

**Rules of Procedure of
Supervisory Board of KRUK S.A
seated in Wrocław**

§1

1. These Rules define the organization and mode of proceeding of the Supervisory Board of KRUK S.A.
2. The Supervisory Board is a body performing permanent supervision over the Company's operations, which functions pursuant to the letter of law, in particular the Commercial Companies Code, and also basing on the Company Articles of Association, as well as resolutions of the Shareholders' Meeting, to the extent in which they are statutorily binding for the Board, as well as basing on these Rules.
3. Whenever the Rules refer to:
 - 1) Commercial Companies Code - this shall be understood as the September 15, 2000 Commercial Companies Code Act (BoL U. of 2000 no. 94, item 1037 with amendments),
 - 2) Company – this shall be understood as KRUK S.A. company seated in Wrocław,
 - 3) Articles of Association – this shall be understood as the Company Articles of Association,
 - 4) Board or Supervisory Board – this shall be understood as the Supervisory Board of the company,
 - 5) General Meeting – this shall be understood as the General Meeting of the Company,
 - 6) Management - this shall be understood as the Company Management.

§2

Composition and appointment of Supervisory Board

1. The Supervisory Board comprises of five or seven members.
2. The Supervisory Board is appointed and dismissed by the General Meeting, save for the provisions of the Articles of Association and the below rules. The number of the Supervisory Board members is determined by the General Meeting at all times.
3. *revoked*
4. *revoked*
5. In the case when Piotr Krupa holds shares of the Company giving him 8% or more of the general number of votes on the General Meeting, he may appoint and dismiss:
 - a) 1 (one) member in the five-person Supervisory Board, including the Vice-president;
 - b) 2 (two) members in the seven-person Supervisory Board, including the Vice-president.
6. *revoked*
7. *revoked*
8. The right to appoint and dismiss members of the Supervisory Board held by Piotr Krupa and mentioned in item 5 above is exercised by submitting before the Company a written decision on appointing or dismissing a member of the Supervisory Board. Additionally to the submission of the decision mentioned above, Piotr Krupa is obliged to present to the Company a certificate or certificates of deposit

issued by an investment company or a custodian bank maintaining a securities account on which the shares of the Company are stored, as evidence that Piotr Krupa holds shares of the Company in the number mentioned in item 5 above.

9. If Piotr Krupa does not appoint members of the Supervisory Board within 21 (twenty-one) days from the day of expiration of mandates of the Supervisory Board members appointed by him, the members of the Supervisory Board that were not appointed pursuant to item 5 above are appointed and dismissed by the General Meeting until the exercise by Piotr Krupa or his legal successor of the rights mentioned in item 5, which then causes automatic expiration of mandates of the Supervisory Board members appointed by the General Meeting pursuant to this decision, but which, however, does not impact the tenure of the given Supervisory Board.
10. In reference to the rights granted in this point to Piotr Krupa, the threshold of 8% or a higher number of the total number of votes on the General Meeting shall be understood at all times as the votes held by Piotr Krupa individually, or by persons collaborating with him, i.e. persons defined in art. 87 item 4 point 1 and point 2 of the July 29, 2005 Act on Public Offering and Terms of Introducing Financial Instruments for Organized trade and on Public Companies (BoL of 2009 no. 185, item 1439, with lat. amend.), and held by entities that are 100% controlled by Piotr Krupa.
11. With the reservation of any applicable law, the Supervisory Board, which, due to the expiration of mandates of some of its members (for other reason than dismissal) comprises of a smaller number of members than defined by the General Meeting pursuant to item 1 and 2, may execute material resolutions until the supplementation of its composition.
12. Candidates to the Supervisory Board or members of the Supervisory Board appointed in accordance with Art. 11.5 above should submit to the Company, promptly after appointment, a written statement to the effect that they meet the independence criteria under Art. 129.3 of the Act on Statutory Auditors, Audit Firms and Public Oversight of May 11th 2017 (Dz.U. of 2020, item 1415, as amended; the "Statutory Auditors Act") and advise the Company promptly if their status changes during the Supervisory Board's term of office.
13. A member of the Supervisory Board shall be deemed to be independent under Section 2.12 above if they meet all of the following criteria:
 - a) they are not, nor have been in the period of the last five years since the date of their appointment, members of the senior management, including the management board or any other governing body, of the Company or any affiliate thereof;
 - b) they are not, nor have been in the period of the last three years since the date of their appointment, employees of the Company or any affiliate thereof, except where a member of the Audit Committee is an employee who is not a member of the Company's senior management and who was elected to the supervisory board or another supervisory or control body of the Company as a representative of its employees;
 - c) they do not have control over the Company within the meaning of Art. 3.1.37.a-e of the Accounting Act of September 29th 1994 (consolidated text: Dz.U. of 2021, item 217, as amended), nor represent any persons or entities having control over the Company;
 - d) they do not receive, nor have received, any additional significant remuneration from the Company or from any affiliate thereof, except the remuneration paid to members of the Supervisory Board or of any other supervisory or control body, including the Audit Committee;
 - e) they do not maintain, nor have maintained over the last year since the date of their appointment, any material economic relations with the Company or any affiliate thereof directly or as owners, partners, shareholders, members of the supervisory board or of any other supervisory or control body, or members of the senior management, including

