

**Approved**  
by the Annual General Shareholders  
Meeting of the Moscow Exchange  
27 April 2017, Minutes No.56

Chairman  
of the Annual General Shareholders Meeting

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**Provisions**  
**on the Procedure of Preparation, Convocation and Holding**  
**of the General Shareholders Meeting of**  
**Public Joint-Stock Company «Moscow Exchange MICEX-RTS»**

**Moscow**  
**2017**

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## **I. GENERAL PROVISIONS**

1.1. The present Provisions on the General Shareholders Meeting of Public Joint-Stock Company «Moscow Exchange MICEX-RTS» (hereinafter, the “Provisions”) were drawn up in line with the effective Russian laws, including but not limited to, the Civil Code of the Russian Federation, the Federal Law “On Joint Stock Companies”, the Federal Law “On Organized Trading”, laws and regulations, the Charter of Public Joint-Stock Company «Moscow Exchange MICEX-RTS», and guided by the recommendations of the Corporate Governance Code recommended by the Bank of Russia.

1.2. These Provisions determine the procedures for preparation, convocation and holding of the General Shareholders Meeting of Public Joint Stock Company «Moscow Exchange MICEX-RTS» (hereinafter, the “Company”), and also determines the order for election, status, functions and powers of working bodies under the General Shareholders Meeting.

1.3. The Company shall ensure equal and fair treatment of all shareholders when they exercise their right to participate in the management of the Company.

1.4. The General Shareholders Meeting shall be the highest management body of the Company. In exercising their powers the members of the General Meeting shall be governed by the current legislation of the Russian Federation, and also laws and regulations, the Charter of the Company and these Provisions.

1.5. The Company shall hold the annual shareholders meeting every year.

1.6. The Annual General Shareholders Meeting ((the AGM) shall be held between March 01 - June 30 (inclusive) of the year, following the reporting year. The reporting year starts on January 01 and ends on December 31.

1.7. General Shareholders Meetings held apart from the annual general meeting shall be deemed extraordinary.

1.8. The General Shareholders Meeting may be held in the form of joint presence (joint attendance by shareholders to discuss agenda items and to adopt resolutions on the issues put to vote) or by absent voting.

1.9. The date of holding the General Shareholders Meeting by absent voting format shall be considered the deadline date for ballot papers return.

1.10. The General Shareholders Meeting of the Company is not allowed to be held at the place and at the time preventing the shareholders from attending or developing significant obstacles for their attendance.

## **II. PROCEDURE FOR MAKING PROPOSALS ON THE AGENDA OF THE MEETING AND NOMINATING CANDIDATES TO THE COMPANY'S BODIES**

2.1. Shareholders (a shareholder) owning in their aggregate at least two (2) per cent of the voting shares of the Company shall be entitled to propose issues on the agenda of an annual general meeting of the company and nominate candidates to the Supervisory Board of the Company, and to the Revision Commission, the number of which cannot exceed the number of members of a relevant body.

Such proposals shall be submitted to the Company within sixty (60) days after the end of the reporting year.

2.2. If the agenda proposed for the Extraordinary General Shareholders Meeting (the EGM) includes the issue of election of members of the Supervisory Board of the Company, shareholder(s) owning at least two (2) per cent of the voting shares of the Company shall be entitled to propose nominees for election to the Supervisory Board of the Company in a number not exceeding the number of members of the Supervisory Board of the Company.

Such proposals shall be submitted to the Company at least thirty (30) days before the date of the Extraordinary General Shareholders Meeting.

2.3. A proposal for putting issues on the agenda of the General Shareholders Meeting and a proposal concerning nominees shall be filed including the indication of the name of the shareholders (shareholder) who filed them, the quantity and category (type) of shares they own and the signatures of the shareholders (shareholder) or their representatives. Shareholders (shareholder) of the Company who are not in the Company's share register (hereinafter referred to as the Register) are entitled to put proposals on the agenda of the General Shareholders Meeting and proposals for nominating candidates also by giving relevant directives (instructions) to the person who keeps records of their rights to shares. Such directives (instructions) are given in line with the rules of the legislation of the Russian Federation on securities.

2.4. If a proposal (request) for putting issues on the agenda of the General Shareholders Meeting is signed by the shareholder's proxy acting pursuant to the powers granted by the power of attorney, the power of attorney (a duly certified copy thereof) comprising information on a shareholder represented and his/her proxy pursuant to the Federal Law "On Joint Stock Companies", and executed in

accordance with the requirements of the Federal Law “On Joint Stock Companies” shall be attached to such proposal.

If a proposal (request) for putting issues on the agenda of a General Shareholders Meeting is signed by a shareholder’s proxy whose rights to the shares are recorded in a custody account with a depository, to such proposal shall be attached an abstract of shareholder’s custody account with the depository recording the rights to the above said shares.

2.5. A proposal for putting issues on the agenda of a General Shareholders Meeting shall formulate each issue being proposed and may include a proposed decision on each proposed issue.

If a proposal for putting issues on the agenda of a General Shareholders Meeting does not formulate a decision on the proposed issue, the Supervisory Board shall propose a wording of resolution for such issue.

2.6. A proposal for nominating a candidate shall include:

- the surname, name and patronymic of the candidate;
- the details of the documents certifying the candidate’s identity (series and (or) number of the document, the date and the place of issuance thereof, and the authority having issued the document);
- the name of the Company’s body for election to which the candidate is nominated;
- the details on compliance of a nominee with the requirements set by the effective legislation of the Russian Federation and regulations (concerning members of the Supervisory Board), inclusive of:
  - 1) information on higher education;
  - 2) information on performance of the functions of a sole executive body, the membership in a collective executive body, or performance the functions of the head of internal and control service (comptroller) of financial organizations whose license for the provision of certain activities have been revoked (withdrawn) as a result of violation of law at the time of such violation, or whose licenses have been suspended and such license have been revoked (withdrawn) as a result of failure to eliminate those violations, if less than three years have passed from the date of license withdrawal;
  - 3) information on court judgments in force that ascertained the wrongful acts of the aforesaid persons in the course of bankruptcy, intentional (fraudulent) bankruptcy;

- 4) information on records of crimes in the sphere of economic activity or crimes against state power;
- 5) information on records of imposition of administrative penalties in the form of disqualification;
- 6) information on records of qualification certificate issued by a federal body of executive power in the sphere of financial markets, the Bank of Russia, and the information on its annulment, if less than three years passed as from the date of annulment;
- 7) and also any other information on the conformity of the members of the Supervisory Board to the requirements envisaged in the Federal Law "On Organized Trading".

