

Procedure for payment of dividends due to SIF Muntenia SA shareholders valid from September 28, 2017

SAI Muntenia Invest SA, the administrator of SIF Muntenia SA informs the shareholders on the fact that according to S.G.O.A. Resolution dated 27.04.2017, respectively art. 146 of Law no. 297/2004, art. 86 par.5 of Law no. 24/2017 and art. 106¹ of NSC Regulation no. 1/2006, payment of dividends for the 2016 financial exercise will be conducted through the Depozitarul Central SA, as follows:

- Starting from **28.09.2017 - payment date** – to the shareholders registered in the Shareholders Register of SIF Muntenia SA as of **12.09.2017 registration date**;
- The **gross dividend/share is 0.04 lei/share**, of which the tax on dividends will be withheld, amounting to the quota stipulated by law as of the payment date. The payment costs will be deducted from the net dividend value, according to the S.G.O.A. Resolution dated 27.04.2017.

Dividends related to the 2014 and 2015 financial years that remained uncollected will be paid further along with the dividends for the financial year 2016.

The methods and terms of payment are the following:

Chapter I. Payment of dividends to shareholders holding accounts with Participants

For individuals, legal bodies or other entities shareholders, which as of the registration date hold shares registered in Section II of the Register of Shareholders of SIF Muntenia SA in the account opened with Participants (custodian banks or brokerage houses), dividends will be paid by bank transfer through the Depozitarul Central in the Participants' accounts on **the payment date**, without requiring an express request or additional documents.

Chapter II. Payment of dividends to shareholders who do not hold accounts with Participants

A. By bank transfer (in lei, to accounts open at a bank in Romania)

Starting from 28.09.2017, the individuals and legal entities shareholders which are not represented by a Participant and want the payment of dividends by bank transfer may request and submit to the Depozitarul Central the documents necessary for the payment of dividends, as follows:

1. Shareholders unrepresented by a Participant, individuals, in person or by legal or conventional representative will transmit to the Depozitarul Central the IBAN collection form signed by hand, indicating the bank and the account (IBAN code) opened in the name of the Shareholder (the model is available on the website of the Depozitarul Central - www.depozitarulcentral.ro), accompanied by:

- a legible, valid copy of the identity document - certified "according to the original" by the holder;
- bank statement or a document issued by the bank (signed and stamped) confirming the existence of the account in the name of the Shareholder, specifying the IBAN code, in original;
- copy of documents proving the quality of the signatory as conventional or legal representative, if the case may be - certified according to the original" by the holder".

2. Shareholders unrepresented by a Participant, legal entities, by legal or conventional representative will transmit to the Depozitarul Central the IBAN collection form signed by hand, indicating the bank and the account (IBAN code) opened in the name of the Shareholder (the model is available on the website of the Depozitarul Central - www.depozitarulcentral.ro), accompanied by:

- copy of the registration certificate (CUI) - certified "according to the original" by the holder;
- copy of the document proving the quality of company's legal representative (certificate of status issued by the Trade Register/equivalent entity – for foreign entities) - certified "according to the original" by the holder;
- copy of documents proving the application signatory's quality as conventional representative, if necessary - certified "according to the original" by the holder;
- bank account statement or a document issued by the bank (signed and stamped) confirming the existence of the account on the holder's name - legal entity, specifying the IBAN code, in original.
- a legible, valid copy of the legal representative's identity card - certified "according to the original" by the holder

3. Pension funds

For the pension funds the following documents are needed:

- copy of the identity card of the management company's legal representative, within the validity period - card/ID card with PIN for Romanian citizens or passport with identification number for foreigners;
- copy of the fund management company's certificate of status/equivalent, not older than 3 months, mentioning the legal representative of the fund management company
- copy of the registration certificate/equivalent document for the fund management company
- copy of the regulatory authority's decision attesting the authorization of the fund management company and pension fund
- For non-resident pension funds: tax residence certificate, original or certified copy, authenticated/legalized, if necessary, accompanied by a certified translation into Romanian, an affidavit of the legal representative of fund management company stating that the authorization of the fund management company and the pension fund is valid on the date of payment if the pension fund is as defined in the State of origin legislation, and, if available, information on the official website of the regulating authority from the country of origin, where the status of the pension fund can be verified.