- the management board or any other governing body, of an entity maintaining such relations;
- f) they are not, nor have been in the period of the last two years since the date of their appointment:
- i. owners, partners (including general partners) or shareholders of the current or previous audit firm that audited the financial statements of the Company or of any affiliate thereof; or
 - ii. members of the supervisory board or of any other supervisory or control body of the current or previous audit firm that audited the financial statements of the Company; or
 - iii. employees or members of the senior management, including the management board or any other governing body, of the current or previous audit firm that audited the financial statements of the Company or of any affiliate thereof; or
 - iv. any other individual engaged to provide services or supervised by the current or previous audit firm or by a qualified auditor acting on behalf of the firm;
- g) they are not members of the management board or any other governing body of an entity whose supervisory board or any other supervisory or control body includes a member of the Management Board of the Company;
- h) they have not been members of the Supervisory Board of the Company for more than 12 years;
- i) they are not married to, do not cohabit with, or are not related by blood or affinity in the direct line or in the collateral line up to the fourth degree to a member of the Management Board of the Company or a person referred to in Art. 11.12(a)-(h);
- j) they do not remain in a relationship of adoption, care or guardianship with a member of the Management Board of the Company or with a person referred to in Art. 11.12(a)-(h).
14. Candidates to the Supervisory Board or members of the Supervisory Board appointed in accordance with Article 11.5 above should submit to the Company, promptly after appointment, a written statement on whether there exist or do not exist any other circumstances resulting in their not meeting the independence criteria and advise the Company promptly if such circumstances arise or cease to exist during the Supervisory Board's term of office.
15. Supervisory Board members are appointed for a common tenure, the duration of which is 3 (three) years.
16. Mandates of the Supervisory Board members expire on the date of holding a General Meeting approving a financial report for the last full business year of performing duties of the Supervisory Board member.
17. The Supervisory Board members withdrawn may be appointed repeatedly, or appointed for another tenure.

§3

Rules of proceeding of Supervisory Board

1. Members of the Supervisory Board exercise their rights and duties in person, and have a right and duty to participate in the sessions of the Board.
2. Subject to the provisions of Section 2.5 above, the Supervisory Board shall, at its first meeting, elect its President and Vice-president in an open ballot with an absolute majority of votes cast by Supervisory Board members present at the meeting.
3. Meetings of the Supervisory Board are called by the President, or the Vice-president, if the former is absent.

4. A meeting of the Supervisory Board shall be held within 14 days from the date of submitting the Management's motion to the President or Vice-president.
5. Members of the Supervisory Board receive remuneration for performing their duties, unless the organ or entities authorized to appoint members of the Supervisory Board decide otherwise. Amount of remuneration of the Supervisory Board members is defined by a resolution of a General Meeting.

