



GPW Data Reporting Portal User Manual

6 November 2025

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1 Getting started with the application

1.1 Logging into the system

When an account is activated by a GPW employee, the GPW Data operator (operator) receives an e-mail with a link to set up the password. The email notification contains the following parameters:

TITLE: Witamy w Portalu GPW

CONTENT:

Witaj.

Informujemy, że zostało utworzone dla Ciebie konto w Portalu Sprawozdawczym GPW. Przesyłamy link do formularza nadania hasła do Portalu. Po kliknięciu w poniższy link zostaniesz poproszony o dwukrotne podanie hasła, za pomocą którego chcesz się logować do Portalu. Przypominamy, że loginem do konta jest Twój adres e-mail. Link do zmiany hasła jest ważny do [data, czas].

Jeśli otrzymałeś tego mail'a pomyłkowo, zignoruj tę wiadomość.

Skorzystaj z poniższego linku w celu nadania hasła do Portalu GPW:

<Kliknij, aby nadać hasło> - link

Wiadomość wygenerowana automatycznie.

TITLE: Welcome to the GPW Portal

CONTENT:

Hello,

An account has been created for you on the GPW Reporting Portal. Below is a link to the form for setting your password for the Portal. After clicking the link below, you will be asked to enter twice the password you want to use to log in to the Portal. Remember that your email address is your account login. The link to change your password is valid until [date, time].

If you have received this email in error, please ignore this message.

Use the link below to set a password for the GPW Portal:

<Click to set a password> - link

This message has been generated automatically.

After clicking the link in the email message, the GPW Data operator is redirected to a screen where they can set a password for the Reporting Portal:

Figure: Setting/Changing a password

The following fields are available on the screen:

- Podaj nowe hasło (Enter a new password),
- Powtórz nowe hasło (Repeat the new password)

and information about the password requirements.

The following functions are available on the screen:

- **ZMIEN HASŁO** - CHANGE PASSWORD, this button allows the operator to confirm the password.

If the operator enters a password that meets the security requirement displayed on the screen, ✓ will appear next to the requirement. All password requirements must be met in order to save the new password.

Figure: Setting/Changing a password – meeting the password requirements



The screenshot shows the GPW logo at the top. Below it is a lock icon. There are two input fields: "Podaj nowe hasło" (Enter new password) and "Powtórz nowe hasło" (Repeat new password). To the right, under "Wymagania hasła:" (Password requirements:), there are four items, each with a green checkmark: "Przynajmniej 1 wielka litera" (At least 1 uppercase letter), "Przynajmniej 1 znak specjalny" (At least 1 special character), "Przynajmniej 1 znak numeryczny (0-9)" (At least 1 numeric character (0-9)), and "Minimalna długość 8 znaków" (Minimum length 8 characters). Below the input fields, there is a red error message: "Hasła są niezgodne" (Passwords are inconsistent) and "Hasło nie spełnia wymagań" (Password does not meet requirements). At the bottom, there is a blue button labeled "ZMIEN HASŁO".

After successfully changing the password, the System displays the message "Hasło zostało zmienione" (Password has been changed) on the home page and allows the operator to proceed to the login page (link "Przejdź do strony logowania" - Go to login page).



After clicking the "Przejdź do strony logowania" (Go to login page) link, the System displays the login screen.

Figure: Login screen

The screenshot shows the login interface for the GPW Data operator. The form is centered and includes fields for email and password, a forgot password link, and a login button. The footer provides contact details and project information.

The following fields are available on the screen:

- Email – email address of the GPW Data operator, which is also their login,
- Hasło (Password) – System password.

The following functions are available on the screen:

- **ZALOGUJ** - LOG IN - this button allows the operator to log in to the System.

The GPW Data Operator logs into the application (i.e. enters their login and password) and clicks the LOG IN button **ZALOGUJ**. Logging into the reporting application is a two-step process:

- step 1 - using the login (the login is the GPW Data operator email address) and password,
- step 2 - using an authentication code.

After entering the correct login and password, the System proceeds to the second step of authentication and requests an authentication code. Only after entering the correct data in step 1 and step 2 of authentication will the GPW Data operator be successfully logged into the System.

After clicking “Zaloguj” (Log in), the System displays a QR code and a code in the form of a string of digits and letters to be scanned or entered in the Microsoft Authenticator application in order to pair the GPW Data operator’s device with the Portal account, and a “Kod” (Code) field to enter the code generated by the Microsoft Authenticator application. The GPW Data operator scans the QR code or enters the code manually in the Microsoft Authenticator application, and then reads the code generated by the Microsoft application for the newly created account. Next, the operator enters the code in the “Kod” (Code) field on the screen:

Figure: Login screen – enter authentication code

The screenshot shows the GPW login interface. At the top is the GPW logo. Below it is a user icon. The main text explains the two-step authentication process using Microsoft Authenticator. It provides a QR code and a 6-digit code (RDPV GYYT 76ES TPDK CZ22 63Z4 NB74 47P5). There is a text input field for the code, a 'WSTECZ' (Back) button, and a 'ZALOGUJ' (Log In) button.

GPW

W celu generowania kodów dwuetapowej autentykacji dodaj konto w aplikacji Microsoft Authenticator, a następnie wprowadź kod uwierzytelniający.

Sparuj urządzenie z kontem w Portalu korzystając z jednego z poniższych sposobów:

Zeskanuj kod QR w aplikacji Microsoft Authenticator

Możesz również wprowadzić poniższy kod w aplikacji Microsoft Authenticator

RDPV GYYT 76ES TPDK CZ22 63Z4 NB74 47P5

Kod

WSTECZ ZALOGUJ

The following field is available on the screen:

- Kod (Code) – 6-digit authentication code that allows the operator to log in to the application when logging in for the first time from a given device.

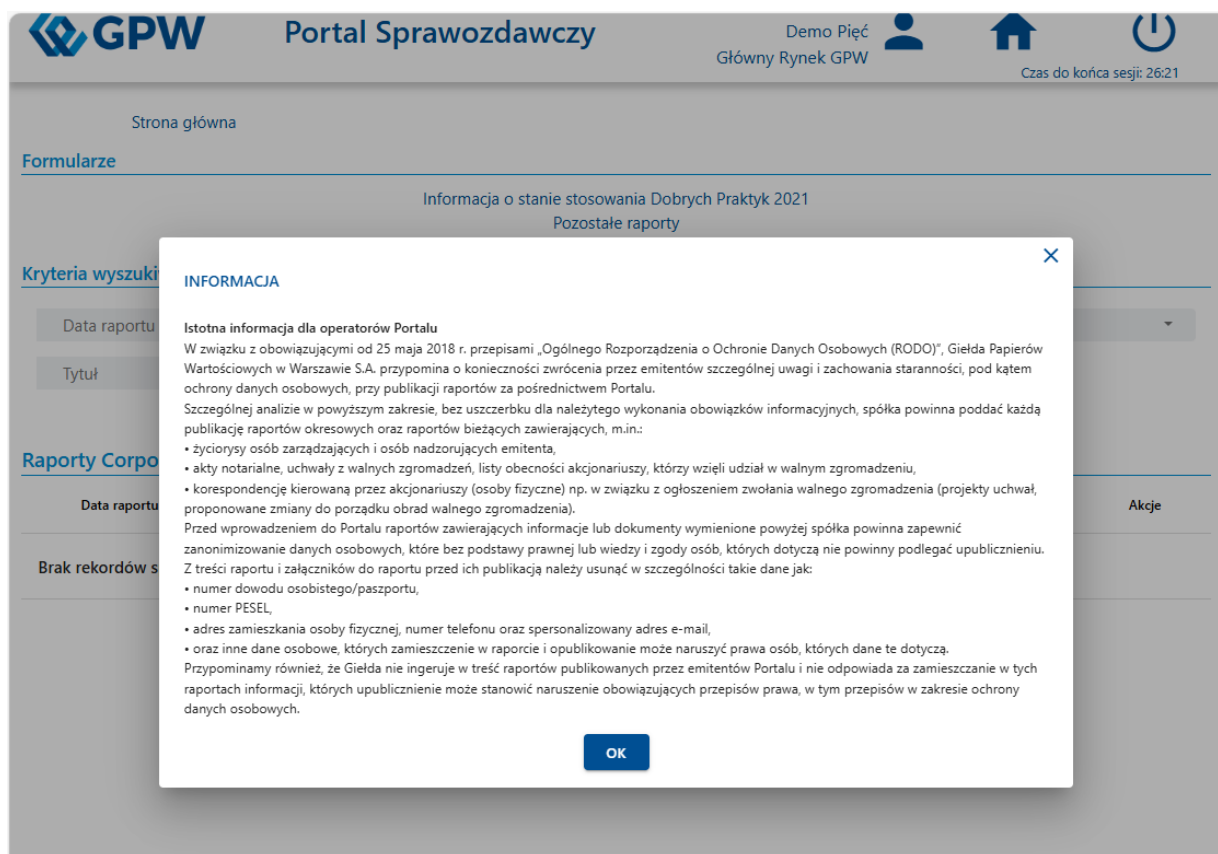
The following functions are available on the screen:

- - BACK - button enabling the operator to try logging in again with a new authentication code,
- - LOG IN - button enabling the operator to log in to the application.

If the correct details are entered, i.e. login, password, and code, the GPW Data operator is logged into the Portal.

If the GPW Data operator logs in for the first time, the System displays the main screen of the application, which shows the GDPR notice (pop-up) and the cookie policy (top of the page).

Figure: GDPR notice and cookie policy



The System requires confirmation of the GDPR notice only once.

The cookie policy message is displayed to the GPW Data operator where the GPW Data operator:

- logs into the application for the first time,
- has not accepted the cookie policy when previously logging into the application,
- logs into the application using a different browser/private mode,
- has cleared cookies for the GPW Portal website in their browser.

The GPW Data Operator confirms that they have read the messages by clicking the buttons in the displayed messages ("OK") or by clicking "X" in the top right corner of the window.

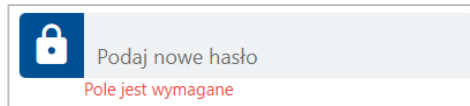
Alternative actions

1. If the password change link is incorrect or has expired, after clicking the link, the System displays the message "Nieprawidłowy link do zmiany hasła" (Incorrect password change link) on the application home page:



In this case, it is necessary for a GPW employee to reset the GPW Data operator password in the Supervisory Portal.

