

**APPROVED**

by the resolution of the Supervisory Board  
of the Moscow Exchange  
on April 20, 2020, Minutes No 24

**REGULATION  
ON THE DEPOSIT MARKET COMMITTEE OF  
PUBLIC JOINT-STOCK COMPANY  
MOSCOW EXCHANGE MICEX-RTS**

## **1. GENERAL PROVISIONS**

1.1. This Regulation on Deposit Market 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, working and decision making procedures for the Deposit Market Committee of Public Joint-Stock Company Moscow Exchange MICEX-RTS (hereinafter, the Committee).

1.2. 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 is the Section Council for the Deposit Market in pursuance with Article 10 of the Federal Law No 325-FZ *On Organised Trading* of 21.11.2011.

1.4. Terms and definitions used herein shall be interpreted in accordance with laws of the Russian Federation, internal documents of the Exchange regulating the procedure and terms of concluding deposit contracts on the Exchange, documents of the clearing organisation that clears obligations under deposit contracts concluded on the Deposit Market of the Exchange (hereinafter, Deposit Contracts) regulating clearing procedures.

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 or by the other authorised body of the Exchange as instructed by the Supervisory Board.

1.6. Within the timescale set in the Russian Federation regulatory documents the Exchange shall disclose on its website the following information:

- the text of this Regulation along with amendments and supplements thereto;
- the composition of the Committee;
- Committee resolutions. The Committee may resolve not to disclose individual resolutions of the Committee until the Exchange takes a decision on the issue under consideration of the Committee.

## **2. TASKS AND FUNCTIONS OF THE COMMITTEE**

2.1. The Committee shall perform the following functions to achieve its objectives:

2.1.1. consider matters related to changing tariffs for services related to organising deposit contracts provided by Moscow Exchange to Participants, and prepare relevant recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.2. consider matters related to any changes to the Moscow Exchange rules on organised trade pertaining to the procedure and terms of contracts conclusion in the deposit market (with the exception of changes which are mandatory by virtue of any federal laws or sublaw regulations of the Bank of Russia) and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange.

2.1.3. consider matters related to changes in the clearing organisation which performs clearing of deposit contracts obligations (except such cases as clearing organisation license withdrawal (cancellation), commencement of bankruptcy proceedings against the clearing organisation, inability of the clearing organisation to perform clearing in compliance with applicable federal laws and sublaw regulations), and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.4. consider matters related to changes in the legal entity performing the functions of the central counterparty (except such cases as withdrawal (cancellation) of the legal entity's banking license issued by the Bank of Russia, cessation by the relevant legal entity of deposit contract clearing operations, commencement of bankruptcy proceedings against the relevant legal entity as well as cases when the legal entity performing the functions of the central counterparty, which is a credit institution, loses relevant accreditation), and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.5. develop proposals on the procedure for generation of funds the use of which is related to conclusion of deposit contracts, consider relevant matters and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.6. develop proposals on the improvement of services provided by Moscow Exchange as they pertain to conclusion of deposit contracts, consider relevant matters and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.7. develop proposals on the implementation by Moscow Exchange of new products and technologies related to conclusion of deposit contracts, consider relevant matters and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.8. carry out review and expert assessment of new projects related to Moscow Exchange deposit contracts arrangement services, and prepare relevant recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.9. develop proposals aimed at unification of the procedure of deposit contracts conclusion by the Participants, and prepare relevant recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.10. facilitate interaction between Moscow Exchange and the Participants on matters related to organisation and improvement of services on conclusion of deposit contracts, develop proposals, consider relevant matters and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.11. promote and popularise deposit contracts arrangement services provided by Moscow Exchange among a wide range of persons who may be interested in the development of such services, develop relevant proposals, consider relevant matters and prepare recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.12. develop proposals on the improvement of deposit contract clearing procedure and approve recommendations for the Supervisory Board or other authorised body of Moscow Exchange;

2.1.13. consider and approve recommendations for the Supervisory Board or other authorised body of Moscow Exchange on any other matters related to the implementation of the Committee objectives.

2.2. In pursuing its objectives, the Committee has the right to:

2.2.1. initiate inclusion of matters within the Committee's terms of reference into the agenda of the Supervisory Board or other authorised body of Moscow Exchange (if these matters are within the terms of reference of the relevant body) in line with the procedure stipulated by any applicable laws and other regulations, the Charter or other internal documents of Moscow Exchange;

- 2.2.2. initiate joint sessions with other committees, commissions and councils of Moscow Exchange;
  - 2.2.3. track implementation of resolutions adopted by Moscow Exchange which are within the Committee's terms of reference;
  - 2.2.4. engage representatives of state authorities, scientific and other organisations as experts or consultants as necessary;
  - 2.2.5. involve Moscow Exchange employees in the preparation and holding of Committee meetings (including those held in absentia) as necessary.
- 2.3. Committee resolutions shall be advisory rather than binding on the Supervisory Board or any other authorised body of Moscow Exchange when adopting resolutions on relevant matters.
- 2.4. If the Committee does not recommend (does not approve) certain resolutions on matters listed in subparas 2.2.1 – 2.2.4 hereof, such resolutions shall come into force no earlier than three (3) months after the disclosure of relevant changes.

