

APPROVED

by the resolution of the Executive Board
of Moscow Exchange

on September 19, 2022 (Minutes No 69)

**REGULATION
ON THE BOND ISSUERS COMMITTEE OF
PUBLIC JOINT-STOCK COMPANY
MOSCOW EXCHANGE MICEX-RTS**

1. GENERAL PROVISIONS

- 1.1. This Regulation on the Bond Issuers Committee of Public Joint-Stock Company Moscow Exchange MICEX-RTS (hereinafter, “the Regulation”) is developed in accordance with the laws and regulations of the Russian Federation, the Charter of Public Joint-Stock Company Moscow Exchange MICEX-RTS (hereinafter, “the Exchange”), and other internal documents of the Exchange. This Regulation establishes the tasks, functions, formation and working procedures for the Bond Issuers Committee of the Exchange.
- 1.2. The Bond Issuers Committee of the Exchange (hereinafter, “the Committee”) shall act in compliance with this Regulation, the Charter of the Exchange, resolutions of the Supervisory Board and executive bodies of the Exchange, internal documents of the Exchange and Russian Federation laws and regulations.
- 1.3. The Committee shall be the permanent consultative body of the Exchange.
- 1.4. The Committee shall not act on behalf of the Exchange, its executive bodies or the Supervisory Board.
- 1.5. This Regulation and amendments hereto shall be approved by the Supervisory Board of the Exchange and take effect from the date of approval thereof unless the other date is determined by the Supervisory Board of the Exchange or by the other authorised body of the Exchange as instructed by the Supervisory Board.
- 1.6. This Regulation as amended and supplemented shall be published on the Exchange’s website.

2. TASKS AND FUNCTIONS OF THE COMMITTEE

- 2.1. The principle tasks of the Committee shall be to prepare proposals on amendments to laws and regulations that regulate public trading (placement) of securities (bond-secured loans), issue of securities, disclosure of information on the securities market, development of proposals towards improvement of quality of services rendered by the Exchange and expansion of loan market product offering.
- 2.2. The Committee functions to deliver an expert opinion, proposals and recommendations for authorised bodies of the Exchange with respect to the following matters:
 - development of legal initiations towards facilitation of securities issue process, including the structure and the content of issue securities;
 - discussion of procedures and forms of disclosing the information on securities by securities issuers;
 - development of services for issuers;
 - discussion of opportunities for tools & instruments development;
 - development of legal framework regulating the issue of commercial papers by individual categories of issuers;
 - liberalisation of requirements to documents delivered in relation to foreign debt instruments to be placed and traded in the Russian Federation;
 - performance of tasks and functions imposed by the Supervisory Board of the Exchange, this Regulation and other documents of the Exchange.
- 2.3. In exercising the aforesaid functions the Committee shall be entitled to:
 - 2.3.1. Discuss the issues placed for considerations at the meetings of the Committee;
 - 2.3.2. Hear from Exchange’s representatives if necessary, as well as from attendees at the meetings of the Committee;
 - 2.3.3. Develop proposals and recommendations on the issues placed for consideration;

2.3.4. Perform other actions towards performance of tasks in accordance with this Regulation and internal documents of the Exchange that establish rules and procedures for listing of, admission to trading and trading in securities including commercial.

2.4. The Committee may engage the representatives of state authorities, scientific and other organisations in the capacity of experts or consultants.

2.5. The Committee's resolutions shall be of advisory and informational nature for the Supervisory Board and other authorised bodies of the Exchange in adopting relevant resolutions.

3. PROCEDURE FOR THE COMMITTEE FORMATION

3.1. The Committee shall be formed by the resolution of the Executive Board of the candidates nominated by trading members of the Exchange (hereinafter, the Trading Members), issuers and the Exchange itself.

3.2. Participation in the Committee shall be voluntary, personal and uncompensated unless otherwise is determined by the Executive Board of the Exchange.

3.3. The following persons may be among members of the Committee:

- representatives of the Trading Members;
- representatives of issuers;
- representatives of self-regulated organisations;
- representatives of other organisations and independent experts those activity related to securities market.

