



**EXTRAORDINARY SHAREHOLDERS' MEETING ON NOVEMBER 15, 2022**  
**LATAM AIRLINES GROUP SA**  
Registration in the Securities Registry No. 306

**REMOTE PARTICIPATION INSTRUCTIONS**

As reported in the essential event dated November 3, 2022 and through the summons notice published in the newspaper “La Tercera”, the Board of Directors of LATAM Airlines Group SA (the “Company” or the “Company”), within the framework of the provisions of General Rule No. 435 and Circular Letters numbers 1,141 and 1,149 of the Commission for the Financial Market (the “CMF”), approved the implementation and use of technological means at the Extraordinary Shareholders’ Meeting of the Company to be held on Tuesday, November 15, 2022 at 12:00 noon (the “Meeting”). Said technological means, which will allow the participation and remote voting of shareholders or their representatives, will guarantee the identity of those who participate in the Meeting and will safeguard the principle of simultaneity or secrecy of the votes that take place therein.

**I. WHEN AND HOW TO CARRY OUT THE ACCREDITATION PRIOR TO THE MEETING?**

To participate in the Meeting remotely, the shareholders must, until 3:00 p.m. on Monday, November 14, 2022<sup>1</sup>, register on the website <https://autenticacion.dcv.cl/> (please see instructions for registration in Annexes 1 and 2) or send an email to the box [Registrojuntas@dcv.cl](mailto:Registrojuntas@dcv.cl), expressing your interest in participating in the Meeting and attaching the following information:

**1) In the case of shareholders who are natural persons and act for themselves:**

- a) Copy of both sides of the shareholder's valid identity card or passport; and
- b) The Participation Request Form, duly signed, which is available at the link on the Company's website, <https://www.latamairlinesgroup.net/news-releases/news-release-details/extraordinary-shareholders-meeting-2>

**2) In the case of shareholders who are natural persons, but who will act through a representative:**

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<sup>1</sup> Shareholders are asked to send the information requested in advance, so as not to cause delays and thus make it possible to hold the Meeting. If you have any inconvenience, please contact the Company in advance, to take the measures that are within reach, taking into account that the coordination of a Meeting to be held virtually requires, due to the available systems, high standards of compliance. .



- a) Copy of both sides of the valid identity card or passport of the shareholder and of the representative who will act at the Meeting;
  - b) The power to appear at the Meeting<sup>2</sup>; and
  - c) The Participation Request Form, duly signed, which is available at the link on the Company's website, <https://www.latamairlinesgroup.net/news-releases/news-release-details/extraordinary-shareholders-meeting-2>
- 3) In the case of shareholders who are legal entities, but who will act through a representative:**
- a) Copy of both sides of the valid identity card or passport, of:
    - i. the legal representative(s) of the legal entity with the power to delegate their representation to participation in the Board; and
    - ii. the representative who will participate in the Meeting on behalf of the legal entity shareholder;
  - b) Deed of current legal status of the legal representatives of the legal person (shareholder), in a notarial copy with advanced electronic signature, unless the representatives are duly registered in DCV Registries;
  - c) The power to appear at the Meeting<sup>3</sup>; and
  - d) The Participation Request Form, duly signed, which is available at the link on the Company's website, <https://www.latamairlinesgroup.net/news-releases/news-release-details/extraordinary-shareholders-meeting-2>

Once the records have been uploaded to the registration platform or received by email, DCV Registros --entity in charge of the accreditation process-- will verify the integrity of the aforementioned documents and their validity. In case of omission, error or non-validity of any required document, DCV Registros will request the shareholder, by email, to regularize the situation as soon as possible. Otherwise, the shareholder will receive, through the registration platform or by email, confirmation that the accreditation process has been successfully completed.

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<sup>2/3</sup> The power of attorney to appear at the Meeting is available for download at the link <https://www.latamairlinesgroup.net/news-releases/news-release-details/extraordinary-shareholders-meeting-2>



If you have any questions or queries, contact the email [registrojuntas@dcv.cl](mailto:registrojuntas@dcv.cl) or the call center (+562 2393 9003) during continuous business hours from Monday to Thursday from 9:00 a.m. to 5:00 p.m., and Fridays and holiday eves 9:00 a.m. to 4:00 p.m.

## **II. HOW AND WHEN WILL THEY RECEIVE THE LINK TO ACCESS THE MEETING?**

Upon successful completion of the accreditation process, the shareholders or accredited representatives (the "Participants") will receive the email and the link (link) indicated below.

### **- Click & Vote Voting Platform - Link**

DCV Registros (via the [@bolsadesantiago.com mailbox](mailto:@bolsadesantiago.com)), at 8:00 p.m. on Monday, November 14, 2022, that is, the day before the Meeting, will send each of the Participants a email with the access link (the "Link") and an access code (control number or PIN), to connect to the Click & Vote electronic voting platform, which is provided and managed by DCV Registros.