### **3. PROCEDURE FOR THE COMMITTEE FORMATION**

- 3.1. The Committee shall be created by the resolution of the Supervisory Board. It is elected out of candidates nominated by Participants and the Exchange itself.
- 3.2. Participation in the Committee shall be voluntary, personal and uncompensated unless otherwise is determined by the Supervisory Board of the Exchange.
- 3.3. The following persons may be among members of the Committee:
- representatives of Participants;
  - representatives of self-regulated organisations;
  - representatives of other organisations and independent experts those activity related to the securities market.
- 3.4. Persons having entered into an employment contract and (or) commercial service agreement with the Exchange or legal entities under its control are not allowed to be members of the Committee.
- 3.5. Only one representative of a certain legal entity is allowed to a member of the Committee.
- 3.6. The Committee members shall have the qualification, knowledge and experience necessary for performance of the tasks and functions of the Committee in accordance herewith.
- 3.7. The number of the Committee members shall be determined by the Supervisory Board of the Exchange and shall not be less than 3 (three) and more than 15 (fifteen) members.
- 3.8. Members of the Committee are elected by the Supervisory Board of the Exchange out of candidates on an annual basis. Participants, self-regulated organizations, the Exchange and other organizations whose activities relate to securities market nominate candidates to the Committee from the list specified in Clause 3.3 hereof after the start of candidate proposal submission is announced on the Exchange's website (hereinafter, the Proposals).
- Participants, self-regulated organisations or other organizations nominating candidates to the Committee shall submit Proposals to the Exchange in the form given in Annex 2 hereto together with a candidate's application for the Committee membership (hereinafter, the Application) as given in Annex 1 hereto. A written consent of the candidate for personal data processing is enclosed with the Application.
- Persons proposed by the Exchange for the Committee membership submit the Application in the form given in Annex 1 hereto. A written consent of the candidate for personal data processing is enclosed with the Application.

The Executive Board of the Exchange considers Proposals, verifies the compliance of representatives with requirements specified in clauses 3.3-3.6 hereof and forms a list of candidates to be appointed to the Committee subject to clauses 3.5, 3.7 thereof.

3.9. The elected group of the Committee members shall remain in force until the Supervisory Board of the Exchange elects the new group of the Committee members.

3.10. 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 Supervisory Board of the Exchange in case he/she has not participated (and has not submitted written opinions or filled-in voting bulletins on the issues under consideration) in 3 (three) and more meetings of the Committee. The member of the Committee excluded so may not also be proposed (nominated) for election to the new Committee.

3.11. A member of a Committee may early quit (resign) by sending a notification thereof to the Exchange.

A member of the Committee may be as well excluded from the Committee by the Supervisory Board of the Exchange if so proposed by the entity that had nominated the Committee member as the representative thereof. In that case such 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 Supervisory Board adopts a relevant resolution on exclusion of such a member of the Committee.

3.12. If the Committee group fails to meet requirements specified in Clause 3.7 of this Regulation, the Executive Board of the Exchange shall within the shortest possible period, but not exceeding 45 days, take efforts to put the issue regarding Committee composition on the agenda for the meeting of the Supervisory Board aiming at bringing it in compliance with the aforesaid requirements.

3.13. The Supervisory 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.

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

3.15. The Committee Chairperson and his/her deputies shall be elected by the Supervisory Board of the Exchange upon the proposal of the Exchange's Executive Board.

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

#### **4. COMMITTEE CHAIRPERSON AND DEPUTIES**

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

- manage the Committee activity;
- approve the agenda as well as determine the date, time, place and the form of the Committee's meetings holding;
- 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 e-voting software);
- determine the voting procedure for the meetings held in the form of joint presence (open voting by raising hands or voting using information and communication

technologies 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 organize discussion of issues at the Committee meetings;
- take chair at the Committee meetings;
- organize 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 members;
- participate in the Committee meetings and have the casting vote right in case of equality of votes;
- represent the Committee when interacting with the Supervisory Board and executive bodies of the Exchange, other bodies and persons;
- perform other functions related to the Committee activity in accordance with this Provision 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 them upon the resolution of the Committee. In the absence of the Chairperson of the Committee or the deputies thereof at the Committee meeting, 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. Participate in the Committee meetings and voting on the agenda issues;
- 5.1.3. Submit written opinion on the issues of the agenda with regard to the requirements provided for in clauses 8.3 and 8.4 hereof if their attendance at the meeting is impossible for the good reason;
- 5.1.4. Obtain information on the Committee activity;
- 5.1.5. Early quit (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 the conflict of interests in the course of carrying out activity by the Exchange, avoid actions which may cause property loss to the Exchange and/or their clients;
- 5.2.4. Participate in meetings of the Committee, as well as vote in absentia when resolutions at the meetings are adopted by absentee vote;
- 5.2.5. Observe the requirements of the Exchange's internal documents regulating their activity to the extent related to the Committee activity;
- 5.2.6. Not 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 restricted 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 MEETINGS**