Observations

If the documents submitted are drawn up in a foreign language, they must be accompanied by a certified translation into Romanian language, as well as legalized or apostilled as the case may be, for those issued by a foreign authority.

For shareholders who send the requests together with the documents requested by the Depozitarul Central at least three working days prior to the date of payment, namely 28.09.2017, the payment will be made on the **payment date**. For requests submitted after the date of 28.09.2017, the Depozitarul Central will perform the payment by bank transfer within three working days as of the receipt of the request accompanied by full documentation. Depozitarul Central will block the payment in cash upon the receipt of the complete documentation.

B. Cash payments

For individual shareholders unrepresented by a Participant who have not requested the payment in a bank account, the payment of dividends will be made in cash, by providing the due amounts of money to the BCR SA (Romanian Commercial Bank) agency/branch offices across the country, through the Depozitarul Central, starting from 28.09.2017.

The schedule for paying the dividends is within the working hours of BCR SA units.

Dividends may be cashed in by the shareholders in person or by legal or conventional representative as follows:

1. Any payment made at the bank office will be confirmed by the signature of the person who actually picks up the amount of money, on the receipt of the related payment.
2. In the case of Shareholders unrepresented by a Participant, resident individuals who go to the bank office in person, the payment of the amounts of money is made based on the identity document having the identification number (PIN). Identification in the Depozitarul Central records of the Shareholders unrepresented by a Participant will be made based on the information found in the field reserved for the PIN.
3. In the case of Shareholders unrepresented by a Participant, non-resident individuals who will be present in person at the counter, the payment the amounts of money is made based on the passport, whose number must match the records of the Depozitarul Central.
4. In the case of Shareholders unrepresented by a Participant, aged under 14, the payment of the amounts of money is made to the legal representative - guardian/parent of the minor, based on the following documents: birth certificate of the Shareholders unrepresented by a Participant which must mention the PIN + 1 certified photocopy of the original (the photocopy is retained), the legal document establishing guardianship if the tutor is not one of the parents + 1 certified photocopy of the original (the photocopy will be retained) and the identity card of the guardian/parent + 1 certified photocopy of the original (the photocopy will be retained).
5. In the case of Shareholders unrepresented by a Participant, individuals with trusteeship, the payment of money is made through the curator of that person, based on the following documents: identity card of the Shareholders unrepresented by a Participant that must contain the PIN + 1 certified photocopy of the original (the photocopy is retained), the legal document establishing the trusteeship + 1 certified photocopy of the original (the photocopy will be retained) and the identity card of the curator + 1 certified photocopy of the original (the photocopy will be retained).
6. In the case of Shareholders unrepresented by a Participant, individuals who do not come in person at the bank office, but empower another person, the payment of the amounts of money is made to that person's attorney, based on the following documents: special power of attorney certified by a notary, comprising the empowerment for picking up the amounts of money, released with no more than 3 years prior the date in which the payment is made, unless the power of attorney has a validity period of more than three years and is valid as of the payment date + 1 certified photocopy of the original (the photocopy will be retained) and the identity card of the proxy + 1 certified photocopy of the original (the photocopy is retained).
7. The documents presented in a foreign language should be accompanied by a certified translation into Romanian, and if issued by a foreign authority they must bear apostille or be legalized, as appropriate.
8. The amounts higher than 10,000 lei due to individuals will be transferred into the bank account.

