

Approved
by the Annual General
Shareholders Meeting of
the Moscow Exchange
on _____ 2020, Minutes No ____

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

Moscow
20192020

TABLE OF CONTENTS

I. GENERAL PROVISIONS	3
II. PROCEDURE FOR MAKING PROPOSALS ON THE AGENDA OF THE MEETING AND NOMINATING CANDIDATES TO THE COMPANY'S BODIES	4
III. CONVOCAATION OF THE EXTRAORDINARY GENERAL SHAREHOLDERS MEETING	8
IV. THE RIGHT TO PARTICIPATE IN THE GENERAL SHAREHOLDERS MEETING	10
V. NOTICE OF HOLDING THE GENERAL SHAREHOLDERS MEETING	11
VI. PREPARATION FOR HOLDING THE GENERAL SHAREHOLDERS MEETING	16
VII. PROCEDURE FOR PARTICIPATION OF SHAREHOLDERS IN THE GENERAL SHAREHOLDERS MEETING	17 17
VIII. QUORUM AND OPENING OF THE MEETING	20 20
IX. RECONVENED GENERAL SHAREHOLDERS MEETING	21
X. PROCEEDINGS AT THE GENERAL SHAREHOLDERS MEETING	22 22
XI. VOTING AT THE GENERAL SHAREHOLDERS MEETING	25
XII. VOTE COUNTING	28
XIII. FUNCTIONS OF THE COUNTING BOARD	30 30
XIV. THE MINUTES OF THE GENERAL SHAREHOLDERS MEETING	30

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 the 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 supreme governing body of the Company. In exercising their powers, participants 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 general 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 Shareholders 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 in absentia.

1.9. The date of holding the General Shareholders Meeting in absentia shall be considered the deadline date for the voting ballots 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 agenda items for the Annual General Shareholders Meeting of the company and nominate candidates to the Supervisory Board, ~~and the Revision Commission of the Company.~~ The number of nominees shall not exceed the number of members of ~~a relevant body~~ the Supervisory Board.

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 on the Supervisory Board members election, shareholder(s) owning at least two (2) per cent of the voting shares of the Company shall be entitled to nominate candidates to the Supervisory Board of the Company. The number of nominees shall not exceed the number of the Supervisory Board members 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. Proposals on the agenda items for the General Shareholders Meeting and nominations shall include the name of the shareholders (shareholder) that filed them, the number and category (type) of shares they own and the signatures of the shareholders (shareholder) or their representatives. Shareholders (shareholder) of the Company outside of the Company's share register (hereinafter referred to as the Register) are also entitled to propose items for the agenda of the General Shareholders Meeting and nominate candidates by giving relevant directions (instructions) to the legal entity that keeps records of their share rights. Such directions (instructions) are given in line with the Russian Federation securities regulation.

2.4. If a proposal of the agenda items for 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 copy thereof affirmed (certified) in the manner prescribed by the Russian Federation legislation) comprising information on the shareholder represented and the proxy and executed in accordance with the requirements of the Federal Law "On Joint-Stock Companies" shall be attached to such proposal.

The power of attorney (a copy thereof affirmed (certified) in the manner prescribed by the Russian Federation laws) issued in foreign language by a foreign person in a foreign country shall be attached with a Russian translation thereof certified in the manner prescribed by the Russian Federation legislation.

It is not required that the powers of the nominee shareholder notifying of a shareholder's declaration of will according to the shareholder's instruction should be confirmed.

If a proposal of the agenda items for General Shareholders Meeting is signed by a shareholder's proxy whose share rights are recorded by a nominee shareholder, such proposal shall be accompanied by the shareholder's custody account statement with the depository confirming the number of shares held by the shareholders as of the date not earlier than seven (7) working days before the proposal of the agenda items have been submitted.

2.5. A proposal of the agenda item for the General Shareholders Meeting shall contain the wording of each item proposed and may include a draft resolution on each item proposed.

