



**rompetrol**

KazMunayGas  
Group  
Member

ROMPETROL RAFINARE S.A.  
Dulevardul Navodari, nr. 215,  
Pavilion Administrativ  
Navodari Judetul Constanta,  
ROMANIA

phone: + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax: + (40) 241 50 69 30  
office rafinare@rom-petrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

**To: BUCHAREST STOCK EXCHANGE  
FINANCIAL SUPERVISORY AUTHORITY**

ROMPETROL RAFINARE S.A.	
INTRARE	Nr. 3933
IESIRE	
Zi 15	Luna 05 An 2019

**Current report according to the provisions of FSA Regulation No.5/2018**

**Date of report: 15 May, 2019**

**ROMPETROL RAFINARE S.A.**

Registered Seat: Năvodari, 215 Năvodari Blvd. (Administrative Facility), Constanta County

Telephone number: 0241/506100; 506553

Fax number: 0241/506930; 506901

Number of registration with the Trade Registry: J13/534/1991

Sole Registration Code: 1860712

Subscribed and paid-up capital: 4,410,920,572.60 lei

Regulated market on which the securities are traded: Bucharest Stock Exchange (market symbol RRC)

**Significants event to be reported: Decision no. 3 adopted by the Board of Directors on May 14<sup>th</sup>, 2019 with respect to the convening of the Extraordinary General Meeting of Shareholders (“EGMS”) of Rompetrol Rafinare S.A. on June 21<sup>th</sup>, 2019 (June 24<sup>th</sup>, 2019 – second convening).**

The Board of Directors of **Rompetrol Rafinare S.A.** (hereinafter referred to as “the Company” or “RRC”), in the meeting held on May 14, 2019, adopted the decision to convene the **Extraordinary General Meeting of Shareholders, in Năvodari, 215 Năvodari Blvd., Administrative Facility, Constanța County, on June 21, 2019** (first convening), starting at 11:00 a.m., respectively, **June 24, 2019** (the second convening), starting at 11:00 a.m. for all the shareholders registered in the Company Shareholders’ Registry held by Depozitarul Central S.A., Bucharest, at the end of **June 11, 2019**, considered as **Reference Date** for this meeting, having on the agenda the following topics:

**1. Approval of establishing by the Company of a working point, located in the TMUC building site, Office no.1, located in Oil Terminal, the South platform, Constanta city, 15 square meters area, in accordance with the Agreement dated May 2<sup>nd</sup> 2019, registered under no. 183. The name, that will be used by the working point within its relationship with third parties and authorities will be “Rompetrol Rafinare SA – Constanta Working Point”.**



**rompetrol**

KazMunayGas  
Group  
Member

ROMPETROL RAFINARE S.A.  
Bulevardul Navodari, nr. 215  
Pavilion Administrativ  
Navodari Judetul Constanta  
ROMANIA

phone: + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax: + (40) 241 50 69 30  
office.rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

**2. Setting the date of July 10<sup>th</sup>, 2019 as Registration date**, for the identification of the shareholders upon whom shall fall the effects of the resolution adopted in this EGMS and the **date of July 9<sup>th</sup>, 2019 as Ex Date**, calendar date as of which the shares of Rompetrol Rafinare, subject to the EGMS Resolution, are traded without the rights deriving from the respective resolution.

**3. To authorize Mr. Yedil Utekov**, General Manager and member of the Board of Directors, to conclude and/or sign, on behalf of the Company, and/or of the shareholders of the Company the resolution following to be adopted in this EGMS and to carry out and all requisite proceedings for such adopted resolution to be registered, rendered enforceable against third parties and published, the said proxy being entitled to sub-delegate third parties to act for such purpose.

The convening notice of the Extraordinary General Meeting of Shareholders as of June 21<sup>st</sup>/24<sup>th</sup>, 2019 and the documents related to the meeting agenda will be available to the shareholders according to the applicable legal and statutory provisions, starting with May 21, 2019, in electronic format on the Company's website [www.Rompetrol-Rafinare.ro](http://www.Rompetrol-Rafinare.ro), Investors' Relations Section/General Meeting of the Shareholders subsection/ General Meeting of the Shareholders for the running year, well as at the Company's registered office.