3.4. Persons having entered into an employment and (or) commercial contract with the Exchange or legal entities under the Exchange's control are not allowed to be members of the Committee.

3.5. The Committee members shall have the qualification, knowledge and experience necessary for performance of the tasks and functions of the Committee in accordance herewith.

3.6. The quantitative composition of the Committee shall be determined by the Executive Board of the Exchange and shall not be less than fifteen (15) and more than twenty-five (25) persons. Only one representative of a certain legal entity is allowed to a member of the Committee.

3.7. Members of the Committee are elected by the Executive Board of the Exchange out of nominated candidates. Trading Members and the Exchange nominate candidates for the Committee among the persons specified in Clause 3.3 hereof after disclosure of information on the start of acceptance of proposals on inclusion in the list of candidates for election to the Committee (hereinafter, the Proposal) on the website of the Exchange on the Internet. Trading Members shall submit Proposals to the Exchange in accordance with the form given in Appendix 2 hereof, along with the application of the candidate for inclusion in the list of candidates for election to the Committee (hereinafter, the Application), produced in accordance with the form given in Appendix 1 hereto. The Application shall be accompanied by a written consent of the Candidate for personal data processing pursuant to the Russian Federal Law *On Personal Data*.

The persons proposed by the Exchange for including to the list of candidates for election to the Committee, in case of their consent, shall submit to the Exchange the Application in accordance with the sample given in Appendix 1 hereof. The Application shall be accompanied by a written consent of the Candidate for personal data processing pursuant to the Russian Federal Law *On Personal Data*.

3.8. The elected Committee shall remain in force until the Executive Board of the Exchange elects the new the new members of the Committee. The new Committee shall be elected according to procedures set out in 3.7 above within a period of two years from the date of election of the Committee at the latest.

3.9. As proposed by the Chairperson of the Committee and (or) the Executive Board of the Exchange, a member of the Committee may be excluded from the Committee by the Executive Board of the Exchange in case he/she has not participated (and has not submitted written opinions or filled-in voting ballots on the issues under consideration) in three (3) and more meetings of the Committee. Such a person may not also be proposed (nominated) for election to the new Committee.

3.10. A member of the Committee may early exit (resign) from the Committee having notified the Exchange to that effect by sending a written application. In such a case, the legal entity that proposed such a member to be elected to the Committee shall be entitled to nominate a new candidate to the Committee as its representative.

A member of the Committee may be as well excluded from the Committee by the Executive Board of the Exchange if so proposed by the legal entity that had nominated the Committee member as the representative thereof. In that case such legal entity shall be entitled at the same time to propose a new candidate being the representative thereof to the Committee.

The powers of the Committee member are considered to be terminated after the Executive Board of the Exchange adopts a relevant resolution on exclusion of such a member.

3.11. The Executive Board shall be entitled to elect an additional member that is an independent expert whose activities are related to the securities market sphere to the Committee, in exceptional events.

3.12. To ensure more efficient work, the Committee may create working groups the activity of which shall be focused on consideration of certain issues to the extent of the tasks performed by the Committee.

3.13. The Committee Chairperson and his/her deputies shall be elected by the Executive Board of the Exchange.

3.14. The documental and technical support for the Committee shall be provided by the Committee Secretary appointed by the Chairperson of the Executive Board of the Exchange among the Exchange employees. In case of absence of the Secretary, the Chairperson of the Executive Board shall appoint a person to function as a Secretary among the Exchange employees.

4. COMMITTEE CHAIRPERSON AND DEPUTIES

4.1. The Committee Chairperson shall organise the Committee work and perform the following functions:

- manage the Committee activity;
- approve the agenda;
- determine the deadline for voting ballot acceptance and voting procedure for the meetings held in absentia (filling in the hard copy of voting ballot and sending it to the Exchange and (or) filling in the voting ballot via electronic or other technical solutions);
- determine the voting procedure for the meetings held in the form of joint presence (open voting by raising hands or voting using electronic or other technical solutions by any way letting one definitely express their position and (or) via e-voting software);
- determine the list of persons invited for participation in the Committee meeting;
- convene the Committee meetings and organise discussion of issues at the Committee meetings;
- take chair at the Committee meetings;
- organise taking of minutes of the Committee meetings and sign the minutes of the same;

- fix the time limits of the Committee working and control the observation thereof;
- allocate duties among the Committee’s members;
- participate in the Committee meetings and have the casting vote in case of equality of votes;
- represent the Committee when interacting with the Supervisory Board, executive bodies of the Exchange, other bodies and persons;
- perform other functions related to the Committee activity in accordance with the Regulation and internal documents of the Exchange.

