

APPROVED

by the General Shareholders Meeting
of Rosneft Oil Company
on _____ 20__

Minutes dated _____ 20__ without No

REGULATIONS

on the General Shareholders Meeting
of Rosneft Oil Company
(new version)

Moscow
20__

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Article 1. GENERAL PROVISIONS

1.1. Regulations on the General Shareholders Meeting

1.1.1. These Regulations, in accordance with the Civil Code of the Russian Federation, the Federal Law "On Joint Stock Companies", other laws and regulations of the Russian Federation and the Charter of Rosneft Oil Company (hereinafter referred to as the "Company") shall provide procedures for preparing and holding a meeting combined with absentee voting (hereinafter referred to as the "Meeting"), and absentee voting (hereinafter referred to as the "Absentee voting") for decision-making by the General Shareholders Meeting of the Company.

1.1.2. If any issues related to the preparation and conduct of a meeting or absentee voting are not regulated by provisions of the said documents, they shall be resolved subject to the need to observe the rights and interests of the shareholders.

1.1.3. The Company shall ensure that all shareholders have equal opportunities to participate in a meeting and absentee voting.

1.2. Terms and Definitions

1.2.1. The terms and definitions used in these Regulations shall be used in the same meanings as are assigned to them by the legislation of the Russian Federation on joint-stock companies and securities and in the Charter of the Company, except where otherwise stipulated by these Regulations.

1.2.2. The Shareholder Personal Account (SPA) is a service for remote servicing of Rosneft shareholders using SPA through Internet provided as a web application available on the website of Rosneft www.rosneft.ru.

Article 2. PROPOSALS AND REQUESTS

2.1. General Provisions

2.1.1. The term "Proposals and Requests", as used in this Article, shall include (i) proposals to include any items(s) in the agenda of a meeting or absentee voting (hereinafter - the "Agenda"), and/or (ii) proposals to nominate candidates to the bodies of the Company (hereinafter - the Candidate Nomination Proposal), and/or (iii) requests to conduct an extraordinary meeting or absentee voting.

2.1.2. Proposals and Requests of shareholders (shareholder) shall be submitted in writing in the manner prescribed by the effective legislation of the Russian Federation, the Charter of the Company and these Regulations. Oral Proposals and Requests shall not be accepted or reviewed.

2.1.3. Proposals and Requests may be provided to the Company by the following methods:

- by mail or courier to the Company address contained in the Single State Register of Legal Entities;
- served on the person authorized to take delivery of written communications addressed to the Company. The said authorized person shall take delivery of documents in accordance with internal regulations approved by the Company;
- sending in the message of declaration of will of the shareholder by the nominal holder in accordance with the guidance (instructions) received from shareholder whose right to the Company's shares are taken into account by the nominal holder (hereinafter the client

nominal holder) if sending of guidance (instructions) is stipulated by the agreement signed by the shareholder and the client nominal holder;

- sending via SPA if technically possible, in cases and in accordance with the procedure established by the Company's internal documents.

2.1.4. Proposals and Requests shall contain information about the last name, first name and patronymic (name) of the submitting shareholder(s), and the number and category (type) of shares owned by each shareholder signing such Proposals and Requests.

2.1.5. Proposals shall be received by the Company within the period of time stipulated by the Charter of the Company.

2.1.6. Each shareholder submitting Proposals and Requests whose shares are registered in the securities account with the depository maintaining records of title to the shares of the Company shall provide an extract from the securities account of such shareholder with the said depository confirming ownership of the relevant number of voting shares of the Company as of the date on which such Proposals and Requests are submitted.

2.1.7. The number of voting shares of the Company owned by the shareholder(s) who signed the Proposals and Requests, the total number of voting shares of the Company and the relative share (percentage) of voting shares of the Company owned by the said shareholder(s) shall be determined on the date of putting forward (presentation/submission) of such Proposals and Requests, determined in accordance with the legislation of the Russian Federation.

If, following the aforementioned date, the ratio of voting shares owned by such shareholder(s) decreases and becomes less than the number of voting shares of the Company which, pursuant to the Charter of the Company, is required for submission of Proposals and Requests, or such shareholder(s) cease(s) to own such shares, the relevant Proposals and Requests shall be deemed valid. Proposals and Requests may not be turned down solely on the grounds described above.

