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Subject: Ordinary General Meeting of Shareholders of OPTeam SA convened.

Current report no: 12/2015

Legal basis: § 38 section 1 item 1 and 3 of the Ordinance of the Minister of Finance of 19 February 2009 on current and interim information submitted by the issuers of securities, and on conditions of considering as equivalent the information required by law of a non-member state.

Report content:

The Management Board of OPTeam SA with its seat in Tajęcina convenes the Ordinary General Meeting of Shareholders of OPTeam SA which will take place on **11 June 2015** at **10.00 a.m**. at the Company's head office in Tajęcina, 36-002 Jasionka.

The complete text of the Notice of the Ordinary General Meeting is enclosed with this report. At the same time, the Management Board of OPTeam SA discloses the contents of draft resolutions which will be subject to discussion at the Ordinary General Meeting of Shareholders.

NOTICE of convening the Ordinary General Meeting of Shareholders of OPTeam SA with its seat in Tajęcina on 11 June 2015

Date, time and place of the General Meeting and detailed agenda.

The Management Board of OPTeam Spółka Akcyjna with its seat in Tajęcina entered into Register of Entrepreneurs kept by the Regional Court in Rzeszów, 12th Commercial Division of the National Court Register at number KRS 0000160492, acting pursuant to the provisions of Art. 402¹ and 402² of the Code of Commercial Partnerships and Companies and of Art.25 section 1 of the Company's Articles of Association, convenes the Ordinary General Meeting of the Company on **11 June 2015** at **10:00 a.m.**, which shall take place at the company's head office in Tajęcina, address: 36-002 Jasionka, Tajęcina 113, in the conference hall no 014 of head office building.

Individuals eligible to participate in the Ordinary General Meeting are requested to register directly in front of the hall, in the Management Office and collect mandates and voting cards prior to the commencement of proceedings of the Ordinary General Meeting. Registration of eligible participants of the Ordinary General Meeting of Shareholders will start at 09:30.

- 1. Opening the proceedings
- 2. Election of the Chairperson of the Ordinary General Meeting.
- 3. Determination that the Ordinary General Meeting was properly convened and is capable of passing resolutions.
- 4. Passing the resolution to adopt the agenda.
- 5. Passing the resolution to waive secret voting when electing the Vote Counting Committee.
- 6. Passing the resolution to elect the Vote Counting Committee.
- 7. Presentation by the Management Board:
 - 1) of the Management report on activities of OPTeam S.A. in the business year 2014,
- of the financial statement of OPTeam S.A. in the business year 2014.
- 8. Presentation of the report of the Supervisory Board of OPTeam S.A. on the assessment of the Management report on activities of OPTeam for 2014 and the financial statement of OPTeam S.A. in the business year 2014.
- 9. Voting on resolutions regarding:
 - 1) considering and approving the Management report on activities of OPTeam S.A. in the business year 2014,
 - 2) considering and approving the financial statement of OPTeam S.A.for the business year 2014,
 - 3) distribution of OPTeam S.A. profit for the business year 2014,
 - 4) adopting the report of OPTeam S.A. Supervisory Board for business year 2014,
 - 5) acknowledging the fulfillment of duties by members of the Management Board of OPTeam S.A. in the business year 2014,
 - 6) acknowledging the fulfillment of duties by members of the Supervisory Board of OPTeam S.A.in the business year 2014,

10. Closing the proceedings of the Ordinary General Meeting of Shareholders of OPTeam S.A.

2. Procedure regarding participation in the General Meeting and exercising voting rights

a) Shareholder's right to demand that certain matters to be put on the agenda of the Ordinary General Meeting of OPTeam S.A. with its seat in Tajęcina.