The convening notice of the Extraordinary General Meeting of Shareholders as of June 21<sup>st</sup>/24<sup>th</sup>, 2019 shall be published in the Official Gazette of Romania, Part IV and in a wide-spread newspaper.

The Convening Notice of the EGMS was approved in the Company's Board of Directors meeting dated May 14<sup>th</sup>, 2019.

**Attached:**

- **Convening Notice of the Extraordinary General Meeting of Shareholders on June 21<sup>st</sup>/24<sup>th</sup>, 2019.**

**ROMPETROL RAFINARE S.A.**

**Chairman of the Board of Directors**

**Saduokhas Meraliyev**



**rompetrol**

KazMunayGas  
Group  
Member

ROMPETROL RAFINARE S.A.  
Dulavardul Navodari nr. 215  
Faciliana Administrativ  
Navodari, Judetul Constanta  
ROMANIA

phone: + (40) 241 50 50 00  
+ (40) 241 50 61 50  
fax: + (40) 241 50 69 30  
office.refinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

ROMPETROL RAFINARE S.A.	
INTRARE	Nr. <u>3932</u>
IESIRE	
Zi <u>15</u>	Luna <u>05</u> An <u>2019</u>

### CONVENING NOTICE

The Board of Directors of the company **ROMPETROL RAFINARE S.A.**, hereinafter referred to as the “Company”, headquartered in Năvodari, 215 Năvodari Blvd., Administrative Facility, Constanța County, registered with Constanța Trade Register under no. J13/534/1991, having the sole registration code 1860712, convened on May 13<sup>rd</sup>, 2019, on the grounds of art. 117 of Law no. 31/1990 on commercial companies, republished as further amended and supplemented, of Law no. 24/2017 on the issuers of financial instruments and market operations, of the Financial Supervisory Authority’s (ASF) Regulation no. 5/2018 on the issuers of financial instruments and market operations as well as the Company’s Articles of Association,

### HEREBY CONVENES

**The Extraordinary General Meeting of Shareholders** for the date of **June 21<sup>st</sup>, 2019, at 11:00 a.m.** (Romanian time), at the above-mentioned headquarters of the Company, for all the shareholders registered in the Company’s Shareholders Register, held by the company Depozitarul Central S.A. Bucharest, at the end of the day on **June 11<sup>st</sup>, 2019**, considered as the **Reference Date** for this meeting.

In the case that on the aforementioned date, the quorum requirements stipulated by the law and by the Articles of Incorporation of the Company are not fulfilled, the Board of Directors shall convene, based on art. 118 of Law no 31/1990, **the second Extraordinary General Meeting of Shareholders on June 24<sup>th</sup>, 2019, at 11:00 a.m.** (Romanian time), at the same place, with the same agenda and Reference Date.

**The Extraordinary General Meeting of Shareholders (hereinafter the “EGMS”) has the following agenda:**

**1. Approval of establishing by the Company of a working point, located in the TMUC building site, Office no.1, located in Oil Terminal, the South platform, Constanta city, 15 square meters area, in accordance with the Agreement dated May 2<sup>nd</sup> 2019, registered under no. 183. The name, that will be used by the working point within its relationship with third parties and authorities will be “Rompetrol Rafinare SA – Constanta Working Point”.**

**2. Setting the date of July 10<sup>th</sup>, 2019 as Registration date, for the identification of the shareholders upon whom shall fall the effects of the resolution adopted in this EGMS and the date of July 9<sup>th</sup>, 2019 as Ex Date, calendar date as of which the shares of Rompetrol Rafinare, subject to the EGMS Resolution, are traded without the rights deriving from the respective resolution.**