2.7. The candidate's written consent to nomination and election to the Company's body shall be attached to such request.

2.8. The quantity of voting shares belonging to the shareholders (shareholder) having proposed an issue to be put on the agenda of the meeting of the General Shareholders Meeting, and (or) nominated a candidate shall be determined as of the date of such proposal.

2.9. If a proposal for putting issues on the agenda of the General Shareholders Meeting is sent via mail service, the date of making such a proposal shall be the date indicated on the stamping evidencing a date of dispatch of a postal item; if a proposal is sent via a courier service, a date of transfer to a courier service for delivery; if a proposal is delivered against signature, the date of delivery.

A date of receipt of a proposal for putting issues on the agenda of a General Shareholders Meeting shall be a date of receipt of a postal item by the Company, if a proposal is sent by an uninsured letter or other uninsured post; a date of delivery of a postal item to a recipient against signature, if a proposal is sent by a registered letter or other registered post; a date of its delivery by a courier, if a proposal is sent via a courier service; a date of delivery, if a proposal is delivered against signature.

2.10. The Supervisory Board shall be obliged to consider the submitted proposals and to adopt a resolution on entering them onto the agenda of the annual General Shareholders Meeting or refusal of entering within 5 (five) days from the expiry of the time limit determined in Clauses 2.1 and 2.2 of these Provisions. The issue proposed by shareholders (shareholder) is to be put on the agenda of the meeting, and the candidates nominated are to be included into the list of candidates for election to the Company's bodies except for when:

- the time limit for submitting a proposal determined by Clauses 2.1 and 2.2 hereof is not complied with by shareholders (shareholder);
- shareholders (shareholder) do not hold such number of voting shares as prescribed in Clauses 2.1 and 2.2 hereof;
- the proposal does not comply with the requirements specified in Clauses 2.3 - 2.6 hereof;
- the issue proposed for entering onto the agenda is not referred to the competence of the General Meeting and (or) does not comply with the requirements of the Federal Law "On Joint Stock Companies" and other laws and regulations of the Russian Federation.

2.11. Misprints and other immaterial flaws in a shareholder's proposal shall not serve as a basis for refusal to include the proposed matter in the agenda of the General Shareholders Meeting, or put the nominee on the list of candidates to election to a relevant body of the Company if the content of such proposal on the whole makes it possible to determine the will of the shareholder and confirm his right to send a proposal. If there are material flaws, the Company shall inform the shareholder thereof within a reasonable period to enable him to correct them before the Supervisory Board of the Company resolves to approve the agenda of the General Shareholders Meeting and the list of candidates for election to relevant body of the Company

2.12. A motivated resolution of the Supervisory Board of the Company on refusal to put an issue on the agenda of the AGM or include the proposed candidate to the list of candidates to be elected to the Company's bodies shall be sent to the shareholders (shareholder) having proposed the issue within 3 days of the date of its adoption. If such proposals are made to the Company by persons who are not in the Register and gave a directive (instruction) to the person who keeps records of their rights to shares, the said resolution of the Supervisory Board shall be sent to such persons within 3 (three) days of the date of its adoption in line with the rules of the legislation of the Russian Federation on securities for provision of information and materials to persons who exercise the rights on securities.

2.13. If the Supervisory Board adopts a resolution on refusal to put an issue on the agenda of the AGM or to include the proposed candidate to the list of candidates to be elected to Company's bodies, or evades adoption of such resolution, a shareholder shall have the right to apply to the court for compelling the Company to enter the proposed issue onto the agenda of the General Shareholders

Meeting or to include the proposed candidate to the list of candidates to be elected to Company's bodies.

2.14. The Supervisory Board of the Company shall not have the right to amend the wording of the issues of the agenda proposed for the General Shareholders Meeting and the wording of the resolutions on such issues..

2.15. Apart from issues proposed for inclusion in the agenda of the General Shareholders Meeting by shareholders and also in the event of lack of such proposals, the lack or insufficient number of nominees proposed by shareholders in respect of a certain body, the Supervisory Board of the Company shall have the right to put issues on the agenda of the General Shareholders Meeting or nominees in a list of nominees at their own discretion.

### **III. CONVOCAATION OF THE EXTRAORDINARY GENERAL SHAREHOLDERS MEETING**

3.1. The Extraordinary General Shareholders Meeting shall be convened by the decision of the Supervisory Board at:

- its own initiative;
- request of the Company's Revision Commission;
- request of an Auditor for the Company;

request of shareholders (shareholder) who own at least ten (10) per cent of the voting shares of the Company as of the date of the request.

3.2. The Extraordinary General Shareholders Meeting convened on the request of the Company's Revision Commission, an Auditor of the Company or shareholders (shareholder) owning at least ten per cent of the voting shares of the Company shall be held within forty (40) days after the filing of a request for convocation of the Extraordinary General Shareholders Meeting.

3.3. If the agenda proposed for the Extraordinary General Shareholders Meeting includes the issue of election of members of the Supervisory Board of the Company such a General Shareholders Meeting shall be convened within seventy five (75) days after the filing of the request for convocation of a General Shareholders Meeting. In such event the Supervisory Board of the Company must set the date until which shareholders proposals to nominate candidates for election to the Supervisory Board of the Company are received.

3.4. Where according to the provisions of Articles 68-70 of the Federal Law "On Joint Stock Companies", the Supervisory Board of the Company should adopt a resolution on holding the Extraordinary General Shareholders Meeting, such



General Shareholders Meeting shall be held within 40 days from the time of adoption by the Supervisory Board of the Company of the resolution on holding thereof.

3.5. Where according to the provisions of the Federal Law “On Joint Stock Companies”, the Supervisory Board of the Company should adopt a resolution on holding the Extraordinary General Shareholders Meeting for election of the members of the Supervisory Board of the Company, such General Shareholders Meeting shall be held within seventy (70) days from the time of adoption by the Supervisory Board of the Company of the resolution on holding thereof.

3.6. The request for convocation of the Extraordinary General Shareholders Meeting shall include issues to be put on the agenda thereof. The request for convocation of the Extraordinary General Shareholders Meeting may include the wording of decisions on each of such issues and also a proposal for the form of the General Shareholders Meeting. If the request for convocation of the Extraordinary General Meeting of shareholder includes a proposal on nominating candidates to the Company’s bodies, provisions of Section II shall be applied to such request.

If the request for convocation of the Extraordinary General Shareholders Meeting does not formulate a decision on the proposed issue (issues), the Supervisory Board shall propose a wording of resolution for such issue (issues).