4.2. In the absence of the Committee Chairperson, the functions thereof shall be performed by the Deputy Committee Chairperson, and in case of election of several deputies — one of Deputies upon the resolution of the Committee. In the absence of the Chairperson or the deputies thereof at the Committee meeting, and to chair the first meeting of the newly elected Committee, the members of the Committee shall elect a person to take the chair of those attending the meeting.

5. RIGHTS AND OBLIGATIONS OF THE COMMITTEE MEMBERS

5.1. The Committee members shall be entitled to:

- 5.1.1. Propose issues on the agenda with regard to the tasks and functions of the Committee specified in Section 2 hereof;
- 5.1.2. Submit written opinion on the issues of the agenda with regard to the requirements provided for in clauses 8.5 and 8.6 hereof if their attendance at the meeting is impossible for the good reason;
- 5.1.3. Receive information on the Committee activity
- 5.1.4. Early resign from the Committee.

5.2. The Committee members shall:

- 5.2.1. Not use the powers granted thereto for the purposes contradictory to the Exchange interests and damaging the Exchange’s business reputation;
- 5.2.2. Exercise their rights and obligations in respect of the Exchange in good faith and in a reasonable manner;
- 5.2.3. For the purpose of preventing conflicts of interest, avoid actions which may cause property loss to the Exchange and (or) Exchange’s clients;
- 5.2.4. Participate in meetings of the Committee, and also vote in absentia when resolutions at the meetings are adopted by absentee vote and participate in working groups created under Clause 3.12 hereof;
- 5.2.5. Observe the requirements of the Exchange’s internal documents regulating Exchange’s activity to the extent related to the Committee activity;
- 5.2.6. Not to disclose and use in their own interests or in the interests of the third parties the information became known thereto and comprising the confidential information (including the commercial secret of the Exchange) as determined by the internal documents of the Exchange, as well as insider and other information the access to which is limited by internal documents of the Exchange.
- 5.2.7. Fulfil other obligations provided for hereby and other internal documents of the Exchange.

6. PROCEDURE FOR PREPARATION OF THE COMMITTEE MEETING

6.1. The Committee meetings shall be held as and when necessary. The Committee meets usually in the form of joint presence. The decision on the form of holding the meeting is announced to the Committee members by sending of the meeting agenda by the Committee Secretary.

6.2. Meetings in presentia may be held remotely using electronic or other technical solutions which allow Committee members to participate in the discussion of agenda items and decision-making on issues put to a vote (including conference calls). Participation of the Committee members in a meeting with the use of electronic or other technical solutions shall be equated to their personal attendance, subject to their identification and/or authentication. When convening a meeting of the Committee, the Committee Chairperson shall decide whether electronic or other technical solutions may be used.

6.3. The meeting agenda sent to the Committee members shall contain:

- the form of the meeting holding (joint attendance or absentee voting);
- the date, place (if applicable) and time of the meeting, or, in case of holding the meeting in the form of absentee voting, the closing date for receipt of voting ballots and a postal and email address for sending original voting ballots;
- indication of holding the meeting with the use of electronic or other technical solutions in accordance with Clause 6.2 or Clause 6.9 of the Regulation (if necessary);
- wording of the meeting agenda issues put to vote;
- other information necessary for the meeting holding;
- signature of the Committee Chairperson or the person functioning for him/her

6.4. The Committee meetings shall be held, as a rule, at the Exchange's corporate seat.

6.5. The Committee meetings shall be convened by the Committee Chairperson or a person exercising his/her functions, at his/her own initiative, upon request of the Chairperson of the Executive Board of the Exchange, another person supervising the relevant business line of the Exchange (hereinafter, the authorised person), a member the Executive Board or as proposed by a member of the Committee.

