

**Annex 1 to the Announcement about convening the General Meeting of Shareholders (hereinafter the "General Meeting") of Asseco Poland S.A. (hereinafter the "Company") for May 20, 2021**

**Part A. Information on the possibility, principles and manner of participation by a shareholder in the General Meeting by means of electronic communication**

1. Pursuant to § 3 sect. 2 of the Bylaws determining detailed rules for participation in the General Meetings of Shareholders of Asseco Poland S.A. using electronic means of communication adopted by Resolution No. 1 of the Supervisory Board of April 24, 2020 (hereinafter the "Bylaws"), the participation in the General Meeting by means of electronic communication includes:

- a) real-time two-way communication of all persons participating in the General Meeting, where they may speak during the General Meeting, while staying in a different place from the meeting place,
- b) exercising by a shareholder or his proxy the right to vote during the General Meeting,
- c) real-time transmission of the proceedings via the Internet.

2. Shareholders using electronic means of communication to participate in the General Meeting shall bear the associated risks, in particular those resulting from the inability to receive transmissions, communications or exercise voting rights during the General Meeting as a result of network failures or disruptions. The Company shall not be liable for improper or unauthorized use of the login or password to the IT platform enabling participation in the General Meeting by means of electronic communication.

3. Communication takes place via a dedicated IT platform with the use of a text messenger. The system for casting and counting votes ensures that votes are cast in accordance with generally applicable regulations. Among others, in case of secret ballot, the possibility of identifying the voting method by individual shareholders is eliminated.

4. For communication between the Company and a shareholder wishing to participate in the General Meeting by means of electronic communication, only the following e-mail address is used: [wz@asseco.pl](mailto:wz@asseco.pl).

5. In order to participate in the General Meeting by means of electronic communication, a shareholder should notify the Company of his/her intention to participate in the General Meeting in accordance with the requirements set out in this document and meet the technical requirements set out in Part B.

6. In order to participate in the General Meeting by means of electronic communication, a shareholder should send to the Company, not later than by 4 p.m. on **May 17, 2021**, the following documentation to the [wz@asseco.pl](mailto:wz@asseco.pl) email address :

- a) Completed, signed and scanned notification of the intention to participate in the General Meeting using electronic means of communication, drawn up in accordance with the template specified in Appendix 1 to these Regulations, specifying the rules for the participation in the General Meeting of Shareholders of Asseco Poland S.A by mean of electronic communication (hereinafter

referred to as the "Notification"),

b) In case of a shareholder being a natural person - a scan of the identity card, passport or other official document confirming identity, which will enable identification of the shareholder, indicating the series and number of the identity card/passport, PESEL number (the document should be crossed out with a diagonal line and bear a note "GSM of Asseco") - unless the Notification has been signed by the shareholder with a qualified electronic signature.

c) In case of a shareholder other than a natural person - a scan or a pdf file containing a copy from the relevant register or other documents confirming the authority of the persons acting on behalf of the entity and a scan of the identity card, passport or other official document confirming identity, which will enable identification of a natural person who will participate in the General Meeting of Shareholders by means of electronic communication, indicating the series and number of the identity card/passport, and the PESEL number (the document should be crossed out with a diagonal line and bear a note "GSM of Asseco") - unless the Notification has been signed with a qualified electronic signature.

7. In order to participate in the General Meeting by means of electronic communication by the shareholder's proxy, the shareholder or the shareholder's proxy should send to the Company, not later than by 4 p.m. on **May 17, 2021**, a completed, signed by the shareholder's proxy and scanned Notification to the [wz@asseco.pl](mailto:wz@asseco.pl) email address and additionally:

a) A scan of a properly granted power of attorney including at least the data enabling identification of the principal (persons acting on behalf of the principal) and the proxy (including the name and surname/company, PESEL number/register number, residence/seat address of the principal and the proxy). If further powers of attorney are granted, it is necessary to demonstrate continuity of the power of attorney – in such circumstances, it is required to send a scan of all the powers of attorney within the sequence of powers of attorney.

b) In case of a proxy being a natural person - a scan of the ID card, passport or other official document confirming identity, which will enable identification of the proxy who will participate in the General Meeting by means of electronic communication, indicating the series and number of the ID card/passport, PESEL number (the document should be crossed out with a diagonal line and bear the note "GSM of Asseco").

c) In case of a proxy other than a natural person - a scan or a pdf file including a copy from the relevant register or other documents confirming the powers of attorney of the persons acting on behalf of the entity (e.g. a sequence of powers of attorney) as well as a scan of the identity card, passport or other official document confirming identity, which will enable identification of the natural person who, representing the proxy, will participate in the General Meeting by electronic means of communication, indicating the series and number of the identity card/passport, and the PESEL number (the document should be crossed out with an oblique line and bear a note "GSM of Asseco").

