

Date of issue: 30 May 2018

Current report no 5/2018

Notice convening the Ordinary General Meeting of Shareholders

Legal basis: Article 56.1.2 of the Act on Public Offering – Current and Periodic Information

Content of the report:

The notice of ARCUS S.A. Management Board convening the Ordinary General Meeting of Shareholders of ARCUS S.A. with its registered office in Warsaw, National Court Register (KRS) Number: 0000271167; District Court for the Capital City of Warsaw, 12th Commercial Department of the National Court Register; Entry in the National Court Register – 2 January 2007.

Date, time and venue of the Ordinary General Meeting of Shareholders and detailed agenda of the Meeting

The Management Board of ARCUS S.A. (**‘the Company’**) with its registered office in Warsaw, acting pursuant to Art. 399.1 of the Commercial Companies Code and in accordance with Par. 6 Title 3 point 4/a of the Company’s Articles of Association hereby convenes an Ordinary General Meeting of Shareholders (**‘OGM’, ‘Ordinary General Meeting’**) to be held on 27 June 2018 at 11.00 am at the Company’s registered office in Warsaw, at 5/7 Kolejowa Street with the following agenda:

1. Opening of the Ordinary General Meeting.
2. Election of the Chairperson of the Ordinary General Meeting.
3. Acknowledgement that the Ordinary General Meeting has been duly convened and is able to adopt resolutions.
4. Approval of the Agenda of the Ordinary General Meeting and adoption of the Resolution on the election of the Vote Counting Committee.
5. Review and approval of the Supervisory Board’s report on the results of the assessment of the Company’s separate financial statement for the year ended 31 December 2017 and the Management Board’s report on Company’s activities in 2017.
6. Review and approval of the Supervisory Board’s report on the results of the assessment of the Group’s consolidated financial statement for the year ended 31 December 2017 and the Management Board’s report on Group’s activities in 2017.
7. Review and approval of the Supervisory Board’s report on the assessment of its activities in 2017.
8. Review and approval of the Supervisory Board’s report on the assessment of the Company’s and Group’s position in 2017.
9. Review and approval of the Management Board’s reports on the activities of the Company and the Group in 2017.
10. Review and approval of the Company’s separate financial statement and the Group’s consolidated financial statement for the year ended 31 December 2017.
11. Review and approval of the Supervisory Board’s report on the assessment of the Management Board’s proposal on profit distribution.
12. Adoption of a Resolution on distribution of profit for the year ended 31 December 2017.

13. Granting approval of the performance of duties by the Members of the Management and Supervisory Boards in 2017.
14. Adoption of resolutions on the appointment of Members of the Supervisory Board of the Company for another joint, three-year term of office.
15. Adoption of a resolution on granting the consent to conclude by the Company an agreement with Anna and Marek Czeredys (Spouses) determining the remuneration for securing the liabilities of the Company against Sopockie Towarzystwo Ubezpieczeń ERGO Hestia S.A. with registered office in Sopot and Kyocera Document Solutions Europe B.V. consisting in establishing mortgages on real estate owned jointly by Anna and Marek Czeredys (Spouses).
16. Other business.
17. Closing of the Ordinary General Meeting.

Legal basis: Par. 19.1.1-2 of the Regulation of the Minister of Finance of 29 March 2018 on current and interim information to be published by issuers of securities and on conditions under which information required by legal regulations of a third country may be recognized as equivalent

SIGNATURES OF PERSONS REPRESENTING THE COMPANY:

Rafał Czeredys – Member of the Management Board

The notice of ARCUS S.A. Management Board convening the Ordinary General Meeting of Shareholders

ARCUS S.A. with its registered office in Warsaw, National Court Register (KRS) Number: 0000271167; District Court for the Capital City of Warsaw, 12th Commercial Department of the National Court Register; Entry in the National Court Register – 2 January 2007.

Date, time and venue of the Ordinary General Meeting of Shareholders and detailed agenda of the Meeting

The Management Board of ARCUS S.A. (**‘the Company’**) with its registered office in Warsaw, acting pursuant to Art. 399.1 and Art. 402¹ of the Commercial Companies Code and in accordance with Par. 6 Title 3 point 4/a of the Company’s Articles of Association hereby convenes an Ordinary General Meeting of Shareholders (**‘OGM’, ‘Ordinary General Meeting’**) to be held on **27 June 2018 at 11.00 am** at the Company’s registered office in Warsaw, at 5/7 Kolejowa Street with the following agenda:

1. Opening of the Ordinary General Meeting.
2. Election of the Chairperson of the Ordinary General Meeting.
3. Acknowledgement that the Ordinary General Meeting has been duly convened and is able to adopt resolutions.
4. Approval of the Agenda of the Ordinary General Meeting and adoption of the Resolution on the election of the Vote Counting Committee.
5. Review and approval of the Supervisory Board’s report on the results of the assessment of the Company’s separate financial statement for the year ended 31 December 2017 and the Management Board’s report on Company’s activities in 2017.
6. Review and approval of the Supervisory Board’s report on the results of the assessment of the Group’s consolidated financial statement for the year ended 31 December 2017 and the Management Board’s report on Group’s activities in 2017.
7. Review and approval of the Supervisory Board’s report on the assessment of its activities in 2017.
8. Review and approval of the Supervisory Board’s report on the assessment of the Company’s and Group’s position in 2017.
9. Review and approval of the Management Board’s reports on the activities of the Company and the Group in 2017.
10. Review and approval of the Company’s separate financial statement and the Group’s consolidated financial statement for the year ended 31 December 2017.
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securing the liabilities of the Company against Sopockie Towarzystwo Ubezpieczeń ERGO Hestia S.A. with registered office in Sopot and Kyocera Document Solutions Europe B.V. consisting in establishing mortgages on real estate owned jointly by Anna and Marek Czeredys (Spouses).

16. Other business.

17. Closing of the Ordinary General Meeting.

The right of a shareholder to request inclusion of individual matters on the agenda of the Ordinary General Meeting

The shareholder or shareholders representing at least one twentieth of the share capital of the Company may request that certain matters be placed on the agenda of the Ordinary General Meeting. The request shall be submitted to the Management Board not later than 21 (twenty one) days before the date of the General Meeting, that is until **6 June 2018**.

The request shall include a justification or a draft resolution on the proposed item of the agenda. The request may be submitted in writing at the Company's address: 5/7 Kolejowa Street or by email at: inwestorzy@arcus.pl.

The right of a shareholder to submit draft resolutions

The shareholder or shareholders of the Company representing at least one twentieth of the share capital may, before the date of the General Meeting submit to the Company, in writing or electronically, the draft resolutions on items placed on the agenda of the Ordinary General Meeting, or on matters which are to be placed on the agenda. Furthermore, during the Ordinary General Meeting of Shareholders each of the shareholders may submit drafts of the resolutions concerning the matters placed on the agenda. The request shall be submitted in writing at the Company's address: 5/7 Kolejowa Street or by email at: inwestorzy@arcus.pl.

The manner of exercising voting rights by a Proxy

The shareholder being a natural person may participate in the General Meeting and exercise the voting rights in person or by a proxy.

A shareholder who is not a natural person may participate in the General Meeting and exercise the voting rights by a proxy or by persons authorized to represent the shareholder.

The power of attorney to attend the Ordinary General Meeting and exercise voting rights must be, under pain of nullity, granted in writing or electronically and enclosed to the minutes of the Ordinary General Meeting. The power of attorney granted electronically shall not require a safe electronic signature verified with the use of valid qualified certificate. The forms enabling exercising the voting rights by a proxy shall be available as of the day of the Notice hereof publication at the Company's headquarters and on the Company's website at www.arcus.pl in Investor Relations/General Meeting section. The Company does not require to grant the power of attorney with the use of above mentioned form. The use of form shall not decide on the validity of the power of attorney.

The fact of granting the power of attorney in the electronic form shall be notified to the Company by means of electronic communication in the form of information sent to the following e-mail

address: **inwestorzy@arcus.pl**. The notification shall be sent to the Company within the time enabling the effective verification of the validity of the power of attorney. The aforementioned notification shall include the personal data of a shareholder granting the power of attorney and the personal data of a proxy (with the indication of names, surnames, addresses, telephone numbers and email addresses of both persons). The notification shall also determine the scope of granted power of attorney, which means that it shall indicate the number and type of shares as well as the date of the Company's General Meeting with regard to which – the voting rights will be exercised.

The Company will undertake the relevant steps aimed at identification of the shareholder and his proxy in order to verify the validity of power of attorney granted electronically. Mentioned verification will particularly consist in the return question asked in the electronic or telephone form in order to confirm the fact of granting the power of attorney and its scope. The Company reserves, that in this case, the failure to answer the questions asked during the verification process will be treated as a lack of the possibility to verify the fact of granting the power of attorney as well as will constitute the basis for the refusal to attend the Ordinary General Meeting by a proxy.

The Company points out that the shareholders using the electronic means of communication bear sole risk associated with the use of such method of communication. It is recommended to submit the information on granting or revocation of the power of attorney granted electronically until the end of the day preceding the day of the Ordinary General Meeting since the Company cannot guarantee that will be able to carry out the verification on the day of OGM.

