Q&A

2021 ANNUAL GENERAL SHAREHOLDERS’ MEETING

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SCHEDULE: WAYS OF PARTICIPATING IN THE GENERAL MEETING
I. PRACTICAL GENERAL INFORMATION ABOUT PARTICIPATING IN THE GENERAL MEETING

1. General information

*On what date and at what time will the Annual General Shareholders’ Meeting be held?*

The Annual General Shareholders’ Meeting of Endesa, S.A. ("Endesa" or the "Company"), will be held on 30 April 2021, at 12:30 pm, in single call.

*Can I attend the General Meeting in person?*

No. The Meeting will be held on an exclusively remote basis.

*How will the General Meeting be held?*

1. In light of the health situation caused by COVID-19, and in order to protect the health of our shareholders, employees, suppliers, directors and the general public, and following the extraordinary measures on the holding of General Meetings provided for by law, Endesa’s Board of Directors has decided to hold the 2021 Annual General Shareholders’ Meeting on an exclusively remote basis with no shareholders or proxyholders attending in person.

2. The holding of this meeting as remote-only will be accompanied by reasonable guarantees to ensure the identity of the party exercising his right to vote, and each of the following options for participating in the meeting will be offered:
   a) Remote attendance;
   b) Proxy granted to the chairman of the meeting by means of distance communication;
   c) Early voting by means of distance communication.
2. Remote Attendance and Participation at the General Meeting

Who has the right to electronically attend the Annual General Shareholders’ Meeting and what is necessary to attend?

Shareholders who have their shares recorded in the pertinent book-entry ledger five days in advance of the Meeting being held and who have been pre-registered using the software application made available on the corporate website of Endesa (www.endesa.com) before the date of the Meeting may attend the General Meeting remotely.

Up to what point can I buy shares and thus have the right to attend the General Meeting?

To remotely attend, grant proxy or vote at the General Meeting, you can buy shares that, in any case, must be paid up to five days before the meeting is held, requesting the corresponding accreditation of your status as a shareholder in the financial institution in which you have deposited your shares.

How can I easily participate in the Meeting without being physically present thereat?

You can attend the meeting remotely, cast a distance vote prior to the Meeting or grant a proxy to the Chairman of the Meeting:

1. **Remote attendance at the Meeting**: you can participate remotely by electronic means during the Meeting, watching the online broadcasting of the Meeting, voting online during the Meeting and being able to send in any electronically written questions you deem appropriate.

   Before connecting on the day of the Meeting, shareholders who will be attending remotely shall pre-register using the software application made available on the company's website.

2. **Distance voting prior to the Meeting**: you can cast your vote electronically or by post to the Company prior to the Meeting.

3. **Proxy to the Chairman of the Meeting**: you can grant a proxy to the Chairman of the Meeting by means of distance communication, including electronically or by post, before the Annual General Shareholders’ Meeting is held.

For more information see the Schedule: WAYS OF PARTICIPATING IN THE GENERAL MEETING
3. Broadcasting of the General Meeting

Is there a system for broadcasting the General Meeting?

The Annual General Shareholders' Meeting will be broadcasted live. This broadcast may be accessed through Endesa's website, via a special link created for such purpose.

Any person can access the broadcast of the Meeting through the website. Accessing the "broadcast of the Meeting" does not constitute "remote attendance." In order to attend the Meeting remotely, shareholder status must be accredited and the shareholder must have pre-registered prior to the Meeting using the software application made available on the corporate website of Endesa. On the Company's website, they will be clearly differentiated with two independent accesses / links.
II. SHAREHOLDERS’ RIGHT TO INFORMATION: DOCUMENTATION AVAILABLE TO THE SHAREHOLDERS IN RELATION TO THE GENERAL MEETING

What methods have been used to call the Meeting?

The call was announced on 24 March 2021 under the terms of the Capital Corporations Law: in the Official Gazette of the Mercantile Registry (BORME), on the Company’s website (www.endesa.com) and on the CNMV website.