2.1.8. Proposals and Requests shall be signed by the submitting shareholders.

Proposals and Requests shall be deemed to have been received from the shareholders, who signed the same (whether personally or through authorized representatives).

If any Proposals and Requests indicate that there are several submitting shareholders, but such Proposals and Requests are not signed by all shareholders listed therein, they shall be deemed to have been submitted by the shareholder(s), which actually signed them. The Board of Directors of the Company shall have a duty to review such Proposals and Requests, and may not turn them down solely on the grounds that they have not been signed by all shareholders listed therein.

2.1.9. If any Proposals and Requests are signed by an authorized representative of the shareholder, they shall be accompanied by the power of attorney (notarized copy of the power of attorney) complying with applicable regulatory requirements, or other documents, certifying the right of such representative to act for and on behalf of the shareholder.

Other documents certifying the right to act for and on behalf of the shareholder shall include documents certifying the powers of the representative as vested therein by the effective legislation or by the act of the properly authorized government body or local self-government body.

2.1.10. The motivated resolution of the Board of Directors of the Company to refuse to satisfy any Proposals and Requests due to the fact that the shareholder(s) signing the same do(es) not own the requisite number of voting shares of the Company, as stipulated by the Charter of the Company,

shall be supported by an extract from the register of owners of registered securities of the Company.

2.1.11. The fact that any Proposals and Requests contain clerical errors or have other technical deficiencies shall not constitute sufficient grounds to refuse to satisfy the same, provided that it is possible, based on the contents of such Proposals and Requests, to determine the original declaration of will of the shareholder, and confirm such shareholder's right to submit such Proposals and Requests. If any Proposals and Requests have material deficiencies, the Company shall give advance notice thereof to the submitting shareholder(s) so as to enable such shareholder(s) to remedy the same before such Proposals and Requests are considered by the Board of Directors of the Company.

2.2. Special requirements for Proposals and Requests concerning the holding of a meeting or absentee voting and the inclusion of items on the agenda

In addition to general requirements applicable to Proposals and Requests as set forth in Clause 2.1 of these Regulations, Proposals and Requests concerning the holding of a meeting or absentee voting and the inclusion of items on the agenda shall be subject to the following special requirements:

2.2.1. The request to hold an extraordinary meeting or absentee voting and a proposal to include any item(s) in the agenda shall contain the wording of each item being proposed, and may contain the wording of resolution on each such item.

The request to hold an extraordinary meeting or absentee voting may contain a proposal on the method of decision-making by the General Shareholders Meeting (meeting or absentee voting).

2.2.2. Each of the Proposals and Requests containing a request to hold an extraordinary meeting or absentee voting or a proposal to include any item(s) in the agenda shall be considered by the Board of Directors separately from all other Proposals and Requests. The votes of shareholders who have signed various Proposals and Requests are not cumulative, except in cases established by the legislation of the Russian Federation.

2.2.3. The Board of Directors of the Company shall not have the right to make changes to the wording of items proposed by shareholders for inclusion in the agenda, and the wording of resolutions on such items, or to change the proposed method of decision-making by the General Shareholders Meeting (extraordinary meeting or absentee voting). If the Board of Directors receives several Proposals and Requests containing a request to hold an extraordinary meeting or absentee voting on the same items, while indicating different methods for decision-making by the General Shareholders Meeting, then the resolution shall be made at the meeting.

The Board of Directors of the Company shall have the right to include items in the agenda at its own discretion and to propose, on its own initiative, additional wording of draft resolutions on items proposed by shareholders for inclusion in the agenda.

2.3. Special Requirements Applicable to Proposals Related to Nomination of Candidates to the Bodies of the Company

In addition to general requirements applicable to Proposals and Requests as set forth in Clause 2.1 of these Regulations, proposals related to nomination of candidates to the bodies of the Company shall be subject to the following special requirements:

2.3.1. Each proposal related to nomination of candidates shall contain the following information about each nominee: last name, first name, patronymic, and ID information (series and/or number,

date and place of issue, issuing authority); name of the body to which the candidate is being nominated; date of birth; education; place of work and positions occupied over the last 5 years including part-time positions listed chronologically; positions occupied in governing bodies of other legal entities at the time of nomination; address at which the nominee can be reached.

