

## ANNUAL GENERAL MEETING

### – PROXY VOTING FORM

#### POLSKI KONCERN NAFTOWY S.A.

*The Shareholder is under no obligation to use this proxy form and using this proxy form is not required to exercise voting rights through a proxy. The use of this form is subject to arrangements and commitments in this respect by and between the Proxy and the Shareholder. This document is not a substitute for a proxy document. The Shareholder and the Proxy are free to use only some of the pages of this form, at their discretion.*

*Upon its completion by the Shareholder granting the proxy, the form may be used as a ballot paper by the Proxy during the open voting. If voting is to be held by secret ballot, the completed form shall be treated only as a written voting instruction for the Proxy and should be kept by the Proxy.*

*Please find below the draft resolutions of the General Meeting. Each draft resolution is followed by a space intended for the Shareholder's voting instruction for the Proxy and by fields for marking whether the vote is cast for or against a given resolution during the voting and whether an objection is raised if the vote is cast against the resolution. A vote is cast in favour or against and an objection is raised by marking an appropriate field \*. In addition, if in a single ballot the Proxy casts different votes from different shares within the represented holding of shares, the Proxy shall complete the relevant field by inserting the number of shares/votes assigned to a given vote in the ballot.*

*Please be advised that if the Shareholder and the Proxy decide to use this form, the Proxy's compliance with the voting instructions contained herein will not be verified by the Company. Any votes cast for or against by the Proxy shall remain valid even if cast contrary to the Shareholder's instruction.*

#### Details of the Principal – Shareholder:

Full name .....  
Full address (residence/registered office) .....  
PESEL/REGON (Personal/Industry Identification Number).....  
Identity document/KRS No. ....

I, the undersigned, ....., entitled to participate in the Annual General Meeting of PKN ORLEN S.A. held on ..... (the 'General Meeting'), according to Certificate No. .... concerning the right to participate in the General Meeting, issued by .....on .....,

represented by:

#### Details of the Proxy:

Full name .....  
Full address (residence/registered office) .....  
PESEL/REGON (Personal/Industry Identification Number).....  
Identity document/KRS No. ....

in the forms below hereby give voting instructions to the Proxy for each of the resolutions which are to be considered and voted on pursuant to the agenda presented in the notice of the General Meeting.

Votes are cast by marking the appropriate field with an 'X'<sup>1</sup>.

.....  
date and Shareholder's signature

## **1. Appointment of the Chairperson of the General Meeting**

Proxy voting instruction regarding Resolution No. 1

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to appoint the Chairperson of the Annual General Meeting

### **Section 1**

Pursuant to Art. 409.1 sentence 1 of the Commercial Companies Code, in conjunction with Section 5 of the Rules of Procedure for the General Meeting of Polski Koncern Naftowy ORLEN S.A., the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby appoints Mr/Ms ..... as Chairperson of the General Meeting.

### **Section 2**

This Resolution shall come into force upon its adoption.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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## **2. Adoption of the agenda**

Proxy voting instruction regarding Resolution No. 2

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<sup>1</sup>If a different vote is to be cast from each share, the Shareholder shall specify in each field the number of shares from which the votes are to be cast as votes for, against or as abstentions. If no such information is provided, the Proxy casts votes from all shares in the manner agreed with the Shareholder.

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to adopt the agenda of the Annual General Meeting

Section 1

The Annual General Meeting of Polski Koncern Naftowy ORLEN S.A resolves to adopt the following agenda:

