

# **Regulations for participation in the General Meeting via electronic communication means**

## **Chapter I. General provisions**

### **§1.**

1. These Regulations set out the rules of participation, the technical requirements and the responsibility of Bank Ochrony Środowiska S.A. ("Bank") and of the Shareholder in the event of the Shareholder's participation in the General Meeting of Shareholders of Bank Ochrony Środowiska S.A. ("General Meeting") via electronic communication means, which shall include:
  - 1) real-time broadcasting of the proceedings on the public Internet;
  - 2) two-way real-time communication of all persons participating in the General Meeting, where they can speak during the General Meeting while staying elsewhere;
  - 3) exercising the voting rights during the General Meeting, in person or through a proxy.
2. The person convening the meeting shall make the decision on the possibility, method and technical and organisational conditions for participating in a given General Meeting via electronic communication means and, at the same time, he/she shall publish this information in the relevant notice of the General Meeting ("Notice").
3. The participants shall participate in the General Meeting referred to in section 1 via a dedicated IT platform. The shareholder may communicate, as referred to in section 1.2, using a text messenger.
4. The Shareholders who are not interested in participating in the General Meeting via electronic communication means may participate in the General Meeting at the venue of the General Meeting.

### **§2.**

1. The following e-mail address shall be used by the Shareholders wishing to participate in the General Meeting via electronic communication means to communicate with the Bank: [walne.zgromadzenie@bosbank.pl](mailto:walne.zgromadzenie@bosbank.pl).
2. The e-mail address indicated in section 1 shall be the exclusive channel of communication with the Bank regarding the participation in the General Meeting via electronic communication means.
3. In order to participate in the General Meeting via electronic communication means, the Shareholder should notify the Bank, in person or through a proxy, of their intention to participate in the General Meeting in this form, in accordance with the requirements set out in these Regulations, and meet the technical requirements set out in Appendix 1.
4. Not later than five working days prior to the date of the General Meeting, the Shareholder, or the Shareholder's proxy, should send to the Bank, to the address [walne.zgromadzenie@bosbank.pl](mailto:walne.zgromadzenie@bosbank.pl):
  - 1) a completed and signed notification, scanned to PDF format, of the intention to participate in the General Meeting via electronic communication means, drawn up in accordance with the template set out in Appendix 2 to these Regulations (hereinafter: "Notification");
  - 2) a scanned copy of the identity document to the extent that will enable identification of the Shareholder and the Shareholder's proxy, with an indication of the serial number of the ID card/passport and the personal identification PESEL number. If the Shareholder is a legal person or an unincorporated organisational unit, they shall send a scanned excerpt from the relevant register or a scanned copy of another document confirming the authorisation of the persons acting on behalf of that entity;
  - 3) scanned copies of documents indicated in the Notice which are necessary to identify the proxy, in the case of exercising the voting rights through a proxy, and the e-mail address for communication with the Shareholder or the Shareholder's proxy.
5. If any of the documents listed in section 4 is drawn up in a language other than Polish or English, the Shareholder shall attach a scanned sworn translation of this document to the Notification.

6. The Bank shall verify the right of a given Shareholder to participate in the Bank's General Meeting, based on the list of Shareholders authorised to participate in the General Meeting obtained from Krajowy Depozyt Papierów Wartościowych S.A. In order to ensure a proper verification, the Bank may contact the Shareholder or the proxy, using the contact data provided in the Notification.
7. In the event of a failure to eliminate or clarify any discrepancies by correspondence, within the time limit set by the Bank, in particular a failure to send a scanned copy of the Notification or the documents referred to in section 4, the Bank shall not allow a given Shareholder that the discrepancies relate to to participate in the General Meeting via electronic communication means, notifying them of this fact to the e-mail address provided in the Notification.
8. Upon satisfactory verification of the Shareholder's rights and any powers of attorney granted, the Bank shall send to the Shareholder or the Shareholder's proxy, not later than 2 (two) days prior to the date of the General Meeting, to the e-mail address provided in the Notification, detailed instructions on how to sign up to the IT platform enabling participation in the General Meeting via electronic communication means, along with the login and initial password for the first sign-up to the platform, which shall also constitute a confirmation of the right to participate in the General Meeting via electronic communication means. The e-mail containing the login and the initial password shall be password-protected. The password to the file shall be sent by an sms, to the telephone number provided in the Notification.
9. The initial password obtained from the Bank to the IT platform dedicated to participate in the General Meeting via electronic communication means shall be used only to sign up to the platform for the first time. For the sake of security and confidentiality in using the platform, the Shareholder or the Shareholder's proxy must change the above-mentioned password to their own password, in the manner described in the instructions sent together with the login and the initial password.
10. The Bank may enable the Shareholders or their proxies to test the correct functioning of the IT equipment, software and Internet connection used by the Shareholders or their proxies, which they intend to use to participate in the General Meeting via electronic communication means, and to acquaint with the rules of functioning of the platform provided for this purpose. The details of this test may be posted on the Bank's website dedicated to general meeting-related notices.