The right to represent the shareholder who is not a natural person shall ensue from an excerpt from the relevant register (true copy or certified true copy) presented during the preparation of the attendance list. The persons not indicated in the register shall present a written power of attorney signed by authorized persons. Any documents prepared in the foreign language shall be presented together with the translation into Polish language made by a certified translator. The person/persons granting the power of attorney on behalf of the shareholder shall be indicated in the valid excerpt from the relevant register.

The Member of the Management Board of the Company and the Company's employee may act as proxies at the Ordinary General Meeting.

If a proxy at the General Meeting is a Member of the Management Board of the Company, a Member of the Supervisory Board, an employee or a member of the authority or an employee of a subsidiary of the Company, the power of attorney may authorize the proxy to represent the shareholder at one General Meeting only. The proxy is obliged to disclose to the shareholder circumstances indicating the existence or possibility of conflict of interest. Granting a further power of attorney is excluded in this case. The aforementioned proxy shall vote in accordance with the instructions given by the shareholder.

The Company reserves that will not verify whether the proxies exercise their voting rights in accordance with the instructions they have received from the shareholders.

The possibility and manner of attending the Ordinary General Meeting by means of electronic communication

The Company does not provide for the possibility of participating in the Ordinary General Meeting of Shareholders by means of electronic communication.

The manner of expressing opinions during the Ordinary General Meeting by means of electronic communication

The Company does not provide for the possibility of expressing opinions during the General Meeting by means of electronic communication.

The possibility (manner) of exercising voting rights by correspondence or by means of electronic communication

The Company does not provide for the possibility of exercising the voting rights by correspondence or by means of electronic communication.

At the same time, the Company recommends to operate the OGM with the use of the Electronic Vote Counting System with the reservation that the service provider may act only on the basis of an appropriate agreement signed with the Company.

The registration date for participation in the Ordinary General Meeting

The registration date for participation in the Ordinary General Meeting of Shareholders is **11 June 2018** ('the Registration Date').

The right to participate in the General Meeting

Only the persons who are shareholders of the Company on the **Registration Day** are entitled to participate in the Annual General Meeting.

The pledgees and usufructuaries, who have the voting rights, are entitled to participate in the Ordinary General Meeting if they are entered in the register of shareholders on the Registration Day.

At the request of a person entitled under dematerialized shares of the Company made no earlier than after the notice of the Ordinary General Meeting on **30 June 2018** and not later than on the first weekday following the Registration Day, that is on **12 June 2018**, the entity that operates a securities account shall issue a registered certificate confirming the right to participate in the General Meeting.

The Company hereby points out that only the persons who:

a) were the Company's shareholders on the Registration Day, that is on **11 June 2018**

and

b) requested – no earlier than on **30 May 2017** and not later than on **12 June 2018** – the entity that operates a securities account to issue a registered certificate confirming the right to participate in the General Meeting

shall have the right to participate in the Ordinary General Meeting.

The list of shareholders entitled to participate in the General Meeting prepared in accordance with Art. 407.1 of the Commercial Companies Code shall be available at the Company's headquarters

at 5/7 Kolejowa Street, 01-217 Warsaw (The Management Board's Bureau, between 9.00 a.m. and 4 p.m.) for three working days before the date of the General Meeting, as from **22 June 2018**. Also the materials associated with matters placed on the agenda shall be available at the Company's headquarters under the conditions and within the limits laid down by the Commercial Companies Code. A shareholder may review the list of shareholders at the Company's headquarters and request copies, upon the payment of the costs as well as may request sending the list of shareholders entitled to participate in the Ordinary General Meeting free-of-charge via email at the indicated email address. The shareholder of the Company may request to send him at indicated e-mail address, free of charge, a copy of a list of shareholders entitled to participate in the General Meeting.

A shareholder shall have the right to request copies of motions on matters placed on the agenda within one week prior the Ordinary General Meeting of Shareholders, that is as from **20 June 2018**.

The persons entitled to participate in the Ordinary General Meeting should register themselves and collect voting cards in front of the conference room one hour before the General Meeting.

In order to ensure the efficient conduct of the Ordinary General Meeting, the shareholders and persons representing the shareholders should have valid identity documents.

Access to documentation

The full text of documentation to be presented at the General Meeting together with draft resolutions shall be available at the Company's website as from the day of the notice hereof, in accordance with Art. 402³.1 of the Commercial Companies Code.

The Management Board's and Supervisory Board's comments on items placed on the agenda of the Ordinary General Meeting or on matters that are to be placed on the agenda before the day of the Ordinary General Meeting shall be available on the Company's website immediately upon their preparation.

Information regarding the Ordinary General Meeting shall be available at: **www.arcus.pl**