



**Rules of  
participation in the General Meeting of PCF Group S.A. by electronic means of  
communication**

**adopted by the Supervisory Board of PCF Group S.A.**

**under Resolution No. 15/2022 of 1 June 2022**

**Section 1**

**General**

1. These Rules, adopted to fulfil the obligation laid down in Art. 406<sup>5</sup>.3 of the Commercial Companies Code of September 15th 2000, define the principles and procedures for participation in the General Meeting of PCF Group S.A. (the “**General Meeting**”, the “**Company**”) by electronic means of communication (the “**Rules**”).
2. The party convening the General Meeting shall decide whether to allow shareholders to participate therein by electronic means of communication, stating its decision in the notice convening the General Meeting.
3. Participation in the General Meeting by electronic means of communication shall include in particular:
  - 1) real-time bilateral communication between all participants of the General Meeting, with participants taking the floor during the General Meeting from a location other than the venue of the General Meeting; or
  - 2) real-time bilateral communication between all participants of the General Meeting, with participants using an instant messaging system from a location other than the venue of the General Meeting; and
  - 3) exercise of the right to vote during the General Meeting either in person or by proxy.
4. The party convening the General Meeting shall indicate in the notice of the General Meeting whether shareholders will participate in the General Meeting by electronic means of communication as described in Section 1.3.1 or in Section 1.3.2.
5. Notwithstanding the possibility for shareholders to participate in the General Meeting by electronic means of communication, the Company shall ensure real-time broadcast of the General Meeting via the Internet. The Company shall publish on its website, in the ‘General Meeting’ section, a link to the online broadcast of the General Meeting. Pursuant to a decision of the Management Board, the Company may provide simultaneous interpretation of the broadcast of the General Meeting into English.
6. A shareholder or a shareholder’s proxy participating in the General Meeting by electronic means of communication may exercise all the rights vested in a



shareholder or a shareholder's proxy present at the General Meeting, including without limitation the right to take the floor, put forward proposals and draft resolutions, vote on draft resolutions and request that an objection against resolutions passed be recorded in the minutes.

7. A shareholder or a proxy participating in the General Meeting by electronic means of communication shall be subject to the same procedural rules concerning the General Meeting as a shareholder or a proxy present physically at the venue of the General Meeting.
8. Draft resolutions submitted during the General Meeting by shareholders or proxies participating in the General Meeting by electronic means of communication, concerning matters which have been placed on the Meeting's agenda, should be sent to the following email address: [wza@peoplecanfly.com](mailto:wza@peoplecanfly.com).

## **Section 2**

### **Notifying the intention to participate in the General Meeting by electronic means of communication and verifying the identity of a shareholder**

1. A shareholder entitled to participate in the General Meeting should notify the Company of their intention to attend the General Meeting by electronic means of communication not later than five business days prior to the date for which the General Meeting was convened. The notification should be sent to [wza@peoplecanfly.com](mailto:wza@peoplecanfly.com), and should include:
  - 1) a notice of the intention to participate in the General Meeting by electronic means of communication, substantially in the form set out in Appendix 1 to these Rules (the "**Notice**"). The Notice shall be signed with a handwritten signature and scanned or with a qualified electronic signature, and in either case sent to the Company in the PDF format;
  - 2) in the case of a shareholder who is a natural person – a scanned copy of their identity card or passport confirming the shareholder's identity and their personal identification number (PESEL) as well as the series and number of their identity card or passport;
  - 3) in the case of a shareholder who is not a natural person – a scanned copy or a PDF file which is a copy of the relevant register entry, and a scanned copy of the identity card or passport confirming the identity of the person authorised to represent the shareholder and their personal identification number (PESEL) as well as the series of their identity card or passport;
  - 4) if a shareholder referred to in Section 2.2 or Section 2.3 has appointed a proxy who is a natural person to participate on their behalf in the General Meeting – documents confirming the identity of the shareholder in accordance with Section 2.2 and Section 2.3, a scanned copy of a written power of proxy in the PDF format and a scanned copy of the identity card or passport confirming the identity of the proxy, their personal identification number (PESEL) as well as the series of their identity card or passport;