If a proposal of the agenda item for the General Shareholders Meeting does not contain the wording of the item proposed, the Supervisory Board shall word a resolution for the item.

2.6. A ~~nomination~~ proposal on nomination to the Supervisory Board shall include:

- surname, name and patronymic of the candidate;
- 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 issuing body);
- name of the Company's body the candidate is nominated for;
- ~~for the Supervisory Board members~~—details on the candidate's compliance with the requirements set by the effective Russian legislation and regulations, inclusive of:
 - 1) information on higher education;

- 2) information on functioning as a sole executive body, membership in a collective executive body, being the head of internal control services (comptroller) at financial organizations whose license for the provision of certain activities were revoked (withdrawn) as a result of violation of law at the time of such violation, or whose licenses were suspended and such licenses were (withdrawn) as a result of failure to eliminate those violations, in case less than three years have passed since the license withdrawal date;
- 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 the crime records in the sphere of economic activity or crimes against state power;
- 5) information on the imposition of administrative penalties in the form of disqualification;
- 6) information on whether there are records of annulment of the qualification certificate issued by a federal body of executive power in the sphere of financial markets, the Bank of Russia, or not, in case less than three years have passed since the annulment date;
- 7) any other information on the conformity of the Supervisory Board members to the requirements envisaged in the Federal Law "On Organized Trading".

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

2.8. The number of voting shares belonging to the shareholders (shareholder) that proposed agenda items for the General Shareholders Meeting and (or) nominated a candidate shall be determined as of the date of such proposal.

2.9. If such proposal is sent by post, the date of notice shall be the date indicated on the stamping evidencing a date of dispatch of a postal item; if a proposal is sent by courier, the date of notice shall be the dispatching date; if a proposal is delivered against signature, the date of notice shall be the delivery date; and if a proposal is sent by a nominee shareholder on the instruction of the shareholder as a notice of declaration of the shareholder's will, the date of such notice, or any other data referred to in the notice as the date on which the number of belonging shares is stated in the notice.

Proposal delivery date shall be the date of receipt of a postal item by the Company, if a proposal is sent as an uninsured letter or any other uninsured mail;

the date of delivery of a postal item to a recipient against signature, if a proposal is sent as a registered letter or any other registered mail; the date of courier delivery, if a proposal is sent by courier; the date of delivery, if a proposal is delivered against signature, and if a proposal of the agenda is sent by a nominee shareholder on the instruction of the shareholder as a notice of declaration of the shareholder's will, the proposal delivery date shall be the date the Registrar receives from the nominal shareholder included in the Register an electronic document with the notice of declaration of the shareholder's will.

2.10. The Supervisory Board shall be obliged to consider the submitted proposals and take decisions on including them into the agenda of the Annual General Shareholders Meeting or rejecting the proposal 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 in the list of candidates for election to the Supervisory Board except for when:

- the shareholder (shareholders) do not meet the deadlines determined by Clauses 2.1 and 2.2 hereof;
- shareholders (shareholder) do not hold the number of voting shares stipulated by Clauses 2.1 and 2.2 hereof;
- the proposal does not comply with the requirements specified in Clauses 2.3 - 2.6 hereof;
- agenda item proposed is not within 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 item in the agenda of the General Shareholders Meeting, or put the nominee on the list of candidates to be elected to the Supervisory Board of the Company if the content of such proposal on the whole makes it possible to determine the will of the shareholder and confirm the shareholder's right to send a proposal. In case of material flaws, the Company shall inform the shareholder within a reasonable period to enable him to correct the proposal before the Supervisory Board of the Company resolves to approve the agenda of the General Shareholders Meeting and the list of candidates for ~~relevant bodies~~ the Supervisory Board of the Company.

