

Annual General Meeting of Nilfisk Holding A/S on Friday March 23, 2018 at 2 pm CET at Crowne Plaza, Copenhagen Towers, Ørestads Boulevard 114-118, DK-2300 Copenhagen S

In accordance with Article 7.3 of the Articles of Association, notice is hereby given of the Annual General Meeting of Nilfisk Holding A/S, CVR-no. 38 99 88 70.

# NOTICE TO CONVENE INCLUDING AGENDA AND FULL CONTENTS OF THE PROPOSALS

- Report by the Board of Directors on the Company's activities in 2017
- Presentation of the audited Annual Report, containing the annual and consolidated accounts, the statements of the Management and Board of Directors, the auditor's report, and reviews for the year
- 3. Adoption of the audited Annual Report
- 4. Proposal by the Board of Directors for the distribution of profits

The Board of Directors proposes that this year's profits are transferred to retained comprehensive income and consequently no dividend will be distributed.

- Resolution regarding discharge of Management and Board of Directors from their liabilities
- 6. Remuneration of the Board of Directors

The Board of Directors proposes to maintain the same level of remuneration for the Board of Directors in 2018 as in 2017 and thus that each ordinary member of the Board of Directors shall receive a base fee of DKK 300,000, the Chairman shall receive 3 times the base fee and the Deputy Chairman shall receive 2 times the base fee.

The Board of Directors further propose that work in Board Committees shall be remunerated accordingly:

- the Chairman of the Audit Committee receives 2/3 of the base fee:
- the other member of the Audit Committee receives 1/3 of the base fee;
- The Chairmen of the Remuneration Committee and the Nomination Committee each receive 1/3 of the base fee; and
- The other member of the Remuneration Committee and the Nomination Committee each receive 1/6 of the base fee.

# 7. Election of Board members

It is proposed that all existing members of the Board of Directors elected by the General Meeting are re-elected.

The members of the Board of Directors elected by the General Meeting are: Jens Due Olsen, Lars Sandahl Sørensen, Jens Maaløe, Jutta af Rosenborg, Anders Runevad and René Svendsen-Tune.

A description of the background and other executive functions (CVs) held by the persons up for election is attached and is available on the Company's website, www.nilfisk.com.



## 8. Election of one or more public accountants

The Board of Directors proposes that Deloitte Statsautoriseret Revisionspartnerselskab, CVR-no. 33 96 35 56, is re-elected in accordance with the Audit Committee's recommendation. The Audit Committee is not influenced by any third parties and has not been subject to any agreement which limits the General Meeting's choice of auditor to certain auditors or audit firms.

# Proposals from the Board of Directors and the shareholders

a. The Board of Directors proposes to amend the Company's remuneration policy by adopting the attached proposed Remuneration Policy.

The Company's current remuneration policy has served a purpose in incentivizing the management to shape the current business. Now, the Board of Directors believes that changes are required to both simplify the structure of remuneration going forward and increase alignment with the Company's strategic priorities.

The Board of Directors believes that the proposed remuneration policy will help drive delivery of Nilfisk's strategy, align remuneration approach with best market practice and investor expectations and strengthen the link between remuneration and sustainable long-term shareholder returns.

b. The Board of Directors proposes that an extraordinary one-off bonus is granted to the Company's CEO of up to 40% of his 2018 base salary.

The CEO has given an exceptional and instrumental contribution in connection with the successful listing of Nilfisk. This has led to substantial increase in shareholder value, and the Board of Directors believes this is an appropriate and fair recognition of this contribution.

If the proposal is adopted, this decision of bonus grant will be included as an addendum to the Remuneration Policy. c. The Board of Directors requests the Annual General Meeting to authorize that the Company in the period up until and including March 22, 2023 may acquire treasury shares up to an aggregate nominal amount of DKK 54,252,720 (corresponding to 2,712,636 shares of nominally DKK 20 and almost 10% of the Company's current share capital) provided that the Company's holding of treasury shares at any time may not exceed 10% of the Company's issued share capital. The purchase price for the relevant shares may not deviate by more than 10% from the price quoted on Nasdaq Copenhagen A/S at the time of purchase.

# 10. Any other business



# **ADDITIONAL INFORMATION**

# **Approval requirements**

Approval and election in accordance with items 3, 4, 5, 6, 7, 8, 9a, 9b and 9c of the agenda take place by simple majority.

## **Documents available for inspection**

No later than three weeks before the Annual General Meeting the following documents will be available for the shareholders on the Company website, www. nilfisk.com, under the heading Investors/Annual General Meeting and at the Nilfisk Shareholder Portal: (1) the notice convening the Annual General Meeting including the agenda and the full content of the proposals submitted to the Annual General Meeting (including information about Nilfisk's total share capital and voting rights at the time of the notice convening the Annual General Meeting), (2) the audited Annual Report for 2017 of Nilfisk Holding A/S, (3) draft of amended Remuneration Policy of Nilfisk Holding A/S, (4) form to be used for request for admission card, and (5) form for appointment of proxy or voting by post.