6.6. The Committee Chairperson or a person exercising his/her functions shall be entitled to refuse the convocation of the Committee meeting if the issue does not refer to the tasks and functions of the Committee specified in Section 2 hereof.

6.7. When preparing the Committee meeting, the Committee Secretary on behalf of the Committee Chairperson shall address the Chairperson of the Executive Board (or the authorised person) with proposals on the date, agenda and the list of activities necessary to prepare for the meeting.

The Chairperson of the Executive Board (or the authorised person) shall instruct the directors of the interested business divisions of the Exchange on preparations of materials for the agenda issues (draft resolution, and/or other required materials, including draft internal documents).

The Chairperson of the Executive Board (or the authorised person) decides on the content and the scope of materials to be prepared, as well as necessity to prepare such documents.

6.8. The issues for consideration of the Committee may be submitted by the Chairperson of the Executive Board (by the authorised person), a member of the Executive Board, the Chairperson of the Committee or by a member of the Committee. All necessary materials shall be sent to the Committee Secretary along with the proposals on the agenda issues.

On the basis of the submitted issues the Committee Secretary shall prepare and submit for approval the agenda to the Committee Chairperson.

The Committee Secretary shall mail out to the Committee members the agenda approved by the Committee Chairperson and the necessary materials (if any) at least 3 (three) business days prior to the date of the Committee meeting or the end date for voting ballots return. Agenda and pre-reads shall be sent to Committee members by e-mail or using special software, or handed over against signature. In the event that pre-reads do not include a draft resolution on the agenda item, the members of the Committee should be notified that the resolution shall be formulated during the meeting in the form of joint presence of the members.

If earlier sent pre-reads have been substantially amended, such materials should be sent again along with summary of corrections/amendments made thereto.

At the meeting all Committee members should be provided with a complete set of materials on all agenda items taking account of corrections/amendments made thereto during preparation for the meeting. These materials should be provided either in hard copies or should be demonstrated on the screen.

6.9. The Committee meetings may be held without joint attendance of the Committee members (i.e. in the form of absentee voting). If the meeting is held in the form of absentee voting, materials should include voting ballots on agenda items. Voting by ballots can be carried out both in hard copy and using electronic or other technical solutions, if sufficient reliability and security as well as identification and/or authentication of the Committee members participating in the voting are provided.

6.10. A voting bulletin shall contain the following information:

- full or abbreviated corporate name and corporate seat of the Exchange;
- Committee name;
- closing date for the voting bulletins return;
- postal address and an email where the filled-in voting bulletins shall be sent to;
- wording of the issue put for vote;
- wording of resolution for each issue put for vote and the variants of voting thereon expressed by wordings “for”, “against” and “abstain”;
- note that the bulletin shall be signed by the Committee member.

6.11. If the Committee needs to give a prompt consideration to an issue, timeframes for sending notification with all necessary materials and documents as determined in Clause 6.8 of the Regulation may be reduced if so agreed with the Committee Chairperson, which the members of the Committee shall be notified of in accordance with procedures stipulated by Clause 6.8 hereof.

6.12. In case of circumstances causing impossibility or difficulty for holding of the Committee meeting on which the Committee members are notified, also when a date of the meeting falls on an official holiday, a date of a meeting on the planned agenda may be rescheduled upon decision of the Committee Chairperson.

6.13. All members of the Committee shall be notified on change of the date and (or) the time of the Committee meeting.

6.14. The Exchange should notify the Bank of Russia on Committee meeting in accordance with procedures set by the Bank of Russia not later than two (2) working days before the date of the meeting or the end date for voting ballots return. If the issue needs a prompt attention of the Committee as described in clause 6.11 herein, the Bank of Russia should be notified not later than the date of the meeting.

If the date of the Committee meeting falls on a day that is an official holiday, the Exchange shall notify the Bank of Russia of the Committee meetings in the form prescribed at least two (2) calendar

days before the date of the meeting (or the deadline for the voting ballots return) and, if the issue requires urgent consideration, not later than the date of the meeting.

Notification on Committee meeting addressed to the Bank of Russia should be accompanied with the agenda and materials on agenda items (if available). If earlier sent pre-reads have been substantially amended, such materials should be sent again along with summary of corrections/amendments made thereto.