**3. To authorize Mr. Yedil Utekov, General Manager and member of the Board of Directors, to conclude and/or sign, on behalf of the Company, and/or of the shareholders of the Company the resolution following to be adopted in this EGMS and to carry out and all requisite proceedings for such adopted resolution to be registered, rendered enforceable against third parties and published, the said proxy being entitled to sub-delegate third parties to act for such purpose.**

**a) Documents related to the EGMS agenda**

**Starting with May 21<sup>st</sup>, 2019, the convening notice of EGMS (in Romanian and English languages), the meeting materials (documents or information regarding the issues on the agenda), the special Power of Attorney forms for the representation of the shareholders within the EGMS, which shall be updated if new items or resolutions proposals are to be added on the agenda (available in Romanian and English languages), the Correspondence Voting Ballot forms for the participation and vote of shareholders within the EGMS, which will be updated if new items or resolution proposals are to be added on the agenda (available in Romanian and English languages) and the draft resolutions for the items on the agenda of the EGMS, shall be made available to the shareholders at the Company's headquarters (Năvodari, 215 Năvodari Blvd., Administrative Facility, Constanța County), room 104, email: [Investor.Relations.RRC@rompetrol.com](mailto:Investor.Relations.RRC@rompetrol.com), mentioning as subject: ***"FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019"*** on each working day, between 09:00 – 16:00 (Romanian time), and these may be downloaded from the Company's website [www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro), Section Investor Relations, sub-section Shareholders General Assembly / Shareholders General Assembly for the running year.**

If the case would be, the updated agenda shall be published **starting with June 10, 2019**, as per the legal provisions.

On the convening date, the Rompetrol Rafinare S.A.'s registered share capital is of Lei 4,410,920,572.60 and consists of 44,109,205,726 shares, dematerialized shares, with a par value of Lei 0.10, each share giving the right to one vote within the General Meeting of Shareholders.

**b) Shareholders' proposals regarding the EGMS**

One or more shareholders, individually or collectively representing, **at least 5% of the share capital** of the Company has/have the right, under the conditions of the law, to request the Board of Directors of the Company to include **new items on the agenda of the EGMS**, as well as/or to **present new resolutions drafts** for the items included or proposed to be included on the agenda of the EGMS, by registered mail with receipt confirmation / delivery, mentioning on the envelope, clearly in capital letters ***"PROPOSAL OF NEW ITEMS ON THE AGENDA / RESOLUTIONS – FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS AS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019"***, so as to be registered as received by Company's registration desk until **June 3<sup>rd</sup>, 2019, at 4:00 p.m.** (Romanian time).



**rompetrol**

KazMuncayGas  
Group  
Member

ROMPETROL RAFINARE S.A.  
Bulevardul Navodari nr. 215  
Pavilion Administrativ,  
Navodari Judetul Constanta  
ROMANIA

phones : (40) 241 50 60 00  
: (40) 241 50 61 50  
fax : (40) 241 50 69 30  
office: rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

Please be informed that the Company's Registration desk is closed on non-business days and legal holidays, and open on business days between 8:00 a.m. and 4:00 p.m., Romanian time (Monday to Friday).

**c) Shareholders right to address questions referring to the agenda**

Each shareholder participating to the share capital **has the right to address in writing questions referring to the items of the EGMS agenda**, so that they be registered as received by the Company's Registration desk **until latest June 3<sup>rd</sup>, 2019, at 4:00 p.m. (Romanian time)** and the Company shall answer the questions addressed by the shareholders by posting on the Company's website, [www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro), under section Investor Relations / sub-section General Meeting of Shareholders/General Meeting of Shareholders current year. The right to address questions and the Company's obligation to answer them shall be conditioned by the Company's confidentiality and interest protection.

