

No. 3388/ 30.01.2018

**Current Report no. 3/2018**

as per Law no. 24/2017 and CNVM Regulation no. 1/2006

<b>Date of the report</b>	<b>30.01.2018</b>
<b>Name of the Issuing Entity</b>	<b>CONPET S.A. Ploiesti</b>
<b>Registered Office</b>	<b>No. 1-3, Anul 1848 Street, Ploiesti</b>
<b>Phone/Facsimile/E-mail</b>	<b>0244/ 401360/ 516451/ 402385/ <u>actionariat@conpet.ro</u></b>
<b>Sole Registration Number at ORC</b>	<b>1350020</b>
<b>No at the Trade Registry</b>	<b>J29/6/22.01.1991</b>
<b>Subscribed and paid-up share capital</b>	<b>28,569,842.40 RON</b>
<b>Total No of Shares</b>	<b>8,657,528 nominative shares</b>
<b>The regulated market where the issued securities are being traded:</b>	<b>BVB, Premium Category</b>

**Reporting significant events:**

Following the meeting of the Board of Administration held on 29.01.2018, the company CONPET S.A. informs the investing public **with regards to:**

- I. The provisional appointment of Mr. Ion Cristian MATEI as administrator of CONPET S.A.. on the place left vacant following the resignation of Mr. Spînu Antonio– Adrian;**
- II. The waiver of Mr. Constantin Văduva from the capacity of Chairman of the BoA and the appointment of Mrs. Manuela – Petronela Stan - Olteanu in the capacity of Chairman of BoA, as of 30.01.2018;**
- III. The call of the Ordinary General Meeting of Shareholders (OGMS) for the date of 05.03.2018 in first call/ 06.03.2018 in second call.**

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- I. The provisional appointment of Mr. Ion Cristian MATEI as administrator of CONPET S.A.. on the place left vacant following the resignation of Mr. Spînu Antonio– Adrian.**

Upon the meeting of the Board of Administration of CONPET S.A., dated 29.01.2018, was acknowledged the waiver from the quality of member of the Board of Administration of Mr. Antonio-Adrian SPÎNU, in force starting 22.01.2018, pursuant to his letter of resignation submitted to the company on 22.01.2018, with the subsequent termination of the administration contract concluded with CONPET S.A.

Concurrently, the Board of Administration provisionally appointed as administrator of CONPET S.A., until the meeting of the Ordinary General Meeting of Shareholders that will be called under the law, Mr. Ion Cristian MATEI, starting 29.01.2018, on the place left vacant following the resignation of Mr. Antonio – Adrian SPÎNU. The appointment of the provisional administrator is being performed pursuant to the provisions of Art.137<sup>2</sup>, Para 1 of Law no.31/1990 on companies, republished, subsequent amendments and completions, of Art. 19 Para (4) CONPET S.A. Articles of Incorporation, considering the recommendation of the Nomination and Remuneration Committee.

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**II. The waiver of Mr. Constantin Văduva from the capacity of Chairman of the Board of Administration and the appointment of Mrs. Manuela – Petronela Stan - Olteanu in the capacity of Chairman of the Board of Administration, as of 30.01.2018;**

The Board of Administration has acknowledged the waiver of Mr. Constantin VĂDUVA from the capacity of Chairman of the Board of Administration and appointed Mrs. Manuela – Petronela STAN - OLTEANU in the capacity of Chairman of BoA, starting 30.01.2018, along the period left to be exercised from the mandate of provisional administrator, namely up to 28.03.2018, or up to the completion of the selection procedure of the administrators stipulated in EGO no. 109/ 2011 *on the corporate governance of the public enterprises*, approved with amendments and completions by Law no. 111/ 2016, whether it takes place less than 4 months from the appointment of the provisional administrators.

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**III. The Call of the Ordinary General Meeting of Shareholders (OGMS) for the date of 05.03.2018 (in first call)/ 06.03.2018 (in second call).**

The OGMS is being called for the date of 05.03.2018 (in first call)/06.03.2018 (in second call), 9:00 A.M., at the company's headquarters, located in Ploiesti, No.1-3, Anul 1848 Street. The reference date of OGMS: 22.02.2018. The registration date advanced by the Board of Administration for the Meeting: 22.03.2018. The settlement of the date of 21.03.2018 as ex-date related to OGMS.