§4

1. The Supervisory Board shall appoint the Audit Committee, the Remuneration and Nomination Committee, and the Finance and Budget Committee.
2. The Audit Committee shall consist of at least three members, with at least one member having knowledge and skills in accounting or auditing of financial statements. A majority of the Audit Committee members, including its chairperson, shall be independent of the Company in accordance with the criteria set out in Section 4.4 below.
3. The Audit Committee's tasks shall include in particular:
 - 1) monitoring of:
 - a) financial reporting processes;
 - b) effectiveness of internal control systems and risk management systems as well as of internal audit, including financial reporting;
 - c) financial audit procedures, in particular an audit conducted by the audit firm, taking into account all recommendations and findings of the Audit Oversight Commission resulting from audits carried out at the audit firm;
 - 2) controlling and monitoring of the independence of the qualified auditor and the audit firm, in particular when the audit firm provides the Company with services other than the audit of financial statements;
 - 3) informing the Supervisory Board or the Company's other supervisory or control body about the results of the audit and explaining how the audit contributed to the integrity of financial reporting in the Company, and explaining the role of the Audit Committee in the audit process;
 - 4) assessing the independence of the qualified auditor and giving consent to the provision by the auditor of permitted non-audit services to the Company;
 - 5) developing a policy for selecting an audit firm to conduct the audit;
 - 6) developing a policy for providing permitted non-audit services by the audit firm carrying out the audit, entities related to the audit firm or a member of the audit firm's network;
 - 7) determining the procedure for selecting an audit firm by the Company;
 - 8) presenting, to the Supervisory Board or other supervisory or control body, or to the authority referred to in Art. 66.4 of the Accounting Act of September 29th 1994, the recommendation referred to in Art. 16.2 of Regulation No. 537/2014, in accordance with the policies referred to in items 5 and 6 above;
 - 9) submitting recommendations aimed at ensuring the integrity of the financial reporting process in the Company.
4. Members of the Audit Committee are deemed independent if they meet the independence criteria set out in Section 2.12 and Section 2.14.
5. Members of the Audit Committee have the knowledge of and skills relevant for the industry in which the Company operates. This condition is considered to be met if at least one member of the Audit Committee has the knowledge of and skills relevant for that industry or if individual members have the knowledge of and skills relevant for different aspects of that industry.

6. The Audit Committee shall have the right to seek professional assistance in order to make a correct assessment of financial statements.
7. The Remuneration and Appointment Committee is composed of at least three members, including at least one member with knowledge and experience in the area of remuneration policy; a majority of the Remuneration and Appointment Committee members should be independent Supervisory Board members in accordance with the criteria set out in Section 2.12.
8. The Remuneration and Appointment Committee's responsibilities shall include in particular:
 - 1) Planning of the remuneration policy for the Management Board Members;
 - 2) Alignment of the Management Board Members' remuneration with the Company's long-term interests and its financial performance;
 - 3) Recommendation of candidates to the Management Board to the Supervisory Board;
 - 4) Periodic assessment of the structure, number of members, composition and performance of the Management Board and, where needed, recommendation of changes in this respect to the Supervisory Board, and submission of a periodic assessment of the skills, knowledge and experience of the individual Management Board Members to the Supervisory Board.
9. The Finance and Budget Committee shall consists of two to four members.
10. The Finance and Budget Committee's responsibilities shall include in particular:
 - 1) Drafting budget resolutions, issuing opinions on and assessing draft resolutions of the Supervisory Board on matters related to the Company's finances,
 - 2) Supporting oversight over the implementation of the Company's budget,
 - 3) On-going analysis of the Company's financial performance and condition,
 - 4) Matters related to the operation of the Company's cash, credit and tax systems, as well as its financial plans, budgets and property insurance contracts.
11. The responsibilities and operation of the Supervisory Board committees shall be subject to the provisions of Annex I to Commission Recommendation of February 15th 2005 on the role of non-executive directors and to the applicable provisions of the Statutory Auditors Act, in particular Articles 128-130 thereof.

§5

Resolutions of Supervisory Board

1. Resolutions of the Supervisory Board are adopted by an absolute majority of votes of the Board Members present at the meeting. In the case there is an equal number of votes on both sides, the President's vote shall decide.
2. For the Supervisory Board's resolutions to be valid, it is required that all the members of the Supervisory Board are invited to the meeting, and that at least half of them is present.
3. With the reservation of provisions of the Commercial Companies Code, members of the Supervisory Board may participate in adopting resolutions of the Supervisory Board, by transferring their vote in writing to another member of the Supervisory Board. Such written transfer of vote cannot be made for matters introduced into the agenda during the meeting of the Supervisory Board.
4. Subject to the provisions of the Polish Commercial Companies Code, the Supervisory Board may adopt resolutions by way of any of the following procedures: (a) in writing, (b) using means of distance communication only, or (c) in the mixed manner, i.e. when some members of the Supervisory Board attend a Supervisory Board meeting in person and at least one member of the Supervisory Board participates in the meeting using means of distance communication (phone call, video conference, or otherwise in a manner which