To validly exert the shareholders' rights to request to enter new items on the agenda, to present Resolutions drafts for the items existing or proposed to be entered on the agenda and to address questions referring to the agenda, the shareholders shall send to the Company the following documents:

- One copy of the shareholder's identity card natural person<sup>1</sup> / of the shareholder's legal representative legal entity / entity without legal personality;
- Should the shareholder / shareholder's legal representative legal entity / entity without legal personality be found on the shareholders list on the reference date sent by Depozitarul Central S.A., the shareholder must supplementary send one of the following documents:
  - ✓ bank statement showing their position as shareholder and number of shares owned;
  - ✓ documents certifying the registration of information about the legal representative with Depozitarul Central S.A. /respective intermediaries.
- Should the shareholder legal entity / entity without legal personality have not furnished to Depozitarul Central information on their legal representative (so that this could be found in the shareholders register furnished by Depozitarul Central S.A. for the Reference Date), this must supplementary send a registration certificate issued by the Trade Register Office / any other document issued by a competent authority in the state where the shareholder is registered, attesting their quality of legal representative of the signatory of the proposal /questions, issued by at the most 3 months prior to the date of publishing this Convening notice and sent in original or copy in compliance with the original.

The documents attesting the quality of legal representative presented in a foreign language, other than English (except for the identity documents valid on Romanian territory) shall be accompanied by their translation made by an authorized translator, into Romanian or English. Documents made in a foreign language are not required certification or bearing an Apostille.

---

<sup>1</sup> The identity document is the identity bulletin/ identity card for Romanian citizens ; passport/identity card for the European Union citizens ; passport for the non EU citizens



**rompetrol**

KorMunayGas  
Group  
Member

ROMPETROL RAFINARIE S.A.  
Bulevardul Navodari nr. 215  
Pavilion Administrativ,  
Navodari, Judetul Constanta  
ROMANIA

phone: + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax: + (40) 241 50 69 30  
office: rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

The shareholders' proposals and questions, as well as the documents certifying meeting the conditions to exert these rights, shall be sent:

- either as signed hand-written document, in original – sent by mail or courier services to the Company's headquarters mentioned at point a, in closed envelope, with the clearly written mention: **“FOR THE ORDINARY GENERAL MEETING OF SHAREHOLDERS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019 – QUESTIONS”**;
- or as an electronic document, with incorporated electronic signature, in compliance with Law no 455/2001 regarding the electronic signature – by email to the address: [Investor.Relations.RRC@rompetrol.com](mailto:Investor.Relations.RRC@rompetrol.com), mentioning as subject: **“FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019 – PROPOSALS”**, respectively **“FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019 – QUESTIONS”**

**d) The Shareholders' rights to participate to the Extraordinary General Meeting of Shareholders**

**The Reference Date is June 11<sup>st</sup>, 2019.**

Only the persons being shareholders of Rompetrol Rafinare registered at this date in the Company's Shareholder Register, held and issued by Depozitarul Central S.A. have the right to participate and may exert the voting right within this Extraordinary General Meeting of Shareholders, in compliance with the legal provisions, **in person** (by legal representatives) or **by proxy** (based on a special/general Power of Attorney or Affidavit given by the custodian) with legal restrictions or, prior to the Extraordinary General Meeting, **by correspondence** (based on a Correspondence Voting Ballot).

Also, a shareholder may be represented by a credit institution supplying custody services, that could vote at the general meeting of shareholders based on the voting instructions received via electronic communication means, without the necessity of drafting a special or general Power of Attorney by the shareholder. The custodian votes exclusively at EGMS in compliance and within the limit of the instructions received from their clients, shareholders at the Reference Date.

**(i) Access to the meeting room and/or vote by correspondence** of the shareholders entitled to participate on the date established to hold this Extraordinary General Meeting of Shareholders is allowed only the simple proof of their identity, for the shareholders natural persons, on their identity document (identity bulletin/card for Romanian citizens or, as case may be, passport/residence permit for foreign citizens) and, for legal entities, on the identity document of the legal representative (identity bulletin/card for Romanian citizens, or as case may be, passport/residence permit for foreign citizens).