What information is available to the shareholder?

From the day the meeting notice for the Annual General Shareholders’ Meeting was published (24 March 2021) until the date the meeting is held, shareholders will have access to the following information for a period of 37 days:

   - Non-Financial Information and Sustainability Statement 2020.
   - Directors Statement of Responsibility.

2. Annual Corporate Governance Report (Fiscal Year 2020).


5. Annual Report on Directors Compensation (Fiscal Year 2020)

6. Proposed Resolutions and Board of Directors’ Reports
   - Proposed Resolutions.
   - Report on the Proposed Amendments to the Corporate Bylaws.

8. Report supporting the amendments to the Board of Directors Regulations, approved on 28 September 2020.


10. Form of Attendance, Proxy and Distance Voting Card.


This information is available on the Endesa website (www.endesa.com), in the “General Meetings” section, in Spanish, in English and as accessible documents. If there are any discrepancies between the English translation and the Spanish version, the latter will prevail.

In addition, shareholders may request the delivery of such documentation up until the day before the Meeting is held by sending an email to juntaaccionistas@endesa.es, calling the Shareholders’ Office (900 666 900), or sending a request by post to the following address:

ENDESA, S.A., Calle Ribera del Loira, no. 60, 28042-Madrid.

Shareholders may also access this documentation at the Company’s registered offices. The documentation referred to above shall be delivered, as from the date of publication of this official meeting notice, at the registered offices of the Company indicated above, Monday through Thursday from 9:00 a.m. to 2:00 p.m. and from 4:00 p.m. to 6:00 p.m., and Friday from 9:00 a.m. to 2:00 p.m., up until the day prior to the General Meeting.

Notwithstanding the foregoing, in light of the health situation caused by COVID-19, it is recommended that such documentation be requested by email to juntaaccionistas@endesa.es

How can I request, prior to the Meeting, information or clarifications, make suggestions, or submit questions about the Annual General Shareholders’ Meeting?

Through the Endesa website (www.endesa.com) by accessing the “General Shareholders’ Meeting – Shareholders’ Right to Information” link.

Shareholders may also request information or clarifications by calling the Shareholders’ Office (900 666 900), by email (juntaaccionistas@endesa.es) or by post (ENDESA, S.A., Calle Ribera del Loira, Nº 60, 28042-Madrid).
III. AGENDA OF THE GENERAL MEETING

1. Content of the Agenda of the General Meeting:


3. Approval of the Non-Financial Information and Sustainability Statement of its Consolidated Group for fiscal year ending 31 December 2020.

4. Approval of the corporate management for fiscal year ending 31 December 2020.

5. Approval of the application of earnings for fiscal year ending 31 December 2020.

6. Amendment of Corporate Bylaws.

   6.1 Addition of a new article (Article 26.ter) in the Corporate Bylaws that would provide the option to hold a remote-only General Meeting.

   6.2 Amendment of Articles 26.bis, 27, 30 and 33 of the Corporate Bylaws, allowing the shareholders’ proxyholders to attend General Meetings remotely and introducing other improvements relating to remote attendance.

   6.3 Amendment of Article 40 of the Corporate Bylaws to introduce technical improvements to the provisions governing director compensation.

   6.4 Amendment of Article 43 of the Corporate Bylaws to update the provisions governing remote Board meetings.

7. Amendment of General Shareholders’ Meeting Regulations.

   7.1 Addition of a new article (Article 10.ter) in the General Shareholders’ Meeting Regulations that would provide the option to hold a remote-only General Meeting.
7.2 Amendment of Articles 9, 10, 10 bis, 11, 16 and 21 of the General Shareholders’ Meeting Regulations, allowing the shareholders’ proxyholders to attend General Meetings remotely and introducing other improvements relating to remote attendance.

