

Information on raising questions

Each shareholder has the right to raise questions regarding each of the items of the agenda of the session of the assembly of the company.

The shareholder may raise questions in a written form, by sending a letter to 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-Letter for raising questions”), at least 5 (five) days prior to the date of holding the session of the assembly. The letter 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 letter containing the questions, must contain information for identification of the shareholder (name and surname of the shareholder-natural person, i.e. full company name, unique company number and name and surname of the legal representative of the shareholder-legal entity), as well as have enclosed the documents listed below. When questions are raised through a proxy, in addition to the respective information for the shareholder, the letter must contain respective information for identification of the proxy and must be accompanied by a photocopy of the issued proxy. The letter must be signed by the shareholder-natural person, the legal representative of the shareholder-legal entity or the proxy.

Enclosed to the Letter, the shareholder must submit relevant documentation for determining of the identity of the shareholder, namely:

1. Copy of a valid identification document (personal ID or passport)¹ for the shareholders-natural persons, i.e. of the legal representative of the shareholder-legal entity
2. 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 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.

The company is obligated to respond to the questions raised by its shareholders, through its authorized body or a representative, or provide a collective response to questions with the same content. The company shall not have the obligation to respond to questions raised in written form that are received after the holding of the session of the assembly or that are not accompanied by a letter containing the relevant data or documents.

The company encourages its shareholders to raise questions in a timely manner, in order to avoid misunderstandings regarding their content, to enable bundling questions with the same content and to

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

enable collecting information necessary for a timely and proper response in accordance with the law and the Company's Charter.

Questions raised by the shareholders shall be considered answered if the response is available on the official internet page of the company in a form of question and response. The company shall be obligated in any case to publish the answers to the raised questions on its official internet page in a form of question and response.