3.7. The Supervisory Board of the Company shall not have the right to amend the wording of the issues of the agenda and the wording of the resolutions on such issues, or to amend the proposed form of holding the extraordinary General Shareholders Meeting convened at the request of the Revision Commission, an Auditor of the Company or shareholders (shareholder) who own at least ten per cent of the voting shares of the Company.

3.8. If the request for convocation of an extraordinary general meeting is initiated by the shareholders (shareholder), such request shall include details (names) of the requesting shareholders (shareholder) and the quantity, category (type) of shares belonging to each of such shareholders.

3.9. The request for convocation of the Extraordinary General Shareholders Meeting shall be signed by persons (person) having requested for convocation of the Extraordinary General Shareholders Meeting.

3.10. If the request for convocation of the Extraordinary General Shareholders Meeting is signed by the shareholder’s proxy acting pursuant to the

powers granted by the power of attorney, the power of attorney (a duly certified copy thereof) comprising information on a shareholder represented and his/her proxy pursuant to the Federal Law "On Joint Stock Companies", and executed in accordance with the requirements of the Federal Law "On Joint Stock Companies" shall be attached to such request.

If the request for convocation of the Extraordinary General Shareholders Meeting is signed by the shareholder (shareholder's proxy) whose rights to the shares are recorded in a custody account with a depository, an abstract of shareholder's custody account with the depository recording the rights to the above said shares shall be attached to such a request.

3.11. The quantity of voting shares belonging to the shareholder (shareholders) having requested for convocation of the Extraordinary General Shareholders Meeting shall be determined as of the date of such proposal.

3.12. If the request for convocation of the Extraordinary General Shareholders Meeting is sent by an uninsured letter or other uninsured post, the date of submitting (presentation) of such a request shall be the date of receipt of a postal item; if the request is sent by a registered letter or other registered post, a date of delivery of a postal item to a recipient against signature; if a request is sent via a courier service – a date of its delivery by a courier.

If the request for convocation of the Extraordinary General Shareholders Meeting is delivered against the signature, the date of submitting of such request shall be the date of its delivery.

3.13. Within five (5) days after the date when a request for convocation of the Extraordinary General Shareholders Meeting was filed by the Revision Commission, an Auditor of the Company or shareholders (shareholder) who own at least ten per cent of the voting shares of the Company, the Supervisory Board of the Company shall adopt a decision to convene the Extraordinary General Shareholders Meeting or to refuse to convene it.

The Supervisory Board may refuse to convene the Extraordinary General Shareholders Meeting if:

- the procedure established by the legislation of the Russian Federation for making a request for convocation of the Extraordinary General Shareholders Meeting is not complied with;

- shareholders (shareholder) requesting for convocation of the Extraordinary General Shareholders Meeting, do not hold such quantity of the voting shares as required by Clause 3.1. herein;
- none of the issues proposed to be included the agenda of the Extraordinary General Meeting of Shareholders falls within its competence and (or) comply with requirements of the Federal Law “On Joint Stock Companies” and other laws and regulations of the Russian Federation;
- decision to grant or deny consent to effect the related party transaction has already been made as of the moment when the issue regarding the consent to effect the relevant transaction is reviewed.

#### **IV. THE RIGHT TO PARTICIPATE IN THE GENERAL SHAREHOLDERS MEETING**

4.1. The list of persons entitled to participate in the General Shareholders Meeting shall be drawn up in line with the rules of the legislation of the Russian Federation on securities for making a list of persons who exercise rights to securities.

4.2. Information on the date of drawing up the list of the persons entitled to participate in the General Shareholders Meeting shall be disclosed not less than seven (7) days prior to such a date.

4.3. The list of the persons entitled to participate in the General Shareholders Meeting except for information on the expression of will of such persons shall be provided by the Company for familiarization at the request from the persons included into such list and holding at least 1 (one) percent of the votes. The data which helps identify individuals put on such list except for the surname, name and patronymic may be provided only by consent of such persons. The company shall provide shareholders entitled to review the list with the opportunity to review it starting from the date when the company receives it.

#### **V. NOTICE OF HOLDING THE GENERAL SHAREHOLDERS MEETING**

5.1. The notice of holding the General Shareholders Meeting shall be given not later than thirty (30) days prior to the supposed date of such meeting unless a longer period is provided by the Federal Law “On Joint Stock Companies”.

The notice of holding the General Shareholders Meeting shall be communicated to the persons entitled to participate in the General Shareholders Meeting and registered in the Register of Company shareholders by sending registered letters or by delivering against signature or by posting on the Company's website at <http://moex.com>.

The Company discloses information on holding the General Shareholders Meeting in cases and pursuant to the procedure established by the legislation and laws and regulations applicable to information disclosure.

If a person registered in the Register is a nominee shareholder, the notice of holding the General Shareholders Meeting, as well as information (materials) to be submitted to persons entitled to participate in the General Shareholders Meeting shall be provided in line with the rules of the legislation of the Russian Federation on securities to provide information and materials to persons exercising the rights to securities.

5.2. The notice of holding the General Shareholders Meeting shall provide the following details:

- the full firm name of the Company and the registered address of the Company;
- the form of holding of the General Shareholders Meeting (joint presence or absent voting);
- the date, place (address, at which the General Shareholders Meeting will be held, including information on premises) and time of the forthcoming General Shareholders Meeting, a postal address where filled in voting ballots may be sent (in case of holding the General Shareholders Meeting in the form of joint presence);
- website for filling out electronic voting ballots (in the event that the Supervisory Board resolves that it is possible to vote with electronic ballots);
- the deadline for return of filled in voting ballots, and the postal address where the completed voting ballots shall be returned to (if the General Shareholders Meeting is to be held by absent voting);
- opening time to registration of the persons attending the General Shareholders Meeting in the form of joint presence;
- the date when persons entitled to participate in the General Shareholders Meeting are determined;
- agenda of the General Shareholders Meeting;

- the procedure for getting familiarized with information (materials) offered in preparation for the General Shareholders Meeting and the address (addresses) where one can familiarize oneself with them; other information envisaged in the Federal Law “On Joint Stock Companies”.

The notice may also indicate information on documents to be produced to be admitted to the premises where the General Shareholders Meeting is to be held.

5.3. Ballot papers should be sent to each person registered in the Register of shareholders of the Company and entitled to participate in the General Shareholders Meeting not later than 20 days prior to the meeting.

Ballot papers should be sent via registered mail or delivered against signature.