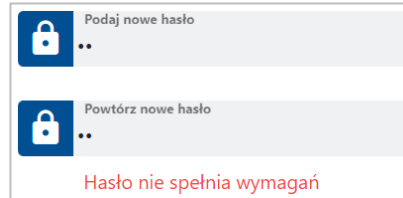
2. If the "Podaj nowe hasło" (Enter new password) field on the System password screen has not been completed, the System displays the message "Pole jest wymagane" (This field is required) below the field:



Podaj nowe hasło

Pole jest wymagane

3. If the password entered on the System password screen does not meet the password requirements, the System displays the message “Hasło nie spełnia wymagań” (Password does not meet requirements):

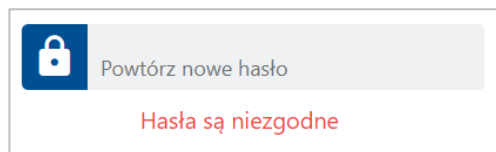


Podaj nowe hasło

Powtórz nowe hasło

Hasło nie spełnia wymagań

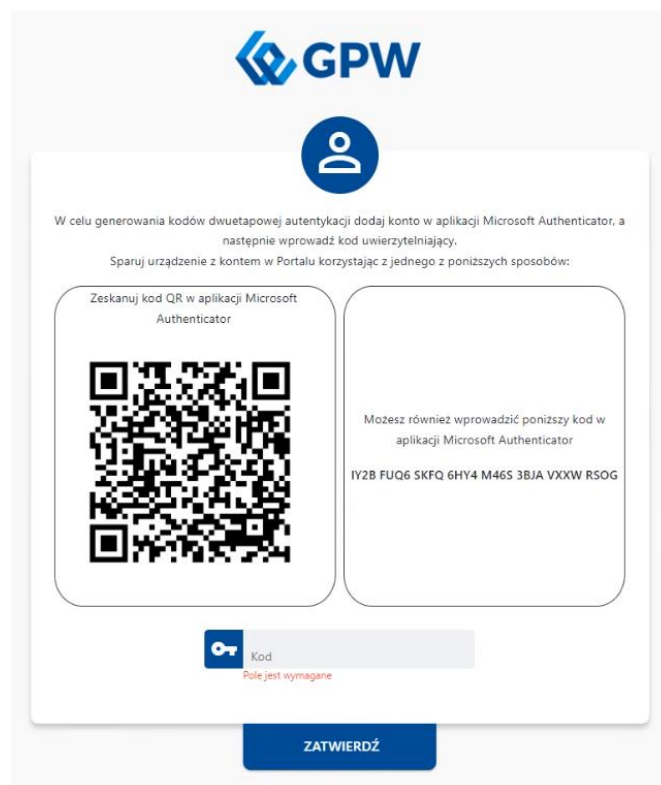
4. If two different passwords are entered on the System password screen, the System displays the message “Hasła są niezgodne” (Passwords do not match) under the “Powtórz nowe hasło” (Repeat new password) field:



Powtórz nowe hasło

Hasła są niezgodne

5. The authentication code is generated using the Microsoft Authenticator. The authentication code is only required when logging into the Portal for the first time from a given device.
6. If one person is employed by two issuers, they have a separate login (email) to act on behalf of each issuer (two accounts on the Portal).
7. If the GPW Data operator does not enter the code when logging into the Portal for the first time from a given device, the System displays the message “Pole jest wymagane” (This field is required) under the “Kod” (Code) field:



GPW



W celu generowania kodów dwuetapowej autentykacji dodaj konto w aplikacji Microsoft Authenticator, a następnie wprowadź kod uwierzytelniający.

Sparuj urządzenie z kontem w Portalu korzystając z jednego z poniższych sposobów:

Zeskanuj kod QR w aplikacji Microsoft Authenticator



Możesz również wprowadzić poniższy kod w aplikacji Microsoft Authenticator

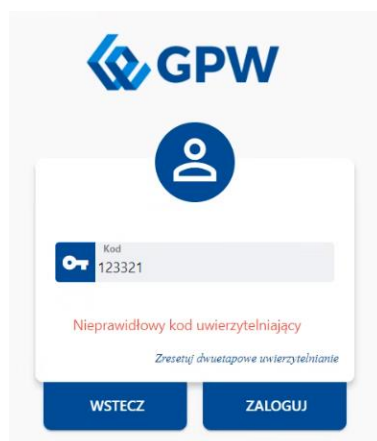
IY2B FUQ6 SKFQ 6HY4 M46S 3BJA VXXW RSOG

 Kod

Pole jest wymagane

ZATWIERDŹ

8. If the code entered during the first login to the Portal from a given device is incorrect, the System displays the message “Nieprawidłowy kod uwierzytelniający” (Incorrect authentication code):

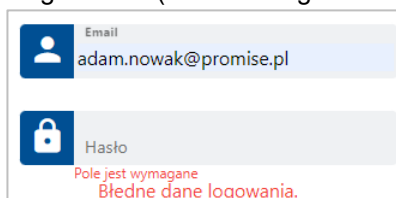


The GPW Data operator may re-enter the same authentication code and try to log in again. If the GPW Data operator wants to receive a new authentication code, they should select the button BACK **WSTECZ**. The System displays the login screen and allows the operator to try to log in again. After entering the email address and password and clicking “Zaloguj” (Log in), the System requires the authentication code to be entered in the “Kod” (Code) field. After entering the data, the GPW Data operator clicks the button LOG IN **ZALOGUJ**.

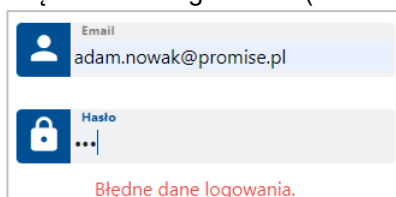
9. If the GPW Data operator does not complete the email and/or password fields on the login screen, the System displays the message “Pole jest wymagane” (This field is required) under the missing field:



10. If the GPW Data operator completes the email field but does not complete the password field on the login screen, the System displays the message “Pole jest wymagane” (This field is required) and the message “Błędne dane logowania” (Incorrect login details) under the missing field:



11. If the GPW Data operator enters an incorrect email and/or password on the login screen, the System displays the message “Błędne dane logowania” (Incorrect login details):



1.1.1 Logging again into the System

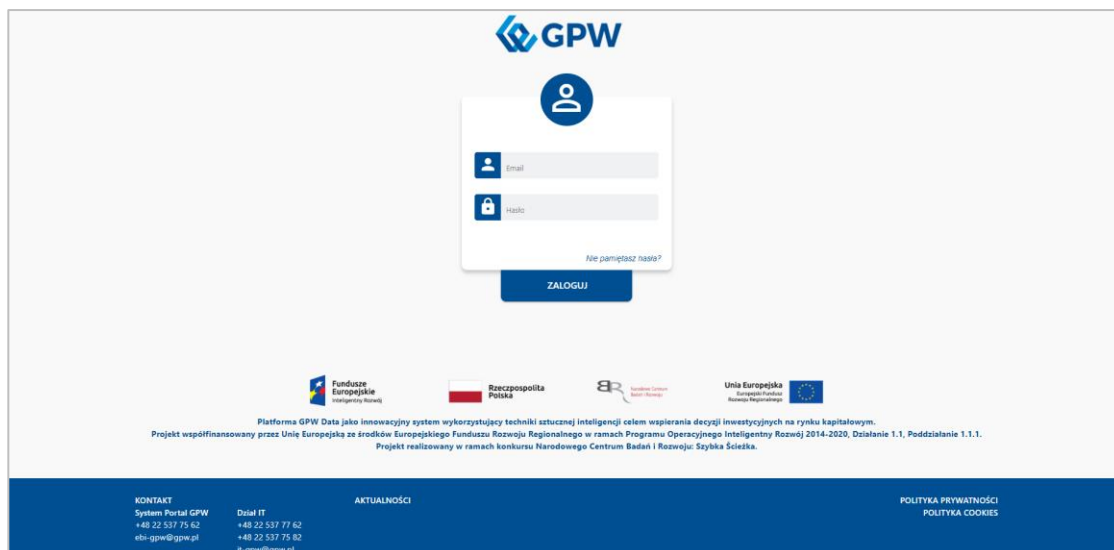
Starting the function

The function is available after launching the application in a web browser.

Description of the function

After starting the application, the System displays the login screen:

Figure: Login screen



The image shows the GPW login interface. At the top is the GPW logo. Below it is a login form with a user icon, an email input field, a password input field, and a 'ZALOGUJ' button. A link 'Nie pamiętasz hasła?' is located below the password field. At the bottom of the page, there are logos for 'Fundusze Europejskie', 'Rzeczpospolita Polska', '8 Regionalne Centrum Badań i Rozwoju', and 'Unia Europejska'. Below these logos is a paragraph of text: 'Platforma GPW Data jako innowacyjny system wykorzystujący techniki sztucznej inteligencji celem wspierania decyzji inwestycyjnych na rynku kapitałowym. Projekt współfinansowany przez Unię Europejską ze środków Europejskiego Funduszu Rozwoju Regionalnego w ramach Programu Operacyjnego Inteligentny Rozwój 2014-2020, Działanie 1.1, Poddziałanie 1.1.1. Projekt realizowany w ramach konkursu Narodowego Centrum Badań i Rozwoju: Szybka Ścieżka.' At the very bottom, there is a dark blue footer with contact information, 'AKTUALNOŚCI', and 'POLITYKA PRYWATNOŚCI POLITYKA COOKIES'.

The following fields are available on the screen:

- Email – email address of the GPW Data operator, which is also their login,
- Hasło (Password) – System password.

The following functions are available on the screen:

- **ZALOGUJ** - LOG IN - this button allows the operator to log in to the System.

After entering the correct email address and password, the GPW Data operator is logged into the System. The System displays the home page.

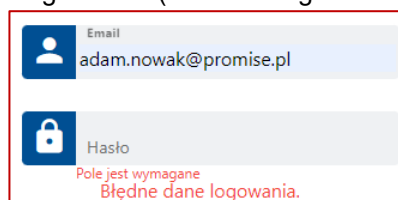
Alternative actions

1. If the GPW Data operator does not complete the email and/or password fields on the login screen, the System displays the message “Pole jest wymagane” (This field is required) under the missing field:



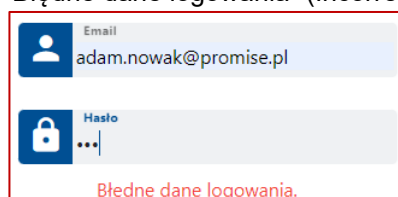
The image shows the login form with the email field empty. Below the email field, the text 'Pole jest wymagane' is displayed in red.