8. Establishment of the number of members of the Board of Directors at eleven.


11. Approval of the Strategic Incentive 2021-2023.

12. Delegation to the Board of Directors to execute and implement resolutions adopted by the General Meeting, as well as to substitute the powers entrusted thereto by the General Meeting, and granting of powers to the Board of Directors to record such resolutions in a public instrument and register such resolutions.

2. Q&A in relation to the Agenda

What were Endesa's earnings in fiscal year 2020?

Endesa's ordinary net profit in fiscal year 2020 was €2,132 million, an increase of 36.5% from the previous fiscal year.

What is the auditor's opinion on Endesa's individual and consolidated financial statements?

In the opinion of the statutory auditor, KPMG Auditores, S.L., the individual and consolidated annual financial Statements of the Company for fiscal year 2020 reflect in all material respects the true and fair view of the equity and financial position of the Group as at 31 December 2020, as well as of its profits and cash flows pertaining to the fiscal year ending on such date, on a consolidated basis, in accordance with the International Financial Reporting Standards, as adopted by the European Union (IFRS-EU), and with any other provisions of the standard financial reporting framework applicable in Spain.

What management activities did Endesa's governing bodies perform in fiscal year 2020?

The Board of Directors and its committees held a total of 35 meetings in fiscal year 2020.
The Board of Directors performed its duties with unity of purpose and independent judgment, ensuring that Endesa provides equal treatment to all Company shareholders in the same situation, and was guided by the best interests of the Company, understood as developing a profitable business that can be sustained in the long term, promoting the viability of the Company and maximizing its financial value. In pursuing the corporate interests, the Board, in addition to abiding by laws and regulations and following good faith and ethical principles and observing commonly accepted customs and good practices, worked to reconcile corporate interests with, as applicable, the legitimate interests of its employees, suppliers, clients and other interest groups that may be affected, as well as with the impact of the company's activities on the environment and the community as a whole. For more information on the activities performed by the Audit and Compliance Committee, the Appointments and Compensation Committee and the Sustainability and Governance Committee in fiscal year 2020, please see the integrated report of the Board committees for 2020 as published on the Company's website.

What is Endesa's Dividend Policy?

The Board of Directors promotes an economic and financial strategy aimed at generating significant cash flows that allow the Company to maintain its indebtedness levels, on the one hand, as well as to, on the other hand, maximize shareholder compensation. This strategy also ensures compliance with the objectives related to sustainability of Endesa's business.

As a result of said economic-financial strategy, except if exceptional circumstances arise, the Dividend Policy 2020-2023 provides, for the fiscal year 2020, that the ordinary dividend per share agreed to be distributed in respect of that fiscal year will be equal to 100% of the net ordinary profit attributable to the Parent Company in the consolidated annual accounts of the Group headed thereby.

For fiscal year 2021, the Board of Directors shall aim to ensure that the ordinary per share dividend to be distributed against profits for that fiscal year will be equal to 80% of the ordinary net profits attributed to the parent company in the consolidated annual financial statements of the Group.

For fiscal years 2022 and 2023, the Board of Directors shall aim to ensure that the ordinary per share dividend to be distributed against profits for these fiscal years will be equal to 70% of the ordinary net profits attributed to the parent company in the consolidated annual financial statements of the Group.

The Board of Directors intends to pay this ordinary dividend exclusively in cash, in two payments (January and July) on such specific date as may be determined in each case and which will be appropriately announced.

Notwithstanding the foregoing, the ability of Endesa to distribute dividends among its shareholders depends on numerous factors, including the generation of profits and the availability of distributable reserves, and no guarantee can be given as to such dividends as may be paid in future years or as to their amount.
In line with the principle of transparency included in its information strategy to the markets, Endesa will announce any amendment to this Dividend Policy well in advance, as well as the relevant dates for the determination of the shareholders entitled to receive them.

In this regard, on 25 November 2020, Endesa's Board of Directors approved the distribution of interim dividends against 2020 profits in the amount of €0.70 per share (gross). This interim dividend was paid out on 4 January 2021.