**The OGMS Convening Notice includes the following Agenda:**

1. Election of a Secretary of the Ordinary General Meeting of Shareholders.
2. Election of a provisional administrator of the Company CONPET S.A., in the place of Mr. Matei Ion Cristian, provisional administrator appointed by the Board of Administration, in compliance with the provisions of the Art. 137<sup>2</sup> of Law no. 31/1990 regarding the companies, republished, subsequent amendments and additions, whose mandate terminates upon the OGMS meeting.
3. Settlement of the mandate duration for the provisional administrator appointed at item 2 of the Agenda, respectively up to 28.03.2018 or until the completion of the selection procedure stipulated in the EGO no. 109/2011 regarding the corporate governance of the public enterprises, approved with amendments and completions by Law no.111/2016, if this takes place prior to the date of expiry of the mandate of the provisional administrator.
4. Settlement of the monthly fixed gross allowances of the provisional administrators stipulated in the administration contracts concluded with the company CONPET S.A., recalculated pursuant to the provisions of article 18 of the EGO no. 90/2017, as to provide the maintenance of the level of the monthly fixed net allowance valid at the appointment date, for harmonizing with the new binding social contributions due as per the Law no. 227/2015, further amendments and completions, as amended pursuant to EGO no.79/2017 for the amendment and completion of Law no. 227/2015 regarding the Fiscal Code, which is to augment by 20.61%, namely from 10,210 RON to 12,314 RON.
5. Settlement of the monthly fixed gross allowance of the provisional administrator appointed at item 2 of the Agenda, within the quantum that is to be approved by OGMS at item 4 of the Agenda for the provisional administrators in capacity as it is being recalculated based on the provisions of Art. 18 of the EGO no. 90/2017 (calculated based on the 12 months average of the gross medium earnings for the activity carried out as per the core business registered by the Company, at the level of class pursuant to the classification of the activities in the national economy, communicated by the National Institute of Statistics, prior to the appointment, namely the address of the National Institute of Statistics registered under no.34977/14.09.2017), for the compliance with the new binding social contributions due as per Law no.227/2015, subsequent amendments and completions, as it was amended by EGO no.79/2017 for the amendment and completion of Law no.227/2015 with regards to the Fiscal Code.

6. Approval of the form and content of the Addendum to the administration contracts of the provisional administrators in capacity, according to item 4 of the Agenda regarding the settlement of the monthly fixed gross allowance recalculated as per the law.
7. Appointment of a representative of the Ministry of Energy to sign the Addendum to the administration contracts concluded with the provisional administrators in capacity of the company "CONPET" S.A..
8. Approval of the administration contract for the provisional administrator appointed at item 2 of the Agenda, in the form approved pursuant to the OGMS Resolution no. 5/28.11.2017 for the other provisional administrators of the Company; the monthly fixed gross allowance is to be the one stipulated in the OGMS at item 5 of the Agenda.
9. Appointment of a representative of the Ministry of Energy to sign the contract of mandate for the provisional administrator appointed at item 2 of the Agenda.
10. Settlement of the general limits of the monthly fixed gross allowance of the Director General, recalculated based on the provisions of Art. 18 of EGO no. 90/2017, as to provide the maintenance of the level of the monthly fixed net allowance valid at the appointment date, for harmonizing with the new binding social contributions due as per the Law no.227/2015, further amendments and completions, as amended pursuant to EGO no. 79/2017 for the amendment and completion of Law no.227/2015 regarding the Fiscal Code, namely:
  - a) Settlement of the minimum amount which is 5 times the average within the 12 months of the gross average earnings for the activity performed as per core business registered by the company, at the level of class, as per the classification of the activities in the national economy, communicated by the National Statistics Institute prior to the appointment; this is to increase by 19.9%, from 25,635 RON to 30,736 RON.
  - b) Settlement of the maximum amount which is 6 times the average within the 12 months of the gross average earnings for the activity performed as per core business registered by the company, at the level of class, as per the classification of the activities in the national economy, communicated by the National Statistics Institute prior to the appointment; this is to augment by 19.9%, from 30,672 RON to 36,884 RON
11. Approval of the Investments Program for 2018 (annexes 1, 2 and 3).
12. Approval of the Revenues and Expenditure Budget related to 2018, Annex no. 1, accompanied by the Substantiation annexes no. 2-5.
13. Settlement of the date of 22.03.2018 as registration date advanced by the Board of Administration, respectively ex-date 21.03.2018.