2. If the GPW Data operator completes the email field but does not complete the password field on the login screen, the System displays the message “Pole jest wymagane” (This field is required) and the message “Błędne dane logowania” (Incorrect login details) under the missing field:



The image shows the login form with the email field filled with 'adam.nowak@promise.pl' and the password field empty. Below the password field, the text 'Pole jest wymagane' and 'Błędne dane logowania.' are displayed in red.

3. If the GPW Data operator enters an incorrect email and/or password on the login screen, the System displays the message “Błędne dane logowania” (Incorrect login details):



The image shows the login form with the email field filled with 'adam.nowak@promise.pl' and the password field filled with '...'. Below the password field, the text 'Błędne dane logowania.' is displayed in red.

1.1.2 Changing the password

Starting the function

The function is activated after receiving a link to change the password (sent to the email address of the GPW Data operator). An email with the link is sent automatically when attempting to log in after 30 calendar days of the password being valid.

The System sends an email notification with the following parameters:

TITLE: *Link do zmiany hasła do Portalu GPW*

CONTENT:

Upłynął termin ważności Twojego hasła. Przesyłamy link do formularza zmiany hasła do konta w Portalu GPW. Przypominamy, że loginem do konta jest Twój adres e-mail. Link do zmiany hasła jest ważny do [data, czas].

Skorzystaj z poniższego linku w celu zmiany hasła:

<Kliknij, aby zmienić hasło> - link

Wiadomość wygenerowana automatycznie.

TITLE: *Link to change your GPW Portal password*

CONTENT:

Your password has expired. Below is a link to the form for changing your GPW Portal account password. Remember that your email address is your account login. The link to change your password is valid until [date, time].

Use the link below to change the password:

<Click to change the password> - link

This message has been generated automatically.

Description of the function

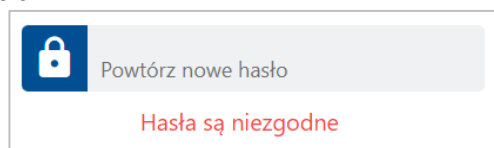
After clicking the link sent in the email, the System displays a screen with fields for entering the new password twice. The GPW Data operator has the option of setting a password.

After successfully changing the password, the System displays the message “Hasło zostało zmienione” (Password has been changed) on the home page and allows the operator to proceed to the login page (link “Przejdź do strony logowania” - Go to login page).



Alternative actions

1. If two different passwords are entered on the System password screen, the System displays the message “Hasła są niezgodne” (Passwords do not match) under the “Powtórz nowe hasło” (Repeat new password) field:



Additional information

1. The password change link is assigned to the login and has an expiry date set by the system parameter "Termin ważności linku do zmiany hasła" (Password change link expiry date). Each time a new link is generated, the previous link expires (only one link is active at any time).
2. After the GPW Data operator logs into the application, the home page is displayed, containing: the page header with the information bar, the work area with the screen name, and the footer.

1.1.3 Resetting the password

Starting the function

The function is activated by selecting the link [Nie pamiętasz hasła?](#) (Forgot your password?) in the login window.

Description of the function

After the "Nie pamiętasz hasła?" (Forgot your password?) link is activated by the GPW Data operator, the System sends a notification to the provided email address with a link to change the password (passwords are not sent in the link). The email notification contains the following parameters.

TITLE: Link do zmiany hasła do Portalu GPW

CONTENT:

Przesyłamy link do formularza zmiany hasła do konta w Portalu GPW. Przypominamy, że loginem do konta jest Twój adres e-mail. Link do zmiany hasła jest ważny do [data, czas]. Jeśli nie chcesz zmienić hasła, zignoruj tę wiadomość.

Skorzystaj z poniższego linku w celu zmiany hasła:

*<Kliknij, aby zmienić hasło> - link
Wiadomość wygenerowana automatycznie.*

TITLE: Link to change your GPW Portal password

CONTENT:

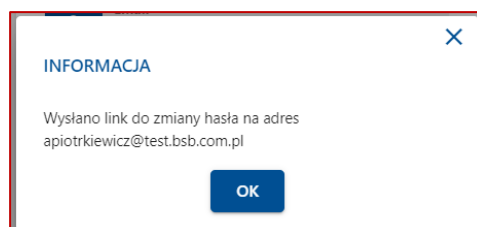
Below is a link to the form for changing your GPW Portal account password. Remember that your email address is your account login. The link to change your password is valid until [date, time]. If you do not wish to change your password, please ignore this message.

Use the link below to change the password:

<Click to change the password> - link

This message has been generated automatically.

After sending the email, the System displays a message that the email has been sent: "Wysłano link do zmiany hasła na adres <Operator_email>:" (A link to change your password has been sent to <Operator_email>):



After clicking the link sent in the email, the System displays a screen with fields for entering the new password twice. The GPW Data operator has the option of setting a password.

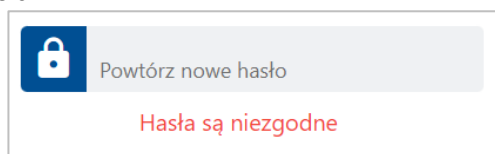
After successfully changing the password, the System displays the message “Pomyślnie ustawiono hasło” (Password has been set) and provides the link “Przejdź do strony logowania” (Go to login page). After clicking the link, the operator is redirected to the login page.

Alternative actions

1. If the password change link is incorrect or has expired, after clicking the link, the System displays the message “Nieprawidłowy link do zmiany hasła” (Incorrect password change link) on the home page:



2. If two different passwords are entered on the System password screen, the System displays the message “Hasła są niezgodne” (Passwords do not match) under the “Powtórz nowe hasło” (Repeat new password) field:



1.2 Quitting the application

The application quits:

- after clicking the “Wyloguj” (Log out) button  in the main menu of the application and confirming the logout. This will terminate the GPW Data operator's session.
- after the GPW Data operator closes the tab in the browser in which the application is running or the entire browser window. In this case, the session will be immediately terminated by the System (automatically).
- automatically in the System in the event of operator inactivity for a period specified by the database parameter (by default after 30 minutes).

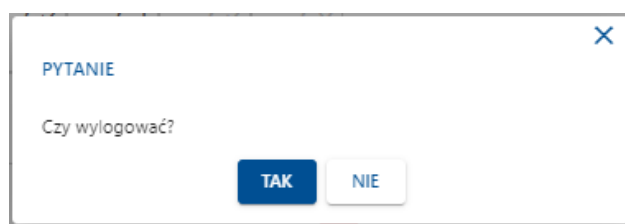
1.2.1 Logging out of the System

Starting the function

The logout function is available at any time during the application's operation.

Description of the function

After clicking the “Wyloguj” (Log out) button  in the application header, the System displays a message asking “Czy wylogować” (Do you want to log out?) and the “Tak” (Yes) and “Nie” (No) buttons:



After confirming logout by clicking “Tak” (Yes), the System logs the operator out of the System, returns to the login page and displays a message that the operator has been successfully logged out of the System:

Figure: System logout screen

GPW

Email
alicia.wojcik@elumasteu

Hasło
.....

Nie pamiętasz hasła?

ZALOGUJ

Zostałeś poprawnie wylogowany z Systemu.

Fundusze Europejskie
Inteligentny Rozwój

Rzeczpospolita
Polska

Narodowe Centrum
Badań i Rozwoju

Unia Europejska
Europejski Fundusz
Rozwoju Regionalnego

Platforma GPW Data jako innowacyjny system wykorzystujący techniki sztucznej inteligencji celem wspierania decyzji inwestycyjnych na rynku kapitałowym.
Projekt współfinansowany przez Unię Europejską ze środków Europejskiego Funduszu Rozwoju Regionalnego w ramach Programu Operacyjnego Inteligentny Rozwój 2014-2020, Działanie 1.1, Poddziałanie 1.1.1.
Projekt realizowany w ramach konkursu Narodowego Centrum Badań i Rozwoju: Szybka Ścieżka.

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AKTUALNOŚCI

POLITYKA PRYWATNOŚCI
POLITYKA COOKIES

Alternative actions

1. If the operator decides not to log out by clicking the “Nie” (No) button in the message window, the System closes the message window and does not log the operator out of the application.

Additional information

1. When the session time expires, the System displays the following message:

Sesja wygasła

Twoja sesja wygasła. Musisz zalogować się ponownie.

OK

After the message is confirmed with the “OK” button, the System closes the dialogue box and displays the login screen.

2 ATS current and periodic reports

2.1 Reporting Calendar

In the calendar, the System displays information about the issuer's financial year, as confirmed by the GPW Data operator during the first login.

PRZEKAŻ RAPORT

<

Sierpień 2023

Wrzesień 2023

>

DZISIAJ

Rok obrotowy od 01-07-2023

Rok obrotowy do 30-06-2024

PON.	WT.	ŚR.	CZW.	PT.	SOB.	NIEDZ.	PON.	WT.	ŚR.	CZW.	PT.	SOB.	NIEDZ.
31	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	1

Legenda:

raport został wysłany w terminie

raport nie został wysłany, ale termin nie upłynął

raport nie został wysłany i termin upłynął lub raport został wysłany po terminie

Below the calendar, there is a description of the colours used in the reporting calendar:

- the report was sent on time,
- the report was not sent, but the deadline has not passed,
- the report was not sent and the deadline has passed, or the report was sent after the deadline.

The **Reporting Calendar** shows the statutory deadlines for periodic reports set by the Warsaw Stock Exchange.

PRZEKAŻ RAPORT

<

Październik 2023

Listopad 2023

>

DZISIAJ

Rok obrotowy od 01-07-2023

Rok obrotowy do 30-06-2024

PON.	WT.	ŚR.	CZW.	PT.	SOB.	NIEDZ.	PON.	WT.	ŚR.	CZW.	PT.	SOB.	NIEDZ.
25	26	27	28	29	30	1							
2	3	4	5	6	7	8							
9	10	11	12	13	14	15							
16	17	18	19	20	21	22							
23	24	25	26	27	28	29							
30	31	1	2	3	4	5							

Termin regulaminowy 14-11-2023

Szczegóły sprawozdania

Rok obrotowy

01.07.2023 - 30.06.2024

Typ raportu

Raport kwartalny

Szczegóły raportu

Stan raportu

Wysłany w terminie

Data wysłania

2023-08-21 14:47:40

Tytuł raportu

Raport kwartalny za III kwartał

Rynki

NewConnect

The **Reporting Calendar** enables the operator to set their own deadlines for periodic reports.