1. Opening of the General Meeting.
2. Appointment of the Chairperson of the Meeting.
3. Confirmation that the General Meeting has been properly convened and has the legal capacity to pass resolutions.
4. Adoption of the agenda.
5. Appointment of the Ballot Committee.
6. Consideration of the Directors' Report on the operations of the ORLEN Group and PKN ORLEN S.A. in 2018.
7. Consideration of the financial statements of PKN ORLEN S.A. for the year ended December 31st 2018, as well as the Management Board's recommendation regarding the distribution of net profit for the financial year 2018.
8. Consideration of the consolidated financial statements of the ORLEN Group for the year ended December 31st 2018.
9. Consideration of the report of the Supervisory Board of PKN ORLEN S.A. for the financial year 2018.
10. Presentation of the 2018 Report on entertainment expenses, legal expenses, marketing expenses, public relations and communication expenses, and management consultancy fees.
11. Voting on a resolution to approve the Directors' Report on the operations of the ORLEN Group and PKN ORLEN S.A. in 2018.
12. Voting on a resolution to approve the financial statements of PKN ORLEN S.A. for the year ended December 31st 2018.
13. Voting on a resolution to approve the consolidated financial statements of the ORLEN Group for the year ended December 31st 2018.
14. Voting on a resolution to distribute the net profit for the financial year 2018 and to determine the dividend record date and the dividend payment date.
15. Voting on resolutions to grant discharge to members of the Management Board of PKN ORLEN S.A. for performance of their duties in 2018.
16. Voting on resolutions to grant discharge to members of the Supervisory Board of PKN ORLEN S.A. for performance of their duties in 2018.
17. Voting on a resolution to determine the number of Supervisory Board members.
18. Voting on resolutions to appoint members of the Supervisory Board for a new term.
19. Voting on a resolution to amend Resolution No. 4 of the Company's Extraordinary General Meeting of January 24th 2017 on the rules of remunerating members of the Management Board.
20. Voting on a resolution to amend Resolution No. 5 of the Company's Extraordinary General Meeting of January 24th 2017 to determine the rules of remunerating members of the Supervisory Board.
21. Consideration of and voting on resolutions to amend the Company's Articles of Association and to determine the consolidated text of the Articles of Association.
22. Closing of the General Meeting.

Section 2

This Resolution shall come into force upon its adoption.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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### **3. Appointment of the Ballot Committee**

Proxy voting instruction regarding Resolution No. 3

RESOLUTION NO ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
 SPÓŁKA AKCYJNA

dated .... 2019

to appoint the Ballot Committee

#### **Section 1**

Pursuant to Section 8 of the Rules of Procedure for the General Meeting of Polski Koncern Naftowy ORLEN S.A., the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby appoints the following persons to the Ballot Committee:

-.....  
 - .....  
 - .....

#### **Section 2**

This Resolution shall come into force upon its adoption.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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### **4. Approval of the Directors' Report on the operations of the ORLEN Group and PKN ORLEN S.A. in 2018**

Proxy voting instruction regarding Resolution No. 4

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to approve the Directors' Report on the operations of the ORLEN Group and PKN ORLEN S.A.  
in 2018.

Section 1

Acting pursuant to Art. 395.2.1 and 395.5 of the Commercial Companies Code, and Art. 7.7.1 of the Company's Articles of Association in conjunction with Art. 49 and Art. 55.2a of the Accounting Act, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A., having previously considered the Directors' Report on the operations of the ORLEN Group and PKN ORLEN S.A. in 2018 and having considered the Supervisory Board's assessment of the Directors' Report, hereby resolves to approve the Directors' Report.

Section 2

This Resolution shall come into force as of its date.

Vote in favour	€	number of shares .....
Vote against	€	number of shares .....
Abstention	€	number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**5. Approval of the separate financial statements of PKN ORLEN S.A. for the year ended December 31st 2018**

Proxy voting instruction regarding Resolution No. 5

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to approve the financial statements of PKN ORLEN S.A. for the year ended December 31st 2018

Section 1

Acting pursuant to Art. 395.2.1 of the Commercial Companies Code, Art. 45 and Art. 53.1 of the Accounting Act in conjunction with Art. 7.7.1 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A., having previously considered the audited financial statements of PKN ORLEN S.A. for the year ended December 31st 2018 submitted by the Management Board, and having considered the Supervisory Board's assessment of the financial statements, resolves to approve the audited financial statements of PKN ORLEN S.A. for the year ended December 31st 2018, comprising:

- separate statement of profit or loss (included in the statement of profit or loss and other comprehensive income) for the period from January 1st to December 31st 2018, with the reported year-end net profit of PLN 5,434,149,842.17 (five billion, four hundred and thirty-four million, one hundred and forty-nine thousand, eight hundred and forty-two złoty, 17/100);
- separate statement of financial position as at December 31st 2018 showing total assets and total equity and liabilities of PLN 54,797,207,211.26 (fifty-four billion, seven hundred and ninety-seven million, two hundred and seven thousand, two hundred and eleven złoty, 26/100);
- separate statement of changes in equity, showing an increase in equity as at December 31st 2018 of PLN 4,068,853,618.09 (four billion, sixty-eight million, eight hundred and fifty-three thousand, six hundred and eighteen złoty, 09/100);
- separate statement of cash flows, showing a net decrease in cash of PLN 2,043,811,509.52 (two billion, forty-three million, eight hundred and eleven thousand, five hundred and nine złoty, 52/100);
- supplementary information, comprising the introduction and notes to the separate financial statements.

Section 2

This Resolution shall come into force as of its date.

Vote in favour	€	number of shares .....
Vote against	€	number of shares .....
Abstention	€	number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**6. Approval of the consolidated financial statements of the ORLEN Group for the year ended December 31st 2018**

Proxy voting instruction regarding Resolution No. 6

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to approve the consolidated financial statements of the ORLEN Group for the year ended December 31st 2018

Section 1

Acting pursuant to Art. 395.5 of the Commercial Companies Code, Art. 55 and Art. 63c.4 of the Accounting Act in conjunction with Art. 7.7.1 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A., having previously considered the audited financial statements of the ORLEN Group for the year ended December 31st 2018 submitted by the Management Board, and having considered the Supervisory Board's assessment of the financial statements, resolves to approve the audited financial statements of the ORLEN Group for the year ended December 31st 2018, comprising:

- consolidated statement of profit or loss (included in the consolidated statement of profit or loss and other comprehensive income) for the period from January 1st to December 31st 2018, with the reported year-end net profit of PLN 5,603,962,423.53 (five billion, six hundred and three million, nine hundred and sixty-two thousand, four hundred and twenty-three złoty, 53/100);
- consolidated statement of financial position as at December 31st 2018, showing total assets and total equity and liabilities of PLN 64,141,224,225.40 (sixty-four billion, one hundred and forty-one million, two hundred and twenty-four thousand, two hundred and twenty-five złoty, 40/100);
- consolidated statement of changes in equity, showing an increase in equity as at December 31st 2018 of PLN 529,134,953.32 (five hundred and twenty-nine million, one hundred and thirty-four thousand, nine hundred and fifty-three złoty, 32/100);
- consolidated statement of cash flows, showing a net decrease in cash and cash equivalents of PLN 2,054,734,771.95 (two billion, fifty-four million, seven hundred and thirty-four thousand, seven hundred and seventy-one złoty, 95/100);
- supplementary information, comprising the introduction and notes to the consolidated financial statements.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**7. Distribution of net profit for the financial year 2018 and determination of the dividend record date and the dividend payment date**

Proxy voting instruction regarding Resolution No. 7

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

concerning distribution of net profit for the financial year 2018 and determination of the dividend record date and the dividend payment date

Section 1

Acting pursuant to Art. 395.2.2 of the Commercial Companies Code, and Art. 7.7.3 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A., having previously read and considered the Supervisory Board's assessment, resolves to allocate the net profit for the financial year 2018 of PLN 5,434,149,842.17 (five billion, four hundred and thirty-four million, one hundred and forty-nine thousand, eight hundred and forty-two złoty, 17/100) in the following manner:

- 1) PLN 1,496,981,713.50 (one billion, four hundred and ninety-six million, nine hundred and eighty-one thousand, seven hundred and thirteen złoty, 50/100) shall be distributed as dividend (of PLN 3.5 per share);
- 2) the balance, of PLN 3,937,168,128.67 (three billion, nine hundred and thirty-seven million, one hundred and sixty-eight thousand, one hundred and twenty-eight złoty, 67/100), shall be transferred to the Company's statutory reserve funds.

Section 2

Pursuant to Art. 348.4 of the Commercial Companies Code, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby sets:

- July 22nd 2019 as the dividend record date, and
- August 5th 2019 as the dividend payment date.

