

## **ADDITIONAL INFORMATION**

### **Shareholder's right to request that certain items be placed on the agenda of the General Meeting**

A shareholder or shareholders representing at least 1/20 of the Company's share capital may request that certain items be placed on the agenda of the General Meeting. Any such request should be submitted to the Company's Management Board no later than 21 days prior to the date of the General Meeting, i.e. **by December 1st 2016**. Any such request should be sent to the Company in the Polish language, in writing, or in electronic form to the following email address: [wz@grupalotos.pl](mailto:wz@grupalotos.pl). The request should contain grounds or a draft resolution concerning the proposed agenda item.

The request should be submitted along with the attached copies of documents confirming the entitlement of the shareholder or the proxy to participate in the Meeting.

### **Shareholder's right to propose draft resolutions concerning items which have been or are to be placed on the agenda prior to the General Meeting**

A shareholder or shareholders representing at least 1/20 of the Company's share capital may, prior to the date of the General Meeting, submit in writing at the Company's registered office, or in electronic form to the following email address: [wz@grupalotos.pl](mailto:wz@grupalotos.pl), draft resolutions concerning items which have been or are to be placed on the agenda of the General Meeting. Any such draft resolutions should be in the Polish language, in the form of PDF files or MS Word-supported files. The Company promptly publishes draft resolutions on its website. The request should be submitted along with the attached copies of documents confirming the entitlement of the shareholder or the proxy (if submitted by a proxy) to participate in the Meeting.

### **Shareholder's right to propose draft resolutions concerning items placed on the agenda during the General Meeting**

Each shareholder may propose draft resolutions concerning items placed on the agenda during the General Meeting. Such draft resolutions should be in the Polish language.

### **Exercise of voting rights by proxy**

A shareholder being a natural person may participate in the General Meeting and exercise voting rights in person or by proxy. A shareholder who is not a natural person may participate in the General Meeting and exercise voting rights through a person authorised to make declarations of will on its behalf or through a proxy.

A power of proxy should be made in writing and attached to the minutes of the General Meeting or should be made in electronic form, under pain of nullity.

A power of proxy in electronic form does not require a secure electronic signature verifiable by means of a valid qualified certificate.

A form of the power of proxy, provided at the end of this notice, and a proxy voting form will be available on the Company's website.

A shareholder should notify the Company of granting a power of proxy in electronic form by sending an email to the following email address: [wz@grupalotos.pl](mailto:wz@grupalotos.pl); in doing so, the shareholder should take all due care to facilitate the validation of the power of proxy. A notification of granting a power of proxy should include precise identification of the proxy and the principal (first name, surname, Personal Identification Number (PESEL) – if assigned, permanent or temporary residence address, telephone number and email address, as well

registered address, registration number and registration authority – in the case of legal persons or other organisational units). A notification of granting a power of proxy should also specify the scope of the power of proxy, i.e. the number of shares to be voted at the Meeting and the name of the Company.

A power of proxy in electronic form should be prepared as a separate document and signed by the shareholder or a person/persons authorised to represent the shareholder; the scanned version of the power of proxy should be sent as an attachment in the PDF format to the following email address: [wz@grupalotos.pl](mailto:wz@grupalotos.pl).

Documents evidencing the shareholder's right to participate in the General Meeting as well as documents (a valid excerpt from the relevant register) confirming the authority of the power of proxy's signatory to represent the shareholder who is not a natural person must be obligatorily submitted along with an electronic power of proxy.

The Company will take appropriate steps to confirm the identity of the shareholder and proxy, in order to verify the validity of powers of proxy given in electronic form. The verification procedure may involve, in particular, contacting the shareholder and the proxy via a return electronic message or a return call to confirm that the power of proxy has actually been granted and to verify its scope. In such a case, the Company reserves the right to treat a lack of reply to any questions asked for verification purposes as inability to confirm the validity of the power of proxy, which will be a sufficient basis to refuse admission of the proxy to the General Meeting. On arrival at the Meeting and prior to signing the attendance list, the proxy should present the original of the identity document specified in the power of proxy in order to confirm his or her identity.

The right to represent a shareholder who is not a natural person should be evidenced by an official copy of the entry in the relevant register or a sequence of powers of proxy, to be presented at the time of drawing up the attendance list. A person/persons granting a power of proxy on behalf of a shareholder who is not a natural person should be indicated in a valid excerpt from the relevant register or other relevant documents. While at the General Meeting, all shareholders and proxies should carry a valid identity document.

Members of the Company's Management Board and Company employees may act as proxies of shareholders at the General Meeting.

If a person acting as a proxy is a Management Board member, a Supervisory Board member, a liquidator, an employee of the Company, or a member of the governing bodies or an employee of the Company's subsidiary, the relevant power of proxy may authorise such person to represent the shareholder at one General Meeting only. The proxy is obliged to disclose to the shareholder any circumstances leading to any actual or potential conflict of interests and may vote exclusively in line with the voting instructions issued by the appointing shareholder. Granting further powers of proxy is not permitted.

### **Use of electronic communication**

The Company's Articles of Association and the Rules of Procedure for General Meetings do not provide for the possibility to:

- a) participate in General Meetings by means of electronic communication,
- b) take the floor during General Meetings by means of electronic communication,
- c) exercise voting rights by postal ballot or by means of electronic communication.

### **Record date for participation in the General Meeting**

The record date for participation in the General Meeting is a date falling 16 days prior to the Meeting, that is **December 6th 2016** ("Record Date").

## **Right to participate in the General Meeting**

Only persons who are the Company's shareholders on the Record Date are entitled to participate in the General Meeting.

Holders of rights under registered shares or provisional certificates (*świadcstwa tymczasowe*) as well as pledgees and usufructuaries holding voting rights are entitled to participate in the General Meeting, provided that they are entered in the Share Register on the Record Date.

At the request of a holder of rights under the Company bearer shares in book-entry form, made no earlier than after the date of the notice of the General Meeting (i.e. **November 25th 2016**), and no later than on the first day following the Record Date (i.e. **December 7th 2016**), the entity keeping the securities account will issue a certificate to such holder's name confirming its entitlement to participate in the General Meeting.

A list of shareholders entitled to participate in the General Meeting will be displayed at the Company's registered office three weekdays prior to the General Meeting.

The Company's shareholders may request that the list of shareholders eligible to participate in the General Meeting be delivered to them free of charge via electronic mail, and provide an email address to which the list should be delivered.

Magnetic cards will be used for voting at the General Meeting. Persons entitled to participate in the General Meeting are requested to register and collect their magnetic cards in front of the room where the Meeting is to be held half an hour before the Meeting commences.

## **Access to documents**

Documents to be presented to the General Meeting, as well as draft resolutions to be voted on, will be available on the Company's website as from the day of convening the General Meeting, pursuant to Art. 402<sup>3</sup>.1 of the Commercial Companies Code.

The Management Board's or Supervisory Board's comments concerning the items which have been or will be placed on the agenda prior to the General Meeting will be posted on the Company's website as soon as they are available.

**For further information on the General Meeting, see the Company's website at:**  
[www.lotos.pl](http://www.lotos.pl)