If the candidate is being nominated for election to the Board of Directors in the capacity of an independent director, the nomination proposal shall contain an indication to that effect.

2.3.2. No proposal may nominate more nominees than the number of members of the appropriate governing body of the Company.

If any shareholder submits a new Proposal related to nomination of candidates to the Company bodies and, on the date of its submission, the shareholder has already submitted a similar Proposal, the new Proposal is considered to replace the previously submitted Proposal.

If the number of nominees in any Proposal related to nomination of candidates to the Company bodies exceeds the number of members of the appropriate body of the Company, the Board of Directors of the Company shall consider only those nominees whose number (from the beginning of the list) does not exceed the number of members of such body.

2.3.3. Each Proposal related to nomination of candidates to the Company bodies shall be considered by the Board of Directors separately. The number of shares owned by shareholders who have signed various Proposals for the nomination of candidates shall not be summed up, except in cases provided for by the legislation of the Russian Federation.

2.4. Inclusion of Items in the Agenda and Inclusion of Persons in the List of Candidates Nominated for Election to the Company Bodies at the Initiative of the Board of Directors

2.4.1. In addition to the items proposed by shareholders for inclusion in the agenda and those candidates proposed by shareholders for formation of the relevant body, the Board of Directors of the Company may include items in the agenda and/or nominees into the list of candidates for elections to the respective body of the Company at its own discretion.

2.4.2. The number of candidates proposed by the Board of Directors may not exceed the number of members of the relevant body provided for by the Charter of the Company.

2.5. Notification of Shareholders of Availability (Absence) of the written consents of the Nominees Included into the List of Candidates for Election to the Bodies of the Company

2.5.1. Each Proposal related to nomination of candidates for election to the Board of Directors and the Audit Commission of the Company shall be accompanied by written consents of the candidates so nominated.

2.5.2. In the event of self-nomination for election to the Board of Directors or the Audit Commission of the Company, a written consent of the candidate to be nominated to the appropriate body of the Company shall be deemed to have been granted.

2.5.3. In the event that the Company receives a written consent from a candidate for election to the Company body, the Company shall be obliged to provide shareholders with information about the existence of such consent in the manner prescribed by Clause 5.2.1 of these Regulations.

Article 3. RESPONSIBILITIES OF BODIES AND OFFICIALS OF THE COMPANY IN PREPARATION FOR A MEETING OR ABSENTEE VOTING

3.1. Responsibilities of the Board of Directors in Preparation for a Meeting or Absentee Voting

3.1.1. In preparation for the annual meeting, in decision-making to conduct an extraordinary meeting or conduct an absentee voting at its own initiative, and if the request to conduct an extraordinary meeting or conduct an absentee voting is received from the Audit Commission of the Company, the auditor organization of the Company, or shareholder(s) holding on the aggregate at least 10 percent of voting shares of the Company, the Board of Directors of the Company shall, in the absence of grounds for refusal to conduct an extraordinary meeting or conduct an absentee voting:

- resolve to conduct an extraordinary meeting or conduct an absentee voting within the time period stipulated by the Federal Law "On Joint Stock Companies" and the Charter of the Company;
- have notice of a meeting or absentee voting published in the manner prescribed by the Charter of the Company;
- take actions stipulated by Clause 4.1 of these Regulations;
- prepare information (materials) to be provided to persons entitled to vote when decision-making by the General Shareholders Meeting, and ensure that such information is provided in accordance with the procedure stipulated by Clause 5.2 of these Regulations.

3.1.2. An exhaustive list of grounds for refusal to conduct an extraordinary meeting or conduct absentee voting for persons specified in Clause 3.1.1 of these Regulations is established by the effective legislation of the Russian Federation.

3.2. Responsibilities of the Company's Officials in Preparation for a Meeting or Absentee Voting

3.2.1. If the Board of Directors fails to resolve to conduct an extraordinary meeting or conduct absentee voting within the period of time stipulated by the effective legislation and the Charter of the Company, or resolves to refuse to hold it, the persons requesting its holding shall have the right to apply to the court with a demand to compel the Company to conduct an extraordinary meeting or conduct absentee voting. The body or a person conducting an extraordinary meeting or absentee voting pursuant to a court judgment shall have all powers required to conduct such meeting or absentee voting as stipulated by the legislation of the Russian Federation, the Charter of the Company and these Regulations.

