

PARTICIPATION IN THE SPECIAL MEETING OF SHAREHOLDERS OF VALLOUREC HOLDING SHARES WITH DOUBLE VOTING RIGHTS HELD BEHIND CLOSED DOORS AT THE COMPANY'S REGISTERED OFFICE ON APRIL 20, 2021 AT 2:00 PM

Vade-mecum for shareholders holding shares with double voting rights

The purpose of this vade-mecum is to present in a simplified manner the procedures for participating in the Special 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 Special Meeting. Shareholders are therefore invited to regularly consult the section dedicated to the General Meetings on the Company's website (<https://www.vallourec.com/en/hub-finance/assemblees-generales>).

The Special Meeting of shareholders holding shares with double voting rights 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 Special Meeting being held behind closed doors, no resolution nor draft amendment thereto may be presented during the meeting.

1. Voting Procedures

All shareholders holding shares with double voting rights, regardless of the number of shares they hold, have the right to participate in the Special Meeting in the following manner:

- either **by voting by mail by returning the single voting form** that was sent to them with the notice of meeting 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 Special Meeting, i.e., **Saturday, April 17, 2021;**

- or **by being represented by a person of their choice, or without naming the agent** (in which case the Chairman of the Special 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 to **BNP Paribas Securities Services - CTO Assemblées Générales – Les Grands Moulins de Pantin 9, rue du Débarcadère – 93761 Pantin Cedex – France.**

The VOTACCESS platform will not be open for the purposes of the Special Meeting, so it will not be possible to connect to it in order to vote by Internet on the resolutions presented at the Special Meeting. However, in accordance with Article R. 22-10-24 of the French Commercial Code, shareholders holding shares with double voting rights will be able to send their proxy appointments and/or revocations to the following address: paris.bp2s.france.cts.mandats@bnpparibas.com;

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 Special 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 Special 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 Special Meeting

All documents and information relating to the Special 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 Special Meeting and until April 15, 2021 (inclusive), shareholders may also request to be provided with documents and information relating to the Special Meeting in accordance with legal and regulatory provisions, by sending a simple request to the following e-mail address: actionnaires@vallourec.com; 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 Special Meeting

Any shareholder holding shares with double voting rights, 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 Special 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 Special Meeting, *i.e.*, **Friday, April 16, 2021**.

4. Shareholder participation during the Special Meeting

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

- questions may be asked only by shareholders holding shares with double voting rights, via a written chat that can be accessed during the live broadcast of the Special Meeting on the Company's website (<https://www.vallourec.com/en/hub-finance/assemblees-generales>). The status of shareholder holding shares with double voting rights will have to be confirmed before accessing this chat;
- only questions related to the agenda can be answered;
- members of the Special Meeting answering the questions will be able to group together several questions relating to the same topic;
- the Q&A session will be 10-minute long.