2.12. A motivated resolution of the Supervisory Board of the Company on rejecting an agenda item for the AGM or a proposed candidate 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 by individuals/legal entities not included in the Register and instructing a legal entity that keeps records of their share rights, the said resolution of the Supervisory Board shall be sent to such individuals/legal entities within 3 (three) days of the date of its adoption in line with the rules of the Russian securities regulation regarding Russian securities legislation regarding information and materials provision to legal entities that exercise securities rights.

2.13. If the Supervisory Board decides not to include an item in the agenda of the AGM or a candidate in the list of candidates, or evades adoption of such resolution, a shareholder shall have the right to initiate court proceedings to compel the Company include proposed issue in the agenda of the General Shareholders Meeting or a candidate in the list of candidates.

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

2.15. Along with the agenda item and candidate proposals from shareholders, the Supervisory Board shall be authorised to include agenda items for the General Shareholders Meeting and (or) nominate candidates for the election to the Supervisory Board at its sole discretion.

III. CONVOCAION 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 the Company's Auditor; request of shareholders (shareholder) that 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 at request of the ~~Company's Revision Commission,~~ Company's Auditor 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 convocation request is filed.

3.3. If the agenda proposed for the Extraordinary General Shareholders Meeting includes the item on the Supervisory Board members' election such General Shareholders Meeting shall be convened within seventy-five (75) days after the convocation request is filed. In such event the Supervisory Board of the Company shall set the date until which shareholders' nomination proposals 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 shall adopt a resolution on holding an Extraordinary General Shareholders Meeting, such General Shareholders Meeting shall be held within 40 (forty) days from the time the Supervisory Board of the Company adopts the convocation resolution.

3.5. Where according to the provisions of the Federal Law *On Joint-Stock Companies*, the Supervisory Board of the Company shall adopt a resolution on holding an Extraordinary General Shareholders Meeting to elect Supervisory Board members, such General Shareholders Meeting shall be held within seventy (70) days from the time the Supervisory Board of the Company of adopts the convocation resolution.

3.6. The request for convocation of the Extraordinary General Shareholders Meeting shall include proposed agenda items. The request for convocation of the Extraordinary General Shareholders Meeting may include the wording of resolutions on each item and a proposal on the form of the General Shareholders Meeting. If the request for convocation of the Extraordinary General Shareholders Meeting includes a nomination proposal, provisions of Section II shall be applied to such request.

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

3.7. The Supervisory Board of the Company shall not have the right to amend the wording of the agenda items and the draft resolutions' wording, or to amend the proposed form of holding of the Extraordinary General Shareholders Meeting convened at the request of the ~~Revision Commission~~, Company's Auditor or shareholders (shareholder) that own at least ten per cent of the voting shares of the Company.

3.8. If the extraordinary convocation request is made 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 them.

3.9. The request for convocation of the Extraordinary General Shareholders Meeting shall be signed by the initiator (initiators).

3.10. The request for convocation of the Extraordinary General Shareholders Meeting procedure shall be subject to the provisions of Clause 2.4 and Clause 2.9 in Section II hereof.

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. Within five (5) days after the date when a convocation request was filed by the ~~Revision Commission~~, Company's Auditor or shareholders (shareholder) that 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 legal procedure of making convocation requests is not complied with;
- shareholders (shareholder) requesting for convocation of the Extraordinary General Shareholders Meeting do not hold the number of voting shares stipulated in Clause 3.1. herein;
- none of the suggested agenda items for the Extraordinary General Meeting of Shareholders falls within its competence and (or) complies with the requirements of the Federal Law *On Joint-Stock Companies* and other laws and regulations of the Russian Federation;
- the decision to grant or deny consent to perform a related party transaction has already been made as of the moment when the issue regarding the consent to perform the transaction is reviewed.

IV. THE RIGHT TO PARTICIPATE IN THE GENERAL SHAREHOLDERS MEETING

4.1. The list of individuals/legal entities entitled to participate in the General Shareholders Meeting shall be drawn up in line with the rules of the Russian

securities legislation requirements on drawing up a list of legal entities that exercise securities rights.