5.4. The information (materials) that must be presented to persons entitled to attend the General Shareholders Meeting in preparation for holding such a meeting shall be as follows:

- annual accounting reporting (financial statements), an Audit Report and a statement of the Company's Revision Commission on the results of auditing annual accounting reporting (financial statements),
- annual report of the Company and opinion of the Company's Revision Commission on the results of its audit;
- information on nominees to the Supervisory Board and the Revision Commission of the Company,
- draft amendments and additions proposed for entering into the Company's Charter and or draft new versions of the Company's Charter,
- draft bylaws of the Company,
- draft resolutions of the General Shareholders Meeting,
- other information stipulated by the Federal Law “On Joint Stock Companies” concerning shareholders agreements signed during the period of one year preceding the date of the General Shareholders Meeting.
- Supervisory Board opinion on a major transaction and a report on related party transactions concluded by the Company in the reporting year.

5.5. Additional information (materials) to be provided to the persons entitled to attend the General Shareholders Meeting at preparation for the General Shareholders Meeting shall include:

- recommendations of the Supervisory Board of the Company for the size of the dividend on Company shares and its payment procedure;
- information on written consent by candidates nominated to be elected to a relevant body of the Company;
- independent appraiser's report on the market value of the Company's shares in respect of which the request for repurchase may be brought to the Company;
- calculation of the value of the Company's net assets on the basis of the Company's accounting data for the last completed reporting period;
- the minutes (abstracts of the minutes) of the meeting of the Supervisory Board of the Company at which the resolution was adopted on determination of the repurchase price of the Company's shares, with the indication of the repurchase price.
- draft decision on separation, appropriation or transformation or an agreement (draft agreement) on merger or acquisition to be concluded between the companies taking part in merger or acquisition;
- substantiation of the conditions of and the procedure for reorganization of the Company containing in the resolution on split-up, split-off or reorganization or in the merger or acquisition agreement approved (adopted) by the Company's competent body;
- draft act of acceptance and transfer;
- annual reports and annual accounting reporting (financial statements) of all organizations involved in the reorganization for the three (3) completed reporting years preceding the date of holding the General Shareholders Meeting, or for each completed reporting year as from the date of incorporation of the company if the company operates during the period of less than three years;
- quarterly accounting reporting (financial statements) of all organizations involved in reorganization for the last completed quarter preceding the date of holding the General Meeting.

The above materials shall be provided if the General Shareholders Meeting reviews a relevant matter.

5.6. The Company shall have the right to additionally provide to the persons entitled to participate at the General Shareholders Meeting at preparation for the General Shareholders Meeting:

- information who proposed an issue or nominated a candidate to the management body or other body of the Company;

- position (recommendations) of the Supervisory Board with respect to the each issue on the agenda of the General Shareholders Meeting;

- information on the candidates to the Company's auditors;

- in case of making amendments to the Charter and bylaws of the Company, draft documents reflecting the amendments proposed;

- information sufficient for forming an understanding of the personal features and professional skills of the candidates nominated to the Supervisory Board and other bodies of the Company, including information of their experience and biography and compliance with the requirements to the members of the Company's bodies;

- substantiation of the proposed distribution of the net profits and evaluation of its compliance with the Company's dividend policy, including but not limited to, payment of dividends and own needs of the Company, with explanations and economic substantiation of the necessity to deliver a particular part of the net profits to own needs;

- data on the results of valuation of property provided as the payment for additional shares if such valuation was made by an independent appraiser, or some other information that allows the shareholder make an opinion on the actual value of the said property and its behaviour;

- when decisions are made to increase/decrease the authorised capital, amend the Charter and by-laws, when major deals/related party transactions are approved, - substantiation of the need to make appropriate decisions and clarify consequences for the Company and its shareholders should such decisions be made;

- when related party deals are approved – the list of stakeholders with the indication of grounds for such persons to be recognised as stakeholders.

5.8. Information (materials) to be provided to the persons entitled to attend the General Shareholders Meeting at preparation for the General Shareholders Meeting should be made available within 30 (thirty) days of such General Shareholders Meeting to persons entitled to participate in the General Shareholders Meeting to get familiarised with it at the address of the Chairman of the Company's Executive Board, as well as at other locations whose addresses are specified in the

notice of holding the General Shareholders Meeting (unless the legislation of the Russian Federation provides for a longer period).

5.9. Such information (materials) shall be made available to the persons entitled to attend the General Shareholders Meeting during the meeting.

5.10 The Company shall have the right to display on the Company's website information (materials) for a respective meeting, and the Company shall also be entitled to additionally post information on passage to the place of holding the General Shareholders Meeting, an approximate form of a power of attorney which a shareholder may grant to its representative for participation in the General Shareholders Meeting, information on the procedure for certifying such power of attorney.

The Company must upon request of the person entitled to attend the General Shareholders Meeting provide copies of the aforesaid documents within 5 (five) days as from the date of the receipt of such request. The Company may not charge a fee for providing such copies in amount exceeding the cost of producing thereof.

Information (materials) that shall be provided to the persons entitled to attend the meeting may be sent via e-mail upon a written request of an authorized representative of the person entitled to participate at the General Shareholders Meeting.

To procure an equal attitude towards all the shareholders of the Company, including foreign ones, the Company shall have the right to provide information on holding of the meeting including materials both in the Russian and English languages.

5.11. If a person in the Register is a nominee shareholder, the notice of holding the General Meeting of Shareholders and information (materials) to be provided to the persons entitled to participate at the General Shareholders Meeting in the course of preparation for holding the General Shareholders Meeting shall be made available in accordance with the rules of the legislation of the Russian Federation on securities to provide the information and materials to persons who exercise the rights to securities.

5.12. If the agenda of the General Shareholders Meeting includes the matter of dividend pay-out, the Company shall be entitled to explain to the shareholders (disclose on the Company website among the materials for the meeting and (or) to attach it as a note to the set of ballot papers for voting) the need for timely notification of the Registrar/depository that keeps record of the rights to Company



shares about the change of their data required for the dividend pay-out, as well as consequences related to untimely notification about the change of such data.

## **VI. PREPARATION FOR HOLDING THE GENERAL SHAREHOLDERS MEETING**

6.1. Preparation for holding the General Shareholders Meeting shall be carried out pursuant to the procedure and within the time limits established by the Federal Law “On Joint Stock Companies”, other legal acts of the Russian Federation and the Charter of the Company.

6.2. In the course of preparation for holding the General Shareholders Meeting, the Supervisory Board of the Company shall determine:

- the form of holding of the General Shareholders Meeting;
  - the date, place (address where the General Shareholders Meeting will be held), and the time of holding of the General Shareholders Meeting;
- and also other data envisaged by the Federal Law “On Joint Stock Companies” and laws and regulations of the Russian Federation.

6.3. In the course of preparation for the General Shareholders Meeting, the Company shall have the right to create a special telephone channel (hot line) for connection with the shareholders, open a special email address, post the feedback forms on agenda items of the General Shareholders Meeting on its Internet website.