- 5) if a shareholder referred to in Section 2.2 or Section 2.3 has appointed a proxy who is not a natural person to participate on their behalf in the General Meeting – documents confirming the identity of the shareholder in accordance with Section 2.2 and Section 2.3, a scanned copy of a written power of proxy in the PDF format, a copy of the proxy's relevant register entry, a scanned copy of the identity card or passport confirming the identity of the person authorised to represent the proxy as well as their personal identification number (PESEL) and the series of their identity card or passport;
  - 6) if the power of proxy referred to in Section 2.4 or Section 2.5 is a substitute power of proxy – documents confirming the sequence of powers of proxy and due authorisation of the proxy to act on behalf of the shareholder, with the proviso that Sections 2.4 and 2.5 shall apply accordingly.
2. All documents referred to in Section 2.1 should be drawn up in the Polish language or translated into Polish by a sworn translator. A shareholder or its proxy may communicate with the Company prior to the General Meeting also in English, without prejudice to the first sentence of this paragraph.
  3. Based on the list of shareholders entitled to participate in the General Meeting received from Krajowy Depozyt Papierów Wartościowych S.A. (the Central Securities Depository of Poland), the Company shall verify the identity of a shareholder who has notified the Company of their intention to participate in the General Meeting by electronic means of communication. If, despite any reservations raised by the Company, a shareholder fails to promptly provide the Company with information or fails to provide explanations to enable proper verification of their identity, the Company shall refuse such shareholder the right to participate in the General Meeting by electronic means of communication, which shall be notified to the shareholder via the email address specified in the Notice.
  4. Section 2.3 shall apply *mutatis mutandis* to the verification by the Company of a proxy's identity and the documents confirming a proxy's authorisation.

### **Section 3**

#### **Participation in the General Meeting by electronic means of communication**

1. Following successful verification referred to in Sections 2.3 and 2.4, at least two business days prior to the date of the General Meeting, the Company shall send to a shareholder or a shareholder's proxy detailed instructions on how to register and use the electronic platform, exercise all of the shareholder's rights arising from the participation in the General Meeting as well as data for the first login, to the email address provided in the Notice, which shall confirm the shareholder's or the proxy's right to participate in the General Meeting by electronic means of communication. The login data shall be secured with a password sent to the telephone number given in the Notice.



2. A shareholder or a shareholder's proxy should have technical means meeting the technical requirements of the IT platform enabling participation in the General Meeting by electronic means of communication referred to in Appendix 2 to these Rules.
3. The login and password sent by the Company are for the first login only. Shareholders are advised to change them after the first login.
4. The Company shall, one day prior to the date of the General Meeting, provide a shareholder or a shareholder's proxy with the link to the IT platform to remotely test its functionalities and technical compatibility. The Company shall also provide support to shareholders and proxies via a helpline, which shall be available until the closing of the General Meeting.
5. At the request of a shareholder or a shareholder's proxy participating in the General Meeting by electronic means of communication, submitted after the opening of the General Meeting or during the General Meeting, the entity providing technical support for the meeting shall explain how to use the electronic means of communication and shall answer the shareholder's or the proxy's questions.

#### **Section 4**

##### **Miscellaneous**

1. A shareholder or a shareholder's proxy participating in the General Meeting by electronic means of communication shall bear all the related risks, including in particular the risk of inability to receive the broadcast, exercise the voting rights and communicate in real time due to hardware incompatibility, technical failure or disruption of the Internet connection, and the risk of loss of the login data or provision of the login data to unauthorised persons.
2. In the event of any technical issues attributable to the Company, the Chair of the General Meeting may announce a brief technical break until electronic communication is restored.
3. To the extent not provided for by law, the Company's Articles of Association or these Rules, decisions concerning a shareholder's or a proxy's participation in the General Meeting by electronic means of communication shall rest with the Chair of the General Meeting.



**Appendix 1 to the Rules of participation in the General Meeting of PCF Group S.A. by electronic means of communication**

**Notice**

Acting as a shareholder of PCF Group S.A. (the “**Company**”) entitled to participate in the General Meeting, I declare that – as a holder of rights attached to ● Company shares – I hereby give notice of my intention to participate in the General Meeting convened for ● by electronic means of communication.

I declare that as a shareholder I will participate in the General Meeting by electronic means in person.\*

I declare that as a person authorised to represent a shareholder who is a legal person or other organisational unit, I will participate in the General Meeting by electronic means in person.\*

I declare that as a shareholder I will participate in the General Meeting by electronic means by proxy.\*

**Shareholder details:**

1. Full name/company name of the shareholder:

\_\_\_\_\_

2. Address/registered office of the shareholder:

\_\_\_\_\_

3. Personal Identification Number (PESEL) of the shareholder (for natural persons):

\_\_\_\_\_

4. Number of identity card/passport of the shareholder (for natural persons):

\_\_\_\_\_

5. Data from the relevant register (for shareholders who are not natural persons):

\_\_\_\_\_

6. Data (name, surname, PESEL, number of identity card/passport) of persons authorised to represent the shareholder (for shareholders who are not natural persons):

\_\_\_\_\_

7. Number of certificate confirming the right to participate in the General Meeting:

\_\_\_\_\_



8. Email address of the shareholder/person authorised to represent the shareholder for sending the login and instructions for using the IT platform and for contacting the Company:

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9. Telephone number of the shareholder/person authorised to represent the shareholder for sending the password and login and for contacting the Company:

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A shareholder does not provide the data specified in points 8 and 9 if represented by a proxy.