**The representatives of the shareholders – natural persons** shall be identified by means of the identity document (identity card for Romanian citizens or, as the case may be, by passport/residence permit for



**rompetrol**

KazMunayGas  
Group  
Member

ROMPETROL RAFINARE S.A.  
Bulevardul Navodari nr. 21A  
Pavilion Administrativ,  
Navodari Judetul Constanta,  
ROMANIA

phone + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax + (40) 241 50 69 30  
office.refinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

foreign citizens), accompanied by a special or general Power of Attorney signed by respective the natural person-shareholder.

**The representatives of the shareholders – legal entities** shall prove their capacity by means of the identity document (identity card for Romanian citizens or, as the case may be, passport/residence permit for foreign citizens), accompanied by a special or general Power of Attorney signed by the legal representative of by the respective shareholder - legal entity.

The **quality as shareholder** and also, in case of shareholders - legal persons or entities without legal status, the **quality as legal representative** shall be acknowledged based on the BVB list of shareholders at the Reference Date, received from Depozitarul Central S.A.

In case: *i) the shareholders* – natural persons did not registered in the system of Depozitarul Central S.A. the valid and updated identification data, then they will present also a copy of the updated identity document (identity card/ Passport/ residence permit); *ii) the legal representative of the shareholders* – legal persons is not mentioned in the list of Company shareholders received from Depozitarul Central S.A., then they will present also an official document attesting the capacity as legal representative (issued by a competent authority, original or certified copy, not older than 3 months before the date of publication of the convening notice of the EGMS).

The documents certifying the legal representative capacity presented in a foreign language, other than English (except for the identity documents valid on Romanian territory) shall be accompanied by the translation made by an authorized translator, into Romanian or English. Documents made in a foreign language are not required certification or bearing an Apostille.

**At EGMS, the shareholders may be represented by other persons, based on a special or general Power of Attorney.** For this type of vote must be used the special Power of Attorney forms (in Romanian or English languages) in accordance with the legal provisions which will be made available by the Company or a general Power of Attorney, drafted in accordance with the provisions of the Law no. 24/2017. The shareholders natural persons or unincorporated entities attending the EGMS by a person other than their legal representative shall mandatorily use a special or general Power of Attorney, subject to the conditions set forth hereinbefore.

Information concerning the special and general Powers of Attorney, the Correspondence Voting Ballots and the Affidavits is enclosed below.



**rompetrol**

KazMinerGas  
Group  
Member

RÖMPETROL RAFINARE S A  
Bulevardul Navodari nr 215  
Pavilion Administrativ,  
Navodari Judetul Constanta  
ROMANIA

phone + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax + (40) 241 50 69 30  
office rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

## **(ii) General Powers of Attorney**

The shareholders may give **General Power of Attorney** valid for a period which cannot exceed three years, thus enabling the designated representative to vote on all issues under debate in the general meeting of the shareholders of the Company, including with regards to the acts of disposition.

For the validity of the mandate, the proxy should have the quality either of intermediary (according to the provisions of art. 2 para. (1) point (20) of Law no. 24/2017) or lawyer and the shareholder should be client of it. Also, the proxy should not be in a conflict of interest, in compliance with the dispositions of art. 92 paragraph (15) of Law no 24/2017, like:

- a) is a major shareholder of the Rompetrol Rafinare , or another company controlled by such shareholder;
- b) is a member of the administrative, management or supervisory body of the Rompetrol Rafinare, of a majority shareholder or a person controlled by that shareholder;
- c) is an employee or an auditor of the Company or of a majority shareholder or a person controlled by that shareholder;
- d) is the spouse, relative or affinitive up to the fourth degree of one of the individuals referred to in subparagraph a) -c).

The proxy cannot be replaced by another person, except in the case where this right has been expressly given by the shareholder by power of attorney, this without affecting the shareholder's right to designate, by power of attorney, one or more alternate proxies, thus ensuring the shareholder's representation in the GMS. If the proxy is a legal entity, it may exercise its mandate by any person in its administrative or management body or by one of its employees.

The Company does not impose a specific form for the general Power of Attorney.

