

Information on proposing new items on the agenda and proposing decisions

Shareholders that individually or jointly own at least 5% of the total number of shares with voting rights can propose amendment of the agenda by requesting that new items are added to the agenda, if at the same time they provide an explanation for the item proposed to be added to the agenda or if they propose a decision upon the proposed item.

Shareholders that individually or jointly own at least 5% of the total number of shares with voting rights can propose in a written form a proposal-decision for each of the items already included or to be included to the agenda of the session of the assembly.

The request for including new items to the agenda of the assembly, i.e. the request for proposing passing decisions is sent in a written form to the Board of Directors of the company, on the address of the official seat of the company (OKTA Crude Oil Refinery Shareholding company – Skopje, str. 1 no. 25 n.m. Miladinovci, Ilinden with reference “for Assembly-Request for including new items on the Agenda/proposing decisions”), no later than 8 (eight) days from the day of the public announcement for convening the session of the assembly. The request must be sent via registered mail or other type of delivery that enables tracking and evidence of date of made delivery to the company (in a closed envelope), or handed over personally in the archive of the company.

The request submitted by a shareholder-natural person, must be personally signed by the shareholder and must include at least the following information: full name and surname, address of residence and number of shares with voting rights owned by the shareholder.

The request submitted by a shareholder-legal entity, must be personally signed by the legal representative and verified with the seal of the company and include at least the following information: full name of the legal entity, address of the official seat, unique company number and the number of shares with voting rights owned by the shareholder, as well as the full name and surname of the legal representative.

The request submitted by a group of shareholders, must contain the relevant elements stated above for each of the applicant shareholders.

The shareholder, i.e. the shareholders must submit relevant documentation enclosed to the request, proving the identity of the shareholder, i.e. shareholders and the fact that the condition for owning at least 5% of the total number of shares with voting rights is met, especially:

1. Statement of the account from the Central Securities Depository with information regarding the number of votes owned by each of the applicant shareholders, in original, not older than 3 (three) days
2. Copy of a valid identification document (personal ID or passport)¹ for each of the shareholders-natural persons, i.e. of the legal representative of the shareholder-legal entity
3. For a shareholder-legal entity, Certificate on current standing from the Central register, in original or in a copy verified by a notary (or a simple photocopy, if previously already submitted in original), or another relevant document issued by an authorized body of the foreign state

¹ The submitted copy of the identification document will be destroyed after the adjourning of the session of the assembly, in accordance with the Law on personal data protection and the internal procedures of the company

where the official seat of the shareholder is located, in a photocopy and a translation by an official court sworn translator, verified by a notary, in original (or a simple photocopy, if previously already submitted in original). If the Certificate or the other relevant document from a foreign state are older than 30 (thirty) days, the shareholder must submit a written statement, in Macedonian or English language, verified with the seal of the company and signed by the legal representative, under full criminal, material and moral liability, that the information stated in the document are current and unchanged