PRZEKAŻ RAPORT

Październik 2023

Listopad 2023

DZISIAJ

Rok obrotowy od 01-07-2023
Rok obrotowy do 30-06-2024

PON.	WT.	ŚR.	CZW.	PT.	SOB.	NIEDZ.	PON.	WT.	ŚR.	CZW.	PT.	SOB.	NIEDZ.
25	26	27	28	29	30	1							
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16	17	18	19	20	21	22							
23	24	25	26	27	28	29							
30	31	1	2	3	4	5							

Termin własny 09-11-2023

Szczegóły sprawozdania

Rok obrotowy
01.07.2023 - 30.06.2024

Typ raportu
Raport kwartalny

Termin własny emitenta ☒

Szczegóły raportu

Stan raportu
Wysłany w terminie

Data wysłania
2023-08-21 14:47:40

Tytuł raportu
Raport kwartalny za III kwartał

Rynki
NewConnect

Reporting Calendar – based on set regulatory deadlines and custom deadlines, the System generates email notifications about upcoming deadlines. The notifications are sent automatically to all GPW Data operators acting on behalf of the issuer.

Zbliża się regulaminowy termin przekazania raportu okresowego

gpwdata@gpw.in

Do

DW ☐ EBI-GPW

Zbliża się regulaminowy termin przekazania raportu okresowego Raport kwartalny

- Termin regulaminowy przekazania raportu: 2023-08-14

- Rynki, których dotyczy raport: NewConnect

Wiadomość wygenerowana automatycznie.

Termin własny publikacji raportu okresowego

gpwdata@gpw.in

Do

DW ☐ EBI-GPW

Na dzień dzisiejszy przypada termin publikacji raportu Raport kwartalny

- Termin regulaminowy przekazania raportu: 2023-08-14

- Rynki, których dotyczy raport: NewConnect

Wiadomość wygenerowana automatycznie.

Minął regulaminowy termin przekazania raportu okresowego

gpwdata@gpw.in

Do

DW ☐ EBI-GPW

Minął regulaminowy termin przekazania raportu Raport kwartalny

- Termin regulaminowy przekazania raportu: 2023-08-14

- Rynki, których dotyczy raport: NewConnect

Wiadomość wygenerowana automatycznie.

2.2 Current and periodic reports

The Reporting Portal enables issuers on NewConnect and Catalyst to submit current and periodic reports, including quarterly, semi-annual, and annual reports containing financial data/financial statements and non-financial data, prepared by issuers listed in the alternative trading system.

Submitted reports are presented in the List of reports. With regard to the List of reports, the System provides issuers with the following functions:

- viewing the list of reports and search criteria,
- filtering data by search criteria,
- exporting the list to xlsx format.

2.2.1 Submitting a report

Starting the function

The function is activated using the button SUBMIT REPORT **PRZEKAŻ RAPORT** on the screen:

- Strona główna (Home page),
- Lista raportów (List of reports).

Description of the function

After calling the function, the System displays the screen:

Figure: Submitting a periodic report

Figure: Submitting a report correction

Figure: Submitting a current report

The following are available on the screen:

■ **Section: Dane raportu / Report data with the following fields:**

- Numer raportu / Report number – report number, field completed automatically by the System
- Regulaminowy termin raportu / Date:
 - for current reports – field unavailable for completion (invisible),
 - for periodic reports, a mandatory single-select list field containing a list of statutory deadlines for the specified report type, e.g. <Date> – Raport roczny (Annual report) (i.e. the System limits the list of dates per report type), field completed by the operator,
- Typ raportu / Report type – mandatory single-select list field completed by the System depending on the market – values taken from the market dictionary (column Typ raportu / Report type), cannot be edited by the operator, possible values:
 - For NewConnect:
 - Raport bieżący (Current report),
 - Raport kwartalny (Quarterly report),
 - Raport roczny (Annual report).
 - For Catalyst:
 - Raport bieżący (Current report),
 - Raport półroczny (Semi-annual report),
 - Raport roczny (Annual report),
- Rynki / Market types – mandatory field specifying the market or markets assigned to the issuer, completed by the System on the basis of data from the Supervisory Portal, without the possibility of editing by the operator, possible values:
 - NewConnect,
 - Catalyst,
 - Rynek Główny GPW (GPW Main Market).

For multiple markets, the System displays their names after a comma.

- Podstawa prawna / Legal basis – mandatory field displaying the legal basis for the report to be submitted, i.e. the name of the legal act,
- Tytuł raportu / Title – mandatory single-select list field - values taken from the report title dictionary (column Tytuł raportu / Title) depending on the report type, completed by the operator.

■ **Section: Podpisy osób reprezentujących spółkę / The company's representatives** – by default, two lines with fields are displayed in this section:

- Imię / Name – first name of the company's representative, text field with a length of 20 alphanumeric characters, completed by the operator,

- Nazwisko / Surname - surname of the company's representative, text field with a length of 30 alphanumeric characters, completed by the operator,
- Stanowisko / Position - position of the company's representative, text field with a length of 25 alphanumeric characters, completed by the operator.

At least one signature is required (i.e. completing the fields Name, Surname, Position in one line). It is possible to add data of other persons who signed the attached documents or to delete the entered data. For this purpose, the System provides the following functions:

-  ("Dodaj podpis" - Add signature) – the operator can add another line in the section "Podpisy osób reprezentujących spółkę / The company's representatives" with the details of the person who signed the attached documents,
-  ("Usuń podpis" - Delete signature) – the operator can delete a selected record with data in the section "Podpisy osób reprezentujących spółkę / The company's representatives".

■ **Section: Korekta raportu / Report correction with the following content:**

- Korekta / Correction – checkbox which, when selected by the operator, indicates that the report submitted by the operator is a correction to an existing current or periodic report in the System.

In the case of periodic reports, the field appears on the screen if, after the operator has completed the field "Regulaminowy termin raportu / Date", the System detects that the report has been resubmitted.

In the case of current reports, the field is visible immediately upon entering the screen.

After selecting the box, the System displays the field:

- Korygowany raport / Corrected report – mandatory text field:
 - in the case of a periodic report – when the "Korekta / Correction" field is selected, the field "Korygowany raport / Corrected report" is completed by the System with the number of the last (most recent) report submitted by the issuer for the specified date and report type, as specified in the field "Regulaminowy termin raportu / Date" (which cannot be changed by the operator),
 - in the case of a current report – when the "Korekta / Correction" field is selected, the field "Korygowany raport / Corrected report" is completed by the operator with the number of the current report to be corrected. If the operator enters the number of a report which does not exist in the database, or which is not a current report, or which has been corrected by another report, the System displays the message "Wskazany raport do korekty nie istnieje bądź nie może być korygowany" (This report does not exist or cannot be corrected).

In the case of a periodic report, the correction automatically refers to the last published periodic report of that type. In the case of a correction to a current report, the number of the report to be corrected should be entered.

■ **Section: Zawartość raportu / Report with the following content:**

- Text:
 - a) In the case of a current report – text in brackets: "(Wypełnij formularz i/ lub dołącz plik pdf)" (Complete the form and/or attach a pdf file),
 - b) In the case of a quarterly and semi-annual report – text in brackets: "(Wypełnij formularz informacjami wymaganymi Regulaminem ASO oraz załącz kwartalne/półroczne skrócone sprawozdanie finansowe w formacie pdf)" (Complete the form with the information required by the ATS Rules and attach the quarterly/semi-annual condensed financial statements in pdf format),
 - c) In the case of an annual report – text in brackets: "(Wypełnij formularz informacjami wymaganymi Regulaminem ASO oraz dołącz sprawozdanie finansowe w formacie xml)" (Complete the form with the information required by the ATS Rules and attach the financial statements in xml format).
-  - ATTACH FILES - the button allows the operator to add a report file. If the operator attaches more than one report file in the permitted format, the System displays the message "Nie można dołączyć pliku <filename>, ponieważ załączono już plik

raportu” (The file <filename> cannot be attached because a report file has already been attached). If the file exceeds the maximum size of 16 MB, the System displays the message “Plik < filename > przekracza maksymalną dopuszczalną wielkość 16 MB.” (The file <filename> exceeds the maximum size of 16 MB), and the file is not attached.

- **WYPEŁNIJ FORMULARZ** - COMPLETE THE FORM button available in this section:
 - for current reports – the operator can display and complete a web form on the basis of which an xlsx file with the current report will be generated (as an alternative to attaching a ready xlsx file),
 - for periodic reports – the operator can display and complete a web form on the basis of which an xlsx file with additional information to the periodic report will be generated (as an alternative to attaching a ready xlsx file with additional information),
- List of files - after attaching a file, its name is displayed on the screen, and the following functions are available to the operator:
 -  (Download file) – this function enables the operator to download the attached file,
 -  (Delete file) - this function allows the operator to delete an attached file. After the operator activates the function, the System displays a pop-up window with the message: “Czy na pewno chcesz usunąć plik?” (Are you sure you want to delete the file?) and the following buttons:
 - Tak (Yes) - the System closes the pop-up and removes the file from the list on the report submission screen.
 - Nie (No) - the System returns to the previous screen, i.e. the report submission screen.
- **Section: Załączniki / Attachments with the following content:**
 - Text: “(Pozostałe pliki raportu w pdf, max 15 załączników, max rozmiar 16 MB)” (Other report files in pdf format, max. 15 attachments, max. size 16 MB).
 - **ZAŁĄCZ PLIKI** – ATTACH FILES - this button allows the operator to add reports or additional pdf files. The System allows the operator to add up to 15 files in this section. It is possible to submit multiple files at once. After attaching the file(s), its/their name(s) is/are displayed on the screen.
 - List of files – list of attached files. After adding at least one file, the following functions are available in this section:
 -  (Download file) – this function enables the operator to download the attached file,
 -  (Delete file) - this function allows the operator to delete an attached file. After the operator activates the function, the System displays a pop-up window with the message: “Czy na pewno chcesz usunąć plik?” (Are you sure you want to delete the file?) and the following buttons:
 - Tak (Yes) - the System closes the pop-up and removes the file from the list on the report submission screen.
 - Nie (No) - the System returns to the previous screen, i.e. the report submission screen.

The issuer may add up to 16 files, including the report file and other attachments.

The following functions are available on the screen:

- **ANULUJ** – CANCEL – cancels the report submission,
- **DALEJ >** – NEXT – redirects the operator to the data summary screen.

DATA SUMMARY

After clicking NEXT **DALEJ >**, if the report is correct, the System displays a data summary.

Figure: Summary of data submitted in a periodic report

- For NewConnect:
 - Raport bieżący (Current report),
 - Raport kwartalny (Quarterly report),
 - Raport roczny (Annual report).
 - For Catalyst:
 - Raport bieżący (Current report),
 - Raport półroczny (Semi-annual report),
 - Raport roczny (Annual report),
 - Rynki/ Market types – issuer’s market or markets, possible values:
 - NewConnect,
 - Catalyst,
 - Rynek Główny GPW (GPW Main Market).

