

# SHAREHOLDER ATTENDANCE MANUAL

Annual and Extraordinary General  
Meeting to be held on March 24, 2021

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March 24, 2021

# MESSAGE FROM MANAGEMENT

*Dear Shareholders,*

The management of Klabin S.A. (“Klabin” or “Company”), as published on this date, invites you to attend the Annual and Extraordinary General Meeting to be held on **March 24, 2021, at 2:00 p.m (Brazil time)**, in **exclusively virtual** format (“AEGM”), to resolve on the following agenda: Annual General Meeting: **(i)** to receive the accounts from the Management, to examine, discuss and vote on the Management’s Report and the Financial Statements of the Company, accompanied by the Opinions issued by the Independent Auditors and the Fiscal Council, referring to the fiscal year ending on December 31, 2020; **(ii)** to resolve on the allocation of the results of the fiscal year ending on December 31, 2020; **(iii)** to establish the number of seats on the Board of Directors for the next term; **(iv)** to elect the members of the Board of Directors; **(v)** to elect the members of the Fiscal Council; and **(vi)** to resolve on the annual and global compensation the managers in fiscal year 2021; and **(vii)** to resolve on the annual and global compensation of the members of the Fiscal Council in fiscal year 2021; Extraordinary General Meeting: **(i)** to resolve on the re-ratification of the annual and global compensation of managers in fiscal year 2020; **(ii)** to resolve on amendments to Articles 1, 2, 3, 5, 16, 20, 22, 26, 28, 32, 33, 37, 41 and 42, as per the Management Proposal; and **(iii)** to resolve on the consolidation of the Company’s Bylaws.

The decision to hold the AEGM in an exclusively virtual format, pursuant to CVM Instruction 481/09,

aims to meet the safety measures recommended in connection with the Coronavirus (COVID-19) pandemic, in particular those restricting agglomerations.

In order to clearly and objectively transmit the necessary information for shareholders to attend at the AEGM and exercise their voting rights duly informed, the Company’s management prepared this Shareholder Attendance Manual (“Manual”), containing the guidelines and procedures that shareholders must observe to attend at the AEGM, including the instructions for the virtual voting platform, as well as the information and documents related to the proposal by the Company’s Management for resolution on the items included in the Agenda.

Pursuant to article 21-A of the Brazilian Securities and Exchange Commission – CVM – Instruction No. 481/09, Klabin shall also adopt the remote voting system at the AEGM. Instructions for completing and sending Voting Ballots are on the Voting Ballot itself and further ahead in this Manual.

Documents associated with the matters for deliberation accompany the present Manual and are available on the Website of the Brazilian Securities and Exchange Commission – CVM ([cvm.gov.br](http://cvm.gov.br)), at the Company’s head offices and on its Website ([ri.klabin.com.br](http://ri.klabin.com.br)), and on the Website of B3 S.A. – Brasil, Bolsa, Balcão ([b3.com.br](http://b3.com.br)).

Sincerely,

**The Board of Directors**  
Klabin S.A.

# GUIDANCE FOR ATTENDANCE AT THE ANNUAL GENERAL MEETING

All holders of the Company's shares, including those held through Units, may attend the AEGM, provided they offer proof of identity and the stake held through the appropriate documentation, pursuant to Art. 15 of the Company's Bylaws and Art. 126 of Law 6.404/76. Only common shares of the Company shall afford voting rights on matters on the Agenda of the Day. Shareholders may attend the **(i)** virtually, by means of the appropriate digital platform; or **(ii)** by submission of Remote Voting Ballots.

To facilitate shareholders' attendance at the

AEGM, in addition to allowing virtual attendance, the Company shall also waive notarization and submission of certified copies of ID documents, proof of powers and powers of attorney. We emphasize, however, that documents not drawn up in Portuguese must be accompanied by the respective translations.

The following topics of the present Manual describe the procedures by which shareholders shall abide and the documents to be produced for the purposes of attendance at the AEGM.