Section 3

This Resolution shall come into force as of its date.

Vote in favour	€	number of shares .....
Vote against	€	number of shares .....
Abstention	€	number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**8. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 8

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Daniel Obajtek in respect of his duties as



President of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**9. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 9

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Armen Konrad Artwich in respect of his duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**10. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 10

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Patrycja Klarecka in respect of her duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
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**11. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 11

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Jadwiga Lesisz in respect of her duties as Member of the Supervisory Board temporarily delegated to perform the duties of Member of the Management Board for Investments and Procurement in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
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## **12. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 12

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Zbigniew Leszczyński in respect of his duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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## **13. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 13

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Wiesław Protasewicz in respect of his duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions:

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#### **14. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 14

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Michał Róg in respect of his duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions:

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#### **15. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 15

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Józef Węgrecki in respect of his duties as Member of the Supervisory Board temporarily delegated to perform the duties of Member of the Management Board for Investments and Procurement in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**16. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 16

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
 SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Józef Węgrecki in respect of his duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
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**17. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 17

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Wojciech Jasiński in respect of his duties as President of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
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**18. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 18

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Mirosław Kochalski in respect of his duties as Vice President of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....

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### **19. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 19

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Krystian Pater in respect of his duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....

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### **20. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 20

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Maria Sosnowska in respect of her duties as Member of the Management Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €        number of shares .....

Vote against                        €        number of shares .....

Abstention                         €        number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
 .....  
 .....

## **21. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 21

RESOLUTION NO. ...  
 OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
 SPÓŁKA AKCYJNA  
 dated .... 2019

to grant discharge for performance of duties in 2018

### Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Izabela Felczak-Poturnicka in respect of her duties as Member of the Supervisory Board and then as Chair of the Supervisory Board in the financial year 2018.

### Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €        number of shares .....

Vote against                        €        number of shares .....

Abstention                         €        number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
 .....  
 .....

## **22. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 22

RESOLUTION NO. ...  
 OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
 SPÓŁKA AKCYJNA  
 dated .... 2019

to grant discharge for performance of duties in 2018

### Section 1



Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Radosław L. Kwaśnicki in respect of his duties as Deputy Chair of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
.....  
.....  
.....

**23. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 23

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Mateusz Bochacik in respect of his duties as Secretary of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
.....  
.....  
.....

## **24. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 24

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

### Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Agnieszka Biernat-Wiatrak in respect of her duties as Member of the Supervisory Board in the financial year 2018.

### Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
.....  
.....  
.....

## **25. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 25

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

### Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Andrzej Kapala in respect of his duties as Member of the Supervisory Board in the financial year 2018.

### Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
.....  
.....  
.....

## **26. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 26

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

### Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Wojciech Kryński in respect of his duties as Member of the Supervisory Board in the financial year 2018.

### Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
.....  
.....  
.....

## **27. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 27

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

### Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Jadwiga Lesisz in respect of her duties as Member of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐YES ☐NO

Other instructions: .....  
.....  
.....

**28. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 28

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Małgorzata Niezgoda in respect of her duties as Member of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐YES ☐NO

Other instructions: .....  
.....  
.....

**29. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 29

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN S.A.  
dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Józef Węgrecki in respect of his duties as Member of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
.....  
.....

**30. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 30

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Anna Wójcik in respect of her duties as Member of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
.....  
.....

**31. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 31

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Angelina Sarota in respect of her duties as Chair of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €        number of shares .....

Vote against                        €        number of shares .....

Abstention                         €        number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
.....  
.....  
.....

**32. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 32

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to grant discharge for performance of duties in 2018

Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Mr Adrian Dworzyński in respect of his duties as Member of the Supervisory Board in the financial year 2018.

Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €        number of shares .....

Vote against                        €        number of shares .....

Abstention                         €        number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
.....  
.....  
.....

### **33. Discharge for performance of duties in 2018**

Proxy voting instruction regarding Resolution No. 33

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to grant discharge for performance of duties in 2018

#### Section 1

Acting pursuant to Art. 395.2.3 of the Commercial Companies Code in conjunction with Art. 7.7.2 of the Company's Articles of Association, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby grants discharge to Ms Agnieszka Krzętowska in respect of her duties as Member of the Supervisory Board in the financial year 2018.

