2025: Identification documents required

**Shareholders (both natural and legal persons) who sign a ballot or a proxy by their handwritten signature,** are kindly requested the copy of the identification document, displaying the shareholder’s specimen signature, be added to the ballot and the proxy.

**Shareholders who are legal persons** are also requested to add a copy of valid registry card from the Commercial Register. Copies of identification documents collected during the voting process shall be used only for checking the authenticity of voting ballots and shall be destroyed after the minutes of the general meeting have been signed and the opposition period has expired.

The proxy may be either an unattested proxy, bearing a handwritten signature, digitally signed, or a notarized proxy.

**Shareholders who are legal persons, registered in a foreign country, are kindly requested to:**

* submit a valid excerpt of the registry card, which is either legalized or authenticated with a document certificate *apostille*, and such document must have a translation into Estonian, certified by a sworn translator, attached thereto;
* submit the Representative’s proxies as notarised proxies. The said notarised proxies must be either legalized or authenticated with a document certificate *apostille,* and such document must have a translation into Estonian, certified by a sworn translator, attached thereto.

Should a shareholder wish to use a **proxy form** to appoint a representative, [the relevant proxy form is available here.](https://tallinnavesi.ee/wp-content/uploads/2021/12/5-Proxy-for-voting.doc)

Should a shareholder appoint a representative to act on the basis of a proxy, there are two alternatives for the **submission of a proxy**:

1. A shareholder or a shareholder’s legal representative may fill in the proxy form in an electronic format, **sign it digitally and e-mail**it to [tvesi@tvesi.ee](mailto:tvesi@tvesi.ee%20). This alternative is available to those shareholders who have the opportunity of using a digital signature (ID-card, digi-ID or Mobiil-ID).
2. A shareholder or a shareholder’s legal representative may fill in the proxy form in an electronic format, print and sign it with a hand-written signature. Thereafter, the **signed proxy is to be scanned** and e-mailed to [tvesi@tvesi.ee](mailto:tvesi@tvesi.ee%20) and the **original is to be sent by post** to the address: Ädala 10, Tallinn 10614 no later than by 9:00 on 13 January 2025. If the proxy bears a handwritten signature, we request that the copy of the identification document of the person authorising, displaying the person’s specimen signature, be added.

If a proxy form has not been properly filled out or in a required format, rendering it impossible to identify the person authorising, the person authorised or understand the contents thereof, or the copy of the identification document has not been added to the ballot or the proxy bearing a handwritten signature or the valid excerpt of the registry card has not been added or the said documents have not been submitted along with the ballot to AS Tallinna Vesi by 9:00 on 13 January 2025 at the latest, AS Tallinna Vesi is entitled to subtract the vote of the shareholder from the quorum.  Should it be impossible to identify from the ballot whether the shareholder is in favour of or against the resolution or abstains from voting, he/she shall be considered to have voted against it.