7. HOLDING THE MEETINGS OF THE COMMITTEE

7.1. The Committee Chairperson shall organize the Committee meetings in accordance with the agenda of the meeting determined thereby.

7.2. As agreed by all Committee members attending the meeting, the issues not preliminary included in the meeting agenda may be considered at the Committee meeting held in the form of joint attendance.

7.3. The members of the Executive Board, Managing Directors and heads of divisions of the Exchange, the persons who prepared the materials on the issues under consideration at the meeting, the Exchange's employees and other persons may be invited to attend the Committee meeting. The persons who called the Committee to meet or who initiated an agenda item must be invited to attend the Committee meeting.

7.4. Upon completion of consideration of each issue of the Committee meeting agenda the person presiding at the Committee meeting shall announce the voting results and the resolution adopted on the issue.

7.5. Quorum for the Committee meeting holding shall amount to not less than a half of the total number of the elected members of the Committee. If there is no quorum for the Committee meeting holding, the Committee Chairperson or any other person who exercises the function of the Chairperson shall take a decision on holding of one more meeting with the same agenda or inclusion of the issues to be considered at the failed meeting into the next Committee meeting agenda.

7.6. At a meeting of the Committee the audio, video records may be kept or other recording of the meeting proceedings or individual agenda issues considered at the meeting, with the use of technical means of the Exchange.

7.7. A member of the Committee present at the meeting may record the meeting's process in general/specific issues with the use of technical means ("recording the meeting") if only he has been authorised for that before the meeting in accordance with this Regulation.

7.8. A member of the Committee intending to record the meeting must contact the Chairperson the Secretary by email on this matter at least 2 (two) business days before the meeting. He should also indicate agenda items he wishes to record.

The Secretary forwards the member's request to the Chairperson of the Executive Board of the Exchange. The Chairperson of the Executive Board, who shall consult with the Legal Department and the Security Service and formulate the Exchange's attitude to such recording.

7.9. Before discussing agenda items, the person chairing the meeting shall request the information on the attitude of the Exchange to recording the meeting by a member of the Committee. If the Exchange permits recording, the person chairing the meeting asks all members of the Committee present at the meeting on their permission to record the meeting by such member.

7.10. Using technical facilities to record the meeting by a member of the Committee is allowed if:

- 1) Materials considered at the meeting do not include any confidential information;
- 2) The Exchange has permitted recording;

- 3) All members of the Committee present at the meeting have unanimously agreed with the meeting recording.

7.11. A member of the Committee who has been authorised to record the meeting is not allowed to:

- Transfer information received with any technical facilities applied to any third parties as well as publishes such information in the public domain (Internet, mass media, etc.);
- Use information received with any technical facilities applied for purposes that do not meet interests of the Exchange.

7.12. A member of the Committee using any technical facilities to record the meeting without pertinent permission received in accordance with the procedure established in this Regulation may be removed from the meeting by the chair.

8. PROCEDURE FOR RESOLUTION ADOPTION BY THE COMMITTEE

8.1. At the Committee meeting the resolutions shall be adopted by the majority of votes of the members taking part in the meeting, except for as referred to in 8.2. below.

8.2. Members of the Committee who have a conflict of interest in relation to the issue under consideration shall not vote on agenda items that involve decision-making with respect to a particular issuer or a trading member.

A conflict of interest arises if the issue under consideration affects the personal interests of Committee members and/or the interests in favour of a third party, including due to their business, employment, friendship, family and other connections and relations, their or their associated persons¹ holding positions, ownership of shares in the legal entity in relation to which the issue is being considered, a conflict between their duties as a Committee member and their duties towards another person.

Members of the Committee who have a conflict of interest in relation to the issue under consideration shall inform the person presiding at the meeting thereof prior to consideration insofar as it does not breach the confidentiality of the information disclosed.

Resolutions on the issues referred to herein shall be adopted by a majority vote of the members of the Committee taking part in the voting on the relevant issue who do not have a conflict of interest in relation to the issue under consideration.

