

## **INFORMATION FOR SHAREHOLDERS OF PROCHEM S.A. PURSUANT TO ART.402<sup>2</sup> OF THE COMMERCIAL COMPANIES CODE**

### **I. Information about the right of a shareholder to request to insert certain issues on the agenda of the General Meeting.**

1. Shareholder or shareholders representing at least one twentieth (1/20) of the share capital of PROCHEM S.A. have the right to request to insert certain issues on the agenda of the Ordinary General Meeting of the Company. The request should be submitted to the Management Board not later than 21 days before the date of the Ordinary General Meeting i. e. June 3, 2021. The request should include a justification or a draft resolution on the proposed item of agenda. The request may be submitted in writing at the registered office of the company or in electronic form and sent to the following e-mail address of the company: [wza@prochem.com.pl](mailto:wza@prochem.com.pl)
2. A shareholder / shareholders should prove holding of a sufficient number of shares on the date of submission of the request by attaching to the request a deposit certificate / in the case of shareholders, which are legal entities and partnerships they should also confirm the right to act on behalf of such the entity, while attaching of a current excerpt from KRS (the National Court Register). In the case of shareholders submitting a request using electronic means of communication, the documents should be sent in PDF format. In order to verify the sender's Internet account, the Company reserves the right to check and obtain confirmation that the request was sent by the sender. Only feedback concerning the confirmation by the sender starts the procedure of the CCC (KSH) regarding request of a shareholder.

### **II. Information on the shareholder's right to submit draft resolutions before the date of the General Meeting regarding matters included in the agenda of the General Meeting**

1. A shareholder or shareholders of the company representing at least one twentieth (1/20) of the share capital may submit in writing draft resolutions on issues included on the agenda of the Ordinary General Meeting in the company's office or by means of electronic communication to the address of the company: [wza@prochem.com.pl](mailto:wza@prochem.com.pl) .
2. A shareholder / shareholders should prove holding of a sufficient number of shares on the date of submission of the request by attaching to the request a deposit certificate / in the case of shareholders, which are legal entities and partnerships they should also confirm the right to act on behalf of such the entity, while attaching of a current excerpt from KRS (the National Court Register). In the case of shareholders submitting a request using electronic means of communication, the documents should be sent in PDF format. In order to verify the sender's Internet account, the Company reserves the right to check and obtain confirmation that the request was sent by the sender. Only feedback concerning the confirmation by the sender starts the procedure of the CCC (KSH) regarding request of a shareholder PDF. Only the sender's feedback confirmation triggers the CCC procedure regarding the shareholder's request.

### **III. Information on the shareholder's right to submit draft resolutions concerning matters introduced to the agenda during the General Meeting of Shareholders**

Each shareholder authorized to participate in the General Meeting may submit draft resolutions regarding matters included in the agenda during the Ordinary General Meeting.

### **IV. Information about the way of exercising the right to vote by a shareholder or proxy**

1. A shareholder may participate in the Ordinary General Meeting and exercise the right to vote in person or by proxy.
2. Power of attorney to vote by proxy should be granted in writing or in electronic form. Granting power of attorney in an electronic form does not require a secure electronic signature verified by a valid qualified certificate.  
The power of attorney should contain basic information about the shareholder granting the proxy, as well as about the person to whom was granted power of attorney:
  - name, surname,
  - address,
  - phone number,
  - e-mail address,
  - the scope of the power of attorney – number of shares from which right to vote will be executed and the way of exercising of that right,
  - date and name WZ PROCHEM S. A. (GM of PROCHEM S. A.).

The Company may request the shareholder to confirm the power of attorney.

A template of a form for exercising the voting right by a proxy or for a shareholder to provide the proxy with a written instruction on the voting procedure referred to in art. 402 (3) § 1 item 5 and § 3 items 1-4 of the Commercial Companies Code, can be downloaded from the Company's website, subpage *Investor relations / About the company / General meeting of shareholders*.

3. Electronic power of attorney should be formulated in a separate document signed by the shareholder or a person authorized to represent the shareholder, sent as an attachment in PDF format to the address of the Company [wza@prochem.com.pl](mailto:wza@prochem.com.pl) at latest on 23 June, 2021 till 9 a. m. Obligatory with electronic power of attorney must be sent the documents confirming the right of a shareholder to participate in the General Meeting.
4. Shareholders will be allowed to participate in the Ordinary General Meeting upon presentation of Identity card, and the proxies upon presentation of Identity card and a valid power of attorney granted in writing or in electronic form (in the latter case, the proxy should demonstrate a printout of the power of attorney in PDF format). Representatives of legal persons or partnerships should also present current excerpts from relevant registers, listing persons authorized to represent these entities.

## **V. Broadcasting the general meeting**

PROCHEM S.A. does not provide for real-time broadcasts of general meetings.

## **VI. The possibility and way of participating as well as speaking at the General Meeting by means of electronic communication**

PROCHEM S.A. does not provide for the possibility of participating as well as speaking on the XLII General Meeting by means of electronic communication.

## **VII. The way of exercising the right to vote by correspondence or by electronic means of communication**

PROCHEM S.A. does not provide for the possibility of exercising the right to vote by correspondence or using electronic means of communication.

## **VIII. The day of registration for participation in the General Meeting**

The date of registration for participation in the XLII General Meeting is 8 June 2021.

## **IX. Information about the right to participate in the General Meeting**

1. The persons will be entitled to participate in the Ordinary General Meeting of the Company, if:
  - a) on 8 June, 2021, they were the Company's shareholders,
  - b) in the period from the publication of the announcement of GM and not later than on 9 June, 2021 they submitted a request to issue an inscribed certificate of the right to participate in the Ordinary General Meeting at the entity maintaining the securities account on which the shares of the Company are registered.Shareholders are recommended to collect the above-mentioned issued a certificate on the right to participate, and to take and present it on the day of the Ordinary General Meeting.
2. The Company determines the list of shareholders entitled to participate in the Ordinary General Meeting on the basis of the list provided by the National Depository for Securities (KDPW), prepared on the basis of inscribed certificates issued by entities maintaining securities accounts about the right to participate in the general meeting, as well as on the basis of the Book of Shares of PROCHEM S. A.. From 21 June, 2021, the above list will be made available for insight at the headquarter of the Company.

## **X. Access to documentation**

1. Persons entitled to attend the Ordinary General Meeting may obtain at the Company's headquarters draft resolutions and the full text of the documentation, that are to be presented at the Ordinary General Meeting.
2. The Company will make available all information regarding the Ordinary General Meeting on the Company's website at the address: [www.prochem.com.pl](http://www.prochem.com.pl)