The shareholder(s) representing no less than 1/20 of the authorised capital is entitled to demand that certain matters be put on the agenda of the Ordinary General Meeting. The demand should be submitted to the Management Board of the Company no later than **21 days** prior to the date of the Ordinary General Meeting, i.e. by **20 may 2015**. The demand should include the statement of reasons or draft resolution regarding the proposed item on the agenda. The demand may be submitted in writing to the seat of the Company at: 36-002 Jasionka, Tajęcina 113 with a note "Ordinary General Meeting of OPTeam S.A. in Tajęcina – 11.06.2015" or electronically to the following Company email address: <u>aresler@opteam.pl</u>. The Shareholders should prove that they hold a sufficient number of shares as of the date of the demand, by enclosing with it a certificate issued by an authorised entity on the eligibility to participate in the Ordinary General Meeting in order to identify them as an authorised Company Shareholder. In the case of Shareholders who are legal persons or partnerships, powers to act on behalf of the entity must also be confirmed by enclosing a valid copy of entry from an appropriate register.

b) the Shareholder's right to submit draft resolutions regarding matters on the agenda of the Ordinary General Meeting of OPTeam S.A. with its seat in Tajęcina or matters which are to be put on the agenda prior to the date of the Ordinary General Meeting.

The Shareholder(s) representing no less than 1/20 of the authorised capital is entitled prior to the date of the Ordinary General Meeting, to submit in writing to the Company's seat at: 36-002 Jasionka, Tajęcina 113, or using electronic communications to the email address: aresler@opteam.pl draft resolutions regarding matters entered onto the agenda of the Ordinary General Meeting or matters which are to be put on the agenda, with a note "Ordinary General Meeting of OPTeam S.A. in Tajęcina 11.06.2015". Like in item 2a, the Shareholder(s) should document their powers to exercise this right, by presenting appropriate documents in written form.

c) the Shareholder's right to submit draft resolutions on matters on the agenda during the Ordinary General Meeting.

Each Shareholder eligible to participate in the Ordinary General Meeting of OPTeam S.A. with its seat in Tajęcina may in the course of its proceedings submit draft resolutions regarding matters on the agenda.

d) manner of exercising voting rights by proxy, including but not limited to using proxyvoting forms and manner of notifying the Company using electronic communications on appointing a proxy.

The Shareholder may participate in the Ordinary General Meeting and exercise voting rights in person or by proxy. The Company puts up on its website <u>www.opteam.pl</u> a proxy-voting form template. Authorisation to vote by proxy should be made in writing or in electronic form. Proxy authorization in electronic form does not require a secure electronic signature verified through a valid qualified certificate.

The Company should be notified of proxy authorisation in electronic form via electronic communications, by way of a completed proxy authorisation form, sent by email to the address <u>aresler@opteam.pl</u>. The Shareholder and Shareholder's proxy should give a phone

number in order to facilitate direct contact. To verify the validity of electronic proxy authorisation, the Company reserves the right to verify the identity of the Shareholder and proxy.

In particular, this verification may involve a return email or contact by phone, aimed at confirming the data regarding the identity of the Shareholder and proxy and confirming whether a proxy was authorised and in what scope. Failure to answer the questions asked in the course of verification shall be treated as failure to verify the proxy authorisation and shall constitute grounds for refusing the proxy participation in the Ordinary General Meeting.

When registering in the Management Office of OPTeam S.A. prior to the Ordinary General Meeting, the Shareholders are obliged to present the appropriate documents providing eligibility to participate in the Ordinary General Meeting. Shareholders will be allowed to participate in the Ordinary General Meeting solely after they have furnished proof of identity, and in the case of proxies – proof of identity and valid proxy authorisation in writing. Representatives of legal persons or partnerships should also present valid copies of entries in appropriate registers, naming individuals authorised to represent those authorities.

e) possibility and manner of participation in the Ordinary General Meeting using electronic means of communication.

The Company's Articles of Association do not provide for an option to attend the General Ordinary Meeting via electronic means of communication.

f) manner of speaking in the course of the Ordinary General Meeting using electronic means of communication.

The Company's Articles of Association do not provide for an option to speak at the General Ordinary Meeting via electronic means of communication.

g) manner of exercising voting rights via correspondence or using electronic means of communication.