guarantees communication among all the members of the Supervisory Board). A resolution passed by way of any of the above procedures shall be valid only if all members of the Supervisory Board have been duly notified of the content of the draft resolution and it has been signed by an absolute majority of the Supervisory Board members. If a resolution is to be adopted in writing, individual members of the Supervisory Board shall cast their votes in writing. Adoption of a resolution using means of distance communication shall be approved by the Chairperson of the Supervisory Board, who shall receive the votes of the other members. In justified cases, meetings of the Supervisory Board may be held in accordance with the mixed procedure subject to prior consent of the Chairperson of the Supervisory Board. If the mixed procedure is applied, the Chairperson of the Supervisory Board or another member of the Supervisory Board who chairs a given Supervisory Board meeting or a person authorised by such member shall read out loud the resolutions or forward them in electronic form to all members of the Supervisory Board attending the meeting, following which they vote in turn for or against a resolution. The signature on behalf of a person taking part in the Supervisory Board meeting using means of distance communication shall be placed by the Supervisory Board member who chairs the meeting, specifying the manner in which that member participates in the meeting. In the case of either procedure, in the event of a voting tie, the Chairperson of the Supervisory Board shall have the casting vote.

§5¹

Competences of Supervisory Board

1. The Supervisory Board performs supervision over the Company's operations in all of its aspects.
2. The competences of the Supervisory Board, in addition to the matters defined in the Commercial Companies code, particularly include:
 - 1) auditing financial reports, reports of the Management from the Company's operations for the previous business year, to the extent of their accuracy against ledgers and documents, against the actual matter of state, as well as assessing motions of the Management Board related to the appropriation of profit or coverage of losses;
 - 2) submitting to the General Meeting an annual written report of the results of the assessment mentioned in point 1 above;
 - 3) appointing and dismissing the Board President;
 - 4) with the reservation of para 7 item 6 of the company Statute, appointing Board members (including Vice-presidents of the Management Board), as well as dismissing the Management Board members appointed;
 - 5) suspending, for material reasons, rights and duties of individual or all members of the Management Board, and delegating members of the Supervisory Board for temporary performance of duties for the Management Board members that are unable to perform their duties;
 - 6) determining, based on a motion of the Management Board President, principles of remuneration, as well as the amount of remuneration of the Management Board members;
 - 7) determining remuneration of the Management Board President;

- 8) approving annual financial plans of the Company (budget), as well as strategic economic plans of the Company; the budget shall cover at least a plan of income and costs of the Company for the given business year, a forecast of end-year balance, and a plan of cash flow for the given balance year;
- 9) granting consent for taking loans and credits by the Company, and for issuing obligations not included in the budget, above a cumulated amount constituting an equivalent of 10% of own capital of the Company per year, with the exception of taking loans and credits from entities of KRUK Capital Group. Whenever the below paragraph mentions KRUK Capital Group, this is understood as the company, as well as its subsidiary companies, in the understanding of the Accountancy Act;
- 10) granting consent for establishing securities, guarantees, and making encumbrances on the Company assets, not included in the budget, above a cumulated amount constituting an equivalent of 10% of own capital of the Company per year, except when the parties of such operations are exclusively entities of KRUK Capital Group. Establishing securities and guarantees for credits, loans and obligations included in the budget, or to which the Supervisory Board has consented in the mode defined in point 9) does not require the Supervisory Board's consent.
- 11) granting consent for contracting liabilities by the Company in relation to a single transaction, or a series of interrelated transactions of total value exceeding, in one business year, the amount constituting an equivalent of 5% of own capital of the Company, not included in the budget, and not being a result of standard operations of the Company;
- 12) granting consent for procurement of acquisition by the Company of shares or bonds in other commercial companies, or for the Company's entry into other commercial entities, with the exclusion of procurement or acquisition of shares or bonds in entities of KRUK Capital Group;
- 13) granting consent for procurement or disposition of Company assets, whose value exceeds 15% (fifteen percent of net accounting value of the Company, determined basing on a recent verified financial report, not included in the budget, with the exclusion of procurement or disposal of assets to entities of KRUK Capital Group
- 14) granting consent for disposal or transfer of intellectual rights or other intellectual property, particularly rights to patents and technologies as well as trademarks, except for when the parties to such transactions are exclusively entities of KRUK Capital Group;
- 15) granting consent to the Company or any of its subsidiaries to engage advisers and other third-party individuals as consultants, lawyers or agents if the resulting total annual cost to the Company, not provided for in the budget, would exceed PLN 1,000,000.00 (one million);
- 16) approving managerial stock options terms;
- 17) appointment of an expert auditor for auditing annual financial reports of the Company, as mentioned in art. 395 of the Commercial Companies Code, in line with Polish and international accountancy standards;
- 18) granting consent for entering into, or amending agreements between the Company or its subsidiary company, and the members of the Company Board or members of the Supervisory Board;