## **VII. PROCEDURE FOR PARTICIPATION OF SHAREHOLDERS IN THE GENERAL SHAREHOLDERS MEETING**

7.1. Entitled to participate at the General Shareholders Meeting shall be the persons included into the list of persons entitled to participate at the General Shareholders Meeting, the persons who inherited the title for the shares of the aforesaid persons or obtains under the reorganization procedure, or their representatives acting under the power of attorney or by operation of the law.

7.2. At holding the General Shareholders Meeting, except for meetings held by absentee voting, the persons included in the list of persons entitled to participate in the meeting (or their representatives) shall have the right to register for participation in such a meeting or send completed ballot papers to the Company.

7.3. The right to participate in the General Shareholders Meeting shall be exercised by the shareholder personally or through his/her representative (proxy).

7.4. A shareholder shall have the right to replace at any his/her proxy at the General Shareholders Meeting, or to participate at the General Shareholders Meeting in person.

7.5. A person entitled to attend the General Meeting (also a new proxy of the shareholder acting under the power of attorney to vote) need to be registered to participate at the meeting, and ballot papers must be provided to him/her if the notice of replacement (revocation) of the proxy has been received by the Company or by the Company's Registrar (hereinafter, the "Registrar") prior to registration of the proxy whose powers are terminated.

7.6. Registration of the persons having the right to participate at the General Shareholders Meeting shall be effected subject to identification of the persons arriving for participation in the General Shareholders Meeting through comparing the data contained in the list of the persons having the right to participate at the General Shareholders Meeting with the data of the documents produced (provided) by the above said persons.

7.7. At registration the person entitled to participate at the General Meeting shall provide a document the documents certifying his/her identity.

If a person entitled to participate at the General Shareholders Meeting participates at such a meeting by his/her proxy, the proxy along with a document certifying his/her identity shall provide a document confirming his/her powers.

7.8. A proxy of the holder at the General Shareholders Meeting acts in compliance with the powers based on the federal laws guidance or acts of the authorized state bodies or local authorities or a power of attorney comprised in writing. The letter of attorney shall contain information on the holder and his/her proxy (for a physical person – name, details of identification document (series and (or) number, date and place of issuance, issuing body. For a legal entity – name, registered address). The power of attorney for voting shall be composed in accordance with the requirements of Clauses 3 and 4 Article 185.1 of the Civil Code of the Russian Federation, or notarized accordingly.

7.9. Details of a proxy, the legal entity acting without a power of attorney by virtue of constituent documents, should conform to the data in the Register. In the event that the submitted data fails to conform to those in the Register, the proxy shall submit the following documents to confirm his/her powers: a certified copy of or an extract from the charter of the legal entity having the right to participate in the meeting due to the size of the powers of the representative and procedure for their

execution; extract from the minutes (or from other document) confirming appointment (election) of the shareholder's proxy to the position allowing him/her by virtue of the charter to act without a power of attorney.

7.10. Documents certifying the powers of successors and representatives of the persons included into the list of persons entitled to participate at the General Shareholders Meeting shall be provided to the registrar upon registration for participation at the meeting or attached to the ballot papers.

7.11. Registration of the persons for participation in the General Shareholders Meeting held in the form of joint presence shall be affected at the place of holding of the General Shareholders Meeting.

7.12. At registration the persons entitled to participate at the General Shareholders Meeting shall receive ballot papers against their signature in the list of persons entitled to participate at the General Shareholders Meeting.

7.13. If the shares were transferred after the date of drawing up the list of the persons having the right to participate at the General Shareholders Meeting and before the date of holding the General Shareholders Meeting, the person included into the above said list shall be obliged to grant the acquirer the power of attorney for voting or vote at the General Shareholders Meeting in accordance with the instructions from the acquirer of the shares, if provided for by the shares transfer agreement. This rule shall be also applicable to any subsequent transfer of the shares.

7.14. If a person included into the list of persons entitled to participate at the General Meeting grants a power of attorney for voting at the meeting with the shares transferred after the date of drawing up the list of the persons having the right to participate at the General Shareholders Meeting, the acquirers of such shares shall be registered for participation and voting ballots shall be provided to them.

7.15. If a share of the Company is in joint shared ownership of several persons, the powers to vote at the General Shareholders Meeting shall be at their discretion exercised either by one of such joint shared owners or by their common representative. The powers of each of the above said persons shall be properly formalized.

7.16. Registration of the persons having the right to participate at the General Shareholders Meeting shall not be ended at the opening of the General Meeting.

Registration of persons who have the right to participate in the General Shareholders Meeting and failed to register for participation in the General Shareholders Meeting before the opening of the Meeting shall end following the completion of discussion over the last agenda item of the General Shareholders Meeting, on which a quorum is in place, and before the time allotted for voting to persons who failed to vote earlier.

## **VIII. QUORUM AND OPENING OF THE MEETING**

8.1. A General Shareholders Meeting shall be valid (have a quorum) if shareholders owning in total more than half of the votes carried by placed voting shares of the Company have participated in the meeting.

8.2. The "shareholders attending a general shareholders meeting" shall be deemed the shareholders who have registered for the purpose of attending the meeting, inclusive of those who have registered via the Internet site specified in the notice on the General Meeting of Shareholders, as well as the shareholders whose ballot papers were received, or electronic ballots available on the Internet site specified in the notice on the General Meeting of Shareholders were filled in at least two (2) days prior to the date of the General Shareholders Meeting.

As the meeting proceeds, the shareholders may fill in electronic ballots available on the Internet site specified in the notice on the General Meeting of Shareholders, unless they otherwise have exercised their right to participate in such a meeting. When filling in the electronic ballots via Internet, the date and time when the ballots have been filled in should be recorded.

8.3. If the General Shareholders Meeting is held by absentee voting, the shareholders attending the General Shareholders Meeting shall be deemed the shareholders whose ballot papers were received or electronic ballots available on the Internet site specified in the notice on the General Meeting of Shareholders were filled in prior to the deadline for receipt of ballot papers.

8.4. Those who took part in the General Shareholders Meeting are also shareholders who in line with the legislation of the Russian Federation on securities gave directives (instructions) about voting to the persons who keep records of their rights to shares if notices of their willingness are received at least 2 (two) days prior to the General Shareholders Meeting or before the end date of ballot papers receipt during the General Shareholders Meeting held by absentee voting.

8.5. If the General Shareholders Meeting's agenda includes issues to be

voted by different voters, the quorum requirements for such voting shall be decided on a case-by-case basis. If the necessary quorum is not available for some of such issues, it shall not prevent shareholders from voting on the other issues where the quorum is sufficient.