However, a resolution shall be deemed adopted only if more than $\frac{1}{4}$ of the elected members of the Committee vote in its favour.

8.3. When taking decisions on the issues at the Committee meeting, each member of the Committee shall have one vote. Transfer of the voting right by the Committee member to a third person, including to another member of the Committee shall not be allowed. In case of equality of votes of the Committee members, the vote of the Chairperson shall be casting and another person presiding at the meeting does not have the right of casting vote.

¹ Associated persons shall mean: individual's spouse, parents, children, adoptive parents, adopted children, siblings (including half-sisters and half-brothers), grandparents, and any other individual residing together with such first individual and having a common household with him/her.

8.4. When making decisions, members of the Committee present at the meeting, as a rule, express their opinion (vote on agenda items) by open voting by raising their hands or by voting using information and communication technologies in any way that allows them to clearly express their position, or using special e-voting software.

8.5. The Committee member being absent at a meeting of the Committee shall be entitled to send his/her written opinion on the issues included on the Committee meeting agenda which shall be taken into account when determining quorum and voting provided that the conditions specified in clause 8.6 hereof are observed.

8.6. To determine the quorum and results of voting on an agenda item it is possible to take into account the written opinion of a Committee member absent from the meeting provided that the following conditions are met:

- the written opinion is submitted prior to the start of the meeting in the form of the original document or by e-mail followed by sending the original document;
- the Committee member has expressly determined his/her position on the issue having specified in the written opinion one of the voting variants on the proposed resolution draft — "for", "against" or "abstain";
- the written opinion shall be signed by the Committee member specifying his/her surname and initials.

The written opinion containing corrections and remarks on the proposed resolution draft shall not be taken into account when determining the quorum and the voting results. In case the corrections in the resolution draft have been made at the Committee meeting, the written opinion shall not be as well accounted when determining quorum and the voting results.

When determining the quorum and the voting results, the written opinions shall be accounted for each issue of the meeting agenda separately, that shall be recorded in the minutes of the Committee meeting.

8.7. Those members of the Committee whose voting ballots were received in hard copy (on postal address of the Exchange) or received by the Exchange via e-mail (followed by submission of the original bulletin to the Committee Secretary) or those who voted using electronic or other technical solutions prior to or at the closing date of the voting bulletins acceptance shall be deemed attended the Committee meeting held in the form of absentee voting.

8.7. In the course of voting on matters put to vote only one voting option shall be left – “for”, “against”, or “abstain”. The unnecessary voting options should be crossed out.

If more than one voting option remains undeleted on one or several matters specified in the ballot, such ballot shall be recognised invalid and votes on such matters put to vote shall not be counted.

If during the vote count there are two or more completed ballots with different voting options left on one and the same matter, such ballots shall be recognised invalid with respect to the voting on this matter.

If the voting ballot carries notes or amendments to one or several matters put to vote, the votes on such matters shall not be counted.

The voting ballot recognised invalid with respect to voting on one, several or all matters voted on within this ballot, shall not be the reason for excluding votes on the said ballot when the quorum of the Committee meeting held in absentia is decided.

The voting ballot shall be signed by the Committee member.

9. MINUTES OF THE COMMITTEE MEETING

9.1. The minutes of the Committee meeting shall be executed by the Committee Secretary not later than in ten (10) business days from the date of holding thereof in two original copies and signed by the person having taken the chair at the Committee meeting. The minutes may be signed both with the handwritten signature of the Committee Chairman and with an electronic signature produced according to the requirements of Federal Law No. 63-FZ of 06.04.2011 *On Electronic Signature*.

9.2. The audio and video recording of the Committee meeting shall be kept by the Secretary of the Committee for 1 (one) year from the date of the meeting. During the specified period, any member of the Committee may, upon a written request addressed to the Chairperson of the Committee or a person acting as the Chairperson of the Committee, listen to the audio at the Exchange's premises at 13 Bolshoy Kislovsky pereulok, Moscow, Russian Federation.

