

Information regarding voting via correspondence

The shareholders may vote via correspondence, without being obligated to participate on the session of the assembly physically (personally, through a legal representative, through a proxy) or in any other appropriate manner. However, the shareholder is obligated to duly announce the participation on the session of the assembly. The number of shares with voting rights of the shareholder shall constitute the quorum for operation and voting on the assembly.

The shareholder can vote via correspondence in a manner that clearly and unambiguously, in the designated Form for voting via correspondence, will vote FOR, AGAINST or ABSTAINED for the proposal-decisions for each or some of the items of the agenda, on the place specifically designated for giving the vote for the respective proposal-decision. If the shareholder does not fill the specifically designated place for giving the vote for the respective proposal-decision, it shall be considered that the vote is ABSTAINED.

The Form for voting via correspondence, prepared to be downloaded electronically, is available on the official internet page of the company, stated in the announcement. If, for whatever reason, the shareholder is unable to download or print the Form, it shall be available in a printed form in the Cabinet of the Chief Executive Officer of the company, at the expense of the company.

The shareholder is obligated to submit the duly filled Form 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-Form for voting via correspondence”) in a closed envelope containing the identification information for the shareholder. The Form must be sent via registered mail or other type of delivery that enables tracking and evidence of date of made delivery to the company, or handed over personally in the archive of the company. Only Forms received in the company by the time stated in the Public Announcement shall be considered as valid.

The Form, with readable and fully filled in information for the shareholder, must be delivered in original, in at least one copy, signed personally by the shareholder-natural person, i.e. the legal representative of the shareholder-legal entity. The signature on the Form for voting via correspondence shall be considered equivalent to the signature put on the list of participants on the assembly.

Enclosed to the Form for voting via correspondence, 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 each of 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 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. 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

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

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.