Chapter III. Non-resident Individuals/legal entities

In accordance with the provisions of the Fiscal Code, for the avoidance of double taxation agreements with respect to taxes on income and capital for applying the common tax system, the non-resident shareholder is required to submit/send to SIF Muntenia SA's head office the tax residence certificate, in original, issued by the competent authority of the state of residence. The tax residence certificate will be personally submitted to the head office registry of SIF Muntenia SA in Bucharest, 16, Splaiul Unirii, sector 4 (Monday to Friday between 9:00 - 14:00) or can be sent to the same address by registered mail or any type of courier with confirmation of receipt. If the shareholder does not submit a tax residence certificate, the tax withheld is calculated by applying the rate in force applicable to resident shareholders.

The option for the payment is the one expressed by non-resident shareholders that have an account open with a Participant and is communicated to the Depozitarul Central by the Participant together with the reporting as of the registration date, made in accordance with the Applicable legal regime concerning:

- a) payment of dividends with dividend withholding tax, at the standard rate provided by the Romanian Fiscal Code in force as of the payment date;
- b) payment of dividends with dividend tax rate properly withheld under the double taxation conventions, based on complete and accurate tax documentation, previously submitted by the shareholder, prior to 22.09.2017;
- c) dividend payment postponement to a later payment date during 2017, in order to give the shareholders the possibility to benefit of more favorable tax provisions of double taxation conventions, after giving complete and correct tax documentation. Net dividend payment will be made within ten days as of the receipt by SIF Muntenia SA of the complete and accurate supporting documents and any clarifications requested. In the case of Shareholders for which the Participants have not submitted supporting documents until 10.11.2017, the dividend payment will be made on 20.11.2017 by retaining the standard dividend withholding tax rate stipulated by the Romanian Fiscal Code in force.

Requests for dividend payment in a bank account will be sent to the address: Depozitarul Central - Bucharest, 34-36, Carol I Boulevard, sector 2, 8th floor, postal code 020922, phone 021.408.58.56 / 021.408.59.23.

All the above requirements will include also the email and phone number at which shareholders or intermediaries can be contacted, as the case may be, in the event of further clarifications.

Please note that following the analysis of the requests for dividend payment and the documentation received, the Depozitarul Central and SIF Muntenia S.A. (for the Tax residency certificates) reserve the right to request additional documents.

Chapter IV. Shares held in co-ownership

In the case of shares held in co-ownership, dividend payment will be made according to the following:

In case of payments by bank transfer, dividends due to co-owners will be paid into the account indicated by all the co-owners based on the request submitted to the Depozitarul Central by the co-owners.

In case of cash payments, payments will be made in cash if all co-owners will be present at one of the BCR SA units, in person or by legal and/or conventional representative and submit the documents mentioned above for cash payments.

In case of cash payments to Shareholders who have an account open with a Participant, dividends will be transferred to the Participant whose clients are the co-owners.

In the case of co-owners that require both the registration by the Depozitarul Central of the direct transfer of ownership of the financial instruments as a result of exiting the co-ownership, in accordance with the applicable legal regime, and direct payment to each of the co-owners according to the number of instruments acquired under exclusive property, the Depozitarul Central will block the payment of dividends, the payment following to be made to each of the former co-owner according to this present procedure.

Chapter V. In the case of deceased Shareholders, dividends are to be paid upon the request of the successors in cash or by bank transfer only after the successors have previously requested the Depozitarul Central the registration of the transfer of shares in the shareholders registry, as a result of succession, and this was dully performed.

Chapter VI. Any change of data in the shareholders' registry (changes of name, address, ID, etc.) is performed only by the Depozitarul Central SA, headquartered in Bucharest, 34-36 Carol I Bvd., sector 2, 3rd, 8th and 9th floors, upon the request of the shareholder/entitled person.

Further information on the procedure for payment of dividends may be requested from:

- Depozitarul Central SA, headquartered in Bucharest, B-dul Carol I, nr. 34-36, sector 2, et. 3, 8 si 9; phone 021.408.58.56 / 021.408.59.23, e-mail dividende@depozitarulcentral.ro;
- SIF Muntenia SA, headquartered in Bucharest, 16, Splaiul Unirii, sector 4 (Monday to Friday between 9:00 - 14.00); phone 021.3873280 or 021.3873253; Email: relatii@sifmuntenia.ro.