3.2.2. Officers of the Company shall assist the persons conducting and conducting an extraordinary meeting or absentee voting in accordance with the procedure stipulated by Article 3 of these Regulations, furnish information and take other requisite actions as if such extraordinary meeting or absentee voting had been conducted by the Board of Directors of the Company.

Article 4. PREPARATION FOR CONDUCT OF A MEETING OR ABSENTEE VOTING

4.1. Preparation for Conduct of a Meeting or Absentee Voting

4.1.1. When making preparations for a meeting or absentee voting, the Board of Directors of the Company shall determine:

- 1) a method of decision-making by the General Shareholders Meeting (meeting and absentee voting);
- 2) the possibility of remote participation in a meeting, the procedure for access to remote participation in a meeting, including methods for reliably identifying persons participating

remotely in a meeting, the possibility of being present at the venue of the meeting or holding a meeting without determining its venue;

3) the date and time of the meeting and the final date for acceptance of voting ballots, the venue of the meeting (except for an meeting with remote participation, which is held without determining the venue), and in the event of decision made by the General Shareholders Meeting by absentee voting - the final date for acceptance of voting ballots;

4) the start time for registration of persons participating in a meeting and the person whom a shareholder may contact in case the Company breaches the registration procedure;

5) the address (postal address and, if provided for by the decision of the Board of Directors, the e-mail address) to which completed ballots may be sent, and the methods of signing them in accordance with the Federal Law "On Joint-Stock Companies", as well as the possibility of filling out and sending voting ballots in electronic form using other electronic or other technical means, including the website on the Internet where the electronic form of ballots may be filled out;

6) the date of determination (recording) of persons entitled to vote when decision-making by the General Shareholders Meeting;

7) the final date for submitting shareholder nominations of candidates for election to the Board of Directors of the Company, if the agenda of the extraordinary meeting of the General Shareholders Meeting includes the election of the Board members;

8) the agenda;

9) proposals to the General Shareholders Meeting as to the date for dividend payment purposes;

10) the procedure for notifying shareholders about a meeting or absentee voting;

11) the list of information (materials) to be provided to shareholders in preparation for a meeting or absentee voting, and the procedure for providing such information (materials);

12) the form and text of the voting ballot, as well as the wording of resolution on the agenda items, which must be sent in electronic form (in the form of electronic documents) to the nominee shareholders registered in the register of shareholders of the Company;

13) any other items provided for by the law of Russian Federation and the Company Charter.

4.1.2. The Board of Directors of the Company has the right to make decisions on the items specified in sub-clause 4.1.1 of these Regulations, both when decision-making to hold a meeting or absentee voting, and at other times in preparation for their holding.

4.2. List of Persons Entitled to Vote When Decision-Making at the General Shareholders Meeting

4.2.1. The Company's Corporate Secretary shall ensure that the shareholder registrar prepares a List of Persons entitled to vote on decisions made by the General Shareholders Meeting (hereinafter referred to as the "List of Persons"). The List of Persons shall be made in accordance with the provisions of the applicable legislation of the Russian Federation.

4.2.2. To compile the List of Persons, the Corporate Secretary sends a corresponding request to the holder of the register of shareholders of the Company.

4.2.3. The agreement with the registrar shall stipulate the duty of the register holder to furnish requisite information within the time period sufficient to enable the Company to comply with the deadlines established by the Federal Law "On Joint Stock Companies" and the Charter of the

Company for preparing and holding a meeting or absentee voting, notification of a meeting or absentee voting, provision of voting ballots to shareholders, and other deadlines established in the interests of shareholders.

4.3. Review of the List of Persons

4.3.1. The Company shall reveal the information on the date, as of which the persons authorised to vote on the resolutions to be made by the General Shareholders Meeting shall be identified (recorded), at least 7 days prior to such date.

4.3.2. The List of Persons (or a copy thereof), excluding information regarding the declaration of will of such persons, shall be made available by the Company for review upon request of persons included in this List who hold at least 1 percent of the votes. At the same time, information enabling to identify the individuals included in this list, except for the name, surname and patronymic, shall be provided only upon their consent.