**14. The Empowerment:**

a) of the President of the meeting of the Ordinary General Meeting of Shareholders to sign the OGMS Resolution;

b) of the Chairman of the Board of Administration to enforce the Resolution of the Ordinary General Meeting of Shareholders, as per the legal provisions and update Annex 1 to the Articles of Incorporation regarding the Company's Administrators, as well as to sign and register the updated Articles of Incorporation.

c) Director General to perform the necessary diligence in order to register the OGMS Resolution and the updated Articles of Incorporation to the Trade Register Office attached to Prahova Law Court, publish it in the Official Gazette of Romania, Part IV, as well as to be granted the right to delegate, to another person within the company, the proxy to perform the above-mentioned diligence.

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***We hereby attach to this current report the OGMS Convening notice for the date of 05.03.2018 (06.03.2018).***

**Director General**

Eng. Dan-Silviu BACIU, M.B.A.

S.s. Illegible

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**Head of Corporate Governance, Strategy and Management Systems**

Eng. Cornelia MINESCU

S.s. Illegible

**Head of Corporate Governance**

Econ. PÎNZARIU Bogdan

S.s. Illegible

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**CONVENING NOTICE**

**THE BOARD OF ADMINISTRATION OF "CONPET" S.A.**

one-tier corporate governance company, incorporated and functioning according to the applicable Romanian legislation, registered at the Trade Registry Office attached to Prahova Law Court under no. J29/6/1991, tax registration number RO 1350020, headquartered in Ploiești, no. 1-3, Anul 1848 Street, with a subscribed and paid-in capital amounting to 28,569,842.40 RON (hereinafter called "CONPET" S.A. or "Company"), in compliance with the provisions of Law no. 31/1990 on the companies, republished, with subsequent amendments and completions, of the National Securities Commission Regulation no. 1/2006 regarding the issuers and securities operations, of CNVM Regulation no. 6/2009 regarding the exercising of certain rights of the shareholders in the general meetings of the trade companies, further amendments and completions, of Law no. 24/2017 on issuers of financial instruments and market operations and other applicable documents, as well as with the updated Articles of Incorporation of the company, convened in the Board of Administration meeting dated 29.01.2018,

**CONVENES**

**THE ORDINARY GENERAL MEETING OF SHAREHOLDERS (OGMS)**

for the date of **05.03.2018, 09:00 AM**, which will take place at the registered offices of the company in Ploiesti, no.1-3, Anul 1848 Street, Prahova County, to which have the right to participate and vote only the persons acting as shareholders, respectively they are registered in the Shareholders' Registry at the end of the reference date **22.02.2018**, with the following

**AGENDA**

1. Election of a Secretary of the Ordinary General Meeting of Shareholders.
2. Election of a provisional administrator of the Company CONPET S.A., in the place of Mr. Matei Ion Cristian, provisional administrator appointed by the Board of Administration, in compliance with the provisions of the Art. 137<sup>2</sup> of Law no. 31/1990 regarding the companies, republished, subsequent amendments and additions, whose mandate terminates upon the OGMS meeting.