- 19) granting consent for issuing by the Company, or its subsidiary company any cost-free resolutions, or making any cost-free obligations within the scope of the Company's business activity, in an amount exceeding 1.000.000,00 (one million) PLN in one business year, except for when the exclusive parties are entities of KRUK Capital Group;
 - 20) granting consent to making any gratuitous disposals or commitments by the Company or a subsidiary of the Company outside the scope of the Company's business for a total amount exceeding in a given financial year 0.6% of the Company's net profit as disclosed in the Company's authorised financial statements for the prior year, unless only members of the KRUK Group are parties to the transaction; if the Company fails to earn profit in a given financial year, the Supervisory Board's consent shall be required for making any gratuitous disposals or commitments by the Company or a subsidiary of the Company outside the scope of the Company's business for a total amount exceeding in a given financial year PLN 400,000 (four hundred thousand), unless only members of the KRUK Group are parties to the transaction;
 - 21) granting consent to the purchase or disposal of property, perpetual usufruct rights or interests in property by the Company if their value is 5,000,000 (five million) PLN or more; and
 - 22) other matters included herein and provisions of the Commercial Companies Code.
3. Moreover, the Supervisory Board:
- 1) once a year prepare and present to the Annual General Meeting the assessments and reports provided for in the "Code of Best Practice for WSE Listed Companies" adopted by the WSE Supervisory Board in a relevant resolution,
 - 2) once a year performs, and presents before the General Meeting of Shareholders an assessment of its work,
 - 3) processes and opinionates matters to be made a subject of resolutions of the general meeting.

§6

Duties of Supervisory Board Members

1. When performing his duties, a member of the Supervisory Board is obliged to maintain due diligence in accord with the professional nature of his activity, and is particularly obliged to observe the law, the Company Articles of Association, the resolutions of the Meeting of Shareholders, to have consideration for the interest of the Company, its business, and the current and predicted financial situation.
2. A member of the Supervisory Board should have adequate knowledge and experience, and should be able to sacrifice sufficient amount of time for performing his duties.
3. A member of the Supervisory Board provides information to the Management on his affiliations with a shareholder holding shares that represent at least 5% of total number of votes at the General Meeting. The above duty applies to affiliations of economic, family or other nature, that may impact the position of the Supervisory Board member on the matters discussed by the Council.
4. A member of the Supervisory Board should notify the Supervisory Board on any conflicts between his interests and the interests of the Company that occur, or on a possibility of occurrence of such. A member of the Supervisory Board should abstain from speaking in a discussion, and from voting over a resolution regarding a matter for which such conflict of interests occurred.

5. Members of the Supervisory Board participate in sessions of the General Meeting in a composition allowing to give substantive response to questions asked during the General Meeting.
6. A member of the Supervisory Board may resign from his function at any time, except for when such resignation could negatively impact the ability of proceeding of the Supervisory Board, including its ability of adopting resolutions. In particular, when, as a result of such resignation, the number of members of the Supervisory Board would fall below the statutory minimum, rendering the Supervisory Board unable to adopt material resolutions, or if it could potentially negatively impact its ability to act, the member of the Supervisory Board should delay his resignation, and perform his function until the date of supplementing the Supervisory Board.

§7

1. Members of the Board perform their supervisory duties in a collegial manner.
2. The Board may delegate one of its members for performing specific supervisory actions.

§8

Presiding Over Works of Supervisory Board

1. The President of the Supervisory Board presides over the works of the Board and its sessions, and coordinates works of the other members.
2. In the case of temporary inability of the President to perform his duties mentioned in item 1, these shall be performed by the Vice-president.

§9

Meetings of Supervisory Board

1. The Supervisory Board holds its meetings as required, but at least four times a year, at a date and place stated in the notification on calling a Supervisory Board meeting. The notification on the Supervisory Board meeting shall specify the date, time, place and the proposed agenda. Meetings of the Supervisory Board are called by the President, or the Vice-president, in case of absence of the former.
2. The Supervisory Board, during its session, may specify the place and date of the next meeting of the Board. In such case, the Board Members present at the meeting do not have to be repeatedly notified on the place and date of the next meeting; the place and date of that meeting is notified to the absent members, however. The Company Management, or a member of the Supervisory Board, may formally request the Board President to call a Board meeting, stating the proposed agenda. The President of the Supervisory Board is obliged to call such meeting within two weeks from the date of receiving the request.
3. Each Supervisory Board member may submit a motion to the Supervisory Board President on the inclusion of a specific issue into the agenda of the nearest Board meeting; the motion should be delivered at least 7 (seven) days before the meeting scheduled, and shall include all materials regarding the issue.
4. A notification on the Supervisory Board meeting shall be delivered at least 7 (seven) days before the date of the Supervisory Board Meeting, or shall be sent by fax or electronic mail. A notification sent by registered mail is deemed delivered on the date of confirmation of receipt of the registered letter, or on the date of expiration of receipt deadline at a post office, provided the recipient has not showed up to receive the notification before that date. Notification sent using direct remote communication means, i.e. fax or electronic