For multiple markets, the System displays their names after a comma.
 - Podstawa prawna / Legal basis – legal basis for the report to be submitted, i.e. the name of the legal act,
 - Tytuł raportu / Title – title of the report to be submitted.
- **Section: Podpisy osób reprezentujących spółkę/ The company's representatives – the section presents the following fields:**
- Imię / Name – first name of the company’s representative,
 - Nazwisko / Surname - surname of the company’s representative,
 - Stanowisko / Position - position of the company’s representative.
- The System displays as many signature lines in the section as were completed when the report was submitted (at least one line with the Name, Surname, and Position fields is always visible).
- **Section: Korekta raportu / Report correction:**
- Korekta / Correction – checkbox which, when selected, indicates that the report submitted is a correction to an existing current or periodic report in the System. After selecting the box, the System displays the field:
 - Korygowany raport / Corrected report – number of the corrected report.
- **Section: Zawartość raportu / Report with the following content:**
- Text:
 - a) In the case of a current report – text in brackets: “(Wypełnij formularz i/ lub dołącz plik pdf)” (Complete the form and/or attach a pdf file),
 - b) In the case of a periodic report – text in brackets: “(Wypełnij formularz informacjami wymaganymi Regulaminem ASO oraz dołącz sprawozdanie finansowe w formacie xml)” (Complete the form with the information required by the ATS Rules and attach the financial statements in xml format).
 - List of files - name of the attached report file and, if applicable, the file with additional information (xlsx), and the following functions are available to the operator:
 -  (Download file) – this function enables the operator to download the attached file,
- **Section: Załączniki / Attachments with the following content:**
- Text: “(Pozostałe pliki raportu w pdf, max 15 załączników, max rozmiar 16 MB)” (Other report files in pdf format, max. 15 attachments, max. size 16 MB).
 - List of files – list of attached files which can be downloaded to preview the contents of the file in a separate window/external programme:
 -  (Download file) – this function enables the operator to download the attached file.

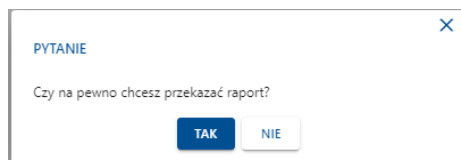
The following functions are available on the screen:

-  – BACK, redirects the operator to the previous page,
-  – SUBMIT REPORT enables the operator to save and send the entered data and attached report to GPW,

-  – CANCEL – cancels the report submission.

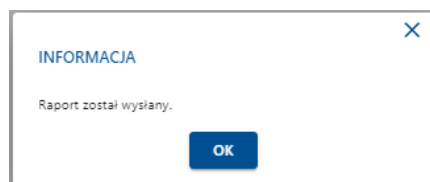
When the operator clicks BACK , the System displays the report submission screen.

When the operator clicks SUBMIT REPORT , the System displays a pop-up with the question “Czy na pewno chcesz przekazać raport?” (Are you sure you want to submit the report?) and the buttons “Tak” (Yes) and “Nie” (No):



When the operator clicks the “Nie” (No) button, the System closes the message window and returns to the data summary screen.

When the operator clicks the “Tak” (Yes) button, the System saves the report and displays a message that the report has been sent.



When the operator confirms the message by clicking the “OK” button, the System displays the List of reports screen.

The System sends an email notification to the operator confirming that the report has been sent:

TITLE: *Potwierdzenie wysłania raportu do publikacji*

CONTENT:

Raport wysłany do publikacji

- Typ raportu: [typ raportu]
- Tytuł raportu: [tytuł raportu]
- Data wysłania raportu: [data i czas]
- Rynki, których dotyczy raport: [nazwy rynków]
- Wynik walidacji: [W trakcie walidacji lub Poprawny lub Błędny]

Wiadomość wygenerowana automatycznie

TITLE: *Confirmation of report submission for publication*

CONTENT:

Report sent for publication

- Report type: [report type]
- Report title: [report title]
- Report submission date: [date and time]
- Markets covered by the report: [market names]
- Validation result: [Under validation or Correct or Incorrect]

This message has been generated automatically.

2.2.2 Completing a web form

This function enables the operator to complete a web form for current and periodic reports (in the latter case, with additional information) and generate reports based on the data entered.

2.2.2.1 Completing a web form for a current report

Starting the function

The function is activated by clicking the button COMPLETE FORM **WYPEŁNIJ FORMULARZ** on the report submission screen. The button is only available after the operator completes the field “Typ raportu / Report type”.

Description of the function

After calling the function, the System displays the screen:

Figure: Selecting the event type

The following fields are available on the screen:

- Rodzaj zdarzenia (Event type) – single-select list field, mandatory field to be completed by the operator.

After selecting the event type from the list, the operator confirms the selection with the button  and the System displays the web form:

Figure: Web form (RB_7)

If the item selected from the list is a group of events, the System displays fields enabling the operator to indicate the nature of the event to be reported:

Figure: Selecting the event type

- Data rozpoczęcia pełnienia funkcji (Date of commencement of function) – the date of commencement of the function of the manager or supervisor, date field in YYYY/MM/DD format, completed by the operator by entering the value manually, pasting it or selecting it from the calendar,
- Data powołania (Date of appointment) – the date of the appointment to perform the function, a date field in the format YYYY/MM/DD, completed by the operator by entering the value manually, pasting it or selecting it from the calendar,
- Opis kwalifikacji (Description of qualifications) – description of qualifications and professional experience, including the information referred to in § 10(20)(b) to (h) of Exhibit 1 to the ATS Rules), text field with a maximum length of 32,000 alphanumeric characters, completed by the operator,
- Aktualny skład organu (Current composition of the body) – description of the current composition of the body, text field with a maximum length of 32,000 alphanumeric characters, completed by the operator,
- Pole tekstowe (Text field) – text field for entering any information with a maximum length of 32,000 characters, completed by the operator,

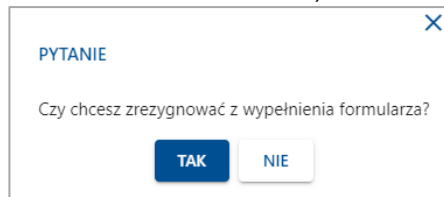
Section: Odwołanie osoby zarządzającej lub nadzorującej (Dismissal of a manager or supervisor)

- Imię i nazwisko (Name and surname) – name and surname of the dismissed person or person who has resigned, text field with a maximum length of 32,000 alphanumeric characters, completed by the operator,
- Odwołanie/ rezygnacja (Dismissal/resignation) – dismissal or resignation of the person from the management or supervisory position, single-select list field, possible values: Odwołanie (Dismissal), Rezygnacja (Resignation), completed by the operator,
- Zarząd/ Rada (Management Board/Supervisory Board) – body from which the person has been dismissed or has resigned, single-select list field, possible values: Osoba zarządzająca (Manager), Osoba nadzorująca (Supervisor), completed by the operator,
- Data odwołania lub rezygnacji osoby zarządzającej lub nadzorującej albo powzięcia wiadomości przez emitenta o decyzji osoby zarządzającej lub nadzorującej o rezygnacji z ubiegania się o wybór w następnej kadencji (Date of dismissal or resignation of the manager or supervisor or date on which the issuer became aware of the decision of the manager or supervisor to resign from standing for election in the next term of office) – date of dismissal or resignation of the manager or supervisor or date on which the issuer became aware of the decision of the manager or supervisor to resign from standing for election in the next term of office, date field in YYYY/MM/DD format, completed by the operator by entering the value manually, pasting it or selecting it from the calendar,
- Dotychczas pełniona funkcja w przedsiębiorstwie emitenta (Previous position in the issuer's company) – position previously held in the company of the issuer, text field with a maximum length of 32,000 alphanumeric characters, completed by the operator,
- Przyczyny odwołania lub rezygnacji, jeżeli przyczyny te zostały podane przez organ lub osobę podejmującą decyzję (Reason for dismissal or resignation, if the reason has been provided by the authority or person making the decision) – description of the reason for dismissal or resignation, if the reason has been provided by the authority or person making the decision, text field with a maximum length of 32,000 alphanumeric characters, completed by the operator,
- Aktualny skład organu (Current composition of the body) – description of the current composition of the body, text field with a maximum length of 32,000 alphanumeric characters, completed by the operator,
- Pole tekstowe (Text field) – text field for any information with a maximum length of 32,000 characters, completed by the operator,

The following functions are available on the screen:

- Wstecz (Back) – return to the previous screen and cancel the form,
- Pobierz plik (Download file) – the System automatically generates an xlsx file on the current form screen,
- Akceptuj (Confirm) – return to the data submission screen.

After selecting “Wstecz” (Back), the System displays the message: “Czy chcesz zrezygnować z wypełnienia formularza?” (Do you want to cancel the form?) and Tak/Nie (Yes/No) buttons:



When the operator clicks:

- “Tak” (Yes) – the System goes to the report submission screen,
- “Nie” (No) – the System returns to the web form.

After the operator calls the “Pobierz plik” (Download file) function to preview the file or save it in a specific location, the System displays a standard browser request to open or save the file.

After clicking “Akceptuj” (Confirm), the System:

- returns to the report submission screen, where the xlsx file generated based on the data from the web form is visible
 - the names of the xlsx files are as follows:
 - for current reports: <issuer_short_name>_Raport bieżący_<DATE>.xlsx, e.g. GPW_Raport bieżący_03042022.xlsx
 - the following functions are available: Delete file , Download file ,
- the buttons “Wypełnij formularz” (Complete the form) and “Załącz pliki” (Attach files) are no longer visible,
- completes the legal basis field based on the selected type of event(s) (in the case of groups of events, the System will insert the legal basis)

The fields in the web form are consistent with the taxonomy tables of the ATS Rules.

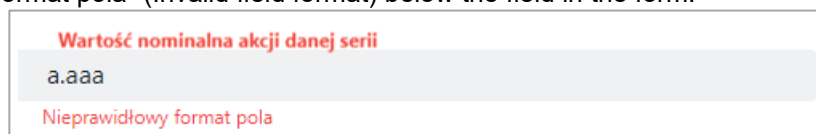
The GPW Data operator may continue the process of submitting the current report. The submitted report is given a status consistent with the status diagram for the given report type.

The operator may also delete the generated xlsx file and complete the form again. After clicking “Usuń” (Delete), the System allows the operator to delete the xlsx file generated based on the web form (the buttons “Załącz pliki” (Attach files) and “Wypełnij formularz” (Complete the form) become available).

