Minutes No. 1/2021 of KONE Corporation's Annual General Meeting, which was held at Hotel Kämp's Symposion meeting venue in Helsinki on 2 March 2021 starting at 11.00 a.m.

#### 1 § Opening of the meeting

The Chairperson of the meeting, Attorney Merja Kivelä, opened the meeting.

# 2 § Calling the meeting to order

As proposed in the notice to the General Meeting, Attorney Merja Kivelä served as the Chairperson. The Chairperson also prepared the minutes.

The Chairperson noted that, based on the so-called temporary act which came into force on 3 October 2020, the meeting was held in such a way that shareholders were not able to participate in the meeting in person at the meeting venue. They could participate in the meeting only by voting in advance and by submitting counterproposals and asking questions in advance. No counterproposals from shareholders to be put to a vote were received by the deadline of 2 February 2021 at 10.00 a.m. The questions from shareholders received by the deadline of 16 February 2021 at 4.00 p.m. and the answers to them from the management of the company became available on the company's website on 19 February 2021 at the latest.

The Chairperson further noted that voting had been carried out on all of the main items on the agenda and that, in accordance with the temporary act, it was possible to oppose the proposed resolutions in every item without a counterproposal. Summaries of the votes cast in advance under each main item on the agenda were attached to the minutes.

#### 3 § Election of person to scrutinize the minutes and to supervise the counting of votes

As proposed in the notice to the General Meeting, the company's Legal Counsel Heta Rönkkö served as the person to scrutinize the minutes and supervise the counting of votes.

#### 4 § Recording the legality of the meeting

It was noted that the Board of Directors had decided in its meeting of 28 January 2021 that the notice to the General Meeting will be published on the company's website. In addition, the company had an obligation to publish the notice to the General Meeting as a stock exchange release. The notice to the General Meeting had been published on the company's website and as a stock exchange release on 28 January 2021.

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It was noted that the General Meeting was legally convened in accordance with the provisions of the Articles of Association, the Limited Liability Companies Act and the temporary act.

The notices to the meeting were attached to the minutes as Appendices 1 and 2.

#### 5 § Recording the attendance at the meeting and adoption of the list of votes

The list provided by Euroclear Finland Oy of shareholders who had voted in advance within the advance voting period either in person or through a proxy and who were entitled to participate in the General Meeting in accordance with Chapter 5, Sections 6 and 6 a of the Limited Liability Companies Act was presented.

It was noted that class A shares of the company entitled their holder to one vote. The total number of class A shares and the votes carried by the shares was 76,208,712. Each full ten class B shares entitled their holder to one vote in the General Meeting, however, each shareholder had a minimum of one vote. The total amount of class B shares of the company was 453,187,148. On the record date of the General Meeting, the company held a total of 10,850,891 class B shares. Pursuant to the Limited Liability Companies Act, shares held by the company itself or its subsidiaries are not entitled to participate in the General Meeting.

It was recorded that 3,329 shareholders had participated in advance voting. The shareholders who participated in advance voting held 70,561,608 class A shares and 255,457,000 class B shares, i.e. a total of 326,018,608 shares. The class A shares held by the shareholders who participated in advance voting represented 70,561,608 votes and the class B shares held by the shareholders who participated in advance voting represented 25,544,908 votes, i.e. a total of 96,106,516 votes.

The list of participants and the list of votes represented at the meeting were approved and attached to the minutes as Appendix 3.

# $6\ \S$ Presentation of the annual accounts, the report of the Board of Directors and the auditor's report for the year 2020

It was noted that, because participation in the General Meeting was possible only in advance, the company's Annual Review published on 28 January 2021, which includes the company's annual accounts, consolidated accounts, the report of the Board of Directors and the auditor's report and which had been available on the company's website, has been presented to the General Meeting.

It was noted that President and CEO Henrik Ehrnrooth will give a status review and present the main points of the 2020 annual accounts in the virtual event which is held after the General Meeting and which is not part of the General Meeting.

The documents relating to the company's annual accounts were attached to the minutes as <u>Appendix 4</u> and the auditor's report as <u>Appendix 5</u>.