6.1. The Committee meetings shall be held as and when necessary. The Committee meetings shall be held, as a rule, in the form of compresence. 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. In exceptional cases and in agreement with the Exchange, information and communication technologies enabling remote participation in the meeting, agenda items discussion and adoption of resolutions put to vote may be used at the meetings held in the form of joint presence (including conference calls). Participation of the Committee members in the meeting using information and communication technologies equals to their presence at the meeting in case of their identification and/or authentication. The Chairperson of the Committee shall decide on the possibility of using information and communication technologies when calling a meeting of the Committee.

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

- the form of the meeting holding (compresence or absentee voting);
- the date, place and time of the meeting holding, or, in case of holding the meeting in the form of absentee voting – the closing date of the voting bulletins acceptance and the postal and email address the filled-in voting bulletins shall be sent to;
- indication of the use of e-voting software;
- indication of holding the meeting with the use of information and communication technologies in accordance with Clause 6.2 of the Regulation;
- 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 venue.

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 (or other person authorised by him), a member of the Executive Board, a member the Supervisory Board or as proposed by a member of the Committee. If the Chairperson is absent, the meeting may be convoked his/her deputy.

6.6. The Committee Chairperson or the person functioning for him/her shall be entitled to refuse the convocation of the Committee meeting if the issue does not refer to the Committee tasks and functions 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 of the Exchange (or the other person authorised by the Chairperson of the Executive Board) 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).

6.8. The issues for consideration of the Committee shall be brought by the Chairperson of the Executive Board of the Exchange (or other person authorised by him), a member of the Executive Board, a member of the Supervisory Board, the Chairperson of the Committee, 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.

If earlier sent pre-reads have been substantially amended, such materials should be sent again along with summary of corrections 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 made thereto during preparation for the meeting.

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 e-voting software, 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 company name of the Exchange;
- closing date for the voting bulletins return;
- postal and e-mail address where the filled-in voting bulletins shall be sent to;
- 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, the timescale for sending all necessary materials and documents as determined in Clause 6.8 of the Regulation may be reduced if so agreed on with the Committee Chairperson. In that event the members of the Committee shall be notified on prompts decision making on the issue in accordance with procedures set forth in Clause 6.8 hereof.

6.12. In case of circumstances causing impossibility or difficulty of holding of the Committee meeting on which the Committee members are notified, the date of the 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 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 **Ошибка! Источник ссылки не найден.** herein, the Bank of Russia should be notified not later than the date of the meeting.

Notification 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 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. If so unanimously decided by attending Committee members, the issues not having been included on 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 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 representative appointed by the Bank of Russia is entitled to attend the Committee meetings.

7.4. Upon completion of discussion on each agenda issue, the person chairing 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, the Committee Chairperson or the person performing his functions shall take a decision to hold another meeting with the same agenda or to include the issues, which should have been considered at the failed meeting on the Agenda for the next meeting of the Committee.

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 shall have the right to keep records of meeting proceedings/individual issues with the use of technical means (fixation of meeting proceedings) subject to authorization obtained before the start of the meeting in accordance with the procedures set forth herein.

7.8. A member of the Committee wishing to record the meeting must contact the Chairperson and the Committee 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 Committee Secretary forwards the member's request to the Chairperson of the Executive Board of the Exchange (other person authorised by the Chairperson of the Executive Board) who consults with the legal counsel and the security service and then formulates the Exchange attitude to such recording.

7.9. Before discussing agenda items, the Chairperson or any other person chairing the meeting must specify the attitude of the Exchange to recording the meeting by a member of the Committee if the member requests such recording. If the Exchange permits recording, the Chairperson or any other 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. Use of technical means for records keeping is acceptable only provided that all the following conditions are met:

- 1) Material with the confidential information are not considered at the Committee meeting;
- 2) Exchange agreed to keep records during the meeting (such decision shall be communicated to the person chairing the meeting of the Committee by the authorised employee of the Exchange);
- 3) All Committee members attending the meeting unanimously agreed to records keeping during the meeting.

7.11. A member of the Committee authorised to keep records of the meeting shall not:

- Disclose the information obtained using technical means to the third parties, and make it available to the public (publish on Internet, in mass media etc);
- Use the information obtained using technical means for the purposes in conflict with the Exchange interests.