On 1 July 2021, if so resolved by the 2021 Annual General Shareholders' Meeting, Endesa will distribute final dividends of €1.3136 per share. As a result, total dividends for fiscal year 2020 will amount to €2.0136 per share.

What is the purpose of the amendments to the Corporate Bylaws and the General Shareholders' Meeting Regulations being submitted to the Meeting for approval?

The purpose and justification for the proposed amendments to the Corporate Bylaws and General Shareholders' Meeting Regulations are provided in the reports drawn up for such purpose by the Board of Directors. These reports are available on the Company's website.
What composition will the Board of Directors have following the resolution of the Meeting to set the number of Directors at eleven?

The composition of the Board of Directors following the General Shareholders' Meeting will be as follows:

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juan Sánchez-Calero Guilarte</td>
<td>Chairman</td>
<td>External/Independent</td>
</tr>
<tr>
<td>Francesco Starace</td>
<td>Vice Chairman</td>
<td>External/Shareholder-Appointed</td>
</tr>
<tr>
<td>José D. Bogas Gálvez</td>
<td>Chief Executive Officer</td>
<td>Executive</td>
</tr>
<tr>
<td>Eugenia Bieto Caubet</td>
<td>Director</td>
<td>External/Independent</td>
</tr>
<tr>
<td>Antonio Cammisecra</td>
<td>Director</td>
<td>External/Shareholder-Appointed</td>
</tr>
<tr>
<td>Ignacio Garralda Ruiz de Velasco</td>
<td>Director</td>
<td>External/Independent</td>
</tr>
<tr>
<td>Pilar González de Frutos</td>
<td>Director</td>
<td>External/Independent</td>
</tr>
<tr>
<td>María Patrizia Grieco</td>
<td>Director</td>
<td>External/Shareholder-Appointed</td>
</tr>
<tr>
<td>Alicia Koplowitz y Romero de Juseu</td>
<td>Director</td>
<td>External/Independent</td>
</tr>
<tr>
<td>Francisco de Lacerda</td>
<td>Director</td>
<td>External/Independent</td>
</tr>
<tr>
<td>Alberto de Paoli</td>
<td>Director</td>
<td>External/Shareholder-Appointed</td>
</tr>
<tr>
<td>Borja Acha Besga</td>
<td>Non-Director Secretary</td>
<td></td>
</tr>
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</table>

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What is the Compensation Policy for the Board of Directors?

Endesa’s current Directors Compensation Policy was approved at the last meeting of the Annual General Shareholders' Meeting on 5 May 2020.


This new Policy has been submitted to the General Shareholders' Meeting for approval, prior to expiration of the term of the current Directors Compensation Policy for 2020-2022, considering (a) Directive (EU) 2017/828 of the European Parliament and of the Council of 17 May 2017 as regards the encouragement of long-term shareholder engagement; (b) amendment of the Corporate Governance Code for Listed Companies in June 2020 and, specifically, in response to the new text of Recommendations 62 and 64 on Director Compensation; as well as to (c) incorporate an additional compensation item for the Non-Executive Chairman and other technical improvements.
The justifying report of the Appointments and Compensation Committee on the Directors Compensation Policy for 2021-2023 is available on the company website and provides a detailed explanation of the purpose and justification for the proposed changes in the new Compensation Policy for 2021-2023.

What is the Strategic Incentive 2021-2023?

It is a long-term compensation system that aims to strengthen the commitment of employees holding positions of greater responsibility, whose main purpose is to reward sustainable compliance with the Strategic Plan. The Plan is structured through successive three-year programs with a new program starting every year as from 1 January 2010.

