

**PARTICIPATION IN THE COMBINED SHAREHOLDERS' MEETING OF VALLOUREC
HELD BEHIND CLOSED DOORS AT THE COMPANY'S REGISTERED OFFICE ON
APRIL 20, 2021 AT 8:00 A.M.**

Vade-mecum for shareholders

The purpose of this vade-mecum is to present in a simplified manner the procedures for participating in the General Shareholders' Meeting to be held behind closed doors on April 20, 2021. For further details on these participation procedures, shareholders are invited to refer to the sections entitled "Participation in the Shareholders' Meeting" of the preliminary convening notice and convening notice published in the Bulletin des annonces légales obligatoires on March 15 and March 31, 2021, as well as in the convening brochure.

This vade-mecum may be updated in the light of changes in health and/or legal requirements or the lifting thereof in order to specify the final arrangements for the holding of the General Meeting. Shareholders are therefore invited to regularly consult the section dedicated to the General Meeting on the Company's website (<https://www.vallourec.com/en/hub-finance/assemblees-generales>).

The General Meeting of April 20, 2021 will be held "behind closed doors", i.e., without the physical presence of shareholders and other persons entitled to attend, and will be **broadcast live** on the Company's website at the following address: <https://www.vallourec.com/en/hub-finance/assemblees-generales>.

Please note: The General Meeting being held behind closed doors, no resolution nor draft amendment thereto may be presented during the meeting.

1. Voting Procedures

All shareholders, regardless of the number of shares they hold, have the right to participate in the General Meeting in the following manner:

- either **by voting remotely (by mail or by Internet):**

⇒ **by returning the single voting form** that was sent to them with the notice of meeting (or, for bearer shareholders, that they will have requested from the intermediary who manages their shares on the date of the notice of meeting of the General Meeting, this request having to be received by the relevant intermediary no later than April 14, 2021) to **BNP Paribas Securities Services** - CTO Assemblées Générales – Les Grands Moulins de Pantin 9, rue du Débarcadère – 93761 Pantin Cedex – France.

In order to be validly considered, voting forms must be received by BNP Paribas Securities Services no later than three days before the date of the General Meeting, i.e., **Saturday, April 17, 2021; or**

⇒ **through the VOTACCESS platform** which may be accessed via Planetshares at the following address: <https://planetshares.bnpparibas.com> (or, for bearer shareholders, via the dedicated portal of the institution managing their account).

The VOTACCESS platform will be open from Friday, April 2, 2021, and it will be possible to vote by this means until the day before the General Meeting, *i.e.*, **April 19, 2021**, at 3:00 p.m., Paris time. However, shareholders are advised not to wait until the day before the General Meeting to vote in order to avoid any potential overcrowding;

- or **by being represented by a person of their choice, or without naming the agent** (in which case the Chairman of the General Meeting will vote in favour of the draft resolutions presented or approved by the Management Board and against the other draft resolutions):
 - ⇒ **by returning the single voting form** that was sent to them with the notice of meeting (or, for bearer shareholders, that they will have requested from the intermediary who manages their shares on the date of the notice of meeting of the General Meeting, this request having to be received by the relevant intermediary no later than April 14, 2021) to **BNP Paribas Securities Services** - CTO Assemblées Générales – Les Grands Moulins de Pantin 9, rue du Débarcadère – 93761 Pantin Cedex – France (or, for bearer shareholders whose institution holding the account is not connected to VOTACCESS, by e-mail to paris.bp2s.france.cts.mandats@bnpparibas.com); or
 - ⇒ **through the VOTACCESS platform** which may be accessed via Planetshares at the following address: <https://planetshares.bnpparibas.com> (or, for bearer shareholders, via the dedicated portal of the institution holding their account).

Please note: In order to be validly considered, the appointments or revocations of mandates (**including by electronic means**) must be received at the latest on the 4th day preceding the date of the General Meeting, *i.e.*, **Friday, April 16, 2021 at midnight**.

Please note: The proxy appointed by a shareholder must send his or her instructions for the exercise of the mandates he or she holds, in the form of a scanned copy of the single form to BNP Paribas Securities Services at the following address: paris.bp2s.france.cts.mandats@bnpparibas.com, or by post to BNP Paribas Securities Services – CTO Assemblées Générales – Les Grands Moulins de Pantin 9, rue du Débarcadère - 93761 Pantin Cedex – France. In order to be validly considered, the electronic message or, where applicable, the postal letter, must reach BNP Paribas Securities Services at the latest on the fourth day preceding the date of the General Meeting, *i.e.*, at the latest on Friday, April 16, 2021.

In addition, for their own vote, the proxies send their voting instruction according to the usual procedures mentioned above.

2. Communication and information prior to the General Meeting

All documents and information relating to the General Meeting (including the convening brochure) can be consulted on the issuer's website: <http://www.vallourec.com>, as from **Tuesday, March 30, 2021**.

As from the convening of the General Meeting and until April 15, 2021 (inclusive), shareholders may also request to be provided with documents and information relating to the General Meeting in accordance with legal and regulatory provisions, by sending a simple request to the following e-mail address: actionnaires@vallourec.com, accompanied, for bearer shareholders, by a certificate of account registration issued by the intermediary who manages their shares; and specifying in all cases the e-mail address to which the documents will be sent.

Please note: shareholders are strongly advised to send all their requests and documents electronically to the following address: actionnaires@vallourec.com.

3. Shareholder participation prior to the General Meeting

Any shareholder, regardless of the number of shares held, has the right to submit **written questions** to the Company. These questions must be sent by registered mail with acknowledgement of receipt to the Company's registered office. All written questions and related answers will be made public on Vallourec's website, as soon as possible after the General Meeting and no later than April 26, 2021 at midnight, at the following address: <https://www.vallourec.com/en/hub-finance/assemblees-generales>.

Please note: in order to be validly considered, written questions must be received by the Company before the end of the second business day preceding the date of the General Meeting, *i.e.*, **Friday, April 16, 2021**.

4. Shareholder participation during the General Meeting

In order to preserve the shareholders' rights as much as possible despite the health context and the General Meeting being held behind closed doors, the Company will allow shareholders who wish so to ask "oral" questions, live, after the opening of the debate by the Chairman of the General Meeting, in accordance with the following procedures:

- questions may be asked only by shareholders, via a written chat that can be accessed during the live broadcast of the General Meeting on the Company's website (<https://www.vallourec.com/en/hub-finance/assemblees-generales>). The status of shareholder will have to be confirmed before accessing this chat;
- only questions related to the agenda can be answered;
- members of the General Meeting answering the questions will be able to group together several questions relating to the same topic;
- the Q&A session will be 30-minute long.