

The procedure for filling in and sending the vote by post – Legal Persons

The ballot is filled in by the shareholder (legal person) and is sent no later than **09.04.2019, at 15.00 hours** by post as follows:

- I. Using the ballot sent to Comcereal SA Tulcea on the written form, in original.

The ballot, filled in by the shareholder (legal person) is sent by post or filed at Comcereal SA Tulcea headquarters no later than **09.04.2019, at 15.00 hours**, the date of the registry number, accompanied by the following documents:

- ✓ photocopy of the certificate of registration issued by the Trade Registry Office, with the stamp according to the original;
- ✓ photocopy of the Identity Bulleting/Identity Card or passport of the legal representative, with PNC (personal number code) legibly written;
- ✓ the ascertaining certificate issued by the Trade Registry Office, in original or in a photocopy with the stamp according to the original issued no more than 60 days before the date of the meeting, proving the quality of legal representative.

The documents submitted in a foreign language (except for the identity documents) will be accompanied by the notarized translation into Romanian, and the authentic foreign documents will be also legalized (with apostille)

The ballot is correctly completed when for each of the issues listed on the ballot, one single option is expressed („For” or „Against” or „Abstention”).

The validation of the vote shall be made for each item recorded on the agenda.

The expressed votes will be cancelled for procedural flaws in the following situations:

- *they are illegible;*
- *they contain contradictory or confusing options;*
- *they are expressed conditionally.*
- *the ballot is not signed;*

The ballots not completed under these procedures will be cancelled.

If the shareholder does not know the number of shares held at COMCEREAL SA Tulcea and the number of voting shares, on the reference date of the Extraordinary General Meeting of Shareholder/Ordinary General Meeting of Shareholders (01.04.2019), will contact the representatives of the company by phone, at no. 0240534061, or by email at comcereal_tulcea@yahoo.com.

In the case of mailing by **post**, the envelope shall bear the following address:

COMCEREAL SA TULCEA, FOR THE Extraordinary General Meeting of Shareholders/Ordinary General Meeting of Shareholders on 11/12 APRIL 2019, Isacsei street, no. 73, Tulcea.

- II. Using the ballot sent to Comcereal SA Tulcea by electronic means with extended electronic signature, based on a qualified certificate.

The shareholders – legal persons, respectively the legal representatives of the shareholders – legal persons, who hold the extended electronic signature, based on a qualified certificate according to the Law 455 / 18.07.2001, may use this method of sending the ballot until the latest **09.04.2019, at 15:00 hours**. To do so, the ballot forms are filled in, they are electronically signed using the extended electronic signature and they are to be sent to comcereal_tulcea@yahoo.com.

The manner of filling in the ballots as well as the accompanying documents follows the same procedure as the one previously presented for expressing the vote by post on a written form sent in original to Comcereal SA Tulcea with the following distinctions:

- the electronic signature removes the obligation to legalize the signature;
- for the sent documents, the shareholder holding the electronic signature will also submit a statement on own responsibility according to which they are according to the original.

The procedure for filling in and sending the vote by post – Natural Persons

The ballot is filled in by the shareholder (natural person) and is sent no later than **09.04.2019, at 15.00 hours** by post as follows:

II. Using the ballot sent to Comcereal SA Tulcea on the written form, in original.

The ballot, filled in by the shareholder (natural person) is sent by post or filed at Comcereal SA Tulcea headquarters no later than **09.04.2019, at 15.00 hours**, the date of the registry number, accompanied by the following documents:

- ✓ photocopy of the Identity Bulleting/Identity Card or passport of the legal representative, with PNC (personal number code) legibly written;

The documents submitted in a foreign language (except for the identity documents) will be accompanied by the notarized translation into Romanian, and the authentic foreign documents will be also legalized (with apostille).

The ballot is correctly completed when for each of the issues listed on the ballot, one single option is expressed („For” or „Against” or „Abstention”).

The validation of the vote shall be made for each item recorded on the agenda.

The expressed votes will be cancelled for procedural flaws in the following situations:

- *they are illegible;*
- *they contain contradictory or confusing options;*
- *they are expressed conditionally.*
- *the ballot is not signed;*

The ballots not completed under these procedures will be cancelled.

If the shareholder does not know the number of shares held at COMCEREAL SA Tulcea and the number of voting shares, on the reference date of the Extraordinary General Meeting of Shareholder/Ordinary General Meeting of Shareholders (01.04.2019), will contact the representatives of the company by phone, at no. 0240534061, or by email at comcereal_tulcea@yahoo.com.

In the case of mailing by **post**, the envelope shall bear the following address:

COMCEREAL SA TULCEA, FOR THE Extraordinary General Meeting of Shareholders/Ordinary General Meeting of Shareholders on 11/12 APRIL 2019, Isacsei street, no. 73, Tulcea.

III. Using the ballot sent to Comcereal SA Tulcea by electronic means with extended electronic signature, based on a qualified certificate.

The shareholders – natural persons, who hold the extended electronic signature, based on a qualified certificate according to the Law 455 / 18.07.2001, may use this method of sending the ballot until the latest **09.04.2019, at 15:00 hours**. To do so, the ballot forms are filled in, they are electronically signed using the extended electronic signature and they are to be sent to comcereal_tulcea@yahoo.com.

The manner of filling in the ballots as well as the accompanying documents follows the same procedure as the one previously presented for expressing the vote by post on a written form sent in original to Comcereal SA Tulcea with the following distinctions:

- the electronic signature removes the obligation to legalize the signature;
- for the sent documents, the shareholder holding the electronic signature will also submit a statement on own responsibility according to which they are according to the original.