem's website in the section Governance | Shareholders' Meetings. Attached to the minutes are also the voting outcomes.