## 1. Attendance via digital platform

Shareholders choosing to attend by means of the digital platform shall contact the Company's Investor Relations department by e-mail at: [invest@klabin.com.br](mailto:invest@klabin.com.br). Shareholders shall provide to the Company, on the e-mail provided above, digital copies of the following documents:

<b>Individuals</b>	<ul style="list-style-type: none"> <li>&gt; Photo ID for the shareholder, or, as the case may be, Photo ID of the shareholder's proxy and respective power-of-attorney.</li> </ul>
<b>Legal Entities</b>	<ul style="list-style-type: none"> <li>&gt; Latest consolidated bylaws or statutes and corporate documents that prove the legal representation of the shareholder.</li> <li>&gt; Photo ID of the respective legal representatives.</li> </ul>
<b>Investment Funds</b>	<ul style="list-style-type: none"> <li>&gt; Latest consolidated fund charter (should the charter not cover the fund's voting policy, also provide the supplementary information form or equivalent).</li> <li>&gt; Bylaws or statutes of the administrator or manager, as the case may be, provided the fund's voting policy and corporate documents proving the powers of representation.</li> <li>&gt; Photo ID of the respective legal representatives.</li> </ul>

Additionally, pursuant to Article 15 of the Company's Bylaws, shareholders shall provide proof of ownership of shares, such proof to be issued by the custodian institution or by the bookkeeping agent of the Company's shares, depending on whether or not their shares are deposited in a central depository, issued no later than three (3) days prior to the date of the AEGM.

Pursuant to article 5, paragraph 3 of CVM Instruction 481/09, in order to allow the proper coordination of the meeting, shareholders who wish to attend via digital platform must send the documents above **48 hours** (forty-eight hours) or more, without extension, prior the date and time of the meeting, without extension – **that is, by 2:00 p.m. (Brazil time) March 22, 2021.**

After receiving the documents at the above e-mail address indicated above and confirming their validity and completeness, the Company shall authorize the shareholder to attend at the AEGM via digital platform and provide the detailed instructions for their use, as well as the access link. Only duly accredited shareholders may attend the AEGM, in accordance with the foregoing periods and procedures.

The digital platform that the Company shall provide for access to and attendance at the AEGM shall be the Zoom virtual meeting application. Further information on the features of this platform can be found at: <https://zoom.us>.

The Company recommends to shareholders who wish to attend at the AEGM by virtual means to familiarize themselves in advance with the use of the Zoom platform, as well as ensure the compatibility of their respective electronic devices for the use of the platform. In addition, the Company requests such shareholders to access the Zoom platform at least 30 (thirty) minutes prior to the scheduled time of the AEGM in order to allow the validation of the access of all accredited shareholders.

Through the Zoom platform, the accredited shareholders shall be able discuss and vote on the agenda items, with video and audio access to the virtual room where the AEGM shall take place.

The Company shall not be held responsible for any operational or connection problems that the shareholder may encounter, as well as for any other issues beyond the Company's control that may hinder or prevent a shareholder from attending at the AEGM by electronic means. Should a shareholder who has duly requested their participation by electronic means not receive the e-mail with instructions for access to the digital platform by 4:00 p.m. (Brazil time) on March 23, 2020, he/she shall contact the Company by telephone at +55 (11) 3046-8401 or 3046-8404, no later than 10:00 a.m. (Brazil time) on March 24, 2021, so that the respective access instructions may be re-sent or provided by telephone.

## 1.1. Proxy attendance

Pursuant to Article 126, 1, of Law 6.404/79, **Individual** shareholders may be represented by Proxy under a power-of-attorney granted 1 (one) year prior or less to a shareholder, lawyer, financial institution, or manager of the Company. Shareholders that are **legal entities** or an **investment funds** may be represented by proxy in the manner provided for in the legal entity's or investment fund's respective bylaws, statutes or charter, as the case may be, even if such a proxy is not a shareholder, lawyer, financial institution or manager of the Company, in line with the Brazilian Securities and Exchange Commission's – CVM understanding of the subject<sup>1</sup>.

Power-of-attorneys must be granted in writing and, pursuant to the contents of article 654, 1 and 2 of the Brazilian Civil Code (Law no. 10.406/02), must describe the respective places where they were granted, the complete qualifications of the grantor and the grantee, the date and purpose of the granting with the designation and extent of the powers granted. Certification of the grantor's signature is waived.

## 2. Remote ballot attendance

A shareholder may also vote at the AEGM by means of the submission of a distance voting ballot in the following ways:

(i) by sending instructions for completion of the distance voting ballot to its custodian agents, in the case of shareholders holding shares deposited in a central depository; or

(ii) by sending instructions for completion of the distance voting ballot to the bookkeeping agent of the shares issued by the Company, Itaú Corretora de Valores S.A., for those shareholders holding shares deposited at the booking agent; or

(iii) by sending instructions for completion of the distance voting ballot directly to the Company.

