

Regulations for participation in the General Meeting of the company under the business name of Bank Polska Kasa Opieki Spółka Akcyjna with its registered office in Warsaw by means of electronic communication

adopted by resolution No. 94/21 of the Supervisory Board of the company under the business name of: Bank Polska Kasa Opieki Spółka Akcyjna with its registered office in Warsaw of 5th May 2021 on adoption of the Regulations for participation in the General Meeting of the Company by means of electronic communication

§ 1

General Provisions

1. These Regulations define the rules and the way of participating in the General Meeting of the company under the business name of: Bank Polska Kasa Opieki Spółka Akcyjna with its with its registered office in Warsaw (hereinafter referred to as: the “**Company**”) by means of electronic communication (hereinafter referred to as: the “**Regulations**”).
2. Participation in the General Meeting of the Company (hereinafter referred to as: the “**General Meeting**”) by means of electronic communication, includes in particular:
 - a) two-way real-time communication, at least by text messaging, between all persons participating in the General Meeting of the Company, as part of which they can speak during the session of the General Meeting, staying in a place other than the venue of the General Meeting, and
 - b) exercise of the voting right by the shareholder personally or through a proxy during the session of the General Meeting.
3. During the General Meeting for which participation by means of electronic communication was allowed, in addition (apart from the mechanisms specified in paragraph 2 above), the Company provides real-time transmission of the General Meeting session, on the IT platform enabling participation in the General Meeting, available to persons authorised to participate in the General Meeting (hereinafter referred to as: the “**Transmission**”).
4. The ability to participate in the General Meeting of the Company by means of electronic communication is determined by the party convening this General Meeting of Shareholders. The relevant information is published in the notice or communication regarding the convening of the General Meeting.

§ 2

**Notification of the intention to participate in the General Meeting
by means of electronic communication**

1. Shareholders of the Company who are authorised to participate in the General Meeting and notify the Company of their intention to participate in the General Meeting in the manner specified in these Regulations may participate in the General Meeting by means of electronic communication.

2. A shareholder may participate in the General Meeting by means of electronic communication and exercise the right to vote at such General Meeting in person or through a proxy.
3. Participation in the General Meeting of the Company by means of electronic communication requires meeting specific technical requirements, referred to in § 4 below, and in accordance with the regulations contained therein.
4. The communication of the Company with shareholders or proxies of shareholders interested in participating in the General Meeting by means of electronic communication shall be made only using the following e-mail address: wz@pekao.com.pl or other address indicated by the Management Board of the Company, provided that it is published on the Company's website, no later than 7 days prior to the date of the General Meeting (hereinafter referred to as: the "**Contact Address**"). The maximum size of one message with attachments sent to the Contact Address is 25 MB. If the above-mentioned size of the message is exceeded, it may not be successfully delivered to the Company. In the message with attachments is larger, it should be divided into parts, none of which will exceed 25 MB and each such part should be sent to the Contact Address with a separate message.
5. **Not earlier than the day following the date of convening of a specific General Meeting and not later than 3 days (until 12:00 noon on the last day) before the date of the General Meeting, the shareholder or their representative should notify the Company of the intention to participate in the General Meeting by means of electronic communication.** The notification is made by sending to the Company's Contact Address a statement, duly completed and signed by hand, scanned to PDF format, in accordance with the template attached as **Appendix No. 1** to these Regulations (hereinafter referred to as: the "**Statement**") or by sending the Statement to the Company's Contact Address in electronic form with safe electronic signature verified by a qualified certificate.
6. In order to identify the shareholder, the following documents scanned to PDF format should be attached to the Statement:
 - a) in the case of a Shareholder being a natural person – a copy of the ID card or passport – only regarding the data that enable the identification (name and surname, series and number of the ID card/passport, PESEL number, date of issue and date of expiry, scanned to PDF format; however, for security reasons, it is recommended to cross out the copies of the pages of the ID card or passport with a diagonal line and add "Solely for the purpose of participation in the General Meeting of Bank Polska Kasa Opieki S.A.", but in such a way that the data required for identification are legible – an example of anonymisation of the ID card and passport is provided in **Appendix No. 2** to these Regulations;
 - b) in the case of a shareholder other than a natural person – a relevant copy of the applicable register or other document confirming the authorisation of the natural person(s) to represent the shareholder at the General Meeting of Shareholders, and

also documents specified in point a) above, referring to natural persons authorised to represent that shareholder.

7. If the Statement is submitted by the shareholder's proxy, the Statement should be accompanied by the documents specified in paragraph 6 above, concerning both the shareholder and the proxy, and a copy of the power of attorney.
8. The Statements and documents, referred to in paragraphs 5-7 above, drawn up in a foreign language should be sent to the Contact Address with translation into Polish by a sworn translator, scanned to PDF format.