#### Section 2

This Resolution shall come into force as of its date.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
.....  
.....  
.....

### **34. Determination of the number of Supervisory Board members**

Proxy voting instruction regarding Resolution No. 34

RESOLUTION NO. ...  
OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

on determination of the number of Supervisory Board members

#### Section 1

Pursuant to Section 14.2 of the Rules of Procedure for the General Meeting of Polski Koncern Naftowy ORLEN S.A., the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby resolves that the Supervisory Board of Polski Koncern Naftowy ORLEN S.A. shall consist of .... members.

Section 2

This Resolution shall come into force upon its adoption.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ~~€YES~~ ~~€NO~~

Other instructions: .....  
 .....  
 .....  
 .....

**35. Appointment of the Chair of the Supervisory Board**

Proxy voting instruction regarding Resolution No. 35

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
 SPÓŁKA AKCYJNA

dated .... 2019

to appoint the Chair of the Supervisory Board

Section 1

Acting pursuant to Art. 8.4 of the Company's Articles of Association, the Annual General Meeting hereby resolves to appoint ..... as Chair of the Supervisory Board of Polski Koncern Naftowy ORLEN Spółka Akcyjna.

Section 2

This Resolution shall come into force upon its adoption.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ~~€YES~~ ~~€NO~~

Other instructions: .....  
 .....  
 .....  
 .....

**36. Appointment of member of the Supervisory Board**

Proxy voting instruction regarding Resolution No. 36

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
 SPÓŁKA AKCYJNA

dated .... 2019

to appoint a member of the Supervisory Board



Section 1

Acting pursuant to Art. 8.2.2 of the Company's Articles of Association, the Annual General Meeting hereby resolves to appoint ..... to the Supervisory Board of Polski Koncern Naftowy ORLEN Spółka Akcyjna.

Section 2

This Resolution shall come into force upon its adoption.

Vote in favour € number of shares .....

Vote against € number of shares .....

Abstention € number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....  
.....  
.....

**37. Amendments to Resolution No. 4 of the Company's Extraordinary General Meeting of January 24th 2017**

Proxy voting instruction regarding Resolution No. 37

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA

dated .... 2019

to amend Resolution No. 4 of the Company's Extraordinary General Meeting of January 24th 2017

Acting pursuant to Art. 2.2.1 and Art. 4 of the Act on the Rules of Remunerating Persons Who Direct Certain Companies of June 9th 2016 (Dz.U. of 2017, item 2190, as amended), the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. (the "Company") hereby resolves as follows:

Section 1

In Section 3 of Resolution No. 4 of the Company's Extraordinary General Meeting of January 24th 2017, paragraph 2b shall be added reading as follows:

"2b. A set of Management Objectives for 2019 and the following years is hereby adopted, including in particular:

- a) improvement of operational efficiency indicators,
- b) improvement of cost efficiency at the ORLEN Group,
- c) implementation of strategic investment projects in line with the approved budget and schedule at the ORLEN Group,
- d) implementation of a long-term strategy with respect to security of supplies, and with respect to procurement and storage of energy (fuels, electricity and heat), including in particular upstream access and diversification of the procurement portfolio,
- e) increase of the TSR (Total Shareholder Return) of PKN ORLEN S.A. relative to the market,
- f) reduction of the Total Recordable Rate at the ORLEN Group,

g) development of the project portfolio and increasing the amount of expenditure allocated to research, development and innovation.”

#### Section 2

In Section 3 of Resolution No. 4 of the Company’s Extraordinary General Meeting of January 24th 2017, paragraph 3b shall be added reading as follows:

“3b. Additional Management Objectives, on the basis of which a variable remuneration component will be payable in 2019 and thereafter, are hereby adopted, in the form of:

- a) compliance with the principles of remuneration for members of management and supervisory bodies in line with the Act across all Group companies,
- b) discharge of the obligations referred to in Art. 17-20, Art. 22 and Art. 23 of the Act on State Property Management of December 16th 2016 (Dz. U. of 2018, item 1182) at the Company’s subsidiaries within the meaning of Art. 4.3 of the Act on Competition and Consumer Protection of February 16th 2007 (Dz. U. of 2017, item 229).”

