

Instructions for participating in the general meeting

Procedures governing “participation” in the General Meeting in the context of the public health crisis:

As the General Meeting will be held in a closed session, shareholders will not be able to request their admission card to attend the General Meeting in person.

You must be a shareholder

Holders of registered shares must have their shares registered in the Company’s accounts no later than 0:00 a.m. (Paris time) on the second business day preceding the Meeting.

Holders of bearer shares must prove their identity and ownership of their shares by the same deadline, by presenting a certificate of investment issued by their bank, investment company or other authorised intermediary, showing custody of their shares in an account no later than 0:00 a.m. (Paris time) on the second business day preceding the Meeting, which should be sent to CIC – Service Assemblées, 6 Avenue de Provence, 75009 Paris, France.

The registration deadline is Friday, 5 June 2020 at 0:00 a.m. (Paris time).

Sopra Steria Group also offers holders of registered shares the option to vote online, in advance of the General Meeting, via the VOTACCESS electronic voting system, accessible:

- for registered shareholders, via a link in the “Investors” section of the Company’s website: (<https://www.soprasteria.com/en/investors>), which automatically redirects shareholders to the dedicated voting portal (<http://www.actionnaire.cmcicms.com/fr/>)

This electronic system allows holders of registered shares to submit voting instructions and appoint or rescind the appointment of a proxy under the conditions discussed below, in advance of the General Meeting.

In order to participate in this General Meeting, shareholders may choose one of the following options:

- to vote by post
- to appoint the Chairman of the General Meeting as their proxy or if they do not name a proxy holder the Chairman shall cast a vote on their behalf
- to vote by internet via the VOTACCESS secure platform prior to the General Meeting (registered shareholders only)
- to grant proxy power to any natural or legal person of their choice

In view of the exceptional circumstances surrounding the public health crisis and the current uncertainty about delivery times by post, it is strongly recommended that you opt for electronic submission, as described below.

Please choose one of the following

You would like to submit a postal or electronic vote or appoint the Chairman or another representative as your proxy

ELECTRONIC SUBMISSION OF VOTES OR PROXY FORMS

For holders of registered shares

- Holders of registered shares may submit their voting instructions, appoint proxies or rescind proxy appointments online in advance of the General Meeting on VOTACCESS, the secure electronic voting system accessible via a link in the “Investors” section of the Company’s website (<https://www.soprasteria.com/en/investors>), which automatically redirects shareholders to the dedicated voting portal (<http://www.actionnaire.cmcicms.com/fr/>).
- Holders of pure registered shares may log in using their existing user ID and password
- Holders of administered registered shares will receive a letter with their login details and password. This access information may be used to log in to the service at <https://www.soprasteria.com/en/investors>

Should shareholders no longer possess their login details and/or password, they may call +33 1 53 48 80 10 to obtain them

Once logged in, holders of registered shares should follow the on-screen instructions to access the VOTACCESS system, where they can submit voting instructions, appoint a proxy or rescind a proxy appointment.

The VOTACCESS system for this General Meeting will be accessible starting on Tuesday, 19 May 2020.

Online voting in advance of the General Meeting will close the day before the Meeting, i.e. Monday, 8 June 2020, at 3:00 p.m. (Paris time).

In order for proxy appointments or rescindments of proxy appointments submitted by electronic means to be validly taken into account, emails and/or written confirmations must be received no later than the day before the General Meeting, i.e. Monday, 8 June 2020, at 3:00 p.m. (Paris time).

Only notifications of proxy appointments or rescindments of proxy appointments may be sent to the aforementioned <https://www.actionnaire.cmcicms.com/en/index.html>. Other types of requests or notifications will not be taken into account or processed.

Holders of bearer shares

Holders of bearer shares can send an email to the following e-mail address: serviceproxy@cic.fr.

The message must specify the shareholder’s full name, address and bank details as well as the full name and address of the proxy named. The shareholders concerned must also get in touch with the financial intermediary responsible for the management of their securities accounts requesting that a written confirmation (by mail or fax) be sent to CIC.