### **§3.**

1. The Shareholders and their proxies participating in the General Meeting via electronic communication means shall bear the related risks, in particular the risk of an inability to receive transmissions, communicate or exercise the voting rights during the General Meeting due to breakdowns or interferences on the lines.
2. The risk associated with the use of electronic communication means in order to participate in the General Meeting related to the incorrect or unauthorised use of the login or password shall lie solely with the Shareholder or the Shareholder's proxy, and the Bank shall not be liable in this respect.
3. The Bank shall not be liable for any failures or breakdowns in the Internet connection of a given Shareholder or a Shareholder's proxy preventing or hindering their participation in the General Meeting via electronic communication means, if these are not caused by the Bank, or if the Shareholder or the Shareholder's proxy had not met the technical or security requirements specified in the Regulations or in the relevant notice of the General Meeting.

## **Chapter IV. Final provisions**

### **§4.**

1. Any correspondence with the Bank using the system enabling the participation in the General Meeting via electronic communication means should be conducted in Polish.
2. The Bank informs that it shall be possible to receive the transmission of the General Meeting in Polish in real time, via the transmission link posted on the Bank's website

(<https://www.bosbank.pl/informacje-korporacyjne/relacje-inwestorskie/walne-zgromadzenia>).

The company may make the above-mentioned transmission available also in English.

3. Information on the processing of personal data of the Shareholder or the Shareholder's proxy shall be posted on the Bank's website (<https://www.bosbank.pl/informacje-korporacyjne/relacje-inwestorskie/walne-zgromadzenia>).
4. Nothing in these Regulations shall waive the duties of the Shareholders related to the Shareholder's participation in the General Meeting of the Bank as a public company, described in detail in the relevant Notice of the General Meeting of Shareholders.
5. Immediately after closing the General Meeting of Shareholders, the Bank shall delete all received scanned documents confirming the identity of the Shareholder or the Shareholder's proxy.
6. In any matters not covered by these Regulations, the generally applicable regulations of law, the provisions of the Rules of the Bank's General Meetings and the principles set out in the relevant notice of the General Meeting shall apply.

## **Appendix 1 - Technical requirements**

1. In order to participate in the General Meeting via electronic communication means, the Shareholder should have:

1) the public Internet connection with a minimum bandwidth of 1 Mbps (constant bandwidth while using the platform),

2) a computer with audio and video output, with the Windows 10 or macOS operating system, and with one of the following browsers installed: IE, Firefox, Chrome or Safari (all of these browsers are available for free download on the public Internet), and the Adobe Flash Player plug-in (available for free download from the software manufacturer's website). Moreover, the JavaScript support must be enabled in the browser (these are standard browser settings).

2. A lower bandwidth of the Internet connection and older versions of browsers may cause difficulties or prevent communication with the General Meeting room, delay the transmission, or prevent voting. For the time of using the platform, it is suggested that the user should refrain from using other applications that significantly load the computer and the connection used by the platform. It is recommended to use the platform in the full-screen mode.

## Appendix 2 - Notification

### Notification of the Shareholder's intention to participate in the General Meeting via electronic communication means

I/We, the undersigned, being the Shareholder/representing the Shareholder\* of Bank Ochrony Środowiska S.A., intend to participate in the General Meeting of Bank Ochrony Środowiska S.A. convened for ..... time ..... (**General Meeting**) via electronic communication means.

I declare that, as the Shareholder, I shall participate in the General Meeting via electronic communication means.\*

I declare that I am authorised to represent the Shareholder, as confirmed by the documents submitted to the Bank, and that I shall participate in the General Meeting via electronic communication means.\*

I declare that, as the Shareholder, I shall participate in the General Meeting via electronic communication means through the proxy (in accordance with the Form below).\*

I declare that I shall participate in the General Meeting with [•] shares / with the number of shares to be indicated in the list of Shareholders authorised to participate in the General Meeting of the Bank, as prepared by Krajowy Depozyt Papierów Wartościowych S.A.\*

I accept all the terms and consequences of the participation in the General Meeting via electronic communication means, as announced and published by the Bank.

#### Particulars of the Shareholder (*being a natural person*)\*

First name:

Surname:

ID card/passport serial number:

PESEL number:

Address:

E-mail address for contact and receipt of login:

Telephone number for contact and receipt of password:

#### Particulars of the Shareholder (*being a legal person or other organisational unit*)\*

Name:

Address:

National Court Register KRS number/other registration number\*:

E-mail address for contact and receipt of login:

Telephone number for contact and receipt of password:

Particulars of the Proxy\*

Name:

Serial number of identity document/Number in the relevant register:

PESEL/VAT number:

Address of residence/registered office:

E-mail address for contact and receipt of login:

Telephone number for contact and receipt of password:

I/we declare that I/we have been acquainted with the **Regulations for participation in the General Meeting via electronic communication means**.

signature(s) with official stamp, if applicable

place and date

**Appendices:**

- 1) scanned copy of the document confirming the Shareholder's identity\*
  - 2) scanned information corresponding to the current excerpt from the National Court Register or an equivalent public register of the Shareholder\*
  - 3) scanned copy of the power of attorney and a document confirming the proxy's identity (if acting through the Shareholder's proxy)\*
- \* delete as appropriate.