#### Section 3

This Resolution shall come into force upon its adoption.

Vote in favour                      €      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
 .....  
 .....  
 .....

### **38. Amendment to Resolution No. 5 of the Company’s Extraordinary General Meeting of January 24th 2017 to determine the rules of remunerating members of the Supervisory Board**

Proxy voting instruction regarding Resolution No. 38

#### RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
 SPÓŁKA AKCYJNA

dated .... 2019

to amend Resolution No. 5 of the Company’s Extraordinary General Meeting of January 24th 2017 to determine the rules of remunerating members of the Supervisory Board

Acting pursuant to Art. 2.2.1 and Art. 10 of the Act on the Rules of Remunerating Persons Who Direct Certain Companies of June 9th 2016 (Dz. U. of 2017, item 2190, as amended), the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. (the “Company”) hereby resolves as follows:

#### Section 1

Resolution No. 5 of the Company’s Extraordinary General Meeting of January 24th 2017 to determine the rules of remunerating members of the Supervisory Board shall be amended so that Section 1.1 of the Resolution reads as follows:

“1. The monthly remuneration of members of the Supervisory Board shall be calculated as the product of the reference salary referred to in Art. 1.3.11 of the Act on Rules of Remunerating Persons Who Direct Certain Companies of June 9th 2016, and the following multipliers:

- a) for the Chair of the Supervisory Board – 2.2,
- b) for other members of the Supervisory Board – 2.”

#### Section 2

This Resolution shall come into force upon its adoption.

Vote in favour ☐ number of shares .....

Vote against ☐ number of shares .....

Abstention ☐ number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....

.....  
 .....  
 .....

### **39. Amendments to the Company’s Articles of Association**

Proxy voting instruction regarding Resolution No. 38

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN

SPÓŁKA AKCYJNA

dated .... 2019

to amend the Company’s Articles of Association

#### Section 1

Acting pursuant to Art. 430.1 of the Commercial Companies Code, the Annual General Meeting of Polski Koncern Naftowy ORLEN S.A. hereby resolves to amend the Company’s Articles of Association in the following way:

In Art. 8.9, item 5 shall be added reading as follows:

“Members of the Supervisory Board may vote on resolutions of the Supervisory Board by casting their votes in writing through another member of the Supervisory Board. Matters placed on the agenda during the Supervisory Board meeting may not be voted on in writing through another member of the Supervisory Board.”

#### Section 2

This Resolution shall come into force as of its date, with effect from the date when the amendments are entered in the business register of the National Court Register.

Vote in favour ☐ number of shares .....

Vote against ☐ number of shares .....

Abstention ☐ number of shares .....

In the event of voting ☐ AGAINST, I raise an objection ☐ YES ☐ NO

Other instructions: .....

.....  
 .....  
 .....

**40. Determination of the consolidated text of the Company's Articles of Association**

Proxy voting instruction regarding Resolution No. 39

RESOLUTION NO. ...

OF THE ANNUAL GENERAL MEETING OF POLSKI KONCERN NAFTOWY ORLEN  
SPÓŁKA AKCYJNA  
dated .... 2019

to determine the consolidated text of the Company's Articles of Association

Section 1

Acting pursuant to Art. 430.1 of the Commercial Companies Code, the Annual General Meeting of Polski Koncern Naftowy ORLEN Spółka Akcyjna hereby resolves to determine the consolidated text of the amended Articles of Association of Polski Koncern Naftowy ORLEN S.A., incorporating the amendment adopted by the Annual General Meeting. The consolidated text of the Articles of Association is attached to this Resolution.

Section 2

This Resolution shall come into force as of its date, with effect from the date when the amendments are entered in the business register of the National Court Register.

Vote in favour                      ☐      number of shares .....

Vote against                        €      number of shares .....

Abstention                         €      number of shares .....

In the event of voting ☐ AGAINST, I raise an objection €YES €NO

Other instructions: .....  
.....  
.....  
.....

Signature of the Principal

.....