POSTAL VOTING OR PROXY FORMS

Shareholders who wish to submit postal votes or to be represented at the Meeting by granting authority to the Chairman of the Meeting or other representative to vote on their behalf may:

- For holders of registered shares: fill in and send back the voting or proxy form, included with the invitation to the Meeting, to the following address: CIC – Service Assemblées – 6 Avenue de Provence – 75009 Paris, France. [See instructions below]
- For holders of bearer shares: send a request for the combined remote voting or proxy form to the intermediary managing the securities account upon receiving the invitation to the Meeting. This form must first be filled in by the shareholder, then sent back to the intermediary, which will attach its certificate of investment for the shareholder and forward both documents to CIC – Service Assemblées – 6 Avenue de Provence – 75009 Paris, France.

In order to be taken into account, voting forms must be received by CIC at the address provided above no later than three days prior to the General Meeting, i.e. by Friday, 5 June 2020 at 0:00 a.m. (Paris time).

Proxy appointments or rescindments of proxy appointments sent by post must be received no later than three calendar days before the date of the General Meeting, i.e. by Friday, 5 June 2020.

As an exception to Article R.225-85 III of the French Commercial Code and in accordance with Article 7 of decree no. 2020-418 of 10 April 2020, it is specified that a shareholder who has already cast their vote by post, appointed a proxy or requested an admission card or a certificate of participation may choose another means of participation in the meeting provided that his/her instruction to this effect reaches the company within a period of time in accordance with the provisions of the first paragraph of Article R.225-77 and Article R.225-80 of the French Commercial Code (as amended by decree no. 2020-418 of 10 April 2020).

APPOINTMENT OF A PROXY AND/OR RESCINDMENT OF A PROXY APPOINTMENT

Article R. 225-79 of the French Commercial Code provides for the submission of proxy appointments and/or rescindments of proxy appointments by electronic means.

- Holders of registered shares may submit their requests on the following website: <http://www.actionnaire.cmcicms.com/fr/>
- Holders of bearer shares must send an email to the following address: serviceproxy@cic.fr

This email must include the following information: the name of the company concerned (Sopra Steria Group); the date of the General Meeting (Tuesday, 9 June 2020); the shareholder's last name, first name, address and bank details; and the proxy's last name, first name and address (if available).

Holders of bearer shares must also get in touch with the financial intermediary responsible for the management of their securities accounts requesting that a written confirmation be sent to CIC – Service Assemblées – 6 Avenue de Provence – 75009 Paris, France.

Only notifications of proxy appointments or rescindments of proxy appointments may be sent to the aforementioned email address. Other types of requests or notifications will not be taken into account or processed.

In order for proxy appointments or rescindments of proxy appointments submitted by electronic means to be validly taken into account, e-mails and/or written confirmations must be received no later than the day before the General Meeting, i.e. Monday, 8 June 2020, at 3:00 p.m. (Paris time).

By exception, in accordance with Article 6 of decree no. 2020-418 of 10 April 2020, proxy appointments or rescindments of proxy appointments may be received up to four days prior to the General Meeting, i.e. no later than 5 June 2020. Proxy holders must send their voting preferences to the CIC by email to serviceproxy@cic.fr, using the postal voting form up until four days prior to the date of the General Meeting (i.e. no later than 5 June 2020).

SALES OF SHARES BY SHAREHOLDERS PRIOR TO THE GENERAL MEETING

Any shareholder who has already submitted their voting form may sell all or a portion of their shares up to the date of the General Meeting. However, if the sale takes place before the second business day prior to the General Meeting, i.e. Friday, 5 June 2020 at 0:00 a.m. (Paris time), the authorised financial intermediary holding the account shall notify the CIC of the sale and provide the information required to cancel the vote or to change the number of shares and votes corresponding to the vote.

No transfers completed after the second business day preceding the General Meeting, i.e. Friday, 5 June 2020 at 0:00 a.m. (Paris time), irrespective of the means employed, is to be notified or taken into account, notwithstanding any agreement to the contrary.