4.2. Information on the date of drawing up the list of individuals/legal entities entitled to participate in the General Shareholders Meeting shall be disclosed at least seven (7) days prior to such date.

4.3. The list of individuals/legal entities entitled to participate in the General Shareholders Meeting (with no reference to the declaration of their will) shall be provided by the Company at request of an individual/legal entity included in such list and holding at least 1 (one) percent of the votes. Identification details of the individuals on the list (except for the surname, name and patronymic) may be provided only by consent of these individuals. 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 individuals/legal entities entitled to participate in the General Shareholders Meeting and listed in the Register of the Company shareholders by sending registered letters or by delivering against signature or by posting on the Company's website at <https://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 legal entity listed 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/legal entities 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 legal entities exercising securities rights.

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

- full firm name of the Company and the registered address of the Company;

- form of holding of the General Shareholders Meeting (joint presence or voting in absentia);
- date, place (address of the premises where the General Shareholders Meeting will be held) and time of the forthcoming General Shareholders Meeting, postal address where the 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);~~
- deadline for return of the filled in voting ballots, and the postal address where the voting ballots shall be returned to (if the General Shareholders Meeting is to be held by voting in absentia);
- registration start for the persons/legal entities attending the General Shareholders Meeting in the form of joint presence;
- the date when persons/legal entities entitled to participate in the General Shareholders Meeting are determined;
- agenda of the General Shareholders Meeting;
- the procedure for studying information (materials) offered in preparation for the General Shareholders Meeting and the address (addresses) where one can find the materials; other information envisaged in the Federal Law *On Joint-Stock Companies*.

The notice may also inform on the documents required to enter the premises where the General Shareholders Meeting is to be held.

5.3. The draft resolutions' wording and voting ballots (voting ballots' text) shall be sent to each person/legal entity included in the Register of shareholders of the Company and entitled to participate in the General Shareholders Meeting, and also shall be provided (made available) by the Company by way of sending them to the Register for further delivery in the form of electronic documents to nominee shareholders, included in the Register in accordance with the Russian Federation legislation, not later than 20 days prior to the meeting.

Voting ballots shall be sent via registered mail or delivered against signature.

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

- annual financial statements, an auditor's opinion on financial statements, opinion of the Internal Audit Service ~~and Company's Revision Commission opinion~~ on the results of the annual financial statements audit;
- annual report of the Company ~~and Company's Revision Commission opinion on the annual report audit~~;
- information on nominees to the Supervisory Board ~~and the Revision Commission of the Company~~;
- draft amendments and additions proposed to the Company's Charter and/or draft updates of the Company's Charter;
- draft bylaws of the Company subject to approval by the General Shareholders Meeting;
- 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; and
- 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/legal entities entitled to attend the General Shareholders Meeting at preparation for the General Shareholders Meeting shall include:

- recommendations of the Supervisory Board of the Company on the dividend amount and dividend payment procedure;
- information on the written consent of the candidates nominated for ~~a relevant body of~~ the Company's Supervisory Board;
- appraiser's report on the market value of the Company's shares possibly included in the redemption program;
- calculation of the Company's net assets value on the basis of the Company's accounting (financial) 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 shares redemption price resolution was adopted, with the indication of the redemption 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 listed in the split-up, split-off or reorganization resolution (draft resolution) or in the merger or acquisition agreement (draft agreement);
- draft act of acceptance and transfer in the event of split-up or split-off;
- annual reports and annual accounting reports (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;
- interim accounting reporting (financial statements) of all organizations involved in reorganization for the last completed reporting period of three, six or nine months preceding the date of holding the General Meeting, if applicable.