- 3.** Settlement of the mandate duration for the provisional administrator appointed at item 2 of the Agenda, respectively up to 28.03.2018 or until the completion of the selection procedure stipulated in the EGO no. 109/2011 regarding the corporate governance of the public enterprises, approved with amendments and completions by Law no.111/2016, if this takes place prior to the date of expiry of the mandate of the provisional administrator.
- 4.** Settlement of the monthly fixed gross allowances of the provisional administrators stipulated in the administration contracts concluded with the company CONPET S.A., recalculated pursuant to the provisions of article 18 of the EGO no. 90/2017, as to provide the maintenance of the level of the monthly fixed net allowance valid at the appointment date, for harmonizing with the new binding social contributions due as per the Law no. 227/2015, further amendments and completions, as amended pursuant to EGO no.79/2017 for the amendment and completion of Law no. 227/2015 regarding the Fiscal Code, which is to augment by 20.61%, namely from 10,210 RON to 12,314 RON.
- 5.** Settlement of the monthly fixed gross allowance of the provisional administrator appointed at item 2 of the Agenda, within the quantum that is to be approved by OGMS at item 4 of the Agenda for the provisional administrators in capacity as it is being recalculated based on the provisions of Art. 18 of the EGO no. 90/2017 (calculated based on the 12 months average of the gross medium earnings for the activity carried out as per the core business registered by the Company, at the level of class pursuant to the classification of the activities in the national economy, communicated by the National Institute of Statistics, prior to the appointment, namely the address of the National Institute of Statistics registered under no.34977/14.09.2017), for the compliance with the new binding social contributions due as per Law no.227/2015, subsequent amendments and completions, as it was amended by EGO no.79/2017 for the amendment and completion of Law no.227/2015 with regards to the Fiscal Code.
- 6.** Approval of the form and content of the Addendum to the administration contracts of the provisional administrators in capacity, according to item 4 of the Agenda regarding the settlement of the monthly fixed gross allowance recalculated as per the law.

7. Appointment of a representative of the Ministry of Energy to sign the Addendum to the administration contracts concluded with the provisional administrators in capacity of the company “CONPET” S.A..
8. Approval of the administration contract for the provisional administrator appointed at item 2 of the Agenda, in the form approved pursuant to the OGMS Resolution no. 5/28.11.2017 for the other provisional administrators of the Company; the monthly fixed gross allowance is to be the one stipulated in the OGMS at item 5 of the Agenda.
9. Appointment of a representative of the Ministry of Energy to sign the contract of mandate for the provisional administrator appointed at item 2 of the Agenda.
10. Settlement of the general limits of the monthly fixed gross allowance of the Director General, recalculated based on the provisions of Art. 18 of EGO no. 90/2017, as to provide the maintenance of the level of the monthly fixed net allowance valid at the appointment date, for harmonizing with the new binding social contributions due as per the Law no.227/2015, further amendments and completions, as amended pursuant to EGO no. 79/2017 for the amendment and completion of Law no.227/2015 regarding the Fiscal Code, namely:
  - a) Settlement of the minimum amount which is 5 times the average within the 12 months of the gross average earnings for the activity performed as per core business registered by the company, at the level of class, as per the classification of the activities in the national economy, communicated by the National Statistics Institute prior to the appointment; this is to increase by 19.9%, from 25,635 RON to 30,736 RON.
  - b) Settlement of the maximum amount which is 6 times the average within the 12 months of the gross average earnings for the activity performed as per core business registered by the company, at the level of class, as per the classification of the activities in the national economy, communicated by the National Statistics Institute prior to the appointment; this is to augment by 19.9%, from 30,672 RON to 36,884 RON
11. Approval of the Investments Program for 2018 (annexes 1, 2 and 3).
12. Approval of the Revenues and Expenditure Budget related to 2018, Annex no. 1, accompanied by the Substantiation annexes no. 2-5.



13. Settlement of the date of 22.03.2018 as registration date advanced by the Board of Administration, respectively ex-date 21.03.2018.

14. The Empowerment:

a) of the President of the meeting of the Ordinary General Meeting of Shareholders to sign the OGMS Resolution;

d) of the Chairman of the Board of Administration to enforce the Resolution of the Ordinary General Meeting of Shareholders, as per the legal provisions and update Annex 1 to the Articles of Incorporation regarding the Company's Administrators, as well as to sign and register the updated Articles of Incorporation.

e) Director General to perform the necessary diligence in order to register the OGMS Resolution and the updated Articles of Incorporation to the Trade Register Office attached to Prahova Law Court, publish it in the Official Gazette of Romania, Part IV, as well as to be granted the right to delegate, to another person within the company, the proxy to perform the above-mentioned diligence.

