**NOTICE OF EXTRA GENERAL MEETING IN 24SEVENOFFICE GROUP AB**

The shareholders of 24SevenOffice Group AB, reg. no. 559120-8870, (the "**Company**") are hereby invited to the extra general meeting on Thursday 9 January 2025 at 10:00 CET at Baker McKenzie Advokatbyrå's premises at Vasagatan 7 in Stockholm.

**Right to attend the extra general meeting and notice**

Shareholders who wish to attend the general meeting must:

1. on the record date, which is Friday 27 December 2024, be registered in the share register maintained by Euroclear Sweden AB; and
2. notify the Company of their participation and any assistants (no more than two) in the general meeting no later than Thursday 2 January 2025. The notification shall be in writing to Baker McKenzie Advokatbyrå, Attn: Simon Olofsson, Box 180, 101 23 Stockholm (kindly mark the envelope "24SevenOffice EGM"), or via e-mail to simon.olofsson@bakermckenzie.com. The notification should state the name, personal/corporate identity number, shareholding, address and telephone number and, when applicable, information about representatives, counsels and assistants. When applicable, complete authorization documents, such as registration certificates and powers of attorney for representatives and assistants, should be appended the notification.

**Nominee registered shares**

Shareholders, whose shares are registered in the name of a bank or other nominee, must temporarily register their shares in their own name with Euroclear Sweden AB in order to be entitled to participate in the general meeting. Such registration, which normally is processed in a few days, must be completed no later than on Friday 27 December 2024 and should therefore be requested from the nominee well before this date. Voting registration requested by a shareholder in such time that the registration has been made by the relevant nominee no later than on Thursday 2 January 2025 will be considered in preparations of the share register.

**Proxy etc.**

A shareholder who wishes to be represented by proxy shall issue a written and dated proxy to the proxy holder. If the proxy is issued by a legal entity, a certified copy of the registration certificate or corresponding document ("**Registration Certificate**") shall be enclosed. The proxy must not be more than one year old, however, the proxy may be older if it is stated that it is valid for a longer term, maximum five years. The proxy in original and the Registration Certificate, if any, must be submitted with the advance voting form and should be at the Company's disposal no later than on Thursday 2 January 2025.

A form proxy will be available on the Company's website www.24sevenoffice.com.

**Advance voting**

The board has resolved that the shareholders may exercise their voting rights at the general meeting by voting in advance, so called postal voting.

A special form shall be used for advance voting. The form is available on the Company's website, www.24sevenoffice.com. A shareholder who is exercising its voting right through advance voting do not need to notify the Company of its attendance to the general meeting. The advance voting form is considered as the notification of attendance to the general meeting.

The completed voting form must be at the Company's disposal no later than on Thursday 2 January 2025. The completed and signed form shall be sent to the postal address stated under "Right to attend and notification" above. A completed form may also be submitted electronically and is to be sent to simon.olofsson@bakermckenzie.com. If the shareholder is a legal entity, a certificate of incorporation or a corresponding document shall be enclosed to the form. The same apply for shareholders voting in advance by proxy. The shareholder may not provide special instructions or conditions in the voting form. If so, the vote is invalid.

Further instructions and conditions are included in the form for advance voting.

**Proposed agenda**

1. Opening of the meeting and election of chairman of the meeting
2. Preparation and approval of the voting list
3. Approval of the agenda
4. Election of one or two persons to certify the minutes
5. Examination of whether the meeting has been properly convened
6. Resolution regarding dividend
7. Closing of the extra general meeting

**Proposed resolutions**

**Item 1: Opening of the meeting and election of chairman of the meeting**

The board of directors proposes that Carl Isaksson, attorney at law at Baker McKenzie, or anyone appointed by him, is appointed as chairman of the extra general meeting.

**Item 6: Resolution regarding dividend**

The board of directors of the Company proposes that the extra general meeting resolves on a dividend to the shareholders of SEK 6.85 per share, corresponding to a total amount of SEK 465,544,988.20, payable in cash. The board of directors is authorized to determine the record date for the dividend, which may not occur later than the day prior to the next annual general meeting. Provided that the extra general meeting resolves in accordance with the proposal, the dividend is expected to be paid through the agency of Euroclear Sweden AB approximately three business days after the record date for the dividend.

According to the Company's latest approved balance sheet, the Company had SEK 491,251,814 in unrestricted equity. No value transfer has been resolved since the annual accounts were delivered. The available amount according to Chapter 17 § 3 first paragraph of the Swedish Companies Act thus amounts to SEK 491,251,814. The board of directors therefore assesses that the proposed dividend falls within the available capital.

**Number of shares and votes**

The total numbers of shares and votes in the Company on the date of this notice are 67,962,772. The Company holds no own shares.

**Other**

The complete proposals, proxy form and the advance voting form and other documents that shall be available in accordance with the Swedish Companies Act are available at the Company premises, Sveavägen 9, 111 57 Stockholm, and at the Company's website, www.24sevenoffice.com, at least two weeks in advance of the general meeting and will be sent to shareholders who request it and provide their e-mail or postal address.

The shareholders are hereby notified regarding the right, at the extra general meeting, to request information from the board of directors and managing director according to Ch. 7 § 32 of the Swedish Companies Act.

**Processing of personal data**

For information on how personal data is processed in relation the meeting, see the Privacy notice available on Euroclear Sweden AB's website: https://www.euroclear.com/dam/ESw/Legal/Privacy-notice-bolagsstammor-engelska.pdf.

\* \* \* \* \*

Stockholm in December 2024

**24SevenOffice Group AB**

The board of directors