



Polish Oil and Gas Company (PGNiG SA)  
Head Office

### **Information to shareholders of PGNiG SA**

1. Pursuant to Art. 399.3 of the Commercial Companies Code, shareholders representing at least 50% of the Company's share capital or at least 50% of the total vote in the Company may convene a General Shareholders Meeting. In that case, information on convening a General Shareholders Meeting should be sent to the Company in writing, or in the electronic form to the following e-mail address: wz@pgnig.pl. The information should be in Polish, in the form of a Word file, contain the wording of the announcement on convening the Company's General Shareholders Meeting, and meet all the requirements contained in Art. 402<sup>2</sup> of the Commercial Companies Code. As it is the shareholders who appoint the Chairperson of such a General Shareholders Meeting, the information should also specify the first name and surname of the Chairperson of the General Shareholders Meeting or of a legal entity's proxy. The requesting shareholder should prove his/her/its entitlement to exercise this right by presenting relevant documents in the written form.
2. Pursuant to Art. 400.1 of the Commercial Companies Code, a shareholder or shareholders representing at least 1/20 of the Company's share capital may request that an Extraordinary General Shareholders Meeting be convened or that particular items be included in its agenda. In that case, relevant information should be sent to the Company in writing, or in the electronic form to the following e-mail address: wz@pgnig.pl. The information should be in the Polish language and contain the request that the Company's General Shareholders Meeting be convened and particular items be placed on its agenda. The requesting shareholder should prove his/her/its entitlement to exercise this right by presenting relevant documents in the written form.
3. Pursuant to Art. 401.1 of the Commercial Companies Code, a shareholder or shareholders representing at least 1/20 of the Company's share capital may request that particular items be placed on the agenda of the Company's next General Shareholders Meeting. Such a request should be submitted to the Company's Management Board in writing, or in the electronic form to the e-mail address wz@pgnig.pl, not later than 21 days before the planned date of the General Shareholders Meeting. The request should contain grounds or draft resolutions concerning the proposed agenda items. The requesting shareholder

should prove his/her/its entitlement to exercise this right by presenting relevant documents in the written form.

4. Pursuant to Art. 401.4 of the Commercial Companies Code, a shareholder or shareholders representing at least 1/20 of the Company's share capital, may, before a General Shareholders Meeting, submit to the Company in writing, or in the electronic form to the e-mail address [wz@pgnig.pl](mailto:wz@pgnig.pl), draft resolutions concerning items which have been or are to be entered on the agenda of the Company's General Shareholders Meeting. The draft resolutions should be in the Polish language, in the form of a Word file. The requesting shareholder should prove his/her/its entitlement to exercise this right by presenting relevant documents in the written form.
5. Pursuant to Art. 401.5 of the Commercial Companies Code, during the Company's General Shareholders Meeting each shareholder may submit draft resolutions concerning the items on the agenda. Such draft resolutions should be in the Polish language.
6. Pursuant to Art. 4121.2 of the Commercial Companies Code, a power of proxy allowing to participate in a general shareholders meeting of a public company and to exercise the right of voting must be granted in writing or in the electronic form. The power of proxy should be in the Polish language and should be sent to the Company in electronic form as a PDF file to the e-mail address: [wz@pgnig.pl](mailto:wz@pgnig.pl).
7. Pursuant to Art. 428.6 of the Commercial Companies Code, if a shareholder submits a requests outside a General Shareholders Meeting to be provided with information concerning the Company, the Management Board may provide such shareholder with the requested information in writing, subject to the limitations referred to in Art. 428.2 of the Commercial Companies Code. The requesting shareholder should prove his/her/its entitlement to exercise this right by presenting relevant documents in the written form. The request should be sent by the shareholder to the following e-mail address: [wz@pgnig.pl](mailto:wz@pgnig.pl).