In case that, in first call of the OGMS, respectively **05.03.2018**, the quorum/validity conditions stipulated by law and the Articles of Incorporation related to the lay down of general meetings are not being met, the Ordinary General Meeting of Shareholders will be convened on **06.03.2018, 09:00 AM**, at the company's headquarters in Ploiești, no. 1-3, Anul 1848 Street, by the maintenance of the Agenda.

At the OGMS (in first call / in second call) have the right to participate and vote only shareholders who are registered as CONPET S.A. shareholders on **22.02.2018 (the reference date)**, in the Company's Shareholders Registry held and issued by Depozitarul Central S.A..

The list including information with names, home town and professional qualification of the proposed persons for the position of provisional administrator of the company CONPET S.A. will be made available to the shareholders starting with **02.02.2018, 05:00 PM** (Romania time zone), at the Company's Registration Desk and on the Company's website, as well.

The list will be updated periodically to the extent proposals will be received within the given deadline, at least once a day.

The company's shareholders have the right to formulate candidate proposals to occupy the administrators positions, under the law and the Articles of incorporation of the Company.

The proposals shall be transmitted either (i) on hard copy / printed, to "CONPET" S.A. Registry located at the Company's registered offices in Ploiesti, no. 1-3, Anul 1848 street, Prahova County, in closed envelope, with the mention: **"BOA and GMS Secretariate Bureau - For the Ordinary General Meeting of Shareholders on 05.03.2018"** or (ii) by e-mail, with incorporated extended electronic signature, according to Law no. 455/2001 regarding the electronic signature, to the e-mail address: [actionariat@conpet.ro](mailto:actionariat@conpet.ro), as to be received until **16.02.2018** (here-included).

As for the candidates, every proposal must be attached at least the following documents:

- (a) The Curriculum Vitae of the candidate stating the experience and the professional background and a copy of his ID card.
- (b) In case of proposals for independent candidates, the substantiating documents which prove the fact that they meet the conditions stipulated in the Articles of Incorporation, including a statutory declaration of the candidate, in authentic form, which attest that he fulfills all the conditions and independence criteria under the law and the Articles of Incorporation.

The OGMS draft resolution and the meeting materials related to the OGMS Agenda shall be made available to the shareholders at the Company (BoA and GMS Secretariate Bureau), in Romanian and English, for review thereof, starting **02.02.2018**, during working days, between 8:00 – 16:30 and will be published on the company's web page, at the address [www.conpet.ro](http://www.conpet.ro), **Investor Relations/GMS Documents** section - **OGMS dated 05.03.2018**. The shareholders may receive, upon request, copies of the documents related to items included on the OGMS agenda.

One or more shareholders, representing, individually or collectively, at least 5% of the share capital, have the right to:

1) introduce new items on the Agenda of the OGMS, provided that every item be attached a substantiation or a draft resolution proposed to be adopted by the OGMS; the requests are then to be received by CONPET S.A., in no more than 15 days as of the convening notice publishing date, namely 16.02.2018.

2) submit draft resolutions for the items included or proposed to be included on the Agenda of the Ordinary General Meeting of Shareholders; the requests are then to be received by “CONPET” S.A. in no more than 15 days as of the convening notice publishing date, namely 16.02.2018.

In case the act of exercising one’s right to introduce new items on the Agenda of the general meeting determines the amendment of the Agenda of the published Convening Notice, the Company will make all due diligence to republish the OGMS Convening Notice considering the complemented/ revised Agenda, prior to the reference date 22.02.2018.

In case the Agenda of the General Meeting shall be complemented/ revised and the shareholders fail to submit the updated special empowerment forms and/or correspondence voting bulletins, the special empowerment and the correspondence voting bulletins submitted prior to the supplementation/ revision of the Agenda will be considered exclusively for the items herein included in the complemented/ revised Agenda.