**Proxy details (for shareholders represented by proxies):**

1. Full name/company name of the proxy:

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2. Address/registered office of the proxy:

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3. Personal Identification Number (PESEL) of the proxy (for natural persons):

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4. Number of identity card/passport of the proxy (for natural persons):

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5. Data from the relevant register (for a proxy who is not a natural person):

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6. Data (name, surname, PESEL, number of identity card/passport) of persons authorised to represent the proxy (for a proxy who is not a natural person):

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7. Proxy's email address for sending the login and instructions for using the IT platform and for contacting the Company:

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8. Proxy's telephone number for sending the password and login and for contacting the Company:

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I represent that I have read and accept the Rules of participation in the General Meeting of PCF Group S.A. by electronic means of communication, adopted by the Supervisory Board of PCF Group S.A. under Resolution No. 15/2022 of 1 June 2022, in



particular the terms and conditions of participation in the General Meeting by electronic means of communication and the related risks.

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(Signature of the shareholder/proxy)

\*delete as appropriate



**Appendix 2 to the Rules of participation in the General Meeting of PCF Group S.A.  
by electronic means of communication**

Technical requirements to access and use the IT platform dedicated to participation in the General Meeting by electronic means of communication.

*/provided as a separate document/*





### **Appendix 3 to the Rules of participation in the General Meeting of PCF Group S.A. by electronic means of communication**

#### **Information on the processing of personal data in connection with participation in the General Meeting of PCF Group S.A.**

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, “**GDPR**”), we advise that:

1. the controller of the personal data of shareholders and their proxies for the General Meeting is PCF Group S.A., with its registered address at al. Solidarności 171, 00-877 Warsaw, Poland (the “**Company**”).
2. The Company has appointed a data protection officer, who may be contacted by shareholders or their proxies via the following email address: [gdpr@peoplecanfly.com](mailto:gdpr@peoplecanfly.com), or by letter sent to the Company’s registered address.
3. The personal data of shareholders and their proxies specified in the *Rules of participation in the General Meeting of PCF Group S.A. by electronic means of communication* will be processed for the purposes necessary to fulfil the Company’s legal obligations in connection with the organisation and conduct of the General Meeting, provided for, in particular, in the Commercial Companies Code, the Act on Public Offering, Conditions Governing the Introduction of Financial Instruments to Organised Trading, and Public Companies and secondary legislation thereto, pursuant to Article 6.1.c) of the GDPR, in particular to draw up a list of shareholders entitled to participate in the General Meeting, register attendance at the General Meeting, and prepare current reports concerning the General Meeting. The images of shareholders or their proxies may also be processed during the General Meeting. The image may be processed upon voluntary consent given by the person concerned, by enabling the camera function while participating in the General Meeting.
4. The personal data of shareholders and their proxies may be received by other shareholders and their proxies (when the list of shareholders is made available for inspection), entities authorised to access such data under the applicable laws, and entities cooperating with the Company where this is necessary to support the Company’s day-to-day business processes (in particular through the provision of ICT services).
5. Where justified, personal data may be provided outside the European Economic Area but only in compliance with the applicable provisions of the GDPR.
6. The personal data of shareholders and their proxies will be stored for a period required by law.



7. Shareholders and their proxies have the right to access their data, have it rectified or erased, the right to restrict its processing and – with respect to the processing of personal data for the purposes of the Company’s legitimate interests – the right to object to the processing of personal data. Where the processing of personal data is based on a shareholder’s or a proxy’s consent, the shareholder or the proxy may withdraw their consent to the processing of personal data. The withdrawal of consent does not affect the lawfulness of data processing carried out before the withdrawal was made.
8. Shareholders and their proxies have the right to lodge a complaint with the President of the Office for Personal Data Protection if they consider that the Company processes their personal data in breach of the applicable laws.
9. The provision of personal data by shareholders and proxies is voluntary, but necessary to achieve the objectives set out in point 3 above. In the event of failure to provide the personal data required by the Rules, participation in the General Meeting will not be possible.
10. The personal data of shareholders and their proxies will not be used for automated decision-making, including profiling.