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 individuals/legal entities entitled to participate at the General Shareholders Meeting at preparation for the General Shareholders Meeting:

- information on who/which entity 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 each issue on the agenda of the General Shareholders Meeting;
- information on the nominated auditors;
- in case of making amendments to the Charter and bylaws of the Company, draft documents reflecting the amendments proposed;
- information sufficient to get an understanding of the personal qualities 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~~ Supervisory Board;
- substantiation of the proposed net profits distribution and evaluation of its compliance with the Company's dividend policy, including but not limited to dividend payments 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 the property valuation 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 value dynamics;

- 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 interested-party deals are approved, the list of interested persons with the indication of grounds for such persons to be recognised as interested.

5.7. Information (materials) to be provided to the persons/legal entities entitled to attend the General Shareholders Meeting at preparation for the General Shareholders Meeting shall be made available within 30 (thirty) days of such General Shareholders Meeting to persons/legal entities entitled to participate in the General Shareholders Meeting to get familiarised with it at the location of the standing executive body of the Company, 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).

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

5.9. The Company shall have the right to display the information (materials) for a respective meeting on the Company's website. The Company shall also be entitled to additionally post information on passage to the place of holding the General Shareholders Meeting, demonstrate a sample power of attorney a shareholder may grant to the shareholder's representative at the General Shareholders Meeting and publish information on the procedure for certifying such power of attorney.

The Company must upon request of a person/legal entity entitled to attend the General Shareholders Meeting provide copies of the aforesaid documents within 7 (seven) working 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/legal entities entitled to attend the meeting may be sent via e-mail upon a written request of an authorized representative of the person/legal entity 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 the meeting (including materials) both in the Russian and English languages.

5.10. If a legal entity 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 securities legislation of the Russian Federation to provide the information and materials to legal entities that exercise the rights to securities.

5.11. If the agenda of the General Shareholders Meeting includes the issue of the dividend pay-out, the Company shall be entitled to explain to the shareholders (disclose on the Company website in the materials for the meeting and (or) to attach it as a note to the set of voting ballots 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 the General Shareholders Meeting;
- the date, place (address where the General Shareholders Meeting will be

held), and the time of holding the General Shareholders Meeting;
and 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), create 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/legal entities included in the list of persons/legal entities entitled to participate at the General Shareholders Meeting, the persons/legal entities that inherited the title for the shares of the aforesaid persons/legal entities or obtained it 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 voting in absentia, the persons/legal entities included in the list of persons/legal entities entitled to participate in the meeting (or their representatives) shall have the right to register for participation in such a meeting or send completed voting ballots to the Company or fill in an electronic ballot on the website of the Company.

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

7.4. A shareholder shall have the right to replace the shareholder’s proxy at the General Shareholders Meeting at any time, or to participate at the General Shareholders Meeting in person.

7.5. A person/legal entity entitled to attend the General Meeting (also a new proxy of the shareholder acting under the power of attorney to vote) shall be registered to participate at the meeting, and voting ballots 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 prior to registration of the proxy whose powers are terminated.

7.6. Registration of the persons/legal entities entitled 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 individuals/legal entities entitled to participate at the General Shareholders Meeting with the data of the documents produced (provided) by the above said persons/legal entities.

7.7. At registration the person entitled to participate at the General Meeting shall provide an ID document.

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

7.8. Shareholder's proxy at the General Shareholders Meeting acts in compliance with the powers described in 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 the proxy (for an individual – name, details of the identification document (series and (or) number, date and place of issue, 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 the powers: a certified copy of or an extract from the charter of the legal entity entitled to participate in the meeting on the scope of authority of the representative and procedure for the exercise of authority; 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/legal entities included in the list of persons/legal entities 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 voting ballots.

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

7.12. At registration of the persons/legal entities entitled to participate at the General Shareholders Meeting such persons/legal entities shall receive voting ballots against their signature in the list of persons/legal entities entitled to participate at the General Shareholders Meeting.

7.13. Registration, identification and authorisation of persons/legal entities participating in the General Shareholders Meeting by way of completing electronic voting ballots on the website, i.e. without their attending the General Shareholders Meeting's venue, shall be effected via the same website they use to fill in voting ballots.