8.6. At determination of a quorum and vote counting the portions of a vote represented by fractional shares shall be summed up without rounding.

8.7. The General Shareholders Meeting held in the form of a joint presence shall be opened if at the starting time thereof a quorum is in place with respect to any of the issues on the agenda of the General Shareholders Meeting.

8.8. If at the starting time of the General Shareholders Meeting a quorum is not present with respect to any of the issues entered onto the agenda of the General Shareholders Meeting, the opening of the General Shareholders Meeting may be postponed by 2 (two) hours.

8.9. The opening of the General Meeting shall be permissible only once.

8.10. The General Shareholders Meeting at the opening of which a quorum was present only on individual issues on the agenda may not be closed if at the time of ending of the registration the quantity of the persons having registered ensures a quorum for adopting resolutions on other issues on the agenda.

8.11. Between completion of the discussion on the last issue on the agenda of the General Shareholders Meeting (the last issue on the agenda of the General Meeting on which a quorum is present) and the closing of the General Shareholders Meeting (beginning of the vote counting) a period of time shall be provided for voting to the persons having not voted by that time.

## **IX. RECONVENED GENERAL SHAREHOLDERS MEETING**

9.1. If the necessary quorum requirement for holding an annual General Shareholders Meeting is not met, a reconvened General Shareholders Meeting with the same agenda must be held. If there is no sufficient quorum for holding an extraordinary General Shareholders Meeting, a reconvened General Shareholders Meeting with the same agenda may be held.

9.2. A reconvened General Shareholders Meeting shall be held in the procedure and within timeframes envisaged by the Federal Law "On Joint Stock Companies".

## **X. PROCEEDINGS AT THE GENERAL SHAREHOLDERS MEETING**

10.1. The Chairman of a General Shareholders Meeting shall chair the meeting.

10.2. The Chairman of the Supervisory Board of the Company or, in his absence, a Deputy Chairman of the Supervisory Board shall preside at the General Shareholders Meeting. In the absence of the Chairman and his Deputies, the Supervisory Board appoints by its resolution a person among their number to preside at the General Shareholders Meeting.

10.3. The Chairman of the General Shareholders Meeting shall:

- announce the opening and closing of the General Meeting;
- after completion of discussion on an issue of the agenda (all issues of the agenda) declares beginning of voting on such issues (issues) of the agenda;
- announces the results of voting on the issues put to the vote;
- chair and supervise the work of the General Shareholders Meeting;
- ensures maintaining and returning to the order of holding the General Shareholders Meeting;
- ensure adherence to procedures in connection with holding the meeting adopted by the General Shareholders Meeting;
- ensure adherence to the agenda of the General Shareholders Meeting;
- give floor to reporters and co-reporters on the issues of the agenda of the General Shareholders Meeting, to persons participating at the meeting and having intention to speak at the meeting based on their written requests;
- ensure observance of the shareholders' rights to show their opinion on all issues on the agenda of the General Shareholders Meeting;
- performs such other functions as prescribed by the Federal law "On Joint Stock Companies" and other laws and regulations.

10.4. The Company seeks to provide the shareholders with the option to smoothly and timely obtain information about the meeting and material thereto, ask questions to members of the Executive Board and those of the Supervisory Board and communicate with one another.

10.5. The General Shareholders Meeting should be held in such a way that the shareholders are able to make considered and informed decisions. To this end, unless the General Shareholders Meeting decides otherwise, the order to report and speak on the issues of the agenda at the General Shareholders Meeting shall be as follows:

- report on the issues of the agenda – up to thirty (30) minutes;
- co-report – up to twenty (20) minutes;
- speaking in the debates – up to three (3) minutes;
- questions and information – up to three (3) minutes.

10.6. On one and the same issue of the agenda a person participating in the General Shareholders Meeting may speak only once.

10.7. A person having intention to speak at the General Shareholders Meeting on either issue of the agenda as a co-reporter shall submit to the Secretary a written request specifying the issues of the agenda he/she is intending to speak on prior to the end of discussion on such issue.

The Secretary of the General Shareholders Meeting forwards the request to the Chairman of the General Meeting who further announces it to the General Shareholders Meeting.

10.8. The following persons shall be invited to attend the General Shareholders Meeting:

- members of the Supervisory Board;
- members of the Executive Board;
- Chairman of the Executive Board;
- members of the Revision Commission;
- auditor (representative/representatives of the auditor);
- candidates nominated at the General Shareholders Meeting to the Supervisory Board, Revision Commission, and for the position of the Company's Auditor.

If the agenda of the Extraordinary General Shareholders Meeting includes the item of the election of the Supervisory Board, Revision Commission, nominated candidates shall be invited to attend such meeting.

If the agenda of the General Shareholders Meeting in the form of joint presence includes the issue, with respect to which the Chairman of the Executive Board, the Chief Accountant, the Company's Revision Commission, the Audit Commission of the Supervisory Board and the Company's auditor provide their opinions, the said persons/member of the bodies that prepared the respective opinions to submit to the shareholders for their questions shall be invited to attend such meeting.

10.9. The Secretary of the Supervisory Board shall be the Head of business unit performing the functions of the Corporate Secretary of the Company.

In the absence of the Head of business unit performing the functions of the Corporate Secretary of the Company on the day of the General Shareholders Meeting, the secretary of the General Shareholders Meeting shall be the Secretary of the Supervisory Board.

10.10. The Secretary of the General Shareholders Meeting:

- controls issuance of draft documents proposed to the General Meeting;
- prepares notifications of the General Shareholders Meeting and ensures their timely delivery to the persons included into the list of persons entitled to participate at the General Shareholders Meeting;
- ensures production of information (materials) to be submitted to the persons entitled to participate at the General Shareholders Meeting;
- ensures access for the persons entitled to participate at the General Shareholders Meeting to information (materials) to be provided to such persons;
- organizes for production and delivery to the persons entitled to participate at the General Shareholders Meeting copies of documents to be provided to such persons not later than within seven (7) days as from the date of receipt of their enquiry;
- prepares and signs minutes of proceeding of a General Shareholders Meeting and reports on voting results;
- prepares and signs abstracts of minutes;
- certifies as true copies of minutes of a General Shareholders Meeting, copies of abstracts of minutes, and copies of reports on voting results.

10.11. After votes counting and announcing the results of voting the Chairman of the General Shareholders Meeting declares the General Shareholders Meeting closed.