The requests regarding the introduction of new items on the OGMS Agenda and substantiation or draft resolutions for the items included or proposed to be included on the Agenda of the OGMS must be formulated in writing by the Board of Administration, by the observance of the afore-mentioned deadlines and shall be submitted by any form of courier service with receipt of confirmation, directly to CONPET S.A. Registry in Ploiesti, no. 1-3, Anul 1848 street, Prahova County, in closed envelope or by email with incorporated, extended electronic signature as per law no. 455/2001 regarding the electronic signature, at the address [actionariat@conpet.ro](mailto:actionariat@conpet.ro), with the mention **“BOA and GMS Secretariate Bureau - For the Ordinary General Meeting of Shareholders to be held on 05.03.2018”**.

The company’s shareholders, notwithstanding their contribution to the share capital, have the right to address questions in writing, in Romanian or English, regarding the items on the Agenda of the OGMS; these questions will be, then, submitted to the company Registry in Ploiesti,

no. 1-3, Anul 1848 Street, Prahova County, by any form of courier service with receipt of confirmation, directly to CONPET S.A. Registry in Ploiesti, no. 1-3, Anul 1848 street, Prahova County, in closed envelope or by email with incorporated, extended electronic signature as per law no. 455/2001 regarding the electronic signature, at the address [actionariat@conpet.ro](mailto:actionariat@conpet.ro), up to **23.02.2018, 09:00 AM**, with the mention **“BOA and GMS Secretariate Bureau - For the Ordinary General Meeting of Shareholders to be held on 05.03.2018”**.

In order to identify the shareholder natural person, or, as the case may be, the legal representative of the shareholder legal persons or entity bearing no legal personality addressing questions, making proposals for the supplementation of the Agenda or advancing draft resolutions, they will also have to attach to the named request, copies of the documents asserting their identity.

The answers to the addressed questions will be published on the company website [www.conpet.ro](http://www.conpet.ro), section “Investor Relations - Trading Information - FAQ”, as well as in the section **“Investor Relations/ GMS Documents” - OGMS dated 05.03.2018**.

At the Ordinary General Meeting of Shareholders may take part and vote only the shareholders registered in the Registry of Company Shareholders on the reference date of 22.02.2018, in person or by representative, based on the special or general empowerment, as per the legal provisions.

The special and general empowerment will be available in Romanian and English language, at the Company’s headquarters and in electronic format on its webpage, at the address [www.conpet.ro](http://www.conpet.ro), section **“Investor Relations/GMS Documents” – OGMS dated 05.03.2018**, starting **02.02.2018**.

The special empowerment may be granted to any person for representation in only one general meeting and includes specific voting instructions from the shareholder, with the clear mention of the voting option for every item included in the Agenda of the Ordinary General Meeting of Shareholders.

In case of discussing within the Ordinary General Meeting of Shareholders, in compliance with the legal provisions, of certain items not included on the published agenda, the empowered person may vote on these according to the interest of the represented shareholder.

The shareholder may grant a general empowerment valid for a period that will not exceed 3 years, allowing his representative to vote in all aspects under the debate of general meetings of shareholders of one of more issuers identified in the empowerment, individually or by general formulation related to a certain category of issuers, including what relates to the acts of disposition, provided that the empowerment be granted by the shareholder, acting as client, to an intermediary defined according to the provisions of art. 2 para. (1) item 20 from Law no. 24/ 2017 or to an attorney.