7.14. If the shares were transferred after the date of determining (recording) the shareholders entitled to participate at the General Shareholders Meeting and before the date of holding the General Shareholders Meeting, the shareholder entitled to participate 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.

7.15. If a power of attorney for voting at the meeting is granted in respect of the shares transferred, the acquirers of such shares shall be registered for participation and, if voting is effected via ballots circulation, voting ballots shall be provided to them.

7.16. If a share of the Company is in joint shared ownership of several persons/legal entities, 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/legal entities shall be properly formalized.

7.17. Registration of the persons/legal entities entitled to participate at the General Shareholders Meeting shall not be ended at the opening of the General Meeting.

Registration of persons/legal entities that are entitled 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 after the last

quorate agenda item of the General Shareholders Meeting is discussed and before the time allotted for voting to persons/legal entities that failed to vote earlier.

VIII. QUORUM AND OPENING OF THE MEETING

8.1. A General Shareholders Meeting shall be quorate (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. A quorum for the meeting shall be counted as of the date of determining (recording) shareholders entitled to participate at the General Shareholders Meeting, less the shares which are not counted in the quorum in cases prescribed by the Russian Federation legislation and Bank of Russia regulations.

8.2. The "shareholders attending a general shareholders meeting" shall be deemed the shareholders that have registered for the purpose of attending the meeting, inclusive of those that have registered via the website specified in the notice on the General Shareholders Meeting, as well as the shareholders whose voting ballots were received, or electronic ballots available on the website specified in the notice on the General Shareholders Meeting 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 website specified in the notice on the General Shareholders Meeting, 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 are filled in shall be recorded.

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

8.4. Shareholders that in line with the legislation of the Russian Federation on securities gave directives (instructions) about voting to the legal entities that 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 the voting ballots receipt during the General Shareholders Meeting held by voting in absentia are also considered to have participated in the General Shareholders Meeting.

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 some of such issues are not quorate, it shall not prevent shareholders from voting on other quorate issues.

8.6. At confirming the 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 least one agenda item is quorate by the beginning of the General Shareholders Meeting.

8.8. If by the beginning of the General Shareholders Meeting no agenda item is quorate, the opening of the General Shareholders Meeting may be postponed by 2 (two) hours.

8.9. The opening of the General Meeting may be postponed only once.

8.10. Before starting the discussion of a new Supervisory Board election, persons attending the General Shareholders Meeting shall be informed on the number of votes, cast for each candidate in the ballots received or filled in via website, not later than 2 (two) days before the date of the General Shareholders Meeting.

8.11. 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 registration end the number of registered individuals/legal entities ensures a quorum for adopting resolutions on other agenda items.

8.12. Between completion of the discussion on the last agenda item of the General Shareholders Meeting (the last quorate agenda item) 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/legal entities 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 according

to the procedure and within timeframes envisaged by the Federal Law “On Joint Stock Companies”.

X. PROCEEDINGS AT THE GENERAL SHAREHOLDERS MEETING

10.1. The Chair (Acting Chair) of a General Shareholders Meeting shall chair the meeting.

10.2. The Chair of the Supervisory Board of the Company or, in his/her absence, a Deputy Chair of the Supervisory Board shall preside at the General Shareholders Meeting. In the absence of the Chair and his/her Deputyies, a member of the Supervisory Board chairing one of the Supervisory Board’s committees shall preside at the General Shareholders Meeting. In the absence of such persons at the meeting, the Acting Chair shall be elected from the persons registered for participation in the General Meeting of Shareholders under the procedure set out in para 3 Clause 10.5 of the present Provisions.

10.3. The Chair (Acting Chair) of the General Shareholders Meeting shall:

- announce the opening and closing of the General Meeting;
- after completion of discussion on an agenda item (all issues of the agenda) declare beginning of voting on such items (issues) of the agenda;
- announce the results of voting on the issues put to the vote;
- chair and supervise the work of the General Shareholders Meeting;
- ensure 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 in 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 other functions as envisaged in 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 shall 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.