This program incorporates the most demanding good governance practices in the area of compensation. In particular, in addition to the malus and clawback clauses by virtue of which the Company reserves the right to establish mechanisms authorizing nonpayment by the Company, or the right thereof to request reimbursement of incentives, if the amount was calculated and/or settled based on data that was subsequently proven to be inaccurate. The plan also establishes the reduction of the Endesa Group's CO₂ emissions as well as the net installed capacity for renewable energy sources as criteria for accrual of variable compensation.

What is the purpose of the resolution delegating the execution and implementation of resolutions passed by the Shareholders' Meeting to the Board of Directors?

This resolution is necessary for the implementation, performance, effectiveness and successful completion of the resolutions of the General Shareholders' Meeting, as well as for public notarization and registration of said resolutions.

IV. VOTING AND ADOPTING RESOLUTIONS AT THE GENERAL MEETING

How many votes does a shareholder have at the Meeting?

Shareholders are granted one vote per share held or represented.

How can I exercise my right to vote if I attend the General Shareholders' Meeting remotely?

The long-distance vote of any shareholder of Endesa during the Meeting must be cast through the Company's website (www.endesa.com) by accessing the space dedicated to the Annual General Shareholders' Meeting, under the section on remote Attendance, and after having pre-registered using the software application made available on the corporate website of Endesa (www.endesa.com) before the date of the Meeting.
In the event that you attend the Meeting remotely, you must take into account that, in accordance with the General Shareholders' Meeting Regulations, all shares attending the meeting are considered to vote in favor of the proposals listed on the agenda, unless you cast your vote against the proposal or cast a blank vote or abstention using the software application.

Nevertheless, in the case of resolutions concerning items not included on the agenda, the votes corresponding to all the shares attending the Meeting shall be deemed votes against the proposal, unless you cast a vote for the proposal or cast a bank vote or abstention using the software application.

Notwithstanding the provisions of the foregoing section, and based on the circumstances of each case, the Presiding Panel of the Meeting may resolve to adopt resolutions using any other system for determining votes, provided said system allows verification that the number of favorable votes required for approval thereof was obtained and stating for the record in the minutes the result of the vote.

Furthermore, shares which appear on the list of attendees, except those of people who have logged-off from the meeting before the voting and have recorded their exit in the software application, shall be deemed to be shares attending the Meeting.

However, shareholders may also cast their votes by long-distance communication, namely via postal or electronic correspondence.

**How can I find out about the resolutions approved at the Meeting if I am unable to attend?**

Shareholders may apprise themselves of the resolutions adopted by the Shareholders' Meeting on the Company's website ([www.endesa.com](http://www.endesa.com)).

They may also address a request to the Shareholders' Office by post or e-mail to receive all information related to the Annual Meeting. Shareholders may also access this documentation at the Company's registered offices.

Calle Ribera del Loira Nº 60
28042 Madrid, Spain
Telephone: 900666900
email: juntaaccionistas@endesa.es

Notwithstanding the foregoing, in light of the health situation caused by COVID-19, it is recommended that such documentation be requested by email to juntaaccionistas@endesa.es
V. FOLLOW-UP AND RESULTS OF THE GENERAL MEETING

How can I find out about the voting results on the resolutions of the Shareholders’ Meeting?

✔ Approved resolutions and voting results will be published in full on the Company’s website within five days following the end of the 2021 Annual General Shareholders’ Meeting.

✔ Endesa will notify the Spanish Securities Market Commission of the results of the proposed resolutions submitted to a vote at the 2021 General Shareholders’ Meeting as an Other relevant information notice.

VI. ELECTRONIC SHAREHOLDER FORUM

What is the Electronic Shareholder Forum?

Endesa’s Electronic Shareholder Forum is set up for the exclusive purpose of facilitating communication with shareholders at the time the meeting is called up until each General Shareholders’ Meeting is effectively held.

Prior to holding the General Shareholders' Meeting, users registered in accordance with the operating rules may submit communications for publication in the Forum in relation to the following:

✔ Proposals intended to be presented as a supplement to the meeting notice of the Annual General Shareholders' Meeting, including one or more agenda items.
✔ Requests for adherence to said proposals.
✔ Initiatives for achieving a sufficient percentage to exercise the minority right provided by law.
✔ Offers or requests for voluntary representation.