## **III. HOW AND WHEN TO ENTER THE PLATFORMS ON THE DAY OF THE MEETING?**

Participants must enter the Click & Vote voting platform through the Link on the same day as the Meeting, from 10:30 a.m. to 11:50 a.m. at the latest.

Then, from the voting platform, they must enter the Zoom videoconference platform.

Important Note: In this way, the Participants who have not entered the platforms before 11:50 a.m. on Tuesday, November 15, 2022 will not be able to participate in the Meeting nor will they be part of the attendance quorum.

To access the voting platform, you must enter the Link where the Click & Vote platform will be presented, requesting to fill in two fields for entering information. In the first field, they must enter the access code (control number or PIN) that they have received by email, while in the second field they must reproduce the Captcha code that will be displayed on the screen (regarding the latter, you must have special care with marking the letters in uppercase or lowercase, as appropriate, or update the code until a more readable one is displayed). The moment in which voting must be done through this Click & Vote voting platform will be expressly indicated during the Meeting, its use being limited to those matters and only for the period of time indicated in the Meeting.

To access the Zoom videoconference platform, the Participants must, from the Click & Vote platform, click on the link "Join the Meeting" that is located (i) in the Related Information section, if it is a shareholder individual; and (ii) after clicking on "See all



Documents”, if it is a proxy representing more than one shareholder. With this, they will be allowed to join the Zoom videoconference platform, entering the Waiting Room, where a Company assistance team will contact and validate them. For this process, they may be asked to show their identity card or passport used for accreditation.

Before the start of the Meeting, the Company will bring into the Main Room those Participants who have been duly validated in the Waiting Room. The Meeting will take place in the Main Hall. With the attendees who actually access the Main Room, the quorum of attendance at the Meeting will be closed and with it the corresponding attendance record.

The Participants must remain connected to the voting and videoconference platforms at all times, that is, during the entry and validation process in the Waiting Room and later during the development of the Meeting in the Main Room.

If you have any questions or queries, contact the email [registrojuntas@dcv.cl](mailto:registrojuntas@dcv.cl) or the call center (+562 2393 9003) during continuous business hours from Monday to Thursday from 9:00 a.m. to 5:00 p.m., and Fridays and the eve of public holidays. 9:00 a.m. to 4:00 p.m.

#### **IV. HOW AND WHEN TO PARTICIPATE DURING THE MEETING?**

At 12:00 noon on November 15, 2022, the Company will officially start the Meeting, in the Main Room through the Zoom videoconference platform, as indicated in the previous sections.

The Participants may appear at the Meeting to approve or reject the matters submitted to their vote by the simplified system (voting by acclamation or by loud voice, as this system is explained in section V below). To do this, the administrator, at each opportunity, will collectively activate the audios of the Participants so that those who want to approve or reject expressly say so.

Additionally, in cases other than said vote, the Participants may ask to speak when the Meeting gives them the opportunity to do so. For the latter, they are requested, for a better development of the Meeting, to preferably do so using the “Raise hand / *Raise hand*” and “Lower hand / *Lower hand*” options on the videoconference platform, located in the “Participants” section. / *Participants*” from the main bar located at the bottom of the screen.

#### **V. HOW TO VOTE?**

The following mechanisms will be used for voting at the Meeting:

- 1) **Simplified:** , in accordance with Article 62 of the Law on Corporations, and to the extent that there is the unanimous approval of the shareholders present In



the Meeting, the possibility of omitting the individual vote on one or more matters is contemplated, and proceeding with respect to them by acclamation or by voice vote and recording in the minutes the votes that abstain or reject the matter subject to scrutiny, in case it is approved; or record the votes that abstain or approve the matter, in case it is rejected.

Likewise, for the election of the Board of Directors, in the event that the same number of candidates are nominated as the number of positions to be filled, it will also be possible to proceed in a simplified manner, that is, by acclamation or by voice vote, and the shareholders' votes in the manner agreed upon by the Board.

- 2) **Online:** in the event that, regarding one or more matters, the Board does not approve the simplified mechanism of number 1) above, voting will be carried out through the Click & Vote electronic voting platform, whose implementation will safeguard the principle of simultaneity or voting secrecy. Detailed instructions for using this voting system can be found in Annex 3.

## **VI. PARTICIPATION OF THE CMF**

In the event that any representative of the CMF confirms their attendance at the Meeting, through the registration platform on the page <https://autenticacion.dcv.cl/> or by email addressed to the box [Registrojuntas@dcv.cl](mailto:Registrojuntas@dcv.cl), the In response, the Company will send you an email with the Link (for which you must follow the same procedure as in section II above), which will allow you to access the Click & Vote voting platform and the Zoom videoconference platform and thereby participate and vote. at the Board remotely.