The Rules of the General Meeting of OPTeam S.A. do not provide for an option to exercise voting rights via correspondence or using electronic means of communication.

3. Date for registering participation in the Ordinary General Meeting, referred to in Art. 406¹ of the code of commercial partnerships and companies.

The date for registering participation in the Ordinary General Meeting of OPTeam S.A. convened on 11 June 2015 is **26 May 2015**.

4. Information on the right to participate in the Ordinary General Meeting.

The Company Shareholder will be eligible to attend the Company's Ordinary General Meeting, if:

a) sixteen days prior to the date of the Ordinary General Meeting (registration date of participation in the General Meeting), i.e. **on 26 May 2015**, they were Shareholders of the Company, i.e. Company shares had been posted to their securities account;

b) in the period not earlier than the day of notice of the Ordinary General Meeting and not later than on the first working day after registering participation in the Ordinary General Meeting (i.e. no later than by **27 May 2015**) they present to the securities depository a request to issue a personal certificate of entitlement to attend the Ordinary General

Meeting of Shareholders. The Company determines the list of shareholders entitled to participate in the Ordinary General Meeting pursuant to the list provided by the National Depository for Securities (KDPW), drawn up on the basis of personal certificates of entitlement to attend the Ordinary General Meeting issued by the securities depository.

Three days prior to the date of the Ordinary General Meeting, i.e. from **08.06.2015 to 10.06.2015**, at the Company's seat: 36-002 Jasionka, Tajęcina 113 (1st floor, room no 108) from 9 a.m. to 3 p.m. the list of Shareholders entitled to attend the Ordinary General Meeting will be laid out for inspection. In that time, a Company Shareholder may request that the list of shareholders should be sent to them free of charge by email, providing the address to which the list should be sent.

c) Shareholders/proxies arriving at the Ordinary General Meeting should hold documents confirming their identity.

5. Indication where and how a person eligible to attend the Ordinary General Meeting may obtain the full text of documentation to be presented to the Ordinary General Meeting, as well as draft resolutions or, if no resolutions are anticipated, notes of the Management or the Supervisory Board on the matters on the agenda of the Ordinary General Meeting or matters which are to be put on the agenda prior to the date of the Ordinary General Meeting.

The complete text of documentation which is to be presented to the Ordinary General Meeting including draft resolutions will be published on the Company's website <u>www.opteam.pl_</u> in the Investor Relation tab. The notes of the Management or the Supervisory Board on the matters on the agenda of the Ordinary General Meeting or matters which are to be put on the agenda prior to the date of the Ordinary General Meeting will be available on the Company's website, as soon as they are drawn up.

6. Indication of the internet address where information regarding the General Meeting will be published.

The Company will publish all the information regarding Ordinary General Meeting on the Company's website at: <u>www.opteam.pl</u> in the Investor Relation tab.

Agenda and draft resolutions for the Ordinary General Meeting of Shareholders of OPTeam S.A. convened on 11 June 2015

The Management Board of OPTeam Spółka Akcyjna with its seat in Tajęcina entered into Register of Entrepreneurs kept by the Regional Court in Rzeszów, 12th Commercial Division of the National Court Register at number KRS 0000160492, acting pursuant to the provisions of Art. 402¹ and 402² of the Code of Commercial Partnerships and Companies and of Art.25 section 1 of the Company's Articles of Association, has convened the Ordinary General Meeting of the Company on **11 June 2015** at **10:00 a.m.**, which shall take place at the company's head office in Tajęcina, address: 36-002 Jasionka, Tajęcina 113, in the conference hall no 014 of head office building.