With the stipulation that if:

- the power of attorney, on the basis of which the proxy will participate in the General Meeting by means of electronic communication (e.g. the last power of attorney within the power of attorney sequence) will be signed with a qualified electronic signature,

and

- a natural person being a shareholder's proxy or representing a shareholder's proxy will confirm acceptance of the power of attorney with a qualified electronic signature,

it is not necessary to send a scan of the identity card, passport or other official document proving

the identity of that individual. Providing by a natural person being a shareholder's proxy or representing a shareholder's proxy with a qualified electronic signature shall be deemed the acceptance of the power of attorney.

8. After sending the Notification, the Company, on the basis of the list of shareholders entitled to participate in the General Meeting received from the National Depository for Securities, will verify the rights of a given shareholder to participate in the General Meeting. In order to perform such verification, the Company may contact the shareholder or proxy using the contact details provided by the shareholder or proxy in the Announcement.

9. In case of failure to remove or explain by correspondence, within the time limit set by the Company, possible inconsistencies, the Company reserves the right to refuse a given shareholder, or possibly the shareholder's proxy, whom the inconsistencies concern, to participate in the General Meeting by means of electronic communication, notifying him/her of this fact to the e-mail address given in the Announcement.

10. After a positive verification of the shareholder's rights and any powers of attorney granted, not later than 4.00 p.m. on May 18, 2021, the Company will send the shareholder or his proxy, to the e-mail address given in the Notice, the login data and instructions on how to register to the IT platform enabling participation in the General Meeting by means of electronic communication. A login and a one-time password will be password-protected. The password to the file will be sent by a text message (sms) to the phone number indicated in the Announcement.

11. Sending login data and instructions on how to register to the IT platform enabling participation in the General Meeting by means of electronic communication also constitutes a confirmation of the right of a given shareholder or shareholder's proxy to participate in the General Meeting by means of electronic communication.

12. A shareholder's one-time password received from the Company for the IT platform dedicated to participate in the General Meeting by means of electronic communication is used only for the first registration to this platform. In order to maintain the principles of security and confidentiality in the use of the platform, a shareholder must change the above password to his/her own password in the manner described in the instruction sent with the login and one-time password.

13. After a positive verification of a shareholder's rights and any powers of attorney granted, a shareholder or a shareholder's proxy will also receive a technical instruction concerning participation in the General Meeting, in particular concerning the manner of exercising the voting right and raising objections within the IT platform enabling participation in the General Meeting by means of electronic communication.

14. On May 19, 2021, at the times indicated in the instructions sent with the login and password, shareholders will have the opportunity to test the proper functioning of the IT hardware, software and internet connection they will use to participate in the General Meeting using electronic means of communication, as well as to familiarize themselves with the functioning of the platform provided for that purpose. The tests will be accessible via a link provided with a login and password.

15. In case of any problems or questions relating to the use or operation of the platform, a

shareholder will be able to use the telephone technical support available on May 19, 2021 (at the times indicated in the instructions) and on May 20, 2021, i.e. on the day of the General Meeting from 9.00 a.m. until the end of the General Meeting, or to report them to [wz@asseco.pl](mailto:wz@asseco.pl). The telephone number will be made available by the Company to a shareholder or his proxy together with the instruction specified in point 10.

16. Correspondence with the Company through the system enabling participation in the General Meeting by means of electronic communication should be conducted in Polish. Documents prepared in original in a language other than Polish should be sent to the Company in the form of a document translated into Polish by a sworn translator.

17. The Company informs that through the transmission link placed on the Company's website <https://inwestor.asseco.com/en/about-asseco/corporate-governance>, in the General Meeting of Shareholders (GMS) section, it will be possible to receive the real-time transmission of the General Meeting in Polish.

18. In matters not regulated herein, generally applicable regulations, the Bylaws, the Bylaws of the General Meeting and the principles set out in the Announcement will apply.

**Part B. Technical Requirements**

1. In order to participate in the General Meeting by means of electronic communication you must have:
  - a. connection to the public Internet network with a throughput of at least 1 Mbps (permanent throughput while using the platform),
  - b. a computer with the ability to play sound and receive video, working under control of the Windows 10 or macOS operating system with one of the following browsers installed: IE, Firefox, Chrome, or Safari (all of the above browsers are available for free download on the public Internet) and Adobe Flash Player plug-in (which may be downloaded free of charge from the manufacturer's website). Additionally, JavaScript must be enabled in the browser (these are standard browser settings).
  
2. Lower bandwidth of the Internet connection and older versions of browsers may cause difficulties or make communication with the General Meeting room impossible, delay the transmission, make it impossible to cast votes.
  
3. while using the platform, it is suggested that the user does not use other applications that significantly load the computer and communication link used by the platform.