The Electronic Shareholder Forum Operating Rules are available to the shareholders at the Company’s website (www.endesa.com) and through the Electronic Shareholder Forum platform.
SCHEDULE: WAYS OF PARTICIPATING IN THE GENERAL MEETING

1. General information

How can I participate in the General Shareholders’ Meeting?

Shareholders may (i) cast a distance vote prior to the Meeting; (ii) grant a proxy to the Chairman of the Meeting; or (iii) attend the Meeting remotely.

What should I do if I didn't receive the attendance card for the Shareholders’ Meeting, or if I lose it?

In this case, please go to the financial institution where your shares are deposited. There, you will be supplied with a duplicate card or, alternatively, a certificate accrediting your shareholder status.

You may also download a form of attendance card from Endesa's website (www.endesa.com).

What should I do if I need to change any of the personal information on the Attendance/Proxy Card?

To make changes in the personal data of the card for this or future Shareholders’ Meetings, please notify the financial institution where your shares are deposited.

However, with the attendance card you have received, you will be able to attend the General Shareholders’ Meeting and vote provided that your name and surname(s), tax ID (NIF) and the number of your shares are correct.

How can I obtain an electronic certificate issued by the Spanish Public Certification Authority (CERES) which reports to the Spanish Mint, to exercise my rights using long-distance means?

There is detailed information on how to obtain a User’s Certificate on the website of the Spanish Mint (www.fnmt.es).

2. Distance voting prior to the holding of the Meeting

The shareholders of Endesa may cast their vote on Agenda items of the Annual General Shareholders’ Meeting through means of distance communication prior to the holding of the Meeting, either (i) electronically or (ii) by post.
2.1. **Electronically:**

To vote prior to the holding of the Meeting via long-distance electronic communication with the Company, Endesa shareholders must access the Company’s website at [www.endesa.com](http://www.endesa.com), enter the Annual General Shareholders' Meeting section, which will be enabled from the date so established in the call to meeting notice, and select the “Long-Distance Voting and Proxies” option. Adequate guarantees to ensure the authenticity and identity of the shareholder granting the proxy are a qualified electronic signature and an advanced electronic signature, insofar as they are based on a qualified electronic certificate for which there is no record of its revocation and which has been issued by the Spanish Public Certification Authority (CERES), which reports to the Spanish Mint.

All shareholders who have an electronic signature that meets the aforementioned requirements and who identify themselves by that signature, or an Electronic Identity Card (DNIe) may vote on the business on the agenda for the Shareholders' Meeting by going to the Company's website at [www.endesa.com](http://www.endesa.com) and following the procedure established therein.

Long-distance votes may also be cast by sending an email to juntaaccionistas@endesa.es and including the following information:

- Full Name & National Identity Card (DNI) No.
- Digitized copy of the completed and signed attendance card

2.2. **By post:**

In order to cast a distance vote prior to the holding of the Meeting by letter sent to the Company by post, shareholders must complete and sign the “Distance Voting by Post” section on the physical Attendance, Proxy and Distance Voting Card issued by the entity participating in IBERCLEAR in which they have their shares deposited. Once the Attendance, Proxy and Distance Voting Card has been filled out and the “Distance Voting by Post” section signed, the shareholder may send the card:

1. By post to the following address: ENDESA, S.A. (ANNUAL GENERAL SHAREHOLDERS’ MEETING), CALLE RIBERA DEL LOIRA, 60, 28042 MADRID.