The annual accounts, consolidated accounts, the report of the Board of Directors and the auditor's report were noted as having been duly presented.

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#### 7 § Adoption of the annual accounts

It was recorded that 323,878,952 shares, corresponding to approximately 61.18% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 95,892,561 votes, corresponding to approximately 78.91% of all of the votes bestowed by the company's shares. A total of 95,844,524 votes were cast to support the adoption of the annual accounts, corresponding to 99.95% of the votes cast, and a total of 47,498 votes were cast against the adoption of the annual accounts, corresponding to 0.05% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 22.

A summary of the votes cast in advance was attached to the minutes as Appendix 6.

Based on the result of voting, the General Meeting approved the consolidated accounts and the annual accounts of the parent company for the financial year of 1 January–31 December 2020.

### 8 § Resolution on the use of the profit shown on the balance sheet and the payment of dividends

It was noted that the parent company's non-restricted equity on 31 December 2020 was EUR 2,046,658,825.95, of which the share of net income for the financial year was EUR 389,581,522.35.

It was noted that the Board of Directors had proposed that for the financial year 2020 a dividend of EUR 1.7475 is paid for each class A share and a dividend of EUR 1.75 is paid for each class B share. Further, the Board of Directors had proposed that an extra dividend of EUR 0.4975 is paid for each class A share and an extra dividend of EUR 0.50 is paid for each class B share. The date of record for dividend distribution is 4 March 2021 and the dividend will be paid on 11 March 2021.

The Board of Directors' proposal was attached to the minutes as Appendix 7.

It was recorded that 326,003,689 shares, corresponding to approximately 61.58% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 96,105,027 votes, corresponding to approximately 79.09% of all of the votes bestowed by the company's shares. A total of 95,794,331 votes were cast to support the proposal of the Board of Directors, corresponding to 99.68% of the votes cast, and a total of 310,160 votes were cast against the proposal of the Board of Directors, corresponding to 0.32% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 0.

A summary of the votes cast in advance was attached to the minutes as Appendix 8.

Based on the result of voting, the General Meeting decided to distribute dividend in accordance with the Board of Director's proposal.

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#### 9 §

# Resolution on the discharge of the members of the Board of Directors and the President and CEO from liability for the financial year 2020

It was noted that the discharge from liability for the financial year 2020 concerned the following persons:

Antti Herlin, Chairman of the Board of Directors,
Jussi Herlin, Vice Chairman of the Board of Directors,
Matti Alahuhta, Board Member,
Anne Brunila, Board Member,
Susan Duinhoven, Board Member,
Iiris Herlin, Board Member,
Ravi Kant, Board Member,
Juhani Kaskeala, Board Member,
Sirpa Pietikäinen, Board Member, and
Henrik Ehrnrooth, President and CEO.

It was recorded that 319,999,002 shares, corresponding to approximately 60.45% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 95,504,568 votes, corresponding to approximately 78.59% of all of the votes bestowed by the company's shares. A total of 95,179,829 votes were cast to support granting discharge from liability, corresponding to 99.66% of the votes cast, and a total of 324,190 votes were cast against granting discharge from liability, corresponding to 0.34% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 127.

A summary of the votes cast in advance was attached to the minutes as Appendix 9.

It was recorded that the board members and the President and CEO who participated in advance voting did not vote on this main item on the agenda with the shares that they hold directly.

Based on the result of voting, the General Meeting decided to grant discharge from liability to the board members and the President and CEO for the financial year 2020.

# $$10\ \S$$ Consideration of the Remuneration Report for governing bodies

It was noted that, because participation in the General Meeting was possible only in advance, the company's Remuneration Report published on 28 January 2021, which had been available on the company's website, has been presented to the General Meeting.

The Remuneration Report for governing bodies was attached to the minutes as Appendix 10.