Agenda:

- 1. Opening the proceedings.
- 2. Election of the Chairperson of the Ordinary General Meeting.
- 3. Determination that the Ordinary General Meeting was properly convened and is capable of passing resolutions.
- 4. Passing the resolution to adopt the agenda.
- 5. Passing the resolution to waive secret voting when electing the Vote Counting Committee.
- 6. Passing the resolution to elect the Vote Counting Committee.
- 7. Passing by the Management Board:
 - a. of the Management report on activities of OPTeam S.A. in the business year 2014,
 - b. of the financial statement of OPTeam S.A. for the business year of 2014.
- 8. Presentation of the report of the Supervisory Board of OPTeam S.A. on the assessment of the Management report on activities of OPTeam for 2014 and the financial statement of OPTeam S.A. in the business year 2014.
- 9. Voting on resolutions regarding:
 - a. considering and approving the Management report on activities of OPTeam S.A. in the business year 2014,
 - b. considering and approving the financial statement of OPTeam S.A.for the business year 2014,
 - c. distribution of OPTeam S.A. profit for the business year 2014,
 - d. adopting the report of OPTeam S.A. Supervisory Board for business year 2014,
 - e. acknowledging the fulfilment of duties by members of the Management Board of OPTeam S.A. in the business year 2014,
 - f. acknowledging the fulfilment of duties by members of the Supervisory Board of OPTeam S.A.in the business year 2014,
- 10. Closing the proceedings of the Ordinary General Meeting of Shareholders of OPTeam S.A.

Draft resolutions:

Re. item 2 on the agenda.

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015

regarding election of the Chairperson of the Ordinary General Meeting.

Acting pursuant to Art. 409 § 1 of the Code of commercial partnerships and companies and § 3 section 1 of the Rules of the General Meeting, the Ordinary General Meeting of OPTeam S.A. with its seat in Tajęcina resolves what follows:

§1

The Ordinary General Meeting of OPTeam S.A. elects to be the Chairperson of the Ordinary General Meeting.

§ 2

The resolution shall be effective immediately.

The resolution was passed in secret voting.

Voting results:

Valid votes were cast for	shares, constituting	% of authorised
capital. The total number of valid votes was	, including	votes "in
favour of" the resolution; "against":	votes; "abstainii	ng":
votes.		

Re.item 4 on the agenda

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015.

regarding adopting the agenda of the Ordinary General Meeting.

Acting pursuant to Art. 409 § 2 of the Code of commercial partnerships and companies and § 7 section 1 of the Rules of the General Meeting of OPTeam S.A. it is resolved as follows:



§1

The Ordinary General Meeting of OPTeam S.A. adopts the following agenda:

- 1. Opening the proceedings.
- 2. Election of the Chairperson of the Ordinary General Meeting.
- 3. Determination that the Ordinary General Meeting was properly convened and is capable of passing resolutions
- 4. Passing the resolution to adopt the agenda.
- 5. Passing the resolution to waive secret voting when electing the Vote Counting Committee.
- 6. Passing the resolution to elect the Vote Counting Committee.
- 7. Passing by the Management Board:

1) of the Management report on activities of OPTeam S.A. in the business year 2014,

2) of the financial statement of OPTeam S.A. for the business year 2014.

- 8. Presentation of the report of the Supervisory Board of OPTeam S.A. on the assessment of the Management report on activities of OPTeam for 2014 and the financial statement of OPTeam S.A. in the business year 2014.
- 9. Voting on resolutions regarding:

1) considering and approving the Management report on activities of OPTeam S.A. in the business year 2014,

2) considering and approving the financial statement of OPTeam S.A.for the business year 2014,

3) distribution of OPTeam S.A. profit for the business year 2014,

4) adopting the report of OPTeam S.A. Supervisory Board for business year 2014,

5) acknowledging the fulfilment of duties by members of the Management Board of OPTeam S.A. in the business year 2014,

6) acknowledging the fulfilment of duties by members of the Supervisory Board of OPTeam S.A.in the business year 2014,

10. Closing the proceedings of the Ordinary General Meeting of Shareholders of OPTeam S.A.

§2

The resolution shall be effective immediately

The resolution was passed in open voting.

Voting results:

Valid votes were cast for	shares,	constituting	% of authorised
capital. The total number of valid votes was	·····,	including	votes "in
favour of" the resolution; "against":	vo	tes; "abstaini	ng":
votes.			

Re.item 5 on the agenda



of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015

regarding waiving secret voting when electing the Vote Counting Committee.