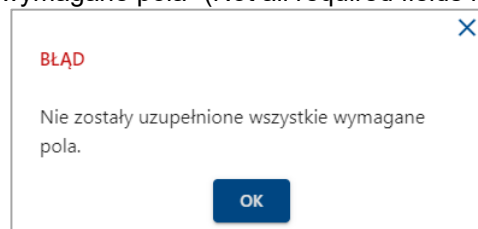
After the operator clicks “Pobierz plik” (Download file) or , the System displays a standard browser request to open or save the file in a specific location.

Alternative scenarios

1. If the operator enters a value that does not match the field format, the System displays the message: “Nieprawidłowy format pola” (Invalid field format) below the field in the form:



2. If not all required fields are completed, the System displays a pop-up window with the message: “Nie zostały uzupełnione wszystkie wymagane pola” (Not all required fields have been completed):



2.2.2.2 Completing a web form for a periodic report

Starting the function

The function is activated by clicking **COMPLETE THE FORM** WYPEŁNIJ FORMULARZ in the report submission screen. The button is only available after the operator completes the fields “Typ raportu / Report type” and “Regulaminowy termin raportu / Date” (this is necessary to set the dates in the “Period start” and “Period end” metadata in the xlsx files with additional information for periodic reports).

Description of the function

After calling the function, the System displays the screen:

Figure: Selecting the event type

The following fields are available on the screen:

- Rodzaj zdarzenia (Event type) – single-select list field, mandatory field completed by the System based on the value in the “Typ raportu / Report type” field,
- Szczegóły (Details) – list of checkbox fields with the names of event types assigned to a specific Event type (in this case, quarterly report).

After selecting the event type from the list, the operator confirms the selection with the button ✔ and the System displays the web form with fields assigned to this type of event (in accordance with the ATS Rules taxonomy):

Figure: Web form RO 45_2

In the web form screen, the System displays:

Section: Okres raportu (Report period)

- Data od (Start date) – start date of the reporting period, a date field in YYYY/MM/DD format, completed by the operator by entering the value manually, pasting it or selecting it from the calendar,

- Data do (End date) – end date of the reporting period, a date field in the format YYYY/MM/DD, completed by the operator by entering the value manually, pasting it or selecting it from the calendar,

Section: Informacja o strukturze akcjonariatu emitenta, ze wskazaniem akcjonariuszy posiadających, na dzień przekazania raportu, co najmniej 5% głosów na walnym zgromadzeniu (Information on the issuer's shareholding structure, including shareholders holding at least 5% of total vote as at the date of submission of the report)

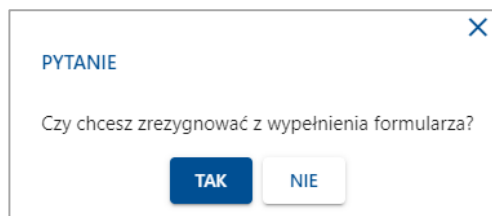
- Akcjonariusz (Shareholder) – name of the shareholder, a text field with a maximum length of 32,000 alphanumeric characters, completed by the operator,
- Liczba akcji (Number of shares) – number of the issuer's shares, a text field with a maximum length of 32,000 characters, completed by the operator,
- Udział w kapitale zakładowym (Stake in the share capital) – percentage stake in the share capital, a text field with a maximum length of 20 characters, completed by the operator.
- Liczba głosów (Number of votes) – number of votes, a numeric field with a maximum length of 20 characters, completed by the operator,
- Udział w liczbie głosów (Share in total vote) – percentage share in total vote, a text field with a maximum length of 20 numeric characters, completed by the operator.

The fields depend on the report type.

The following functions are available on the screen:

- Wstecz (Back) – return to the previous screen and cancel the form,
- Pobierz plik (Download file) – the System automatically generates an xlsx file on the current form screen,
- Akceptuj (Confirm) – return to the data submission screen.

After selecting “Wstecz” (Back), the System displays the message: “Czy chcesz zrezygnować z wypełnienia formularza?” (Do you want to cancel the form?) and Tak/Nie (Yes/No) buttons.



When the operator clicks:

- “Tak” (Yes) – the System goes to the report submission screen,
- “Nie” (No) – the System returns to the web form.

After the operator calls the “Pobierz plik” (Download file) function to preview the file or save it in a specific location, the System displays a standard browser request to open or save the file.

After clicking “Akceptuj” (Confirm), the System:

- returns to the report submission screen, where the xlsx file generated based on the data from the web form is visible
 - the names of the files are as follows:
 - for current reports:

<issuer_short_name>_Informacje_dodatkowe_<report_type>_<report_number>_<DATE>.xlsx,

e.g. GPW_Informacje_dodatkowe_Raport_roczny_1_2022_04042022.xlsx
 - the following functions are available: Delete file , Download file ,
- the button “Wypełnij formularz” (Complete the form) is no longer available.

The System generates the required xlsx file with additional information, attaches it, and displays it in the list summarising the submitted data. The operator may continue the process of submitting the periodic report. The submitted report is given a status consistent with the status diagram for the given report type. The operator may also delete the generated xlsx file and complete the form again.

After clicking “Usuń” (Delete)  , the System allows the operator to delete the xlsx file generated based on the web form.

After the operator clicks “Pobierz plik” (Download file)  or  , the System displays a standard browser request to open or save the file in a specific location.

2.2.2.3 Saving a draft report

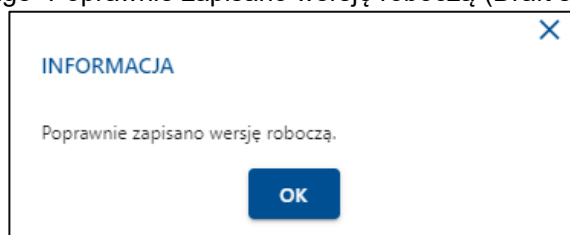
Starting the function

The function is activated by clicking SAVE DRAFT  in the web form completion screen.

Description of the function

After clicking “Zapisz wersję roboczą” (Save draft), the System:

- saves the form status, i.e. the values entered in the fields as a draft,
- displays the message “Poprawnie zapisano wersję roboczą”(Draft saved successfully).



Additional information

The System automatically saves data in the form at the frequency specified by the parameter “Częstotliwość autozapisu danych” (Data auto-save frequency) (by default, every minute).

Alternative actions

1. The draft form is visible when the operator wants to complete the form for the same type of event again, in which case the previously completed field values are saved.
2. When the report is submitted as the final/official version, the System automatically deletes the draft form.

2.2.2.4 Deleting a draft

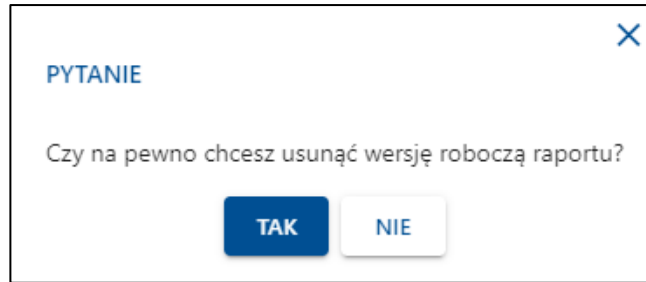
Starting the function

The function is activated by clicking DELETE DRAFT  in the web form screen.

Description of the function

After clicking “Usuń wersję roboczą” (Delete draft), the System displays the message: “Czy na pewno chcesz usunąć wersję roboczą raportu?” (Are you sure you want to delete the draft report?) and Tak/Nie (Yes/No) buttons.

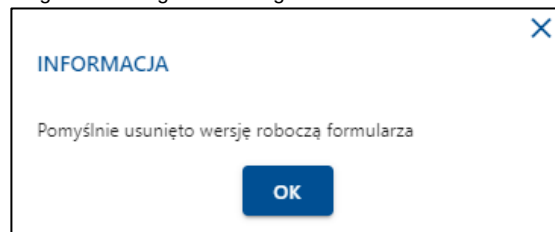
Figure: Deleting a draft web form



After clicking “Tak” (Yes), the System:

- deletes the draft form,
- adds an entry to the event log,
- displays the message “Pomyślnie usunięto wersję roboczą formularza” (Draft form successfully deleted).

Figure: Message confirming successful deletion of a draft web form



After clicking “Nie” (No), the System returns to the previous screen.

2.2.2.5 Downloading a draft

Starting the function

The function is activated by clicking **DOWNLOAD FILE**  in the web form screen.

Description of the function

After calling the function, the System displays a standard browser request to open or save the file (the window displayed may vary depending on the browser).

2.2.2.6 Resetting a web form

Starting the function

The function is activated by clicking **CLEAR DATA**  in the web form screen.

Description of the function

After selecting “Wyczyść dane” (Clear data), the System:

- clears the values of all completed fields in the current form; the operator will see a void form in edit mode with the option to complete in again.

2.2.2.7 Copying a web form

Starting the function

The function is activated by clicking COPY LAST REPORT

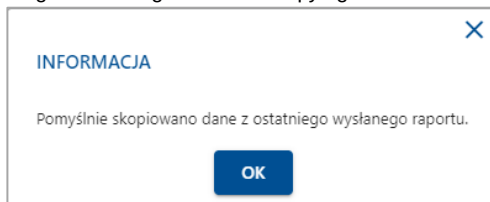
KOPIUJ OSTATNI RAPORT

in the web form screen.

Description of the function

After selecting “Kopiuuj ostatni raport” (Copy last report), the System retrieves data from the last form submitted for a given report type (e.g. quarterly) and the same Event type (e.g. General section), completes the fields in the form with the copied values or updates/overwrites them. The System copies data only from those sections that were completed in the last submitted report and are also available in the web form currently being completed by the operator. The System confirms the copying of data with the message:

Figure: Message confirming successful copying of data from the last report



The operator can edit the copied data in a new web form.

3 Best Practice reports

3.1 Best Practice reports

The Reporting Portal enables issuers on the GPW Main Market to submit Best Practice reports pursuant to § 29 of the Exchange Rules. To do so, the System user completes the form:

- Information on compliance with Best Practice 2021,
- Information on incidental breach of Best Practice 2021,
- Other reports (any text report)

3.1.1 Information on compliance with Best Practice 2021

Submitting information on compliance with Best Practice 2021

This function enables users (issuers on the GPW Main Market) to submit information on compliance with Best Practice 2021.

Figure: Best Practice compliance form

KOPIUJ OSTATNI RAPORT

Informacja o stanie stosowania Dobrych Praktyk 2021

W formularzu poniżej należy zaznaczyć przy każdej zasadzie, czy jest ona stosowana, czy nie.