It was recorded that 324,105,112 shares, corresponding to 61.22% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 95,915,175 votes, corresponding to 78.93% of all of the votes bestowed by the company's shares. A total of 86,012,879 votes were cast to support the approval of the Remuneration Report for governing bodies, corresponding to 89.84% of the votes cast, and a total of 9,730,049 votes were cast against the approval of the

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Remuneration Report for governing bodies, corresponding to 10.16% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 1,717,115.

A summary of the votes cast in advance was attached to the minutes as Appendix 11.

Based on the result of voting, the General Meeting resolved to approve the presented Remuneration Report for governing bodies. The resolution was advisory.

#### 11 § Resolution on the remuneration of the members of the Board of Directors

It was noted that the Nomination and Compensation Committee of the Board of Directors had proposed to the General Meeting that the board members' annual compensation is increased as follows:

Chairman of the Board of Directors EUR 220,000 (previously EUR 60,000), Vice Chairman EUR 125,000 (EUR 50,000), and board members EUR 110,000 (EUR 45,000).

It had been proposed that 40% of the annual compensation will be paid in class B shares of KONE Corporation and the rest in cash. In addition, it had been proposed that annual compensation is not paid to a board member who is employed by the company. Possible travel expenses had been proposed to be reimbursed according to the travel policy of the company.

The proposal of the Nomination and Compensation Committee of the Board of Directors was attached to the minutes as <u>Appendix 12</u>.

It was recorded that 325,674,980 shares, corresponding to approximately 61.52% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 96,072,155 votes, corresponding to approximately 79.06% of all of the votes bestowed by the company's shares. A total of 85,839,557 votes were cast to support the proposal of the Nomination and Compensation Committee of the Board of Directors, corresponding to 89.35% of the votes cast, and a total of 10,231,844 votes were cast against the proposal of the Nomination and Compensation Committee of the Board of Directors, corresponding to 10.65% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 2,190.

A summary of the votes cast in advance was attached to the minutes as Appendix 13.

Based on the result of voting, the General Meeting decided to approve the proposal of the Nomination and Compensation Committee of the Board of Directors for the remuneration of the board members.

#### 12 § Resolution on the number of members of the Board of Directors

It was noted that, in accordance with the Articles of Association, the Board of Directors shall comprise a minimum of five and a maximum of ten regular members and a maximum of three deputy members. The number of regular board members during the term that had begun as of the General Meeting 2020 was nine.

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It was noted that the Nomination and Compensation Committee of the Board of Directors had proposed to the General Meeting that eight board members are elected.

The proposal of the Nomination and Compensation Committee of the Board of Directors was attached to the minutes as <u>Appendix 14</u>.

It was recorded that 325,674,197 shares, corresponding to approximately 61.52% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 96,072,078 votes, corresponding to approximately 79.06% of all of the votes bestowed by the company's shares. A total of 96,051,529 votes were cast to support the proposal of the Nomination and Compensation Committee of the Board of Directors, corresponding to 99.98% of the votes cast, and a total of 20,003 votes were cast against the proposal of the Nomination and Compensation Committee of the Board of Directors, corresponding to 0.02% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 100.

A summary of the votes cast in advance was attached to the minutes as Appendix 15.

Based on the result of voting, the General Meeting decided in accordance with the proposal of the Nomination and Compensation Committee of the Board of Directors that the number of board members be confirmed as eight regular members.

#### 13 § Election of members of the Board of Directors

It was noted that, pursuant to the Limited Liability Companies Act and the Articles of Association of the company, the members of the Board of Directors must be elected in the Annual General Meeting. The meeting had decided to elect eight regular members of the Board of Directors.

It was noted that the Nomination and Compensation Committee of the Board of Directors had proposed to the General Meeting that the following board members are re-elected to the Board of Directors:

Matti Alahuhta, Susan Duinhoven, Antti Herlin, Iiris Herlin, Jussi Herlin, Ravi Kant, and Juhani Kaskeala

and that Jennifer Xin-Zhe Li is elected as a new member to the Board of Directors.

It was noted that all proposed members of the Board of Directors had given their consent for their election.

The proposal of the Nomination and Compensation Committee of the Board of Directors was attached to the minutes as <u>Appendix 16</u>.