2. By delivery to the entity participating in IBERCLEAR at which his/her shares are deposited.

In the event that the attendance card issued by the entity participating in IBERCLEAR does not include the section dedicated to “Distance Voting by Post”, a shareholder who wishes to vote long-distance by post must download the Distance Voting Card from Endesa’s website ([www.endesa.com](http://www.endesa.com)), printing a hardcopy and completing and signing said card together with the attendance card issued by the participating entity.
in IBERCLEAR. Once both cards have been completed and signed, the shareholder shall send them:

1. By post to the following address: ENDESA, S.A. (ANNUAL GENERAL SHAREHOLDERS’ MEETING), CALLE RIBERA DEL LOIRA, 60, 28042 MADRID.

2. By delivery to the entity participating in IBERCLEAR at which his/her shares are deposited.

What is the deadline for receiving remote votes before the Meeting is held?

In order to be valid, votes cast via long-distance means (whether electronically or by post) must be received by the Company before 12:30 p.m. on 29 April 2021. Otherwise the vote shall be deemed not to have been cast, excluding as received following said deadline, in all cases prior to the holding of the Annual General Shareholders’ Meeting, such that the proper verification and computation may be completed with a view towards preparing and holding said Meeting.

3. Proxy granted to the Chairman of the Meeting by means of distance communication

A proxy may be granted to the Chairman either electronically or by post.

3.1. Electronically:

To grant a proxy to the Chairman of the Meeting by electronic communication with the Company, Endesa shareholders must go to the Company’s website at www.endesa.com, access the link to the Annual General Meeting, and select the “Long-Distance Voting and Proxies” option.

In accordance with the provisions of the Bylaws and the General Meeting Regulations, the mechanism for granting proxy by electronic means must afford due guarantees of authenticity and identification of the shareholder granting proxy. The guarantees which the Board of Directors deems adequate in order to ensure the authenticity and identification of the shareholder granting a proxy are, in accordance with the provisions of Article 21 of the General Meeting Regulations, the qualified electronic signature and the advanced electronic signature, in the terms provided under Regulation (EU) 910/2014 of the European Parliament and of the Council of 23 July 2014, provided that they are based on a recognized electronic certificate issued by the Spanish Public Certification Authority (Autoridad Pública de Certificación Española - CERES), a body of the Spanish National Mint (Fábrica Nacional de Moneda y Timbre) or issued by CAMERFIRMA, and of which there is no record of revocation.

Those shareholders with an electronic signature meeting the specified requirements and who can be identified through such signature, as well as those shareholders who hold an
electronic National Identity Card (DNle), may delegate their proxy through the Company’s website (www.endesa.com) by following the procedure established therein. Notice that the shareholder has granted a proxy to the Chairman of the Meeting shall be deemed to have been made upon receipt by Endesa of said electronic proxy.

Shareholders may also delegate their proxy to the Chairman of the Meeting by sending an email to juntaaccionistas@endesa.es, including the following information:

1. Full name and digitized copy of the National Identity Card (DNI) of the appointing shareholder.
2. Digitized copy of the completed and signed attendance card.

3.2. By post:

In order to grant a proxy to the Chairman of the Meeting by post, shareholders must complete and sign the proxy section of the physical attendance card issued by the entity participating in IBERCLEAR.

Shareholders may send the duly completed and signed card:

3. By post to the following address: ENDESA, S.A. (ANNUAL GENERAL SHAREHOLDERS’ MEETING), CALLE RIBERA DEL LOIRA, 60, 28042 MADRID.
4. By delivery to the entity participating in IBERCLEAR at which his/her shares are deposited.

What is the deadline for receipt of proxies granted via long-distance means?

Proxies granted via long-distance means (whether electronically or by post) must be received by the Company before 12:30 p.m. on 29 April 2021.
4. **Remote attendance and voting during the meeting**

In light of the current state of health alert caused by the Coronavirus, and in accordance with Article 3, section 1.a) of Royal Decree-Law 34/2020, of 17 November, on urgent measures to support business solvency and the energy sector, and as relates to tax matters, the Meeting will be held on an exclusively remote basis, i.e. without physical attendance of the shareholders or their proxyholders.