- wypełnienie pola komentarza jest obowiązkowe w przypadku wyboru opcji „zasada nie jest stosowana” oraz „nie dotyczy” (opcja dopuszczalna wyłącznie dla zasad nr 3.2, 3.7 i 3.10).
- w przypadku wyboru opcji “zasada jest stosowana” wypełnienie pola komentarza jest dobrowolne

Po wypełnieniu i zapisaniu formularza istnieje możliwość wygenerowania gotowego pliku pdf prezentującego stan stosowania przez spółkę zasad Dobrych Praktyk, w celu publikacji go na stronie internetowej Spółki. (opcja: „Pobierz plik”).

Istnieje możliwość wypełnienia formularza również w wersji angielskiej, w tym celu należy wybrać opcję „English version”. Skorzystanie z tej opcji umożliwi dołączenie do publikowanego raportu angielskiej informacji o stosowaniu Dobrych Praktyk w formie załącznika.

W celu przejścia do następnego kroku publikacji informacji o stosowaniu Dobrych Praktyk należy wybrać opcję „Dalej”.

W celu zachowania wersji roboczej raportu należy wybrać opcję „Zapisz wersję roboczą”.

Jeśli chcesz zamieścić w raporcie dodatkowe informacje, wypełnij okno poniżej:

Wstęp do raportu

(pozostało 5000/5000 znaków)

I. POLITYKA INFORMACYJNA I KOMUNIKACJA Z INWESTORAMI

W interesie wszystkich uczestników rynku i swoim własnym spółka giełdowa dba o należyty komunikację z interesariuszami, prowadząc przejrzystą i rzetelną politykę informacyjną.

1.1 Spółka prowadzi sprawny komunikację z uczestnikami rynku kapitałowego, rzetelnie informując o sprawach jej dotyczących. W tym celu spółka wykorzystuje różnorodne narzędzia i formy porozumiewania się, w tym przede wszystkim korporacyjną stronę internetową, na której zamieszcza wszelkie informacje istotne dla inwestorów.

☐ Zasada jest stosowana

☐ Zasada nie jest stosowana

Komentarz

(pozostało 5000/5000 znaków)

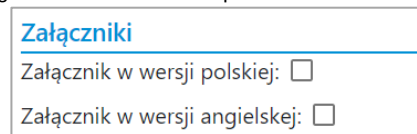
Types of answers provided by the issuer to the questions:

- Zasada jest stosowana (Principle complied with) - checkbox selected by the user; after selecting the field, the System displays the "Komentarz" (Comments) field - the user can optionally provide an explanation,
- Zasada nie jest stosowana (Principle not complied with) - checkbox selected by the user; if selected, the System displays the "Komentarz" (Comments) field - the user must provide an explanation,
- Nie dotyczy (Not applicable) - checkbox selected by the user; if selected, the System displays the "Komentarz" (Comments) field - the user must provide an explanation.

Załączniki (Attachments) section (information about the language version of generated pdf files)

In this section, the user selects the language version (PL and/or EN) of the pdf file to be generated.

Figure: Best Practice compliance form attachments



The System displays the following fields:

- Załącznik w wersji polskiej (Polish language attachment) - checkbox selected by the user,
- Załącznik w wersji angielskiej (English language attachment) – checkbox selected by the user.

The pdf file generated by the System for the issuer will be visible and available for download on the data summary screen. After the Exchange Member report is submitted, the pdf file will be published on the GPW website. The issuer may download it and also place it on its website, as well as use it for internal purposes.

VI. Available functions

Figure: Best Practice compliance form buttons



Functions available on the screen:

- Kopiuj ostatni raport (Copy last report) – copy field values from the last published Best Practice compliance report to the form currently being completed by the user (auto-complete fields based on the last published Best Practice compliance report).
- Anuluj (Cancel) – cancel the function, return to the home page.
- Wyczyść (Clear) – clear the form, i.e. delete all entered data and selections,
- Rezygnuję z wersji EN (No EN version) - the English version of the form is not to be completed (the System deletes the EN version of the form, the report will be submitted only in the Polish version),
- English version – display the form in English, description in point **Błąd! Nie można odnaleźć źródła odwołania.**
- Zapisz wersję roboczą (Save draft) – option to save the form with the status "Wersja robocza" (Draft),
- Dalej (Next) – go to the data summary screen.

After clicking "Dalej" (Next), the System displays a screen with a summary of the report in Polish. For a description, see the SUMMARY section.

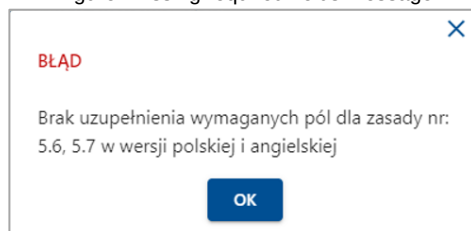
After the user clicks "Dalej" (Next), if the "Komentarz" (Comments) field was required and was not completed for the principles not complied with, the System displays the following message:

- "Pole jest wymagane" (This field is required) under the field in the form,

- “Brak uzupełnienia wymaganych pól dla zasady: <principle_number> w wersji <Polish, English>.” (The required fields for the principle: <principle_number> in the <Polish, English> version have not been completed) in a pop-up.

After the user clicks “OK”, the System closes the pop-up and returns to the form in edit mode. The user can complete the required fields.

Figure: Missing required fields message



SUMMARY

After clicking “Dalej” (Next), the System displays a screen with a summary of the report in the language in which the form was completed (Polish or English) and generates pdf files in the language selected by the user (for a description of pdf generation and appearance, see section 0).

Section: Podpisy osób reprezentujących spółkę (Signatures of the company’s representatives)

The summary screen with the section Podpisy osób reprezentujących spółkę (Signatures of the company’s representatives) includes the following:

Figure: Signatures of the company’s representatives in the Best Practice compliance form

In the section “Podpisy osób reprezentujących spółkę” (Signatures of the company’s representatives), the System displays two lines with fields in edit mode by default; only one signature is required. It is possible to add data for additional persons who signed the attached documents or to delete the data entered.

- Button “+” – allows the user to add another line with the details of the person who signed the attached documents,
- Button  – allows the user to delete a selected record with data in the section “Podpisy osób reprezentujących spółkę” (Signatures of the company’s representatives).

Buttons (functions) available on the screen:

Buttons in the Best Practice compliance form (excerpt)



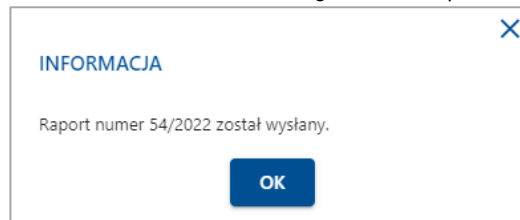
- Wstecz (Back) – return to the previous page, i.e. the form in edit mode,
- Anuluj (Cancel) – cancel the function, return to the home page,
- English version – go to the summary screen in English,
- Przekaż raport (Submit report) – send the form.

After clicking “Przekaż raport” (Submit report), the System:

- issues the Report number,

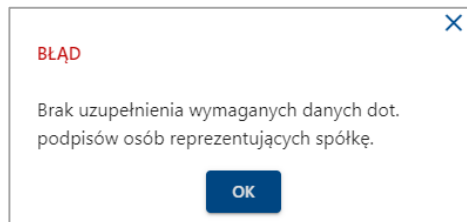
- displays a confirmation message that the report has been sent: "Raport numer <report_number> został wysłany" (Report number <report_number> has been sent) and an "OK" button:

Figure: Confirmation that the Exchange Member report has been sent



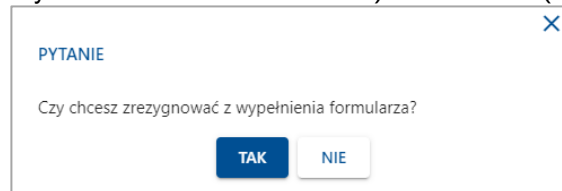
After the user clicks "Prześlij raport" (Submit report), if the user has not completed at least one set of data for the company's representative (name, surname, position), the System displays the following message:

- "Pole jest wymagane" (This field is required) under the field in the form,
- "Brak uzupełnienia wymaganych danych dot. podpisów osób reprezentujących spółkę" (The required data concerning the signatures of the company's representatives are missing) in the pop-up window:



After the user clicks "OK", the System closes the pop-up and returns to the form in edit mode. The user can complete the required fields.

If the user clicks "Anuluj" (Cancel), the System displays the message: "Czy chcesz zrezygnować z wypełnienia formularza?" (Do you want to cancel the form?) and Tak/Nie (Yes/No) buttons.



If the user clicks:

- "Tak" (Yes) – the System goes to the home page,
- "Nie" (No) – the System returns to the form.

Additional information

1. Auto-save of the form as a draft - the System automatically saves the data in the form every minute.
2. Draft forms are highlighted in the Exchange Member report list with blue font, bold type and italics.

English version of the Best Practice compliance form

This function allows users to submit information on compliance with Best Practice 2021 using an English-language form. The System allows the report to be published in two language versions or in a single language version selected by the user.

Starting the function

The function is activated from the home page by clicking the link "Informacja o stanie stosowania Dobrych Praktyk 2021" (Information on compliance with Best Practice 2021), then the user clicks the "English version" button available in the bottom right corner of the form.

Description of the function

After calling up the function, the System displays the form in edit mode in English. The System copies the selections for the principles provided in the Polish-language version of the form. The user can enter a comment in English, which is required in the same way as in the Polish version of the form. The rules for completing the form in English are the same as in the Polish version.

Copying data from a Best Practice compliance form

This function allows the user to copy field values from the last published Best Practice compliance form to the form currently being completed by the user (auto-completion of fields based on the last published Best Practice compliance report).

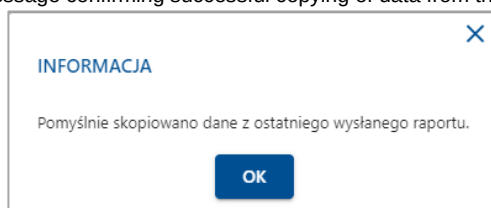
Starting the function

The function is activated by clicking COPY LAST REPORT  on the screen of Best Practice 2021 compliance form.

Description of the function

After clicking “Kopiuj ostatni raport” (Copy last report), the System retrieves data from the last form submitted form “Informacje o stanie stosowania Dobrych Praktyk 2021” (Information on compliance with Best Practice 2021), completes the fields in the form with the copied values or updates/overwrites them. The System only copies data from those sections that were completed in the last submitted report. The System confirms that the data has been copied with the message:

Figure: Message confirming successful copying of data from the last report



3.1.2 Information on incidental breach of Best Practice 2021

Submitting information on incidental breach of Best Practice 2021

This function enables users (issuers on the GPW Main Market) to submit information on incidental breach of Best Practice 2021. **The function is available only to companies which have previously published information on compliance with the Best Practice.**

Starting the function

The function is activated from the home page by clicking the link “Informacja dotycząca incydenalnego naruszenia Dobrych Praktyk 2021” (Information on incidental breach of Best Practice 2021). If this option is unavailable, it is necessary to first publish a report on compliance with Best Practice.