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It was recorded that 324,283,514 shares, corresponding to approximately 61.26% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 95,933,018 votes, corresponding to approximately 78.94% of all of the votes bestowed by the company's shares. A total of 83,677,301 votes were cast to support the proposal of the Nomination and Compensation Committee of the Board of Directors, corresponding to 87.43% of the votes cast, and a total of 12,035,689 votes were cast against the proposal of the Nomination and Compensation Committee of the Board of Directors, corresponding to 12.57% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 2,194,973.

A summary of the votes cast in advance was attached to the minutes as Appendix 17.

Based on the result of voting, the General Meeting decided to elect the persons proposed by the Nomination and Compensation Committee of the Board of Directors as members of the Board of Directors for the term that starts at the end of the Annual General Meeting 2021 and expires at the end of the Annual General Meeting 2022.

#### 14 § Resolution on the remuneration of the auditors

It was noted that, in the beginning of 2020, KONE Corporation finalized the mandatory audit firm selection procedure concerning the audit for the financial year 2021. Consequently, audit firm Ernst & Young Oy was elected as the auditor of the company for the financial year 2021 already in the General Meeting 2020 and in the same context also the remuneration for the auditor for the financial year 2021 was resolved. Therefore, the Audit Committee of the Board of Directors had proposed to the General Meeting that the auditor to be elected is reimbursed as per their invoice.

The proposal of the Audit Committee of the Board of Directors was attached to the minutes as <u>Appendix 18</u>.

It was recorded that 325,681,799 shares, corresponding to approximately 61.52% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 96,072,838 votes, corresponding to approximately 79.06% of all of the votes bestowed by the company's shares. A total of 95,362,175 votes were cast to support the proposal of the Audit Committee of the Board of Directors, corresponding to 99.26% of the votes cast, and a total of 710,105 votes were cast against the proposal of the Audit Committee of the Board of Directors, corresponding to 0.74% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 225.

A summary of the votes cast in advance was attached to the minutes as Appendix 19.

Based on the result of voting, the General Meeting passed a resolution in accordance with the proposal of the Audit Committee of the Board of Directors to reimburse the auditor to be elected as per their invoice.

#### 15 § Resolution on the number of auditors

It was noted that pursuant to the Articles of Association the company must have a minimum of one and a maximum of three auditors.

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It was noted that, in the beginning of 2020, KONE Corporation finalized the mandatory audit firm selection procedure concerning the audit for the financial year 2021. Consequently, audit firm Ernst & Young Oy was elected as the auditor of the company for the financial year 2021 already in the General Meeting 2020 and in the same context also the number of auditors for the financial year 2021 was resolved. Therefore, the Audit Committee of the Board of Directors had proposed to the General Meeting that one auditor is elected for the company for a term ending at the conclusion of the following Annual General Meeting.

The proposal of the Audit Committee of the Board of Directors was attached to the minutes as <u>Appendix 20</u>.

It was recorded that 326,002,889 shares, corresponding to approximately 61.58% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 96,104,947 votes, corresponding to approximately 79.09% of all of the votes bestowed by the company's shares. A total of 96,061,759 votes were cast to support the proposal of the Audit Committee of the Board of Directors, corresponding to 99.96% of the votes cast, and a total of 42,642 votes were cast against the proposal of the Audit Committee of the Board of Directors, corresponding to 0.04% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 100.

A summary of the votes cast in advance was attached to the minutes as Appendix 21.

Based on the result of voting, the General Meeting passed a resolution in accordance with the proposal of the Audit Committee of the Board of Directors to elect one auditor for the company for the term ending at the conclusion of the following Annual General Meeting.

#### 16 § Election of auditors

It was noted that, in the beginning of 2020, KONE Corporation finalized the mandatory audit firm selection procedure concerning the audit for the financial year 2021. Consequently, audit firm Ernst & Young Oy was elected as the auditor of the company for the financial year 2021 already in the General Meeting 2020. Therefore, the Audit Committee of the Board of Directors had proposed to the General Meeting that audit firm Ernst & Young Oy be elected as the auditor of the company for a term ending at the conclusion of the following Annual General Meeting.