7.12. If a member of the Committee uses technical means for record keeping without authorization obtained in accordance with procedures set forth in the present Regulation, the Chairperson may ask this Committee member to leave the meeting.

## **8. PROCEDURE FOR ADOPTION OF RESOLUTIONS BY THE COMMITTEE**

8.1. At the Committee meeting the resolutions shall be adopted by the majority of votes cast by members taking part in the meeting, except for the resolutions on the issues of increase and/or pricing for the Exchange services rendered to Participants regarding deposit contracts execution, which shall be adopted by three fourth of votes of members participating in the Committee meeting.

8.2. 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.

8.3. 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.

8.4. The Committee member not present at the joint attendance 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 8.5 hereof are observed.

8.5. When determining quorum and the voting results on an issue of agenda the written opinion of the Committee member absent at the meeting shall be accounted if the following conditions are observed:

- 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 submitting 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 specifying the surname and initials of the Committee member.

The written opinion containing corrections and remarks on the proposed resolution draft shall not be subject to accounting when determining 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 quorum and the voting results, written opinions shall be accounted for each issue of the meeting agenda separately, and reflected in the minutes of the Committee meeting.

8.6. 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 special e-voting software 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. When voting on the issues put to vote, the votes on the issues for which only one of possible answers ("for", "against", "abstain") is left, shall be counted. Inapplicable variants of voting shall be crossed out.

The bulletins in which there is left more than one voting variants on each issue specified therein, shall be deemed invalid.

In case there is left more than one voting variants on one or several issues specified in the bulletin, the votes on such issues shall not be counted.

In case when counting the votes, one or more bulletins are revealed filled-in, in which on one issue different voting variants are left, such bulletins shall be recognized as invalid to the extent of voting on such issue.

In case a voting bulletin contains records and corrections on one or several issues put to vote, the votes on such issues shall not be counted.

Recognition of a voting bulletin invalid to the extent of voting on one, several or all issues, the voting on which shall be performed with this bulletin, shall not be the basis for exclusion of votes on the specified bulletin when determining quorum of the Committee meeting held in the form of absentee voting.

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 10 (ten) business days from the date of holding thereof in two original copies and signed by the person chairing the Committee meeting.

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 company name and location of the Exchange;
- a form of the Committee meeting;
- agenda of the meeting;
- instruction that the meeting shall be held using information and communication technologies in accordance with Clause 6.2 of the Regulation;
- 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 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.

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 continuously numbered in chronological order. The minutes and materials to the Committee

meeting shall be generated into a single file and kept in accordance with the procedure established for the documents containing information of restricted distribution.

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 business units of the Exchange at their written request, as well as to other interested persons upon the instruction of the Chairperson of the Executive Board of the Exchange (other person authorised by the Chairperson of the Executive Board) 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 in electronic format by the Committee Secretary not later than in 3 (three) days from the date of 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 and other internal documents of the Exchange.

**Annex 1**  
**to the Regulation on the Deposit Market Committee**  
**of Public Joint-Stock Company**  
**Moscow Exchange MICEX-RTS**

*On the company letterhead*

to the Chairperson of the Executive Board  
of the Moscow Exchange

**APPLICATION<sup>1</sup>**  
**for inclusion in the list of candidates for election to the Deposit Market Committee**  
**of Public Joint-Stock Company Moscow Exchange MICEX-RTS**  
**(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:  
\_\_\_\_\_
- Education (specifying the educational institutions):  
\_\_\_\_\_  
\_\_\_\_\_
- Duration of employment (specifying the organizations and positions held for the last three years):  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_
- Membership in the management bodies of other legal entities:  
\_\_\_\_\_  
\_\_\_\_\_
- Miscellaneous (at discretion of the applicant):  
\_\_\_\_\_
- Contact telephone number, fax, e-mail address:  
\_\_\_\_\_

Herewith I undertake to comply with requirements of the Regulation on the Committee and other internal documents of the 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 the 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\_\_ (date) \_\_\_\_\_ / \_\_\_\_\_  
(Full Name)

<sup>1</sup> Along with the Application, the letter of proposal from the organization whose interests the Candidate represents shall be submitted, except for independent experts (Annex 2).  
When the Candidate for the Committee represents two and more users of the Exchange's services, the letters from the organizations whose interests the Candidate represents shall be submitted.

**Annex 2**  
**to the Regulation on the Deposit Market Committee**  
**of Public Joint-Stock Company**  
**Moscow Exchange MICEX-RTS**

*On the company letterhead*

to the Chairperson of the Executive Board  
of the Moscow Exchange

**PROPOSAL**

of a candidate for appointment to the Deposit Market Committee  
of Public Joint-Stock Company Moscow Exchange MICEX-RTS (hereinafter, the Committee)

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

*Name*

*Signature*