Extraordinary General Meeting of Shareholders of

Polski Koncern Naftowy ORLEN S.A.

Dear Sir or Madam,

Hereby we would like to inform you that on 8 December 2011 the Company received a motion submitted by the Shareholder, State Treasury regarding the convocation of the Extraordinary General Meeting of Shareholders of Polski Koncern Naftowy ORLEN S.A. and inclusion in the agenda of the said General Meeting of the point concerning adoption of resolutions regarding changes in the composition of the Supervisory Board. Along with the motion the Shareholder, State Treasury presented draft resolutions of the Extraordinary General Meeting of Shareholders regarding the point of the agenda covered by the motion.

In order to comply with the submitted motion, the agenda of the Extraordinary General Meeting of Shareholders and draft resolutions corresponding to the submitted request have been drawn up. Please find attached the drafts of relevant resolutions.

It should be noted that the Shareholder, State Treasury failed to attach a draft resolution regarding the establishment of the number of the Supervisory Board members to the motion regarding the convocation of the Extraordinary General Meeting of Shareholders of PKN ORLEN S.A. Pursuant to § 14 item 2 of the Rules of Procedure for the General Shareholders Meeting before the election of the Supervisory Board members begins, the General Meeting of Shareholders each time determines the number of the Supervisory Board members, upon a motion from the Chairman or any other authorized person, unless a relevant item is included in the agenda. With regard to the foregoing we request to adopt the resolution of the Extraordinary General Meeting of Shareholders regarding the establishment of the number of the Supervisory Board members.