The proposal of the Audit Committee of the Board of Directors was attached to the minutes as <u>Appendix 22</u>.

It was recorded that 325,999,835 shares, corresponding to approximately 61.58% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 96,104,641 votes, corresponding to approximately 79.08% of all of the votes bestowed by the company's shares. A total of 95,762,892 votes were cast to support the proposal of the Audit Committee of the Board of Directors, corresponding to approximately 99.64% of the votes cast, and a total of 341,203 votes were cast against the proposal of the Audit Committee of the Board of Directors, corresponding to 0.36% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 100.

A summary of the votes cast in advance was attached to the minutes as Appendix 23.

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Based on the result of voting, the General Meeting passed a resolution in accordance with the proposal of the Audit Committee of the Board of Directors to elect the audit firm Ernst & Young Oy as the auditor for the company for the term ending at the conclusion of the following Annual General Meeting.

### 17 § Authorizing the Board of Directors to decide on the repurchase of the company's own shares

It was noted that the Board of Directors had proposed to the General Meeting that the General Meeting authorizes the Board of Directors to decide on the repurchase of no more than 52,930,000 treasury shares with assets from the company's unrestricted equity, so that a maximum of 7,620,000 class A shares and a maximum of 45,310,000 class B shares may be repurchased. The consideration to be paid for the repurchased shares with respect to both class A and class B shares will be determined based on the trading price determined for class B shares on Nasdaq Helsinki Ltd on the date of repurchase.

Class A shares will be repurchased in proportion to holdings of class A shareholders at a price equivalent to the average price paid for the company's class B shares on Nasdaq Helsinki Ltd on the date of repurchase. Any shareholder wishing to offer his or her class A shares for repurchase by the company must state his or her intention to the company's Board of Directors in writing. The company may deviate from the obligation to repurchase shares in proportion to the shareholders' holdings if all the holders of class A shares give their consent. Class B shares will be purchased in public trading on Nasdaq Helsinki Ltd at the market price as per the time of purchase.

It was noted that the Board of Directors had proposed that the authorization will be valid until the conclusion of the following Annual General Meeting, however, at the latest until 30 June 2022. The authorization terminates the authorization to decide on the repurchase of the company's own shares given to the Board of Directors by the General Meeting on 25 February 2020.

The Board of Directors' proposal was attached to the minutes as Appendix 24.

It was noted that the resolution on this item must be passed by a qualified majority in accordance with Chapter 5, Section 27 of the Limited Liability Companies Act, and the validity of the resolution further requires that the resolution is supported by a qualified majority of the shares of each share class represented at the meeting.

It was recorded that a total of 70,561,608 class A shares and a total of 255,314,648 class B shares, i.e. in aggregate 325,876,256 shares representing approximately 61.56% of all of the shares in the company, participated in the voting, i.e. were represented in the item, and that these shares bestowed 96,092,284 votes, corresponding to approximately 79.07% of the votes bestowed by all of the shares in the company. The Board of Directors' proposal was supported by 70,561,608 class A shares, corresponding to 100% of all of the represented class A shares, and 252,743,283 class B shares, corresponding to 98.99% of all of the represented class B shares. Thus, the Board of Directors' proposal was supported by a total of 323,304,891 shares, corresponding to 99.21% of all of the represented shares. The Board of Directors' proposal was opposed by 2,570,658 class B shares, corresponding to 1.01% of the represented class B shares and 0.79% of all of the represented shares. The shares supporting the proposal bestowed 95,834,636 votes, corresponding to 99.73% of the votes cast, and the shares opposing the proposal of the Board of Directors bestowed 257,041 votes, corresponding to 0.27% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 707.

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A summary of the votes cast in advance was attached to the minutes as Appendix 25.

Based on the result of voting, the General Meeting resolved to authorize the Board of Directors to decide on the repurchase of the company's shares in accordance with the proposal of the Board of Directors.