The general powers of attorney shall be valid without any other supplementary documents referring to the respective shareholder, if it is signed by the respective shareholder and accompanied by a notarized statement, in original, signed, and as case may be stamped by the legal representative of the intermediary or lawyer that received the power of representation by general power of attorney, showing that:

- a) the Power of Attorney is given by the respective shareholder, in its capacity as client, to the intermediary or, as the case, to the lawyer;
- b) the general Power of Attorney is signed by the shareholder, including by attaching an extended electronic signature, if the case.

The quality as shareholder and also, in case of shareholders - legal persons or entities without legal status, the quality as legal representative shall be acknowledged based on the following documents submitted by the shareholder to the Company and issued by Depozitarul Central S.A. or the intermediaries, as they are defined by the art. 2 para. 1 point 20 of Law no. 24/2017 which provide custody services:





**rompetrol**

KazMunayGas  
Group  
Member

ROMPETROL RAFINARE S.A.  
Bulevardul Navodari, nr. 215  
Pavilion Administrativ,  
Navodari, Judetul Constanta  
ROMANIA

phone: + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax: + (40) 241 50 69 30  
office.rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

- a) the account statement, which shows the quality as shareholder and the number of shares owned;
- b) documents attesting the enrolment of the information regarding the legal representative with Depozitarul Central S.A./ respective intermediaries.

The documents submitted in a foreign language, other than English (except for identity documents valid in Romania) shall be accompanied by the authorized translation thereof into Romanian or English language.

Before their first use, general Powers of Attorney accompanied by the related documents shall be deposited/sent, in copy, containing the mention of conformity with the original under the signature of the representative, as to be registered as received with Company registration desk **until June 19th, 2019, at 11:00** (Romanian time), clearly mentioning on the envelope „**FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019**”. The general Powers of Attorney, in certified copies, will be retained by the Company, mentioning about this in the minutes of the general meetings.

The general Powers of Attorney are valid for a period that could not exceed 3 years.

The general Powers of Attorneys accompanied by the related documents may be sent also by e-mail with extended electronic signature, in compliance with Law no. 455/2001 on digital signature, as amended and supplemented, and according to the regulations of the Autoritatea de Supraveghere Financiară (ASF) - Financial Supervisory Authority, at the address: [Investor.Relations.RRC@rompetrol.com](mailto:Investor.Relations.RRC@rompetrol.com), so that to be registered as received to the Company's registration desk **until June 19<sup>th</sup>, 2019, at 11:00 a.m.** (Romanian time), clearly mentioning to the subject: „**FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019**”.

The verification and validation of the general Powers of Attorney shall be made by the technical secretaries appointed according to the law, they are going to keep the documents safely.

### **(iii) The special Powers of Attorney and the Correspondence Voting Ballots**

The special Power of Attorney Forms and Correspondence Voting Ballots, both in Romanian and English languages, can be obtained from the Company's headquarters, located at the above-mentioned address, under chapter “Documents afferent to SGA” or can be downloaded from the Company's website, [www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro), under section Investor Relations, sub-section General Meeting of Shareholders / General Meeting of Shareholders current year, starting with May 21<sup>st</sup>, 2019.



**rompetrol**

KazMunayCris  
Group  
Member

ROMPETROL RAFINARE S.A.  
Bulevardul Navodari nr. 215  
Pavilion Administrativ,  
Navodari, Judetul Constanta,  
ROMANIA

phone + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax + (40) 241 50 69 30  
office rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

The special Powers of Attorney and Correspondence Voting Ballots shall have the form issued by the Company and shall contain specific instructions for each item on the agenda (meaning vote “For”, vote “Against” or the mention “Abstention”).

The vote by correspondence may be expressed through the Correspondence Voting Ballot also by the shareholder’s representative only the case the representative:

- a) has received from the shareholder that it represents a special/ general Power of Attorney, which is submitted to the Company in the form required by the legal regulations and within the deadline stipulated in the convening notice or
- b) is a credit institution providing custody services, being allowed to vote exclusively according with and within the limits of the instructions received from its clients being shareholders at the Reference Date.