The original special empowerment, signed and stamped, as the case may be, as well as the signed general empowerment, before its first use, in copy, with the mention of conformity with the original under the signature of the legal representative and accompanied by the affidavit in original, signed and, as the case may be, stamped, given by the legal representative of the intermediary or by the attorney who received the power of attorney for representation by general empowerment, wherefrom to result that the empowerment is granted by that shareholder, as client, to the intermediary or attorney, as the case may be, and that the empowerment is signed by the shareholder, including by annexing the extended electronic signature, if applicable, as well as the mandate received by the Order of the Minister of Energy for the participation of the state representative in the General Meeting of Shareholders, in original, shall be submitted, in Romanian or English language, at „CONPET” S.A. Registry, in Ploiești, no. 1-3, Anul 1848 Street, Prahova County, within maximum 24 hours prior to the meeting, namely until **04.03.2018, 10:00 A.M.**, in closed envelope, with the mention: **“BOA and GMS Secretariat Bureau – For the Ordinary General Meeting of Shareholders to be held on 05.03.2018”** or can be submitted with extended incorporated electronic signature according to the provisions of Law no. 455/ 2001 on the electronic signature, until the same date and time mentioned before, to the de e-mail address: [actionariat@conpet.ro](mailto:actionariat@conpet.ro), under the sanction provided by art. 125 para. (3) of Law no. 31/1990 on companies, with subsequent amendments and completions.

If the shareholder is represented by a credit institution performing custody services, he may vote in the general meeting of shareholders based on the voting instructions received by electronic communication means, without being necessary to draw up the special or general empowerment by the shareholder. The custodian votes in the Ordinary General Meeting of Shareholders exclusively according to and within the limit of instructions received from its clients with the quality of shareholders on the reference date of 22.02.2018.

The Company's shareholders may also vote by correspondence, before the Ordinary General Meeting of Shareholders, using the correspondence voting bulletin available in Romanian and English, starting **02.02.2018**, at the Company headquarters and in electronic format on its webpage, at the address [www.conpet.ro](http://www.conpet.ro), section "**Investor Relations/GMS Documents**" – **OGMS dated 05.03.2018**.

The correspondence voting bulletins must be filled in and signed by the shareholders – natural persons and accompanied by the copy of the identity card of the shareholder signed true copy by the holder of the identity card/filled in and signed by the legal representative of the shareholder – legal person, accompanied by the official document asserting its capacity of legal representative.

The capacity of shareholder, as well as legal representative, in case of shareholders – legal persons or entities without legal personality, is proved based on the list of shareholders on the reference/registration date, received by the Company from Depozitarul Central S.A. or, as the case may be, for different reference/registration dates, based on the following documents submitted to the Company by the shareholder, issued by Depozitarul Central S.A. or by the participants defined at art. 168 para. (1) letter b) from Law no. 297/2004, with subsequent amendments and completions, providing custody services:

- a) the bank statement which certifies the capacity of shareholder and number of owned shares;
- b) the documents certifying the registration of information concerning the legal representative at Depozitarul Central S.A./the respective participants.

The documents attesting the capacity of legal representative, drawn up in a foreign language, other than English, will be accompanied by the translation carried out by an authorized

translator in Romanian or English language. The legalization or apostillation of documents certifying the capacity of legal representative of the shareholder is not necessary.

The correspondence voting bulletins, accompanied by legal documents, will be submitted in original, in Romanian or English language, by any form of courier services with acknowledgment of receipt, directly to “CONPET” S.A. Registry, in Ploiești, no. 1-3, Anul 1848 Street, Prahova County, in closed envelope or by e-mail with extended incorporated electronic signature according to Law no. 455/2001 on the electronic signature, to the address [actionariat@conpet.ro](mailto:actionariat@conpet.ro), until **04.03.2018, 09:00 A.M.**, with the mention **“BOA and GMS Secretariat Bureau – For the Ordinary General Meeting of Shareholders to be held on 05.03.2018”**.

The correspondence voting bulletins / special or general empowerments that are not received at the Company Registry within the indicated time frames, will not be taken into account for determining the quorum and majority in the Ordinary General Meeting of Shareholders.

Additional information can be obtained from “CONPET” S.A. headquarters in Ploiești, no. 1-3, Anul 1848 Street, BOA and GMS Secretariat Bureau, tel. 0244.401.360, extension 2655, 2579, facsimile 0244.516.451, between 08:00 A.M. - 04:30 P.M., e-mail: [actionariat@conpet.ro](mailto:actionariat@conpet.ro).

**CHAIRMAN OF THE BOARD OF ADMINISTRATION**

**CONSTANTIN VĂDUVA**

**S.S. Illegible, Stamp**