

# GENERAL MEETING VOTING INSTRUCTION

## I. General Information

1. Each participant of the General Meeting will receive an electronic voting terminal together with a microchip card. The card should be placed in the terminal slot in such a way that the card number is shown on the terminal display.
2. Card users may check at any time whether the data on the microchip card are correct by pressing "Enter". The data recorded on the microchip card will be shown on the terminal display.

## II. Card Use for Attendance Registration

1. In order to ensure ongoing monitoring of the number of GM participants at the conference room and the number of shares entitling to vote, there is a terminal used for attendance registration at the entrance door to the conference room.
2. The procedure for the registration and deregistration of the number of individuals, shares and votes represented in the conference room shall be effected as follows:
  - When entering the conference room you must place the microchip card in the terminal and press the key with the sign TAK (YES),
  - When leaving the conference room you must place the microchip card in the terminal and press the key with the sign NIE (NO).

The above actions will be registered on-line by the electronic vote counting system, which will modify the overall number of individuals, shares and votes as appropriate.

3. In case of failure to register the card when entering the conference room, the values assigned to that card will not be displayed in the electronic vote counting system until the card is used in any way during voting when there will be automated modification of the overall attendance.
4. In case of failure to deregister when leaving the conference room, the values assigned to the card will be displayed in the electronic vote counting system as present in the conference room but not taking part in voting.

## III. Voting Procedure

1. GM participants may vote in the same manner with the entire share package held (uniform voting) or differently using a part of the share package held (non-uniform voting).
2. Uniform voting may be performed by pressing one of the following keys on the terminal: TAK (YES), NIE (NO), or WST (ABSTAIN), and confirming that decision by pressing "Enter".
3. In order to vote in a non-uniform manner, you first have to press "Enter", then you will be asked on the following screens to define the number of votes cast in favour (TAK), abstaining votes (WST) and votes against (NIE). You enter the values by means of a numeric keyboard on the side of the terminal. Once you enter all values, the terminal display will show information on how the shares have been split. In order to cast such pre-defined votes, you have to confirm the decision by pressing "Enter".

## IV. Voting by Means of Voting Form

1. GM participants who intend to exercise their rights to vote by means of the voting form made available by the Company on its website should report this fact to the GM Chairperson prior to each voting by means of such form, and provide the Chairperson with the number of the voting card; the GM Participant should give the Chairperson the completed voting form concerning a given resolution not later than by the end of a given voting round.

In such a case, the electronic voting terminal provided to the GM participant will be blocked during the voting round so that no vote can be cast by means thereof.

2. The GM Chairperson will notify the General Meeting that votes have been cast by means of the voting form and that they have been added to the results of the electronic vote counting system. Votes cast by means of the voting form are part of the total number of votes cast during a given voting round.

### **V. Open and Secret Voting**

1. During an open voting the system will download full information concerning each voting participant from the database and complete it with data concerning the type of decision selected during a given vote; the information will then be captured in the data set.
2. During a secret voting, the system will only download the information concerning the number of shares/ votes of a given participant from the database and add it to the total number of votes cast in a given decision category without capturing the details of the participant. Only total votes in a given decision category and the overall number of votes will be available in the system following a secret voting.