Acting pursuant to Art. 420 § 3 of the Code of commercial partnerships and companies, the Ordinary General Meeting of OPTeam S.A. with its seat in Tajęcina resolves to:

§1

Waive secret voting when electing the members of the Vote Counting Committee of the Ordinary General Meeting of Shareholders of OPTeam S.A. with its seat in Tajęcina.

§2

The resolution shall be effective immediately

The resolution was passed in open voting.

Voting results:

Valid votes were cast for	shares, constituting	% of authorised
capital. The total number of valid votes was	, including	votes "in
favour of" the resolution; "against":	votes; "abstaining"	·:
votes.		

Re.item 6 on the agenda.

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015

regarding election of the Vote Counting Committee.

Acting pursuant to § 4 section 1 of the Rules of the General Meeting, the Ordinary General Meeting of OPTeam S.A. with its seat in Tajęcina resolves to:

§1 Elect the vote counting committee comprising:

§2

The resolution shall be effective immediately.

The resolution was passed in open voting.

Voting results:

Valid votes were cast for sh	ares, constituting	% of authorised
capital. The total number of valid votes was	, including	votes "in
favour of" the resolution; "against":	votes; "abstaining":	
votes.		

Re. item 9.1 on the agenda.

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015.

regarding considering and approving the Management report on activities of OPTeam S.A. for the business year 2014

Acting pursuant to Art. 395 § 2 item 1 of the Code of commercial partnerships and companies and Art. 26 item 1 of the Company's Articles of Association, the Ordinary General Meeting of OPTeam Spółka Akcyjna with its seat in Tajęcina, following consideration, hereby approves the Management report on activities of OPTeam S.A. for the business year 2014.

The resolution shall be effective immediately.

The resolution was passed in open voting.

Voting results:

§2

Valid votes were cast for	shares, constituting	% of authorised
capital. The total number of valid votes was	, including	votes "in
favour of" the resolution; "against":	votes; "abstaini	ng":
votes.		

Re. item 9.2 on the agenda.

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015

regarding considering and approving the financial statement of OPTeam S.A.for the business year 2014

Acting pursuant to Art. 395 § 2 item 1 of the Code of commercial partnerships and companies and Art. 26 item 1 of the Company's Articles of Association, the Ordinary General Meeting of OPTeam Spółka Akcyjna with its seat in Tajęcina, following consideration, hereby approves the financial statement of OPTeam S.A. for the business year 2014, including:

- introduction to the financial statement
- statement of financial (balance sheet) drawn up as of 31.12.2014, which reports assets and liabilities amounting to PLN **57 005 198.67** (fifty seven million five thousand one hundred ninety eight zlotys sixty seven grosz),
- profit and loss statement reporting net profit amounting to PLN **2 954 674.34** (two million nine hundred fifty four thousand six hundred seventy four zlotys thirty four grosz),
- statement of comprehensive income reporting total comprehensive income amounting to PLN 2 954 674,34 (two million nine hundred fifty four thousand six hundred seventy four zlotys thirty four grosz),
- cash flow statement reporting an increase in cash in the course of the business year amounting to PLN 308 119.10 (three hundred eight thousand one hundred nineteen zlotys ten grosz),
- statement of changes in equity, reporting an increase of equity amounting to PLN 2 151 711,08 (two million one hundred fifty one thousand seven hundred eleven zlotys eight grosz)
- notes to the financial statement.

§2

The resolution shall be effective immediately.

The resolution was passed in open voting.



Voting results:

Valid votes were cast for	shares, constituting% of author	orised
capital. The total number of valid votes was	including v	otes "in
favour of" the resolution; "against":	votes; "abstaining":	
votes.		

Re. item 9.3 on the agenda.

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015.

regarding distribution of profit of OPTeam S.A. for the business year 2014.