The quality as shareholder and also, in case of shareholders - legal persons or entities without legal status, the quality as legal representative shall be acknowledged based on the list of Rompetrol Rafinare S.A. shareholders for the Reference Date received from Depozitarul Central S.A.

In case: *i) the shareholders* – natural persons did not registered in the system of Depozitarul Central S.A. the valid and updated identification data, then they will present also a copy of the updated identity document (identity card/ Passport/ residence permit); *ii) the legal representative of the shareholders* – legal persons is not mentioned in the list of Company shareholders received from Depozitarul Central S.A., then they will present also an official document attesting the capacity as legal representative of the signatory of the special Power of Attorney/ Correspondence Voting Ballot (issued by a competent authority, original or certified copy, not older than 3 months before the date of publication of the convening notice of the EGMS).

Any documents submitted in a foreign language, other than English (except for identity documents valid in Romania) shall be accompanied by the authorized translation thereof into Romanian or English language.

For the items on the agenda, there shall be used the forms of special Power of Attorney/ Correspondence Voting Ballot dedicated to these items, made available by the Company.

For the special Power of Attorney/ Correspondence Voting Ballot dedicated to the items on the agenda, filled in by the shareholders or, as the case, their representatives, with their options (vote “For”, vote “Against”, mention “Abstention”), signed, in original, shall be introduced within an envelope, closed; these shall be sent as to be registered with the Company registration desk **no later than June 19, 2019, at 11:00** (Romanian time), clearly mentioning on the envelope „**SPECIAL POWER OF ATTORNEY/**



**rompetrol**

KuzMurrayGris  
Group  
Member

ROMPETROL RAFINARE S.A.  
Bulevardul Navodari, nr. 215  
Pavilion Administrativ,  
Navodari Judetul Constanta,  
ROMANIA

phone + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax + (40) 241 50 69 30  
office rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

## **CORRESPONDENCE VOTING BALLOT - FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS AS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019<sup>th</sup>.**

The special Powers of Attorney and the Correspondence Voting Ballots may be sent also by e-mail with extended electronic signature, in compliance with Law no. 455/2001 on digital signature, republished, and according to the regulations of the ASF, at the address: [Investor.Relations.RRC@rompetrol.com](mailto:Investor.Relations.RRC@rompetrol.com), as following:

- the special Power of Attorney/ Correspondence Voting Ballot dedicated to the items on the agenda filled in by the shareholders or, as the case, their representatives with their options (vote "For", vote "Against", mention "Abstention"), signed, having attached extended electronic signature, accompanied by the related documents shall be sent by e-mail clearly mentioning on the subject "**SPECIAL POWER OF ATTORNEY/ CORRESPONDENCE VOTING BALLOT - FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS AS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019<sup>th</sup>**", so that to be registered as received to the Company's registration desk **until June 19, 2019, 11:00 a.m.** (Romanian time);

The special Powers of Attorney and Correspondence Voting Ballots in Romanian and/or English languages, which are not registered with the Company's Registration Office/email address specified in the previous paragraph until the date and hour mentioned hereinbefore, shall not be considered for determining the quorum and majority in the EGMS.

If the special Power of Attorney was sent to the Company by email, the Proxies shall also provide to the Technical Secretariat an original copy of the special power of attorney.

Upon filling in the special Mandates and Ballots by mail, in compliance with all of the above-mentioned, we kindly request you to take into account the possibility to fill in the Agenda with new points or decision proposals, case when the **revised agenda shall be available until June 10<sup>th</sup>, 2019**. In this case, updated special Mandates and Ballots by mail shall be obtained from the headquarters of the Company, room 104, every working day, between 09:00 – 16:00, and they can be downloaded from the Company's website [www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro), **starting with the date of publishing the revised agenda**.

