



Notice of Availability of Proxy Materials for Coveo Solutions Inc.'s Annual General Meeting of Shareholders

Meeting Date and Location:

When: Thursday, September 14, 2023
at 11 a.m. (Eastern Time)

Where: Via live webcast online at
<https://web.lumiagm.com/471713766>
Password: coveo2023 (case sensitive)

You are receiving this notification as Coveo Solutions Inc. (the "Corporation") has decided to use the notice and access procedures for delivery of the 2023 management proxy circular, the management's discussion and analysis for the year ended March 31, 2023, the consolidated financial statements of the Corporation and the auditor's report for the years ended March 31, 2023 and 2022, and other related materials of the Meeting (collectively, the "Proxy Materials") to its shareholders and to advise that the Proxy Materials for the above noted shareholders' meeting are available on the Internet. Under the notice and access procedures, instead of receiving paper copies of the Proxy Materials, shareholders receive a copy of this notice and a form of proxy or voting instruction form, as applicable. Using the notice and access model for delivery reduces the Corporation's environmental footprint and substantially reduces its printing and mailing costs. This communication presents only an overview of the more complete Proxy Materials that are available to you on the Internet. We remind you to access and review all of the information contained in the Proxy Materials, before voting.

The Proxy Materials are available at:

<https://ir.coveo.com>

OR

www.sedarplus.ca

How to obtain paper copies of the Proxy Materials

The Corporation will provide a paper copy of the Proxy Materials to any shareholder upon request, free of charge, for a period of 1 year from the date the 2023 management proxy circular is filed on SEDAR+.

You may request a paper copy at any time before the meeting on the web at investors@coveo.com or by contacting TSX Trust Company at 1-888-433-6443 (Canada and United States) or 416-682-3801 (other countries). Please be sure to keep your form of proxy (for registered shareholders) or voting instruction form (for non-registered shareholders), because you will not receive another copy if you request a paper copy of the Proxy Materials. To ensure shareholders receive paper copies of the Proxy Materials in advance of the voting deadline for the 2023 annual meeting of shareholders, shareholders should send their request before August 31, 2023.

After the meeting, such requests may be made by calling the same numbers or by e-mailing your request at txt-fulfilment@tmx.com. Please allow a period of 3 business days for processing your request as well as usual mailing times.



Notice of Annual General Meeting of Shareholders

The resolutions to be voted on at the meeting are listed below along with the sections within the 2023 management proxy circular where disclosure regarding the matter can be found.

1. Election of Directors – See *“Matters to be Acted upon at the Meeting – Election of the Directors and Other Information on Nominees”*
2. Appointment of Auditors at a remuneration to be fixed by the Board of Directors – See *“Matters to be Acted upon at the Meeting – Appointment of the Independent Auditors”*

Voting

PLEASE NOTE – YOU CANNOT VOTE BY RETURNING THIS NOTICE. To vote your securities you must vote using the methods reflected on your enclosed form of proxy or voting instruction form, as further described in the section *“How to Attend, Participate and Vote at the Meeting – How do I vote, and how do I attend the Meeting”* of the 2023 management proxy circular. Your form of proxy or voting instruction form must be received by 11:00 a.m. (Eastern Time) on September 12, 2023 (the **“proxy cut-off”**). Non-registered shareholders submitting a voting instruction form should always confirm whether their intermediaries need to receive their voting instruction form prior to the proxy cut-off.

PLEASE REVIEW THE 2023 MANAGEMENT PROXY CIRCULAR PRIOR TO VOTING

Attending the Meeting

For more information on how to attend, participate or vote at the 2023 annual general meeting of shareholders, how to deposit a form of proxy or voting instruction form and how to appoint and register a proxyholder, please refer to the section *“How to attend, Participate and Vote at the Meeting”* of the 2023 management proxy circular.

Questions?

If you have any questions about this notice or notice-and-access generally, please contact TSX Trust Company:

Phone: 1-888-433-6443 (Canada and United States) or 416-682-3801 (other countries)

Email: shareholderinquiries@tmx.com, or if you wish to discuss with a Corporation representative, investors@coveo.com