9.3. The minutes of the Committee meeting shall specify:

- full or abbreviated corporate name and corporate seat of the Exchange;
- Committee name;
- a form of the Committee meeting;
- agenda of the meeting;
- instruction that the meeting shall be held using electronic or other technical solutions in accordance with Clause 6.2 or Clause 6.9 of the Regulation (if necessary);
- information on the quorum for the Committee meeting and for each item on the agenda;
- issues put to vote and voting results thereon;
- resolutions adopted;
- date of the minutes;
- other information required.

If the meeting is held in person, the minutes of the Committee shall also indicate:

- date, place (if applicable) and time of the Committee meeting;
- members of the Committee present at the meeting;
- members of the Committee who did not participate in the meeting;
- members of the Committee who submitted written opinions;
- list of invitees;
- speakers on the agenda items.

If a meeting is held in absentia, the minutes of the Committee shall also indicate:

- date of summing up the results of absentee voting (date of the meeting);
- members of the Committee who took part in absentee voting;
- members of the Committee who did not participate in absentee voting.

If the meeting is not quorate, the minutes of the Committee shall indicate:

- full or abbreviated corporate name and address of corporate seat of the Exchange;
- Committee name;
- a form of the Committee meeting;
- information that the meeting is not quorate;

- members of the Committee present at the meeting (taking part in absentee voting);
- members of the Committee who did not participate in the meeting (did not take part in absentee voting);
- members of the Committee who submitted written opinions (if the meeting was in presentia);
- date of the minutes;
- other information required.

9.4. The original minutes of the Committee meetings shall be kept by the Committee Secretary and in the archive of the Exchange. The minutes of the Committee meetings shall be enumerated by continuous consecutive numbering in a chronological order. The minutes and materials to the Committee meeting shall be filed separately and stored in accordance with the procedure established by internal documents of the Exchange.

9.5. Copies of the minutes of the Committee meetings or extracts therefrom shall be signed by the Committee Secretary and may be transferred by the Committee Secretary to the Committee members and interested divisions of the Exchange upon their written enquiry, as well as to other interested persons as instructed by the Chairman of the Executive Board (by the authorised person) in accordance with the procedure established in the Exchange.

9.6. Copies of the minutes of the Committee meetings shall be sent to the Committee members by the Committee Secretary by e-mail not later than in 3 (three) working days from the signing thereof.

10. LIABILITY OF THE COMMITTEE MEMBERS

10.1. The Committee members shall be liable for failure to fulfil or improper fulfilment of the obligations imposed thereupon having caused losses the Exchange in accordance with the laws of the Russian Federation.

Appendix 1
to the Regulation on the Bond Issuers Committee
Public Joint-Stock Company
Moscow Exchange MICEX-RTS

to the Chairperson of the Executive Board
of Moscow Exchange

APPLICATION
for inclusion in the list of candidates for election to the Bond Issuers Committee of Moscow Exchange
(hereinafter, the Committee)

You are requested to include me, _____
(full name)
in the list of candidates for election to the Committee.

Brief data:

Date of birth:

Educational background (please specify the educational institutions):

Employment history (please specify the legal entities and positions held in the last three years):

Membership in the management bodies of other legal entities:

Miscellaneous (at discretion of the applicant):

Contact telephone number, e-mail address to e-mail the agendas of the Committee's meetings:

Herewith I undertake to comply with requirements of the Regulation on the Committee and other internal documents of Moscow Exchange; not to disclose and not to use in my own interests or in the interests of the third parties the information having become available to me.

I acknowledge the right of Moscow Exchange to authorise or restrict the access to the information in connection with Committee meetings, inclusive of the right to permit or restrict records keeping of meeting proceedings using technical means.

“ ___ ” _____ 20__ .
_____/_____

(Name)

Appendix 2
to the Regulation on the Bond Issuers Committee of
Public Joint-Stock Company
Moscow Exchange MICEX-RTS

On the company letterhead

to the Chairperson of the Executive Board
of Moscow Exchange

PROPOSAL

of a candidate for appointment to the Bond Issuers Committee
of Moscow Exchange (hereinafter, the Committee)

[Full name, primary state registration number and place of business of a legal entity proposing the candidate] hereby proposes [full name and title] to be included on the list of candidates for appointment to the Bond Issuers Committee as per Clause 3.8 of the Regulation on the Committee.

Name

Signature