**Procedure for completing documents**

**Powers of attorney must be executed with due regard to standards set forth in Russia’s Civil Code (Articles 185-189):**

* Powers of attorney with no date indicated therein are considered void;
* Assigned powers of attorney must be certified by a notary;
* Period of an assigned power of attorney must not exceed the period of its underlying.

The exchange’s standard forms of agreements and other documents required to obtain admission to trading are to be printed via the exchange’s website. Applicants must complete the required fields, including indicating an authorized person representing a company (also the number and date of a pertinent power of attorney). Documents must be signed by an authorised person, stamped with a company seal, then passed to the account manager.

If documents for admission to trading were signed by a member’s representative with powers not affirmed by pertinent documents, the trading member must file documents confirming the representative’s powers together with the admission documents. These documents must be signed by an authorised person, bear the company’s seal, and comprise 1) an extract from the minutes naming the sole executive body elected, 2) the order for the sole executive body to take office, and 3) a card with samples of the signatures and company seal. If the representative signed the admission documents on the basis of a power of attorney, the documents must be enclosed with an original copy or copy certified by a notary of said power of attorney.

Documents filed by nonresident banks must be translated into Russian and given legal status in accordance with the prescribed procedure.