

Notice regarding the selection of candidates for the capacity of Board of Administration member of CONPET S.A.

CONPET S.A. (<https://www.conpet.ro/>) provides specialized oil transport services via pipelines and by railway tanks, supplying the refineries with crude oil and derivatives from the internal production and from imports. The Company operates a pipeline network describing 3800 km in length, crossing 24 Romanian counties. CONPET is a company listed at the Bucharest Stock Exchange, with a turnover of more than 80 million Euro and over 1600 employees.

In compliance with EGO no. 109/2011, as amended and approved pursuant to Law no. 111/2016 regarding the corporate governance of the public enterprises, CONPET selected George Butunoiu Group S.R.L. company to provide assistance in the process of selection for the occupation of the positions of members of the Board of Administration, as per the legal provisions.

A. The compulsory qualification criteria on which further action will be built:

- a. Graduate of higher education with degree diploma awarded by a higher education institution;
- b. minimum 7 years total professional experience;
- c. minimum 5 years of experience in the field of studies
- d. knowledge of Romanian language.

B. Main selection criteria are:

- e. Post-university studies diploma awarded by higher education institutions;
- f. experience acquired from working in companies operating in the following industries: oil&gas, public utilities, energy production, other firms with production activities in the industry field;
- g. experience from working in entities supervised/regulated by the legislation specific to the capital markets;
- h. professional qualifications of type CFA/ACCA/CECCAR/CCF/CAFR (exclusively for the graduates of economic studies)
- i. experience in the field of financial - accounting, fiscal legislation, public procurement, financial audit, employment relationship;
- j. legal experience relevant to the job and company activity;
- k. experience in financial management - analyses, planning, treasury, reporting;
- l. corporate governance knowledge;
- m. experience in communicating and relating to authorities and stakeholders;
- n. experience in strategic planning, risk management, organizational and performance management;
- o. experience in relation with the public, regulating and supervisory authorities;
- p. any other professional qualification relevant to the job of administrator with technical and/or legal profile will be scored additionally.

The means of submission of the candidacy: the candidacy files will be submitted to CONPET address - *no. 1-3, Anul 1848 Street, postal code 100559, Ploiești, Prahova County*, on paper form, in closed and sealed envelope, with the mention: *'Selection procedure for CONPET Administrator, Name and Surname of the Candidate'* – in the attention of Mr. Cornel Baniță - Head of the Legal Department, no later than June 18 and will necessarily contain the following documents, filed:

- Index of documents;
- Curriculum Vitae in Romanian;
- The criminal and tax record in original copy;
- Two letters of recommendation, containing the name and contact details of the persons providing reference;
- Copy of the Identity Card;
- Certified true copies of the study papers;

- Affidavit with regards to the seniority and the management positions – filled in as per the form to be found on CONPET site at corporate governance section;
- Affidavit with regards to the failure to fall in the conflict of interests situation - filled in as per the form to be found on CONPET site at corporate governance section;
- Affidavit with regards to the authenticity of the bachelor's degree presented by copy – filled in as per the form to be found on CONPET site at corporate governance section;
- Affidavit with regards to the administrator's independence for the purposes of Law 31 – filled in pursuant to the form to be found on CONPET site at corporate governance section;

All the requested documents are binding for candidacy validation. In case of incomplete files will be available 24 hours as of the information of the candidate on the missing documents for rectification of the situation; thereafter, the candidacy will be invalidated in case the requested fillings have not been performed.

The corporate governance legislation does not provide challenges. Willing to ensure maximum transparency of the recruitment and selection process, we will promptly answer the queries for clarification formulated by the candidates provided that they require exclusively information referring to their candidacy and not information involving the results obtained by the other candidates. The potential queries for clarifications will be submitted in the same manner as the candidacy files, namely in maximum 24 hours as of results receipt, as reply in no more than 3 business days as of the query registration date, at the address CONPET, No.1-3, Anul 1848 Street, postal code 100559, Ploiești, Prahova. The query for clarifications does not postpone the carry out of the selection process.

The candidate's statement of intent will be subsequently requested exclusively to the candidates confirmed on the short list.

By submission of the file, the candidates implicitly consent that their personnel data be processed for the purpose of recruitment and selection procedure. At the end of the selection process, the documents of the candidates who are not confirmed in office will be returned to the applicants, upon their requests, within 30 days or will be destroyed after the 30 days have past.

Note: this notice was published in the national press in Romania and on the consultant site (www.georgebutunoiu.com) and on CONPET S.A. site (www.conpet.ro).