

**Ordinary Shareholders Meeting
of Polski Koncern Naftowy ORLEN S.A.**

Dear Sir or Madam,

Hereby we would like to inform you that the agenda of the Ordinary Shareholders Meeting includes an item that refers to amendments to the Company's Rules of Procedure for the General Shareholders Meeting (hereinafter referred to as the Rules). The proposed amendments concern the following areas:

- 1) Taking into account the proposal for amending the Company's Articles of Association by supplementing § 7 with the provisions of item 2a, the Company's Management Board proposes to supplement the Company's Rules of Procedure for the General Shareholders Meeting with the provisions regarding participation in the Shareholders Meeting by using means of electronic communication. In this scope we propose to stipulate in the Rules the provisions providing for the possibility to broadcast by the Company debates of the Shareholders Meeting and to allow for bilateral communication during the Meeting between shareholders present at a location other than the venue of the Shareholders Meeting and the Chair of the Meeting, and through the Chair's intermediary – with persons present in the meeting room, as well as for exercising the voting right by using means of electronic communication. At the same time, liability of the Company resulting from conducting the Shareholders Meeting via means of electronic communication was stipulated in the Rules.
- 2) The Management Board proposes to indicate in the Rules that activities related to handling the proceedings of the Shareholders Meeting, including the Shareholders Meeting conducted via means of electronic communication, are carried out with a support of a specialist entity.
- 3) The Management Board proposes that any information concerning participation in the Shareholders Meeting be presented by the Management Board in the notice of convening the Shareholders Meeting or on the Company's website. Such information will include in

particular information regarding requirements for the used connection, computer system and for exercising voting rights via means of electronic communication.

- 4) The rules concerning development of the attendance list in the situation when the Shareholders Meeting is conducted via means of electronic communication have been stipulated more precisely.
- 5) Moreover, the Company's Management Board proposes to indicate in the Rules the possibility to appoint by the person opening the Shareholders Meeting, as well as the Chair of the Shareholders Meeting the Secretary/Secretaries of the Shareholders Meeting to perform tasks consisting in providing support for the person opening the Meeting and its Chair. The Secretary of the Shareholders Meeting shall refrain from making any substantive decisions during the Meeting. His/her role will be to provide support in handling the system for communicating with shareholders who participate in the Shareholders Meeting by using means of electronic communication.

Moreover, we propose that the Ordinary Shareholders Meeting adopt the unified text of the Rules of Procedure for the General Shareholders Meeting.