Acting pursuant to Art. 395 § 2 item 2 of the Code of commercial partnerships and companies and Art. 26 section 3 of the Company's Articles of Association, the Ordinary General Meeting of OPTeam Spółka Akcyjna with its seat in Tajęcina resolves to:

Allocate the net profit for the business year from 01.01.2014 to 31.12.2014 amounting to: PLN **2 954 674,34** (in words: two million nine hundred fifty four thousand six hundred seventy four zlotys thirty four grosz) in the following manner:

- payment of dividend amounting to PLN 875 959,92 (in words: eight hundred seventy five thousand nine hundred fifty nine zlotys ninety two grosz) i.e. PLN 0.12 (in words: twelve grosz) per share excluding own shares of OPTeam S.A.;
- 2) increasing supplementary capital by PLN **2 078 714,42** (in words: two million seventy eight thousand seven hundred fourteen zlotys forty two grosz).

§ 2

The Ordinary General Meeting of OPTeam S.A. determines the following dates related to dividend payment for profit in the business year 2014:

1) dividend record date is set on,

2) the date of payment is set on



The resolution shall be effective immediately. The resolution was passed in open voting.

Voting results:

Valid votes were cast for	shares, co	onstituting	% of authorised
capital. The total number of valid votes was	, in	ncluding	votes "in
favour of" the resolution; "against":	vote	es; "abstainir	g":
votes.			

Re. item 9.4 on the agenda.

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015.

regarding adopting the Supervisory Board Report on activities in the business year 2014.

Acting pursuant to Art. 382 § 3 of the Code of commercial partnerships and companies and Art. 16 section 2 of the Company's Articles of Association, as well as taking into account the contents of the principle III.1. "Code of Best Practice for WSE Listed Companies 2012", the Ordinary General Meeting of OPTeam Spółka Akcyjna with its seat in Tajęcina resolves to:

§1

Adopt the Report of the Supervisory Board of OPTeam S.A. on activities in the business year 2014 containing assessment of the Company's standing taking into account the internal controls and risk management system.

§2

The resolution shall be effective immediately.

The resolution was passed in open voting.

Voting results:

Valid votes were cast for	shares, const	tituting% of	authorised
capital. The total number of valid votes was	, inclu	ding	votes "in

§3



favour of" the resolution; "against": votes; "abstaining": votes.

Re.item 9.5 on the agenda.

Resolution no/2015 of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015

regarding acknowledging the fulfilment of duties by, Member of the Management Board of OPTeam S.A. in the business year 2014

Acting pursuant to Art. 395 § 2 item 3) of the Code of commercial partnerships and companies and Art. 26 item 2) of the Company's Articles of Association, the Ordinary General Meeting of OPTeam Spółka Akcyjna with its seat in Tajęcina resolves to:

§1 Acknowledge the fulfilment of duties by, Member of the Management Board of OPTeam S.A. from to

§2

The resolution shall be effective immediately.

The resolution was passed in secret voting.

Voting results:

Valid votes were cast for	shares, constitu	uting% of a	uthorised
capital. The total number of valid votes was	, includiı	וg	votes "in
favour of" the resolution; "against":	votes; "ab	staining":	
votes.			

Re.item 9.6 on the agenda.

Resolution no/2015

of the Ordinary General Meeting of Shareholders of OPTeam Spółka Akcyjna with its seat in Tajęcina of 11 June 2015.

regarding acknowledging the fulfilment of duties by, Member of the Supervisory Board of OPTeam S.A. in the business year 2014

Acting pursuant to Art. 395 § 2 item 3) of the Code of commercial partnerships and companies and Art. 26 item 2) of the Company's Articles of Association, the Ordinary General Meeting of OPTeam Spółka Akcyjna with its seat in Tajęcina resolves to:

§1 Acknowledge the fulfilment of duties by, Member of the Supervisory Board of OPTeam S.A. from to

§2

The resolution shall be effective immediately.

The resolution was passed in secret voting.

Voting results:

Valid votes were cast for	shares,	constituting	% of	authoris	sed
capital. The total number of valid votes was	,	including		votes	"in
favour of" the resolution; "against":	vo	tes; "abstainir	ıg":	. votes.	