mail is deemed delivered on the date indicated on the data transmission confirmation, or on the date indicated in the electronic confirmation of receipt of correspondence, accordingly. The Supervisory Board may be called without maintaining the above requirements, provided all the Board Members give their consent.

5. The Supervisory Board may hold a meeting without formal calling, if all members of the Supervisory Board are present on the meeting, and no one raises objection as to the meeting or the inclusion of issues proposed in the agenda.
6. Meetings of the Supervisory Board are notified to the Company Management President. Moreover, other persons, whose participation in the meeting is deemed desired by the Board, should also be notified.

§9¹

Rules for attending Supervisory Board meetings using means of remote communication

1. Supervisory Board meetings may be held in such a manner that some Supervisory Board members attend the meeting in person, while the other members participate in the meeting using means of remote communication. It is also possible for all members of the Supervisory Board to attend the meeting using means of remote communication.
2. Supervisory Board meetings held using means of remote communication should as a minimum enable the identification of a Supervisory Board member, two-way real-time communication with other Supervisory Board members, and exercise of voting rights by a Supervisory Board member during the meeting. Means of remote communication include, but are not limited to, a telephone or Internet connection as well as a videoconference.
3. A Supervisory Board member who intends to take part in a Supervisory Board meeting via means of remote communication shall notify the person convening the meeting of his or her intention.
4. If the person convening the Supervisory Board meeting envisages the possibility of attending the meeting by means of remote communication, the notice of the Supervisory Board meeting should also include:
 - 1) information about the possibility of attending the meeting using means of remote communication, and
 - 2) a list of the means of remote communication available to the Supervisory Board members, including an electronic invitation and/or a link to a video conference and/or a telephone number for a conference call.

§10

1. The following persons invited by the Board may participate in meetings of the supervisory Board, without a right of vote: members of the Management, experts necessary to decide on a matter at hand, as well as the minute clerk.
2. All, or some Board Members participate in the meetings of the Supervisory Board, subject to the Supervisory Board's requirement.

§11

1. Meetings are presided by the President of the Supervisory Board, or the Vice-president, if the former is absent.
2. Materials prepared for a Supervisory Board meeting should be produced in writing and delivered by mail, courier, fax or electronic mail. All documents should be delivered to members of the Supervisory Board not later than within five days from the date of meeting, save for the case defined in para 9 item 4 subitem 4, or para 9 item 5 above.

§12

1. Members of the Supervisory Board vote over the resolutions passed in an open manner.
2. The first to vote over the given resolution is the member of the Board who took initiative in adopting the resolution. The President votes last, provided he is not an initiator of the resolution.
3. Resolutions not included in the agenda may be adopted only if none of the present, duly notified members of the Supervisory Board raises any objections.

§13

1. Sessions of the Board are minuted.
2. Minutes are kept by the person appointed as minute clerk, or by the person presiding over the meeting.
3. The minutes should include:
 - 1) Sequential number of the session,
 - 2) Date, place and mode of session,
 - 3) nominal list of members of the Supervisory Board and other persons present on the meeting, including specification of their functions,
 - 4) note regarding the correctness of holding the session,
 - 5) agenda,
 - 6) contents of the resolutions adopted, including specification of the number of resolution adopted (according to its order in the given year), number of "for", "against" and "abstain" votes cast for the individual resolutions, and contents of reservations or dissenting opinions made to the resolutions,
 - 7) other decisions and conclusions.
 - 8) full name of the minute clerk,
4. The minutes shall be signed by all Supervisory Board members attending the meeting. Minutes shall be signed by way of a circulation or shall be approved and signed at the next Supervisory Board meeting.
5. Original minutes from the meeting, along with its annexes, are stored at the Company Management Office.

§14

In case of expiration of the Supervisory Board's tenure, its members transfer all the cases at hand to the new Supervisory Board.