



How to participate in PKN ORLEN General Meeting of Shareholders?

Guide for shareholders

according to law regulations as of 31 May 2011



ORLEN

This guide will inform you:

- **Who can participate in the GM* of PKN ORLEN?**
- **What should you do to take part in the GM of PKN ORLEN ?**
- **How can you obtain an information regarding planned GM of PKN ORLEN?**
- **How can you contact PKN ORLEN regarding the planned GM?**



* GM – the Company's General Meeting of Shareholders, abbreviation used in the whole guide.

Who can participate in GM?

- A shareholder, who holds PKN ORLEN shares on the record date.
- Record date is 16 days before the date of GM.
- Record date is provided by PKN ORLEN in the announcement of convening of GM, which is published at www.orklen.pl in the section *Investor Relations/General Meetings*.
- A shareholder can participate in GM personally or through the attorney appointed for that purpose.



How can I get to know that GM has already been convened?

- The Company publishes regulatory announcement regarding convening of GM at least 26 days before the date of the planned GM.
- The announcement is attached on PKN ORLEN website www.orlen.pl in the section *Investor Relations/General Meetings*.
- The announcement includes following information:
 - date and place of GM,
 - agenda of GM,
 - procedures regarding participation in GM,
 - record date of GM,
 - how to obtain materials for GM.
- Through the PKN ORLEN website you can register to the list of people receiving e-mails about recent changes at www.orlen.pl in the section *Investor Relations* – thanks to that announcements about convening of GM reach interested people just after they are published on the website.



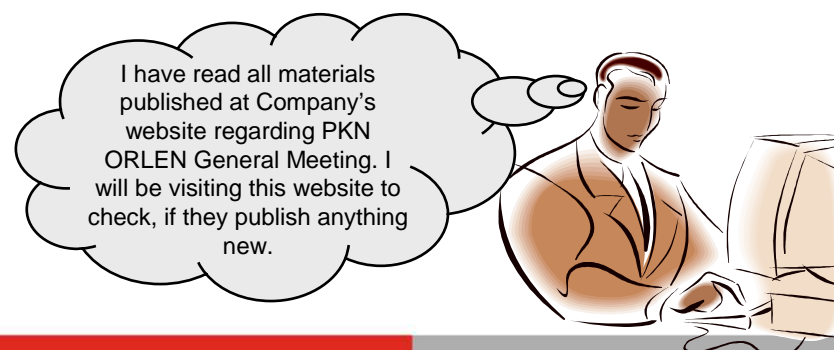
What can I do to take part in GM?

- You have to hold PKN ORLEN on the day, which is 16 days before the day of GM.
- You should go to the brokerage office which keeps your securities account with registered PKN ORLEN shares and ask for certificate regarding the right to participate in GM.
- The request for certificate of right to participate in GM should be submitted to the brokerage office not earlier than after publishing by PKN ORLEN the convening of GM and no later than 15 days before the date of GM.
- **With the request for certificate shareholder specifies the number of shares the document shall be issued for.**



Where can I find the agenda of GM?

- **All materials for shareholders regarding GM PKN ORLEN publishes on its website www.orken.pl in the section *Investor relations/ General Meetings*.**
- **The materials include:**
 - Announcement regarding convening of GM together with organizational issues and agenda of GM.
 - Draft resolutions, which will be presented on GM.
 - Forms allowing execution of the voting rights by the attorney.
 - Candidatures of Supervisory Board members put forward by shareholders (if any changes in Supervisory Boards composition are provided in the agenda).
- **The Company updates the documents regarding GM on corporate website until opening of GM.**



Can I check who is entitled to participate in the forthcoming GM?

- **PKN ORLEN, 3 working days before the date of GM, provides to all shareholders the list of persons entitled to participate in GM.**
- **Every shareholder of PKN ORLEN S.A. is entitled to:**
 - look through the list and also request for a copy of it in PKN ORLEN headquarters in Płock and in Warsaw; the list is available at the reception desks in both locations;
 - request for sending the list by e-mail;provided that a shareholder has an obligation to prove his identity and status as PKN ORLEN shareholder in the manner presented in the convening of GM.
- **The list of shareholders entitled to participate in GM includes:**
 - surnames and names or business names of entitled persons;
 - their place of residence (headquarters);
 - number, type and code of holding shares;
 - number of votes at GM.

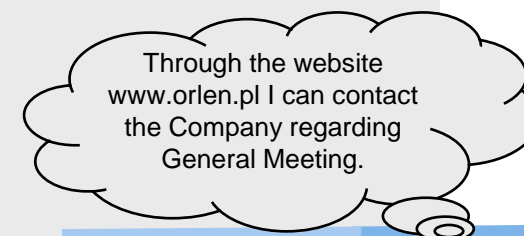
Good Morning, I am a shareholder of PKN ORLEN. I want to check if I am on a list of persons entitled to participate in the General Meeting.

Here you are, this is the list. However you needn't come to us personally because for your request we can send you the list by e-mail.



How can I contact PKN ORLEN regarding the planned GM?

- **There is a special contact form on the website www.orlen.pl in the section *Investor Relations/General Meeting* which allow shareholders to send to PKN ORLEN:**
 - request for General Meeting convening,
 - request for placing a point in the agenda of GM,
 - submission of GM draft resolution,
 - submission of changes in GM draft resolution,
 - request for list of shareholders entitled to participate in GM,
 - information on granting or cancelation of power of attorney for GM
 - other documents connected with GM.
- **Law Department**
tel. +48 24 256 51 17
e-mail: walne.zgromadzenie@orlen.pl
- **Investor Relations Department**
tel. +48 24 256 81 80
e-mail: ir@orlen.pl



We invite you to active participation in General Meetings of PKN ORLEN



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