The distance voting ballot for attendance at the AEGM is available at the Websites of B3 SA – Brasil, Bolsa, Balcão (b3.com.br), the Brazilian Securities and Exchange Commission – CVM (cvm.gov.br) and the Company (ir.klabin.com.br).

## Submission through service providers

Shareholders choosing to exercise their distance voting rights by means of service providers must convey the instructions for completion of the distance voting ballot to their custody agent or to the bookkeeping institution for Klabin's shares, depending on whether or not their shares are held by the central depository, up to 7 (seven) days prior to the date of the AEGM, that is, on or before **March 17, 2021**, unless the custodian establishes a different time period.

Shareholders shall contact the service provider receiving instructions for completion of the distance voting ballot to verify the procedures established thereby for the issue of voting instructions via voting ballot, as well as the documents and information required to do so.

## Direct submission to Klabin

Shareholders choosing to submit their remote voting ballot directly to the Company shall provide scanned copies of ID documents and proof of powers and share ownership as described in foregoing item 1. Translations shall be required where the documents have not been originally drawn in Portuguese.

The scanned copy of the remote voting ballot, accompanied by the respective documentation, in full order and in accordance with the provisions above, shall be received by the Company up to 7 (seven) days prior to the date of the AEGM, that is, until by or before **March 17, 2021**.

The Company shall disregard any voting ballots received after the said date.

For a voting ballot to be deemed valid, it is essential that for **(i)** all fields to be properly filled out; **(ii)** all of the pages to be initialed; and **(iii)** the shareholder or their legal representative, as the case may be and pursuant to the applicable law, to have signed the voting ballot's last page.

Pursuant to article 21-U of Brazilian Securities and Exchange Commission – CVM Instruction 481/09, Klabin shall inform each shareholder of whether the documents received are sufficient for a vote to be deemed valid or procedures and deadlines for any correction or resubmission. Where a correction or resubmission is required, it shall take place up to 7 (seven) days prior to the date of the AEGM, that is, by or before **March 17, 2021**.

Given the Coronavirus (COVID-19) pandemic scenario and the preventive measures adopted to contain dissemination, we strongly recommend to shareholders choosing to submit the ballot directly to the Company to preferably do so electronically by sending a scanned copy of the ballot and relevant documentation by e-mail to: [invest@klabin.com.br](mailto:invest@klabin.com.br). Alternatively, shareholders may also mail the physical ballot and documentation to the following address: Av. Brigadeiro Faria Lima, 3,600, 3rd floor, São Paulo, SP, ZIP Code 04538-132, care of the Company's Investor Relations.

## Proof of uninterrupted share ownership

Regardless of a shareholder's chosen means of submission (whether directly to the Company or through a services provider), where they choose to complete resolution items associated with the separate vote for the Board of Directors, they shall submit to the Company, by e-mail to [invest@klabin.com.br](mailto:invest@klabin.com.br), proof of uninterrupted title over the equity stake for a minimum period of 3 (three) months preceding the AEGM, such to be issued by the relevant entity no earlier than **March 21, 2021**, provided that such proof shall only be deemed valid if received at the e-mail address above by or before **10:00 a.m. (Brazil time) on March 24, 2021**.

### 3. Final guidelines

A shareholder shall not be entitled to attend the AEGM if they fail to provide, pursuant to the foregoing deadlines and procedures, proper documentation to substantiate their identity and shareholdings, as provided in foregoing items 1 and 2.

The Company reiterates the recommendation that shareholders **(i)** familiarize themselves in advance with the use of the Zoom platform, as well as ensure the compatibility of their respective electronic devices with the use of the platform (by video and audio); and **(ii)** access the platform, on the day of the AEGM, at least 30 (thirty) minutes prior to the scheduled starting time to enable access validation and the attendance of all accredited shareholders.

Finally, a shareholder wishing to make inquiries, address any doubts or obtain additional information about the procedures for attendance at the AEGM, may do so by contacting Klabin's Investor Relations Department, through **(i)** the telephones +55 11 3046-8406 or +55 11 3046-8404 **(ii)** or through e-mail to: **[invest@klabin.com.br](mailto:invest@klabin.com.br)**.



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[ri.klabin.com.br](http://ri.klabin.com.br)