

Terms of the TotalEnergies Shareholders' Club

Article 1 - Purpose and definitions

1.1 This document sets out the detailed conditions under which TotalEnergies offers some of its shareholders the opportunity of becoming members of their Shareholders' Club.

1.2 The TotalEnergies Shareholders' Club offers its members to benefit from information services and specific events designed to help them gain a better understanding of TotalEnergies group activities.

1.3 Membership of the Shareholders' Club does not entitle members to access price-sensitive information likely to influence Stock Market prices.

1.4 All communications issued by the Shareholders' Club are written in French only.

Article 2 - Membership conditions

2.1 Club membership is open to all TotalEnergies shareholders (bearer or registered shares) who are natural persons and hold individually:

- at least 100 TotalEnergies bearer shares or at least 50 TotalEnergies registered shares,
- and an e-mail address.

In the event of any change in the par value of the shares, the minimum holdings for membership would be adjusted accordingly.

2.2 Anyone under 18 and who fulfills the above membership conditions is entitled to join the Shareholders' Club with the consent of his/her legal guardian.

2.3 In the case of jointly held shares, only the natural person who represents the joint shareholders may apply for membership in the Club and benefit from the services offered to Club members.

2.4. TotalEnergies employees holding only mutual fund units as part of the Corporate Savings Plan are not entitled to membership of the Shareholders' Club, since such units cannot be assimilated to shares.

2.5 By becoming a member of the Shareholders' Club, the shareholder accepts to receive in electronic format only all publications issued by TotalEnergies's Individual Shareholder Relations Department (Shareholders' Newsletter, Shareholders' Club Program, etc.).

Article 3 - Formalities, effective date and duration of membership

3.1 To become a member of the Shareholders' Club, shareholders must complete the online membership form on the internet site <https://e-cercle.totalenergies.com>. Once the shareholder has completed the membership form and proven ownership of bearer shares, s/he becomes a member of the Shareholders' Club.

3.2 There is no fee for joining the Shareholders' Club. It is valid as long as the shareholder meets the conditions described in Article 2.1 of this document. Members of the Shareholders' Club who lose their eligibility conditions undertake to report it as soon as possible by any means at their convenience to TotalEnergies Individual Shareholder Relations Department.

3.3 TotalEnergies reserves the right to terminate membership of any shareholder whose declaration of ownership of TotalEnergies shares is found to be false or incorrect, or in case of reprehensible conduct during an event.

TotalEnergies is also fully entitled to terminate membership of any member who no longer fulfills the conditions set out in Article 2.1 of these terms. Conditions are automatically checked every two years, and memberships are terminated accordingly.

Article 4 - Conditions for participating in events

4.1 Shareholders register for events exclusively on the internet site <https://e-cercle.totalenergies.com> over a given period. Registration dates are specified on the website <https://e-cercle.totalenergies.com>. The day and time of registration on the internet site are not selection criteria.

The Shareholders' Club team reserves the right to modify the procedure for registering for Club events at any time.

4.2 Members of the Shareholders' Club are informed of the conditions for participating in events proposed to them via specific Club information supports. Participation in events implies TotalEnergies acceptance of these conditions.

4.3 In joining the Shareholders' Club, each member implicitly authorizes the use of his/her picture in photographs and/or films taken at meetings and/or events organized as part of Club activities, to be used exclusively in information material published by TotalEnergies (Shareholders' newsletter, Shareholders' Club Program, website <https://e-cercle.totalenergies.com>, shareholders' area of the website www.totalenergies.com, etc.).

4.4 Sites visited as part of events reserve the right to refuse participation of anyone under 18.

4.5 TotalEnergies Shareholders' Club does not cover travel costs and only covers catering costs mentioned in the description of the event.

4.6 Depending on the health constraints imposed by the Covid pandemic, TotalEnergies may suspend the events initially planned and/or to come until the total or partial lifting of the protective and/or restrictive measures.

Article 5 - Selection process for events

5.1 Shareholders who are to participate in events are selected automatically by our software program which calculates a priority index according to past events attended by each member (the more events the member has been selected to attend, the higher his/her index). For members with the same index, the program runs a random draw.

Participation in webconferences, meetings and shareholders' exhibitions is excluded from the index calculation.

5.2 The definition of the event participation index (0, 1, 2 or 3) is determined according to the number of people registered for the event, and therefore on the number of people not selected to actually participate in the event. When the number of people registered is lower than the number of places available for the event, the index is set at zero.

5.3 If the shareholder selected to participate in an event does not turn up on the actual day of the event, or does not give notice of his/her non-attendance at least 8 days before the event, s/he nonetheless retains the event participation index.

5.4 The Shareholders' Club team reserves the right to zero the indexes of Shareholders' Club members at any time.

5.5 Shareholder members selected or not to participate in an event are informed by e-mail.

5.6 Warning: if the Shareholders' Club member unsubscribes from the distribution list of the Individual Shareholder Relations Department (in particular by clicking on the link "If you do not wish to receive any further emails from TotalEnergies, click here"), s/he will not receive any communication from the Shareholders' Club and his/her membership will be terminated upon verification of compliance which happens every two years.

Article 6 - The Shareholders' Club

6.1 The Shareholders' Club service can be contacted:

- By phone 0 800 039 039 (toll-free number for calls from France only) or at + 33 1 47 44 24 02 (from abroad).

- By e-mail: cercledesactionnaires@totalenergies.com

- Via the "Contact us" page of the Shareholders' Club internet site: <https://e-cercle.totalenergies.com>

- By mail: Cercle des actionnaires TotalEnergies - 2 place Jean Millier - Arche Nord-Coupole/Regnault - 92078 Paris La Défense cedex

6.2 TotalEnergies reserves the right to modify the Shareholders' Club rules at any time.

Club members are expected to keep themselves regularly informed of updates to the Shareholders' Club regulations on the website <https://www.totalenergies.com/investors/individual-shareholders/shareholders-club> or <https://e-cercle.totalenergies.com>.

Article 7 - Privacy

7.1 In accordance with the provisions of the personal data protection regulation, TOTALENERGIES SE as data controller will process your data to send you Shareholders' Club communications and manage your registration and participation to the events, to send you financial communications, to manage TotalEnergies shareholder relations and for statistical purposes.

7.2 In accordance with current regulations, you have the right to access, correct, delete and object to the use of your personal data. You may ask for your personal data to be sent to you and you have the right to give instructions for the use of your personal data after your death. You can also ask for restriction of the data processing, portability of the data and/or make a claim to the CNIL (the French data protection agency).

7.3 You can exercise your rights and ask us about the processing of your personal data by email to shareholders@total.com or by post to the following address: TotalEnergies SE – Individual Shareholder Relations Department – 2, place Jean Millier – 92078 Paris La Défense cedex - France.

7.4 To find out more about our Personal Data Protection Charter, please click on the link "Données personnelles et cookies" that you can find at the bottom of all pages of the website <https://e-cercle.totalenergies.com>.