## **XI. VOTING AT THE GENERAL SHAREHOLDERS MEETING**

11.1. Voting at the General Shareholders Meeting shall be carried out according to the principle of "one share - one vote", except for conducting of a cumulative vote in the case of electing members of the Supervisory Board and existence in the Company of fractional shares granting a portion of vote to the holders of such shares.



11.2. Each shareholder should be able to vote without obstruction in the way that is easy and convenient for him/her.

11.3. Voting on the agenda of the General Shareholders Meeting may be done using ballot papers. The format and wording of ballots with draft resolutions on issues put on the agenda for voting at the General Shareholders Meeting that should be communicated electronically (as electronic documents) to nominee holders of shares registered in the Share Register, shall be approved by the Supervisory Board in the course of preparation for holding the General Shareholders Meeting.

11.4. Equivalent to voting by casting ballots shall be the receipt of messages by the Registrar about the expression of will of those who are entitled to participate in the General Shareholders Meeting, are not in the Register and pursuant to the requirements of the legislation of the Russian Federation on securities gave voting directives (instructions) to those who keep record of their rights to shares.

11.5. The persons having the right to participate at the general meeting in the form of joint attendance, the ballots of which were received not later than two (2) days prior to the date of holding the General Shareholders Meeting, shall have the right to participate at the General Shareholders Meeting.

11.6. At the request of the persons included into the list of persons entitled to participate at the General Shareholders Meeting, they shall be provided with the voting ballots with a note of a repeated delivery.

11.7. In case of transfer of the Company's shares after the date of drawing up the list of the persons having the right to participate at the General Shareholders Meeting to two (2) or more acquirers, the person included into the list of the persons having the right to participate at the General Shareholders Meeting shall be obliged, if provided for by the shares transfer agreement(s) to vote at the General Shareholders Meeting in accordance with the instruction from each acquirer of the shares and (or) grant each acquirer of the shares the power of attorney for voting, with the indication in such power of attorney of the quantity of the shares the right of voting on which is granted by such power of attorney.

11.8. If the acquirers give the same instructions, their votes shall be summed up. If instructions from the acquirers are different with respect to one and the same issue on the agenda of the meeting, the person included into the list of the persons having the right to participate at the General Shareholders Meeting shall be

obliged to vote in accordance with received instructions with such number of votes as attached to the shares held by each acquirer.

11.9. At determination of the presence of quorum and vote counting the portions of a vote represented by fractional shares shall be summed up without rounding.

11.10. In cumulative voting the number of votes attached to each voting share shall be equal to the total number of the persons to be elected to the Supervisory Board of the Company.

A shareholder shall have the right to give the votes received in such a way attached to his/her shares to one candidate or to distribute them among two or more candidates to the Supervisory Board.

A fractional part of a vote derived by multiplying the number of votes held by a member owning a fractional share by the number of members to be elected to the Supervisory Board may be distributed to one candidate only.

The candidates who receive the largest number of votes shall be elected to the Supervisory Board of the Company.

11.11. If several candidates nominated to the Supervisory Board receive equally insufficient votes, the candidate (candidates) nominated by shareholders (shareholder) holding the larger block of voting shares of the Company in aggregate shall be deemed elected to the Supervisory Board.

11.12. If the Company is being informed on non-compliance of a proposed nominee with the requirements set for members of the Supervisory Board of the Company by the effective legislation and laws and regulations, and such information prevents the aforesaid nominee from being elected, such nominee is not allowed to be elected. This information together with recommendations for abstaining from voting shall be disclosed to those entitled to participate in the General Shareholders Meeting (upon agreement with the Chairman of The Supervisory Board) prior to start of voting on election to the Supervisory Board.

11.13. The persons having registered for participation in the General Shareholders Meeting to be held in the form of joint presence shall be entitled to vote on all issues on the agenda of the meeting since the time of the opening of the meeting till its closing, and if the voting results and resolutions adopted by the General Shareholders Meeting are announced at the meeting, till the beginning of vote counting on the issues on the agenda of the General Shareholders Meeting.

This rule is not applicable to voting on the issue of the procedure for holding the General Shareholders Meeting.

11.14. Upon the completion of discussion on the last issue on the agenda of the General Shareholders Meeting (the last issue on the agenda on which the quorum for voting is present) and the closing of the General Shareholders Meeting (beginning of the vote counting), the persons that haven't voted before that shall be given a period of time for voting.

Any person taking part in the general meeting may, until the end of the general meeting, request for a copy of his/her ballot filled out certified by the company's counting commission (or representatives of the registrar who carries out the functions of such counting commission).

11.15. Based on the results of holding of and voting at the General shareholders Meeting, the Minutes of the General Shareholders Meeting, the Minutes of Results of Voting at the General Shareholders Meeting and the Report on the Voting Results shall be drawn up.

11.16. Resolutions adopted by the General Shareholders Meeting held in the form of joint presence shall be declared at the General Shareholders Meeting in the course of which the voting has been held, or shall be communicated to the persons included into the list of the persons having the right to participate at the General Shareholders Meeting in the form of the Report on the Voting Results pursuant to the procedure provided for a notification of holding the General Shareholders Meeting not later than within four (4) business days after a date of closing the General Shareholders Meeting or a deadline for acceptance of ballots if the General Shareholders Meeting is held by absentee voting.

If on the date when the list of those entitled to participate in the General Shareholders Meeting is completed (fixed), a person registered in the Register was a nominee shareholder, the information contained in the Report on the Voting Results shall be submitted to the nominee shareholder pursuant to the rules of the legislation of the Russian Federation on securities in order to provide information and materials to persons who exercise the rights to securities.

11.17. Resolutions on the issues on the agenda of the General Shareholders Meeting are deemed to be adopted as since declaration of the results of voting on such issues, unless otherwise is specified in the resolution of the General Shareholders Meeting. Adoption of a resolution by the General

Shareholders Meeting and the composition of the Company's shareholders present at its adoption shall be evidenced by the Registrar.

## **XII. VOTE COUNTING**

12.1. In the event of voting carried out by ballots, the votes shall only be counted with regard to those issues for which the voter has given one of the possible votes.

12.2. Ballots for voting which are filled out in a violation of the aforesaid requirement 12.1. shall be deemed invalid and the votes shall not be counted with regard to the issues contained therein.

12.3. If a ballot for voting contains several issues issued on the ballot, then the failure to comply with the aforesaid requirement 12.1. with respect to one or several issues shall not invalidate any correctly formulated votes on other issues.

12.4. Voting ballots received by the Company that are signed by a shareholder's proxy acting under a power of attorney for voting shall be deemed invalid if the Company or the Registrar receives the notice of replacement (revocation) of such proxy not later than two (2) days before the date of holding the General Shareholders Meeting.