Considering the essence, the number and the course of discussion of the issues considered, the Chair ([Acting Chair](#)) of the General Shareholders Meeting may reduce the time for reports and agenda items' discussion. In case of receiving an objection from at least one of the shareholders present at the General Shareholders Meeting, the Chair ([Acting Chair](#)) shall put the question of establishing a different schedule of reports to the vote.

The General Shareholders Meeting can decide on other times for reporting on the issues of the agenda and for discussions, and on the meeting procedures directly in the meeting. Such decisions shall be taken before the discussion starts by majority vote ~~according to the principle of "one share – one vote"~~. Shareholders voting by ballots or by giving instructions and declaring their will to a nominee shareholder.

10.6. A person participating in the General Shareholders Meeting may only speak once on the same agenda item.

10.7. A person having intention to speak at the General Shareholders Meeting on an agenda item 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 Chair 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;
- Chair 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 Chair of the Executive Board, the Chief Accountant, ~~the Company's Revision Commission,~~ the Audit Commission of the Supervisory Board, the Company's auditor, and the Internal Audit Service, provide their opinions, the said persons/members of the bodies that prepared 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 the business unit performing the functions of the Corporate Secretary of the Company.

In the absence of the head of the 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~~ his/her deputy or any other employee of such business unit according to the Company's procedures.

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 publication and/or delivery to the persons/legal entities included into the list of persons/legal entities entitled to participate at the General Shareholders Meeting;
- ensures the preparation of information (materials) to be submitted to the persons/legal entities entitled to participate at the General Shareholders Meeting;

- ensures access for the persons/legal entities entitled to participate in the General Shareholders Meeting to information (materials) to be provided to such persons/legal entities;
- organizes for production and delivery to the persons/legal entities entitled to participate in the General Shareholders Meeting copies of documents to be provided to such persons/legal entities not later than within seven (7) working 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.

10.10. After votes counting and announcing the results of voting the Chair [\(Acting Chair\)](#) 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 voting 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 voting ballots. 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 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 directions (instructions) to those keeping record of their share rights.

11.5. The persons/legal entities entitled to participate at the General Shareholders 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 be entitled to participate at the General Shareholders Meeting.

11.6. At the request of the persons/legal entities included into the list of persons/legal entities 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 individuals/legal entities entitled to participate at the General Shareholders Meeting to two (2) or more acquirers, the person/legal entity included in the list of individuals/legal entities entitled 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/legal entity included in the list of persons/legal entities entitled to participate at the General Shareholders Meeting shall be obliged to vote in accordance with received instructions with the number of votes attached to the shares held by each acquirer.

11.9. At confirming the 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 be entitled to give the votes received in such a way attached to the shareholder's 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 an equally insufficient number of votes, the candidate (candidates) nominated by the shareholders (shareholder) holding a bigger number 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 the nominee's incompliance 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 prohibited for election. 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 Chair of The Supervisory Board) prior to start of voting on election to the Supervisory Board.

11.13. The persons/legal entities having registered for participation in the General Shareholders Meeting in the form of joint presence shall be entitled to vote on all issues on the agenda of the meeting starting from the meeting opening and until its closing, and if the voting results and resolutions adopted by the General Shareholders Meeting are announced at the meeting, until the beginning of vote counting on the agenda items 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. After the last issue on the agenda of the General Shareholders Meeting is discussed (last quorate item) and the closing of the General Shareholders Meeting (beginning of the vote counting), the persons/legal entities that have not 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 that 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 voting results 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/legal entities included in the list of individuals/legal entities entitled to participate at the General Shareholders Meeting in the form of the Voting Results Report 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 voting in absentia.