Description of the function

After calling the function, the system displays the following screen:

Figure: Form for information on incidental breach of Best Practice

Informacja dotycząca incydentalnego naruszenia Dobrych Praktyk 2021

Zaznacz zasady, które Spółka naruszyła incydentalnie oraz wypełnij pole komentarza w przypadku naruszonych zasad.

W przypadku zasad naruszonych incydentalnie należy wskazać, czy w ciągu ostatnich 2 lat miały miejsce przypadki incydentalnego naruszenia zasady:

- w przypadku wyboru opcji „Tak” należy wprowadzić stosowny komentarz,
- jeśli w ciągu ostatnich dwóch lat nie miały miejsca incydentalne naruszenia danej zasady, pole komentarza jest dobrowolne.

Jeśli chcesz zamieścić w raporcie dodatkowe informacje, wypełnij okno poniżej:

Wstęp do raportu

(pozostało 5000/5000 znaków)

I. POLITYKA INFORMACYJNA I KOMUNIKACJA Z INWESTORAMI

W interesie wszystkich uczestników rynku i swoim własnym spółka giełdowa dba o należyłą komunikację z interesariuszami, prowadząc przejrzystą i rzetelną politykę informacyjną.

- 1.2 Spółka umożliwiła zapoznanie się z osiągniętymi przez nią wynikami finansowymi zawartymi w raporcie okresowym w możliwie najkrótszym czasie po zakończeniu okresu sprawozdawczego, a jeżeli z uzasadnionych powodów nie jest to możliwe, jak najszybciej publikuje co najmniej wstępne szacunkowe wyniki finansowe.

☐ Zasada została naruszona incydentalnie

Komentarz

☐ W ciągu ostatnich 2 lat miały miejsce przypadki incydentalnego naruszenia zasady

- 1.3 W swojej strategii biznesowej spółka uwzględnia również tematykę ESG, w szczególności obejmującą:

1.3.1 zagadnienia środowiskowe, zawierające mierniki i ryzyka związane ze zmianami klimatu i zagadnienia zrównoważonego rozwoju;

Fields in the form:

- Zasada została naruszona incydentalnie (The principle was breached incidentally) – a checkbox to be selected for a principle that was breached incidentally
- Komentarz (Comments) – a text field for a comment with a length of 5,000 characters, a mandatory field if “Zasada została naruszona incydentalnie” (The principle was breached incidentally) is selected,
- W ciągu ostatnich 2 lat miały miejsce przypadki incydentalnego naruszenia zasady (There have been incidental breaches of the principle in the last 2 years) – checkbox, which when selected means an affirmative answer.
- Komentarz (Comments) – text field for a comment up to 5,000 characters long, mandatory field if the checkbox “W ciągu ostatnich 2 lat miały miejsce przypadki incydentalnego naruszenia zasady” (There have been incidental breaches of the principle in the last 2 years) is selected.

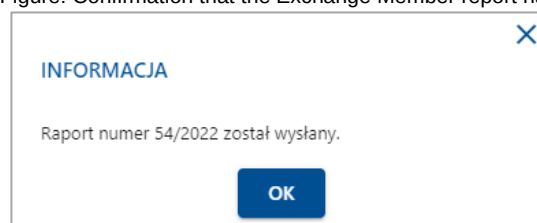
SUMMARY

After clicking “Dalej” (Next), the System displays a screen with a summary of the report.

After clicking “Przełącz raport” (Submit report), the System:

- issues the Report number,
- displays a confirmation message that the report has been sent: “Raport numer <report_number> został wysłany” (Report number <report_number> has been sent) and an “OK” button:

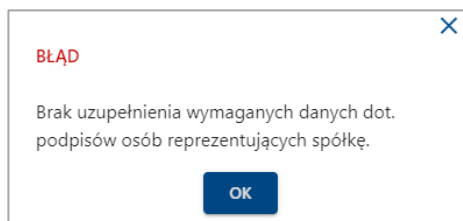
Figure: Confirmation that the Exchange Member report has been sent



After the user clicks “Przełącz raport” (Submit report), if the user has not completed at least one set of data for the company’s representative (name, surname, position), the System displays the following message:

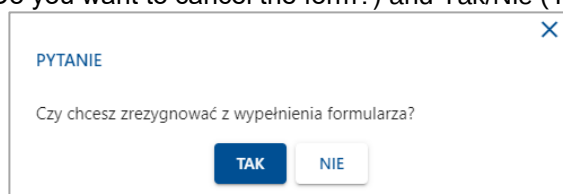
- “Pole jest wymagane” (This field is required) under the field in the form,

- “Brak uzupełnienia wymaganych danych dot. podpisów osób reprezentujących spółkę” (The required data concerning the signatures of the company’s representatives are missing) in the pop-up window:



After the user clicks “OK”, the System closes the pop-up and returns to the form in edit mode. The user can complete the required fields.

If the user clicks “Anuluj” (Cancel), the System displays the message: “Czy chcesz zrezygnować z wypełnienia formularza?” (Do you want to cancel the form?) and Tak/Nie (Yes/No) buttons.



If the user clicks:

- “Tak” (Yes) – the System goes to the home page,
- “Nie” (No) – the System returns to the form.

English version of the Best Practice breach form

Purpose of the function

This function allows users (issuers on the GPW Main Market) to submit information on incidental breach of Best Practice 2021 using an English-language form.

Starting the function

The function is activated from the home page by clicking the link “Informacja dotycząca incydenalnego naruszenia Dobrych Praktyk 2021” (Information on incidental breach of Best Practice 2021), then the user clicks the “English version” button available in the bottom right corner of the form. The rules for the form are the same as in the Polish version.

Saving a draft form by the user

The function is activated in the form “Informacja dotycząca incydenalnego naruszenia Dobrych Praktyk 2021” (Information on incidental breach of Best Practice 2021) by selecting “Zapisz wersję roboczą” or “Save draft version”, available in the bottom right corner of the form.

After saving the draft web form and leaving the screen (by clicking “Anuluj” or “Cancel”), the draft is available on the home page.

The draft Exchange Member report is visible on the Corporate Governance Reports List. If the user wants to continue working on the Exchange Member report, they click on the record and the System makes the report available in edit mode.

After sending the report, the system will automatically delete the draft form.

3.1.3 Other reports

Purpose of the function

The System enables issuers on the GPW Main Market to submit any text report.

Starting the function

The function is activated from the home page by clicking the “Pozostałe raporty” (Other reports) link.

Description of the function

After calling the function, the System displays the following screen:

Figure: Form for submitting any text report (Other reports)

Strona główna > Raporty CG

Dane raportu / Report data

Tytuł raportu / Title *

Treść raportu / Report data *

(pozostało 32000/32000 znaków)

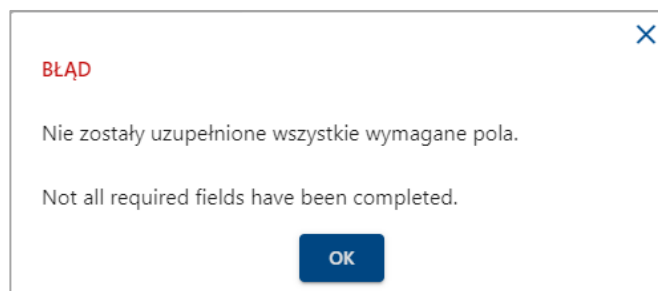
Załączniki / Attachments

ZAŁĄCZ PLIKI / ATTACH FILES

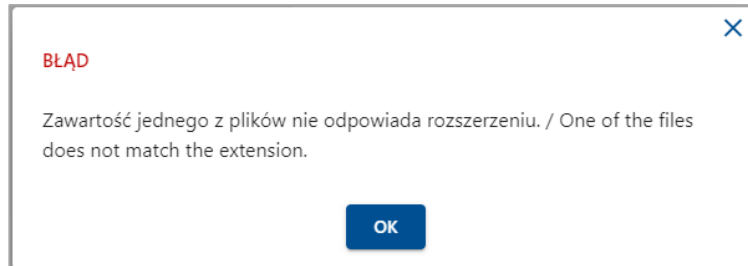
Nie załączono żadnego pliku. / No files attached.

ANULUJ / CANCEL DALEJ / NEXT >

- if not all required fields have been completed the System displays a pop-up window with the following message: “Nie zostały uzupełnione wszystkie wymagane pola. Not all required fields have been completed.”:



- if the file content does not match the extension (only .pdf and .xlsx files are permitted), the System displays the following message: “Zawartość jednego z plików nie odpowiada rozszerzeniu. / One of the files does not match the extension.”:



SUMMARY

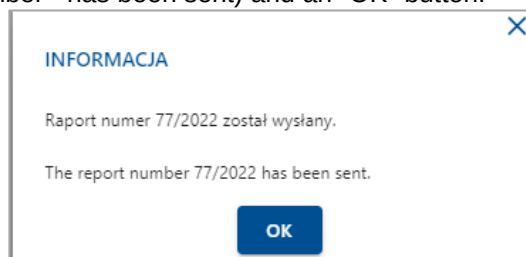
After clicking “Dalej / Next”, the System displays a screen with a summary of the report in the language in which the form was completed.

Figure: Summary of a text report (Other reports)

Only one signature is required. It is possible to add data for additional persons who signed the attached documents or to delete the data entered. For this purpose, the System provides the following functions:

- Button “+” – allows the user to add another line with the details of the person who signed the attached documents,
- Button  – allows the user to delete a selected record with data in the section “Podpisy osób reprezentujących spółkę” (Signatures of the company’s representatives).

When the user clicks “Prześlą raport” or “Send report” in the summary screen, the System displays a confirmation message that the report has been sent: “Raport nr <report_number> został wysłany” (Report number <report_number> has been sent) and an “OK” button:



3.1.4 Additional form functions

Downloading pdf files

This function allows users to download a pdf file generated on the basis of the Best Practice compliance form for previewing or saving in a specific location.

The function is activated on the screen:

by clicking “  -  Pobierz pdf w PL/EN” (Download pdf file in PL/EN) in the list of published reports.

Deleting a draft Exchange Member report form

The function is activated by clicking  “Usuń” (Delete) on the Corporate Governance Reports List screen.

Form auto-save

Automatic saving of forms as drafts – the System automatically saves the data in the form every minute.

Draft forms are highlighted in the Exchange Member report list with blue font, bold type and italics.