12.5. A voting ballot shall be deemed invalid, and the votes cast thereby shall not be taken into account if two (2) or more voting ballots completed by one and the same person are found at vote counting, in which different voting options are marked by the voter on a certain issue on the agenda of the General Shareholders Meeting.

This rule shall not be applicable to the voting ballots signed by a person having granted the power of attorney for voting in respect of the shares transferred after the date of drawing up the list of the persons having the right to participate at the General Shareholders Meeting and (or) the persons acting under such powers of attorney, in which the quantity of the votes cast for the respective voting option is specified in the space for indicating the quantity of the votes cast for each voting option, and appropriate marks are made.

12.6. A voting ballot shall be deemed invalid, and the votes cast thereby shall not be taken into account if in a ballot for voting on the issue of election of the members of the Company's Revision Commission the "for" voting option is marked

with the quantity of the candidates exceeding the quantity of the persons to be elected to the respective body of the Company.

This rule shall not be applicable to the voting ballots signed by a person voting on the shares transferred after the date of drawing up the list of the persons having the right to participate at the General Shareholders Meeting in accordance with the instructions received from the acquirers of such shares.

12.7. The existence of invalid ballot with respect to one issue, several or all issues put to the vote with such ballot shall not exempt votes under such ballots when determining the quorum.

12.8. If the Company received an application from a candidate nominated for election to a respective body of the Company to withdraw his/her consent for election or any other document expressing his/her disagreement with being elected to a respective body of the Company, information on that shall be communicated to the persons having the right to participate at the General Shareholders Meeting, jointly with the recommendations to abstain from voting on such a candidate.

### **XIII. FUNCTIONS OF THE COUNTING BOARD**

13.1. Functions of the Counting Board shall be vested upon Company's Registrar.

13.2. The Counting Board shall perform the following functions:

- evidencing adoption of the resolution by the General Shareholders Meeting and the composition of the Company's shareholders present at its adoption;
- verifying powers and registering persons participating at the General Shareholders Meeting;
- determining the quorum of the General Shareholders Meeting and the quorum for voting on each issue on the agenda of the General Shareholders Meeting;
- explaining the issues arising in connection with the realization by shareholders (or their representatives) of the right to vote at the General Shareholders Meeting;
- explaining the voting procedure with regard to the issues put for voting;
- ensuring the established procedure of voting and the shareholders' right to participate in the voting;
- counting the votes and casting the voting results;

- certifying the copies of voting ballots filled in by persons eligible to participate in the General Shareholders Meetings;
- drawing up the minutes of the voting results;
- performing other functions provided for by the Federal Law “On Joint Stock Companies”, other laws and regulations, the Charter of the Company and these Provisions.

13.3. Based on the results of the voting at the General Shareholders Meeting, the Minutes on the voting results shall be drawn up to be signed by the persons authorized by the Registrar.

#### **XIV. THE MINUTES OF THE GENERAL SHAREHOLDERS MEETING**

14.1. The Minutes of the General Shareholders Meeting shall be drawn up in two (2) copies not later than three (3) business days after the closing of the General Shareholders Meeting or the deadline for return of ballot papers where the General Shareholders Meeting is held by absent voting.

Both copies shall be signed by the person presiding at the General Shareholders Meeting and by the secretary of the General Shareholders Meeting.

14.2. The Minutes of the General Shareholders Meeting shall contain the following information:

- the full firm name and registered address of the Company;
- a type of the General Shareholders Meeting (annual or extraordinary);
- a form of holding the General Shareholders Meeting (joint presence or absent voting);
- a date of drawing up the list of the persons entitled to participate at the General Shareholders Meeting;
- a date of holding the General Shareholders Meeting;
- a place of holding the General Shareholders Meeting held in the form of joint presence (address where the meeting was held);
- agenda of the General Shareholders Meeting;
- time of holding the General Shareholders Meeting including but not limited to:
  - o time of the beginning and the end of registration of the persons entitled to participate at the General Shareholders Meeting held in the form of joint presence;
  - o time of the opening and closing of the General Shareholders Meeting held in the form of joint presence, and if the resolutions adopted by the

General Shareholders Meeting and the respective voting results were announced at the General Shareholders Meeting, also time of the beginning of the vote counting;

- postal address (addresses) where the filled in voting ballots were sent;
- the total number of votes held by the shareholders – owners of the voting shares of the Company (the number of votes held by the persons included into the list of the persons entitled to participate at the General Shareholders Meeting, on each issue of the agenda);
- the number of votes accounted for the voting shares of the Company on each issue of the agenda of the General Shareholders Meeting determined based on the provisions of a regulation setting additional requirements to the procedure of preparation, convocation and holding of the General Shareholders Meeting);
- the number of votes held by the shareholders participating at the meeting (the number of votes held by the persons that participated at the General Shareholders Meeting, on each issue of the agenda, specifying whether there was a quorum on each issue of the agenda);
- voting results (the number of votes casted for each voting options (“for”, “against”, “abstained”), on each issue of the agenda, on which there was a quorum); the chairman and secretary of the meeting, the agenda of the meeting;
- the basic points of the speeches and the names of speakers on each issue of the agenda of the General Shareholders Meeting held in the form of joint presence, the issues put for voting, the wording of the resolutions adopted by the General Shareholders Meeting on each issue of the agenda;
- a date of making up the Minutes of the General Shareholders Meeting.

If the agenda of the General Shareholders Meeting comprises the issue of approval of a related party transaction by the Company, the Minutes of the General Shareholders Meeting shall contain the following information:

- the number of votes held by all the persons included into the list of the persons entitled to participate at the General Shareholders Meeting, not having an interest in execution of a transaction by the Company, on the specified issue;
- the number of votes accounted for the voting shares of the Company, the owners of which were the persons not having an interest in execution of a

transaction by the Company, determined based on the provisions of a regulation setting additional requirements to the procedure of preparation, convocation and holding of the General Shareholders Meeting;

- the number of votes held by the persons not having an interest in execution of a transaction by the Company, that participated at the General Shareholders Meeting, on the specified issue; the number of votes casted for each voting options (“for”, “against”, “abstained”).

The Minutes may contain other information provided for by the Federal Law “On Joint Stock Companies” and other laws and normal legal acts.

14.3. The minutes of the General Shareholders Meeting shall be attached with:

- protocol on voting results at the General Shareholders Meeting;
- documents adopted or approved by resolutions of the General Shareholders Meeting.

14.4. Resolutions of the General Shareholders Meeting should be made available to all shareholders. Therefore, the Exchange posts the resolutions of the General Shareholders Meeting on its website online within two days of the date when the minutes of the General Shareholders Meeting are completed.