If on the date when the list of those entitled to participate in the General Shareholders Meeting is completed (fixed), a legal entity registered in the Register was a nominee shareholder, the information contained in the Voting Results Report 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 legal entities that 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 [\(by crossing out all the options except the preferred one or selecting the only one\)](#).

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 voting ballot contains several items put to vote, 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. Votes cast by voting ballots signed by a shareholder's proxy acting under a power of attorney for voting shall not be counted in the quorum and voting results 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 or before the deadline for returning voting ballots for the meetings in absentia.

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/legal entity on the same item contain different voting options. This rule shall not be applicable to the voting ballots signed by a person/legal entity having granted the power of attorney for voting in respect of the transferred shares and (or) a person acting under such power of attorney, in which the number of votes cast for one of voting options is specified in the space for indicating the number of votes cast for one of voting options, 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 voting ballot on the issue of election of the members of the Company's Revision Commission the "for" voting option is marked (selected) with the quantity of the candidates exceeding the quantity of the persons to be elected to the respective body of the Company.~~

~~12.7.12.6. _____ This rule shall not be applicable to the voting ballots signed by a person voting on the transferred shares in accordance with the instructions received from the acquirers of such shares.~~ An invalid voting ballot on one or more agenda items shall not exempt votes under such ballots when confirming the quorum.

~~12.8.12.7. _____~~ If the Company received an application from a candidate nominated for election to ~~a respective body~~ the Supervisory Board 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~~ the Supervisory Board of the Company, information on that shall be communicated to the persons/legal entities entitled 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 the 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/legal entities participating at the General Shareholders Meeting;
- determining the quorum of the General Shareholders Meeting and the quorum for voting on each agenda item 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/legal entities 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 the voting ballots where the General Shareholders Meeting is held by absent voting.

Both copies shall be signed by the Chair (Acting Chair) of 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, location and address of the Company;
- type of the General Shareholders Meeting (annual or extraordinary, reconvened annual or extraordinary);
- form of holding the General Shareholders Meeting (joint presence or voting in absentia);
- the date of identifying (recording) individuals/legal entities entitled to participate at the General Shareholders Meeting;
- the date of holding the General Shareholders Meeting;
- the 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/legal entities 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 (might be sent);
- webpage used to fill in electronic ballots;
- 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/legal entities included into the list of persons/legal entities entitled to participate at the General Shareholders Meeting, on each agenda item);
- the number of votes accounted for the voting shares of the Company on each agenda item 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/legal entities that participated at the General Shareholders Meeting, on each agenda item, specifying whether there was a quorum on each agenda item);
- voting results (the number of votes casted for each voting option (“for”, “against”, “abstained”), on each quorate agenda item;
- name of the Chair (Acting Chair) of the General Shareholders Meeting and the secretary of the meeting;
- the basic points of the speeches and the names of speakers on each agenda item of the General Shareholders Meeting held in the form of joint presence;
- the issues put for voting, the wordings of the resolutions adopted by the General Shareholders Meeting on each agenda item;
- name of the person who affirmed the General Shareholders Meeting’s decisions and the lineup of persons present during decision-making;
- a date of making up the minutes of the General Shareholders Meeting.

If the agenda of the General Shareholders Meeting comprises the issue of electing the Supervisory Board members, the minutes of the General Shareholders Meeting shall contain the information on which members of the Supervisory Board were elected as independent directors.

If the agenda of the General Shareholders Meeting comprises the issue of consenting to an interested-party transaction by the Company, the minutes of the General Shareholders Meeting shall contain the following information:

- the number of votes held by the persons not having an interest in execution of a transaction by the Company, that participated in 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 regulations.

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

- post voting minutes on the 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 text of the report on voting results of~~ the General Shareholders Meeting on its website ~~online~~ within ~~two~~ (four) working days of the date the General Shareholders Meeting was closed or the date when the Exchange stopped to receive voting ballots, if the General Shareholders Meeting was held by absentee voting ~~when the minutes of the General Shareholders Meeting are completed.~~