Shareholders who have their shares recorded in the pertinent book-entry ledger five days in advance of the Meeting being held may attend the General Meeting remotely, provided the shareholder pre-registers prior to the holding of the Meeting using the software application made available on the company's website, accessing the link to the Annual General Shareholders’ Meeting and selecting the “Remote Attendance” option between 12:00 a.m. on 31 March 2021 and 12:30 p.m. on 29 April 2021.

During this time period, the shareholders may also submit any interventions and/or proposed resolutions that, in accordance with the Capital Corporations Law, they intend to submit. This pre-registration is a mandatory requirement for shareholders to be able to connect and remotely participate in the Meeting.

Following pre-registration, on the day of the Meeting (30 April 2021, starting at 12:30 p.m.), shareholders who wish to participate in the meeting must connect or register using the software application made available on the corporate website of Endesa between 10:30 a.m. and 12:00 p.m. in order to be considered present and to be included on the attendance list. Any shareholder that connects after the established deadline will not be considered present.

Likewise, as relates to the interventions and proposed resolutions that, in accordance with the Capital Corporations Law, are intended to be delivered by those who will be attending remotely, and which were not already submitted during the pre-registration process, such interventions and/or proposed resolutions must be submitted to the Company in writing, in the manner established in the software application on the Company's website, between 10:30 a.m. and 12:00 p.m. on 30 April 2021.

In the event that a shareholder validly submits interventions and/or proposed resolutions during both pre-registration and registration, the most recent received by the Company during registration or remote connection on the day of the Meeting shall prevail.

The shareholders of Endesa attending remotely may cast their vote on Agenda items of the Annual General Shareholders’ Meeting during the Meeting, under the terms set forth in the Capital Corporations Law, Article 26 bis of the Corporate Bylaws and Article 10 bis of the General Meeting Regulations, using the software application, by accessing the link to the Annual General Shareholders’ Meeting and selecting the “Remote Attendance” option.
In accordance with the provisions of the Bylaws and the General Meeting Regulations, the mechanism for casting a vote by electronic means must afford due guarantees of authenticity and identification of the shareholder exercising the voting right. The guarantees which the Board of Directors deems adequate in order to ensure the authenticity and identification of the shareholder exercising his/her voting right are, in accordance with the provisions of Article 10 bis of the General Meeting Regulations, the qualified electronic signature and the advanced electronic signature, in the terms provided under Regulation (EU) 910/2014 of the European Parliament and of the Council of 23 July 2014, provided that they are based on a recognized electronic certificate issued by the Spanish Public Certification Authority (Autoridad Pública de Certificación Española - CERES), a body of the Spanish National Mint (Fábrica Nacional de Moneda y Timbre) or issued by CAMERFIRMA, and of which there is no record of revocation.

Those shareholders in possession of an electronic signature that meet the above-mentioned requirements and who are identified through such signature, as well as those shareholders who possess the electronic National Identity Card (DNIe), may cast their vote in relation to the Agenda items of the Annual General Shareholders’ Meeting through the Company’s website (www.endesa.com) by following the procedure established therein.

In all other matters not expressly addressed herein, the same rules on voting and passing resolutions as provided for in the General Meeting Regulations for physical attendance at the Meeting shall apply to the shareholders who attend the Meeting remotely.

5. Shareholder Intervention

When attending remotely, how can I intervene during the holding of the General Meeting?

Pursuant to Article 182 of the Capital Corporations Law, interventions that, according to said law, are intended to be delivered by those who will be attending remotely, must be sent to the Company, in writing, in the manner established in the software application on the Company’s website, between 12:00 a.m. on 31 March 2021 and 12:30 p.m. on 29 April 2021, or on the day of the Meeting, 30 April 2021, between 10:30 a.m. and 12:00 p.m.

NOTE: The answers provided in this document are intended as guidance, without prejudice to the provisions of the applicable regulations.