When filling in the special Powers of Attorney/ Correspondence Voting Ballots, in compliance with all of the above-mentioned, the shareholders or, as the case, their representatives are asked to consider that new items on the agenda of the EGMS or proposals of resolutions could be added, in which case the updated agenda shall be published **starting with 10 June 2019**. In this case, the special Powers of Attorney/ Correspondence Voting Ballots shall be updated and published as described at letter a) **starting with June 10, 2019**.

The centralization, checking and recordkeeping of the Correspondence Voting Ballots, as well as the verification and validation of the special Powers of Attorney deposited with the Company shall be made by the technical secretary appointed according to the law, she/he are going to keep the documents safely and shall maintain confidentiality over the votes cast until the items on the agenda are submitted for voting.

#### **(iv) The Affidavits**

In case a shareholder is represented by a credit institution that provides custody services, the latter will be able to vote on the EGMS on the basis of the voting instructions received by electronic means of communication, without the need for a special or general power of attorney to be drawn up by the shareholder. The custodian votes in the EGMS exclusively in accordance with and within the limits of instructions received from its clients as shareholders of the Company at the Reference Date.

The credit institution may participate and vote at the EGMS, provided that it submits a declaration on its own responsibility (Affidavit), stating:

- a) clearly the name of the shareholder on behalf of which the credit institution participates and votes in the EGMS;
- b) the credit institution provides custody services to that shareholder;
- c) clearly the name of the person who is part of the management body or among the employees of the credit institution and will represent the credit institution in the EGMS.

Documents accompanying the Affidavit:

- an official document attesting the capacity as legal representative of the signatory of the Affidavit (issued by a competent authority, original or certified copy, not older than 3 months before the date of publication of the convening notice of the EGMS);
- copy of the identity document of the person who is part of the management body or among the employees of the credit institution nominated in the Affidavit and will represent the credit institution in the EGMS.

The documents submitted in a foreign language, other than English (except for the identity documents valid on the territory of Romania) shall be accompanied by a sworn translation, in Romanian or English languages.

The Affidavit, signed by the legal representative of the credit institution, in original, accompanied by the related documents, shall be deposited/sent so that to be registered as received to the Company's registration desk **until 19.06.2019, at 11:00 a.m.**, clearly mentioning on the envelope **„FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS AS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019”**.



**rompetrol**

KazMunciyas  
Group  
Member

ROMPETROL RAFINARE S.A.  
Bulevardul Navodari nr. 215  
Fovilion Administrativ,  
Navodari, Judetul Constanta  
ROMANIA

phone + (40) 241 50 60 00  
+ (40) 241 50 61 50  
fax + (40) 241 50 69 30  
office rafinare@rompetrol.com  
[www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro)  
[www.rompetrol.com](http://www.rompetrol.com)

The Affidavits, signed, accompanied by the related documents may be sent also by e-mail with an extended electronic signature, in compliance with Law no. 455/2001 on digital signature, as amended and supplemented, and according to the regulations of the ASI, at the address: [Investor.Relations.RRC@rompetrol.com](mailto:Investor.Relations.RRC@rompetrol.com), mentioning to the subject: „**FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS AS OF JUNE 21<sup>st</sup>/24<sup>th</sup>, 2019**”, so that to be registered as received to the Company’s registration desk **until June 19<sup>th</sup>, 2019, at 11:00 a.m.** (Romanian time).

The verification and validation of the Affidavits deposited with the Company shall be made by the technical secretary appointed according to the law, she/he are going to keep the documents safely.

\*\*\*

Further information can be received at phone number 0241/506553 on working days, between 9:00 – 15:30 and on the Company’s website [www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro), section Investors Relation, sub-section Shareholders General Assembly / Shareholders General Assembly current year.

Besides, on website [www.rompetrol-rafinare.ro](http://www.rompetrol-rafinare.ro), Section Investors Relation it is posted a notice of information regarding the shareholders’ rights in the processing of their personal data by the Company, according to Regulation (EU) 2016/679 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).

**Chairman of the Administration Board**  
**Saduokhas Meraliyev**