## **Date of Registration**

The admission card is issued on the basis of ownership registered in the register of shareholders of Nilfisk on the date of registration which is Friday, March 16, 2018, 11.59 pm CET, and on the basis of notifications that Nilfisk has received no later than on the date of registration for registration in the register of shareholders.

# Share capital and right to vote

As per today the share capital of Nilfisk amounts to DKK 542,527,380, divided into shares of nominally DKK 20. Any share amount of DKK 20 carries one vote at the Annual General Meeting.

The right to vote at the Annual General Meeting is determined by the number of shares held by the shareholder on the date of registration, cf. Article 9.3 of the Articles of Association.

# **Admission cards and voting papers**

The Board of Directors has decided that the Annual General Meeting shall be conducted by physical presence. If you wish to attend the Annual General Meeting you are required to request an admission card for yourself or any proxy and for any attending advisor or accompanying guest, cf. Article 9.2 of the Articles of Association.

Admission cards and voting papers must be requested no later than Monday March 19, 2018:

- at www.computershare.dk or www.nilfisk.com under the heading investors/Shareholder portal,
- by telephone +45 4546 0997 (giving details of your name and VP account number), or
- by returning the completed registration form duly signed to Computershare A/S, Lottenborgvej 26 D, 1. sal, 2800 Kgs. Lyngby or by fax +45 4546 0998.

After registration via the shareholder portal you will receive an electronic admission card via e-mail. You are not required to print it, but can simply bring an electronic version on your smartphone or tablet. If you have forgotten to bring your admission card, you can be admitted to the Annual General Meeting by showing appropriate identification papers. If you have requested an admission card by other means than via the shareholder portal, you will receive your admission card at the information desk at the Annual General Meeting. Physical voting papers will be handed out to registered shareholders at the information desk at the Annual General Meeting.

Shareholders who wish to bring an accompanying guest are required to provide the name of the guest upon requesting for an admission card. If a shareholder is represented by proxy, the proxy also has the option of being accompanied by a guest, if the name of the guest is also provided.



### **Proxy**

In case you are not able to attend the Annual General Meeting, a proxy can be given to the Board of Directors, or to another named person appointed by you.

Hereafter, the proxy holder can exercise the voting rights attached to your shares at the Annual General Meeting. The proxy must be received no later than Monday March 19, 2018, 11.59 pm CET. The appointment of a proxy can take place:

- on www.computershare.dk or www.nilfisk.com under the heading Investors/Shareholder portal, or
- by sending the completed 'postal vote form' duly signed with clear indication of the shareholder's name and VP account number to Computershare A/S, Lottenborgvej 26 D, 1. sal, 2800 Kgs. Lyngby or by fax +45 4546 0998.

Please note that it is not possible to both appoint a proxy and vote by post.

## **Postal vote**

It is also possible to vote by post. The postal vote must be received no later than Wednesday March 21, 2018, at 10 am CET. A submitted postal vote cannot be withdrawn.

Postal votes can be submitted:

- at www.computershare.dk or www.nilfisk.com under the heading Investors/Shareholder portal, or
- by sending the completed 'postal vote form' duly signed with clear indication of the shareholder's name and VP account number to Computershare A/S, Lottenborgvej 26 D, 1. sal, 2800 Kgs. Lyngby by mail or by fax +45 4546 0998.

Please note that it is not possible to vote both by post and to appoint a proxy.

# **Questions to Nilfisk's Management**

Prior to the Annual General Meeting the shareholders may ask questions in writing to Nilfisk's Management regarding matters of importance to the assessment of the Annual Report for 2017, the Company's general position or any other issues which are subject to decision at the Annual General Meeting. Questions must be sent to AGM2018@nilfisk.com or by mail to Nilfisk. Nilfisk may choose to answer the question by posting the answer on the website (www.nilfisk.com). If the shareholder is not represented at the Annual General Meeting, Nilfisk may omit answering the question. At the Annual General Meeting shareholders may ask questions orally regarding the above-mentioned matters to Nilfisk's Management and auditor.

#### **Press**

Members of the press attending the Annual General Meeting are required to register at the information desk and shall carry visible press tags.

## **Useful information**

The doors will open at 1 pm CET and the Annual General Meeting will start at 2 pm CET. Should you arrive later please go to the information desk.

After the Annual General Meeting we will offer light refreshments.

# Webcast

The Annual General Meeting will be transmitted live at www.nilfisk.com.

### **Parking**

Parking against payment is possible outside the Royal Arena, Hannemanns Allé 20, 2300 Copenhagen S.