#### 18 §

#### Authorizing the Board of Directors to decide on the issuance of shares as well as the issuance of options and other special rights entitling to shares

It was noted that the Board of Directors had proposed to the General Meeting that the Board of Directors be authorized to decide on the issuance of shares as well as the issuance of options and other special rights entitling to shares referred to in Chapter 10, Section 1 of the Limited Liability Companies Act as follows:

The number of shares to be issued based on this authorization shall not exceed 7,620,000 class A shares and 45,310,000 class B shares. The Board of Directors decides on all the conditions of the issuance of shares and of special rights entitling to shares. The authorization concerns both the issuance of new shares as well as the transfer of treasury shares. The issuance of shares and of special rights entitling to shares may be carried out in deviation from the shareholders' pre-emptive rights (directed issue).

It was noted that the Board of Directors had proposed that the authorization will be valid until the conclusion of the following Annual General Meeting, however, at the latest until 30 June 2022 and that it terminates the authorization to decide on the issuance of shares given to the Board of Directors by the General Meeting on 25 February 2020.

The Board of Directors' proposal was attached to the minutes as Appendix 26.

It was noted that the resolution on this item must be passed by a qualified majority in accordance with Chapter 5, Section 27 of the Limited Liability Companies Act.

It was recorded that 326,004,004 shares, corresponding to approximately 61.58% of all of the shares in the company, participated in the voting, and that the shares that participated in the voting bestow 96,105,057 votes, corresponding to approximately 79.09% of all of the votes bestowed by the company's shares. A total of 95,289,008 votes were cast to support the proposal of the Board of Directors, corresponding to 99.15% of the votes cast, and a total of 815,457 votes were cast against the proposal of the Board of Directors, corresponding to 0.85% of the votes cast. The number of shares that cast no votes, i.e. abstained, was 559.

A summary of the votes cast in advance was attached to the minutes as Appendix 27.

Based on the result of voting, the General Meeting decided to authorize the Board of Directors to decide on the issuance of shares as well as the issuance of options and other special rights entitling to shares referred to in Chapter 10, Section 1 of the Limited Liability Companies Act as proposed by the Board of Directors.

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#### 19 § Closing of the meeting

The Chairperson noted that the matters on the agenda had been dealt with and that the minutes of the meeting would be available on the company's website as of 16 March 2021 at the latest.

| Chairperson of the General Meeting:                | Merja Kivelä |
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| The minutes have been scrutinized and approved by: | Heta Rönkkö  |

The Chairperson closed the meeting at 11.15 a.m.

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#### APPENDICES

| Appendix 1  | Notice to the General Meeting published on the company's website on 28 January 2021  |  |
|-------------|--|--|
| Appendix 2  | Notice to the General Meeting published as stock exchange release on 28 January 2021   |  |
| Appendix 3  | List of participants and the list of votes represented at the meeting  |  |
| Appendix 4  | Annual accounts of KONE 2020   |  |
| Appendix 5  | Auditor's report dated 28 January 2021   |  |
| Appendix 6  | Summary of the votes cast in advance under agenda item 7   |  |
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| Appendix 14 | Proposal of the Nomination and Compensation Committee of the Board of Directors concerning the number of members of the Board of Directors           |  |
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| Appendix 16 | Proposal of the Nomination and Compensation Committee of the Board of Directors concerning the election of members of the Board of Directors         |  |
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| Appendix 18 | Proposal of the Audit Committee of the Board of Directors concerning the remuneration of auditors  |  |
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| Appendix 20 | Proposal of the Audit Committee of the Board of Directors concerning the number of auditors  |  |
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| Appendix 23 | Summary of the votes cast in advance under agenda item 16  |  |
| Appendix 24 | Proposal of the Board of Directors concerning the authorization of the Board of Directors to decide on the repurchase of the company's shares        |  |
| Appendix 25 | Summary of the votes cast in advance under agenda item 17  |  |

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Appendix 26 Proposal of the Board of Directors concerning the authorization of the Board of Directors to decide on the issuance of shares as well as the issuance of options and other special rights entitling to shares referred to in Chapter 10, Section 1 of the Limited Liability Companies Act

Appendix 27 Summary of the votes cast in advance under agenda item 18