§ 3

Verification of the right to participate in the General Meeting by means of electronic communication

1. Based on the received Statement, other documents, referred to in § 2 above, and the provisions of generally applicable law, the Company will verify the shareholder's or their proxy's right to participate in the General Meeting of the Company. For proper verification, the Company may contact the shareholder or the proxy using the contact details provided in the Statement.
2. Actions taken by the Company to identify the shareholder or their proxy will be proportionate to this purpose.
3. If the inconsistencies have not been clarified, the Company will refuse the shareholder or their proxy to participate in the General Meeting by means of electronic communication. The notification of the above position will be sent by the Company to the e-mail address indicated in the Statement before the date on which the General Meeting was convened.
4. In the event of a positive result of verification of the shareholder's or their proxy's right to participate in the General Meeting by means of electronic communication, the Company will send the shareholder or their proxy, no later than on the day preceding the date of the General Meeting, to the e-mail address provided in the Statement, a link with a hyperlink to the IT platform enabling participation in the General Meeting, and files in PDF format, containing:
 - a) instruction for use of the IT platform enabling participation in the General Meeting by means of electronic communication, in particular, the information required to register with this platform;
 - b) access data, including an individual login and initial password, used for the first registration.
5. If a Transmission is to be provided during the General Meeting, in the manner specified in paragraph 4 above, the Company will send either in the instruction referred to in paragraph 4(a) above or in a separate file in PDF format, instructions on how to access the said Transmission and access data, including an ID and password.

6. The files in PDF format, referred to in paragraphs 4-5 above, will be encrypted with a password. The password to these files will be sent via SMS to the telephone number of the shareholder or the shareholder's proxy indicated in the relevant Statement.
7. The access data, referred to in paragraphs 4-5 above, will only be used to participate in one specific General Meeting.
8. The initial password, referred to in paragraph 4 above, received from the Company for the IT platform dedicated to participation in the General Meeting by means of electronic communication is used only for the first registration with this platform and must be replaced by the Shareholder with their own password.
9. The shareholder and their proxy are required to protect the data and the password, referred to in paragraph 4 and 6 above, secure them properly and not to disclose them to any third parties. Liability and risk related to the breach of the above obligations will rest solely with the shareholder or their proxy.

§ 4

Technical solutions for participation in the General Meeting by means of electronic communication

1. Regardless of the entity convening the General Meeting, the Management Board of the Company organises technical solutions enabling participation in the General Meeting by means of electronic communication.
2. If any body or entity other than the Management Board of the Company has convened the General Meeting for which it has been decided to enable participation by means of electronic communication, the convening entity is required to immediately notify the Management Board of the Company of this fact.
3. If the Management Board of the Company does not receive the information, referred to in paragraph 2 above, at least 21 days before the scheduled date of the General Meeting, it will not be possible to hold the General Meeting by means of electronic communication due to the inability to organise measures enabling the proper identification of shareholders and ensure the security of electronic communication.
4. A shareholder of the Company or their proxy who declares their intention to participate in the General Meeting by means of electronic communication should have:
 - a) connection to the public Internet network with a minimum capacity of 4 Mbps (suggested constant bandwidth while using the Platform),
 - b) a computer reproducing and receiving sound or images, running Windows 10 or iOS operating system with one of the browsers installed on it: Firefox, Chrome, Safari or Edge updated to the latest version (all browsers listed are available for download free of charge on the public Internet), the use of Internet Explorer is not recommended. It is recommended to use browsers in the latest version available.

5. The minimum technical conditions necessary to participate in the General Meeting by means of electronic communication (also providing for more stringent requirements in relation to those specified in paragraph 4 above) may be additionally specified by the Management Board of the Company and in such case will be published on the Company's website not later than 7 days before the date of the General Meeting.
6. Lower bandwidth of the Internet connection and versions of browsers or applications that are older than those specified in the Regulations or by the Management Board of the Company, in accordance with paragraph 5 above, may hinder or even prevent participation in the General Meeting or exercising the voting right. The sole technological risk in this respect is borne by the shareholder of the Company or their proxy.
7. For the time of participation in the General Meeting by means of electronic communication, it is suggested that the user (the shareholder of the Company or their proxy) should not use other applications that overload the device and communication connection used to participate in the General Meeting. It is recommended to use the platform in "full screen" mode.
8. If there are any problems related to the access or operation of the IT platform enabling participation in the General Meeting by means of electronic communication, the shareholder or their proxy may submit a report and obtain appropriate assistance by forwarding a description of the situation to the Contact Address or report technical problems in the manner described in the instruction, referred to in §3 paragraph 4 of the Regulations.

§ 5

Rules for adopting resolutions and exercising the right to vote

1. The Management Board of the Company manages the preparation and functioning of technical solutions enabling participation in the General Meeting by means of electronic communication. After the opening of the General Meeting, the person opening the General Meeting takes over this competence and retains it until the Chairperson of the General Meeting is elected. Once the Chairperson of the General Meeting assumes his or her function, the Chairperson manages the above-mentioned solutions and the Transmission, and makes all decisions related to their functioning. The persons mentioned in the preceding sentences may exercise their competences directly or with the help of persons appointed for this purpose.
2. On the day of the General Meeting, the shareholder of the Company or their proxy confirms their presence at the General Meeting held by means of electronic communication in a manner consistent with the information provided to them, referred to in § 3 paragraph 4 above.
3. A shareholder of the Company or a proxy participating in the General Meeting by means of electronic communication exercises the voting right and other rights vested in the shareholders pursuant to the applicable law in a manner consistent with the information provided to them, referred to in § 3 paragraph 4 above.

