



**Annual General Meeting
of Polski Koncern Naftowy ORLEN S.A.**

Ladies and Gentlemen,

We hereby give notice that an item concerning consideration of the Report of the Supervisory Board of PKN ORLEN S.A. for the financial year 2021 (the "**Report**") and voting on a resolution to receive it was placed on the agenda of the General Meeting of Polski Koncern Naftowy ORLEN S.A.

The Report includes information on the operations of the ORLEN Group, the Supervisory Board and its committees, as well as such other information and assessments as are required under applicable laws and regulations and the Best Practice for WSE Listed Companies 2021.

Pursuant to Art. 382.3 of the Commercial Companies Code and Art. 8.11.6 and Art. 8.11.6a of the Company's Articles of Association, the Supervisory Board is required to assess the reports referred to in Art. 395.2.1 of the Commercial Companies Code in terms of their completeness, accuracy, and consistency with relevant accounting records and documents as well as to assess the Management Board's proposal for the distribution of profit or coverage of loss. In addition, the Supervisory Board is required to submit an annual written report on the results of such assessment to the General Meeting. In accordance with the cited provisions, the Report presented to the General Meeting includes the Supervisory Board's assessment.

In addition, in compliance with Principle 2.11 of the Best Practice for WSE Listed Companies 2021, apart from fulfilling its legal and regulatory obligations, once a year the Supervisory Board prepares and presents to the Annual General Meeting for receipt an annual report including information required under the Best Practice. Accordingly, the submitted Report complies with the requirements under the Best Practice as well as presenting information required under the Guidelines for State-Run Companies Preparing Financial Statements for 2021.

We, thus, hereby present to you a draft resolution of the Annual General Meeting to receive the Report of the Supervisory Board of PKN ORLEN S.A. for the financial year 2021.