PROCEDURES FOR REQUESTING THE INCLUSION OF ITEMS OR PROPOSED RESOLUTIONS ON THE AGENDA

Requests for the inclusion of items of business or proposed resolutions on the agenda by shareholders fulfilling the legal requirements must be received at Sopra Steria Group's registered office, in accordance with the conditions set forth in Article R.225-73 of the French Commercial Code, sent by registered letter with proof of receipt, or by email to assembleegenerale@soprasteria.com, no later than the 20th day after the date of publication of the notice of meeting, i.e. by Tuesday, 12 May 2020. The reasons for their submission must be clearly stated and they must be accompanied by a deposit certificate for a securities account in the name of the shareholder (attestation d'inscription en compte).

The examination by the General Meeting of items of business or proposed resolutions submitted under the conditions indicated above is subject to the submission by the authors of the request of newly issued deposit certificates for their securities under the same accounts on the second business day preceding the General Meeting, i.e. Friday 5 June 2020 at 0:00 a.m. (Paris time).

Any such items and proposed resolutions will be included on the agenda of the General Meeting and brought to the attention of the shareholders in accordance with the conditions stipulated by the regulations in force.

However, it will not be possible to propose new resolutions or amendments to resolutions during the General Meeting.

PROCEDURE FOR EXERCISING THE RIGHT TO SUBMIT WRITTEN QUESTIONS

All shareholders have the right to submit written questions to which the Board of Directors will respond at the General Meeting. To be acceptable, these written questions must be sent to the Company's registered office by registered letter with proof of receipt sent to the Chairman of the Board of Directors or by email to assembleegenerale@soprasteria.com no later than the fourth business day preceding the General Meeting, i.e. by Wednesday, 3 June 2020. In order to be considered, written questions must be accompanied by a deposit certificate for a securities account in the name of the shareholder (attestation d'inscription en compte).

2020 COMBINED GENERAL MEETING OF SOPRA STERIA

Instructions for filling out the voting form

Prior notice of the Combined General Meeting was published in the Bulletin des Annonces Légales Obligatoires dated 22 April 2020.

The official notice will be published in the Bulletin des Annonces Légales Obligatoires and in the Eco des Pays de Savoie newspaper on 20 May 2020.

Pursuant to applicable legal and regulatory provisions, all documents that must be made available to shareholders in

connection with General Meetings are accessible at the Company's registered office, located at PAE Les Glaisins, Annecy-le-Vieux, 74940 Annecy, France, within the time period required by law and, for the types of documents mentioned in Article R.225-73-1 of the French Commercial Code, in the "Investors" section of the Company's website at the following address: <https://www.soprasteria.com/en/investors>

Instructions for filling out the voting form

In view of the public health crisis, you are kindly requested to check only boxes B (i vote by post), C (i hereby give my proxy to chairman of the general meeting) or D (i hereby appoint [as my proxy])

- To vote by post: fill in box B [Vote by post]. Each numbered box corresponds to a proposed resolution presented by the Board of Directors and included in the notice of meeting. Then complete as follows:
 - to vote "FOR", leave the boxes empty
 - to vote "AGAINST" on any of these proposed resolutions, fill in the individual boxes corresponding to the resolutions
 - to vote "ABSTAIN" on any of these proposed resolutions, fill in the individual boxes corresponding to the resolutions
- To appoint the Chairman as your proxy: fill in box C [I hereby give my proxy to the Chairman of the General Meeting]
- To appoint a different proxy: fill in box D [I hereby appoint...] and complete the required information

REMINDER: EXCEPTIONALLY, THE COMBINED GENERAL MEETING WILL BE HELD IN CLOSED SESSION. IT WILL THEREFORE NOT BE POSSIBLE TO FOLLOW UP ON REQUESTS FOR ADMISSION CARDS. PLEASE DO NOT TICK BOX A.

The form must be filled in, signed, dated and sent back as indicated above.

To appoint the Chairman as your proxy: fill in box C "I hereby give my proxy to the Chairman of the General Meeting".

To vote by post: fill in box B "I vote by post" and follow the voting instructions for the resolutions below.

Regardless of your choice, sign and date the box below.

Verify your first and last name and address.

To grant proxy power to a designated person: fill in box D "I hereby appoint" and provide accurate contact details for the person designated.