4. A shareholder of the Company or a proxy participating in the General Meeting by means of electronic communication is subject to the same regulations regarding the course of the General Meeting, and enjoys the same rights as persons physically present in the room where the General Meeting is held, subject to the provisions of the Regulations and taking into account the lack of physical presence in the room where the General Meeting is held, and electronic form of communication, including text messaging.
5. If the voting right is exercised by means of electronic communication, the shareholder or their proxy will receive an electronic confirmation of voting through the IT platform enabling participation in the General Meeting.
6. At the request of a shareholder, submitted not later than three months after the date of the General Meeting, the Company sends to the shareholder or their proxy a confirmation that the shareholder's vote has been correctly registered and counted, unless such confirmation has been provided to the shareholder or their proxy earlier.
7. In the event of any technical problems attributable to the Company, preventing the conduct of the General Meeting by means of remote communication, the person opening the General Meeting or the Chairperson of the General Meeting has the right to announce an adjournment of the session until the obstacle is removed. Should it be impossible to remove this obstacle by the end of the day, the Chairperson of the General Meeting should put to a vote the resolution on adjournment of the General Meeting for the time needed to recommence the proceedings.

§ 6

Final provisions

1. Communication with the General Meeting and the Company via the system enabling participation in the General Meeting by means of electronic communication, and via the Company's Contact Address, will be carried out only in Polish.
2. Members of the Management Board and Supervisory Board of the Company and other persons who are authorised to participate in the General Meeting under the provisions of generally applicable law or internal regulations may participate in the General Meeting, and in the Transmission, by means of electronic communication. The Management Board of the Company is responsible for all issues related to the participation of these persons in the General Meeting in the manner specified in the first sentence, using technical solutions necessary to identify such persons and ensure the security of electronic communication.
3. Any risk associated with the participation in the General Meeting of Shareholders by means of electronic communication, and access to the Transmission, in particular resulting from the inability to communicate or exercise voting rights during the General Meeting, and related to improper or unauthorised use of access data to the IT platform enabling participation in the General Meeting in this mode, is borne solely by the Company's shareholder or their proxy.

4. In matters not covered by these Regulations, the provisions of generally applicable law, the provisions of the Statute of the Company shall apply, and to the extent not covered by the Regulations, also the provisions of the Regulations of General Meetings of the Company and guidelines published by the Management Board of the Company on the Company's website.

Appendix 1

Statement on the intention to participate in the General Meeting in person by means of electronic communication

I (We), the undersigned, being the shareholder/representing the shareholder/proxy of the shareholder* of the company under the business name of Bank Polska Kasa Opieki Spółka Akcyjna with its registered office in Warsaw:

.....
.....

(shareholder details: name and surname/company name, address/registered office)

hereby express the will to participate in the General Meeting of this Company convened on (hereinafter referred to as the “**General Meeting**”) by means of electronic communication.

I declare that as a shareholder I will personally participate in the General Meeting in this form.*

I declare that I am authorised to represent a shareholder other than a natural person, which is confirmed by the documents submitted to the Company, and that I will personally participate in the General Meeting in this form.*

I declare that I am a duly authorised proxy of the shareholder, which is confirmed by the documents submitted to the Company, and that I will participate in the General Meeting in this form.*

I declare that I will participate in the General Meeting with the number of shares/which will be indicated in the list of shareholders authorised to participate in the General Meeting of the Company, prepared by Krajowy Depozyt Papierów Wartościowych S.A.*

I accept all the conditions and consequences of participation in the General Meeting by means of electronic communication specified in the provisions of generally applicable law, the Statute of the Company, “*Regulations for participation in the General Meeting of the company under the business name of Bank Polska Kasa Opieki Spółka Akcyjna with its registered office in Warsaw by means of electronic communication*”, adopted by the resolution of the Supervisory Board No. 94/21 of 5th May 2021 and specified by the Management Board of the Company on

the Company's website.

Details of the shareholder/person representing the shareholder/proxy of the shareholder* authorised to participate in the General Meeting by means of electronic communication:

Name and surname:

Address:

PESEL:

ID card/passport No.*

E-mail address for contact and sending login and initial password:

Telephone number for contact/sending password for files in PDF format:

Signature(s) of the shareholder/persons authorised to represent the shareholder/proxy(s) *:

name and surname (function)
(function)

name and surname

location and date

location and date

***delete if not applicable**

Appendix No. 2

Model of anonymisation of ID card and passport

1. ID card (version 1)*



2. ID card (version 2)*



3. ID card (version 3)*



* source of the ID card model: <https://www.gov.pl/web/gov/dowod-osobisty-informacje>

4. Passport**



** source of the passport model: <https://www.gov.pl/web/gov/paszport-informacje-o-dokumentcie>