Familiarization with the List of Persons is carried out at the address of the executive body of the Company, as well as at the address(es) at which familiarization with the information (materials) to be provided in preparation for holding a meeting or absentee voting is carried out, indicated in the notice of holding a meeting or absentee voting.

4.3.3. The List of Persons shall be made available for review at the request of a person included in this List and who has signed the relevant request, in the period from the date following the date of receipt by the Company of a request for the provision of the said List (from the date of preparation of the said List, if such a request was received by the Company before the date of its preparation) and until closing of the General Shareholders Meeting, and in the case of absentee voting - until the final date of acceptance of voting ballots.

4.3.4. The content of the request to furnish the List of Persons, as well as procedures for the filing of such request and determination of the date of receipt of such request by the Company, shall be subject to the rules stipulated by these Regulations for Proposals and Requests (Article 2 of these Regulations).

4.4. Notice of a Meeting or Absentee Voting

4.4.1. Any notice of a meeting or absentee voting shall specify the following (taking into account the method of decision-making by the General Shareholders Meeting of Shareholders):

- the full official name of the Company;
- the location of the Company;
- the method of decision-making by the General Shareholders Meeting (meeting or absentee voting), and if the meeting with remote participation is held, information on the procedure for accessing the meeting remotely, including methods for reliably identifying persons participating remotely in the meeting;
- date and time of the meeting and the final date for acceptance of voting ballots if absentee voting is conducted;
- the venue of the meeting or information that the meeting is being held remotely without determining its venue, or, in the case of absentee voting, the final date for acceptance of voting ballots for absentee voting;

- start time for registration of persons participating in the meeting, as well as the person the shareholder may contact in the event of the Company's violation of the registration procedure;
- the date of determination (recording) of persons entitled to vote when decision-making by the General Shareholders Meeting;
- the information about the registrar of the Company;
- the indication on the initiator of an extraordinary meeting or absentee voting;
- the agenda (indicating who proposed a particular agenda item);
- procedure for familiarization with the information (materials) to be provided in preparation for a meeting or absentee voting, and the address(es) at which it can be accessed;
- address (postal address and, if provided for by a resolution of the Board of Directors, an e-mail address) to which completed voting ballots may be sent, and the methods for signing voting ballots in accordance with the Federal Law "On Joint-Stock Companies", as well as information on the possibility of completing and sending voting ballots in an electronic form using other electronic or other technical means (including SPA) and an explanation of the procedure for using electronic means for voting;
- information on the documents that must be presented for admission to the premises where the meeting will be held (including a reminder of the need to have an identity document of the person participating in the meeting, and for a shareholder's representative – a power of attorney or other documents giving him or her the right to participate in the meeting on behalf of the shareholder);
- classes (types) of shares whose holders have the right to vote on all or some of the agenda items;
- information on the need for shareholders registered in the Company's shareholder register to provide information about changes to their information, including address information and bank details, to the Company's registrar.

The notice of a meeting or absentee voting may contain other information, as determined by the Board of Directors or otherwise stipulated by the effective legislation of the Russian Federation.

4.4.2. The notice of a meeting or absentee voting shall be published by the Company in the manner and within the timeframes stipulated by the Company's Charter. In this case, the notice of a meeting or absentee voting shall be published in the Russian language, and may be additionally published in the English language.

Article 5. SCOPE OF INFORMATION (MATERIALS) TO BE PROVIDED TO PERSONS ENTITLED TO VOTE WHEN DECISION-MAKING AT THE GENERAL SHAREHOLDERS MEETING

5.1. Scope of information (materials) to be provided to persons entitled to vote when decision-making at the General Shareholders Meeting

5.1.1. The list of information (materials) to be provided to persons entitled to vote when decision-making by the General Shareholders Meeting in preparation for the meeting or absentee voting shall be stipulated by the effective legislation of the Russian Federation and the Charter of the Company.

5.1.2. In addition to the information and materials to be provided for review to persons entitled to vote on decisions taken by the General Shareholders Meeting in preparation for the meeting or

absentee voting, in accordance with the current legislation of the Russian Federation and the Charter of the Company, the following materials (information) may be provided to such persons for review by decision of the Board of Directors:

- information on the candidates proposed for appointment as the Company's audit organization, including the name of the self-regulatory organization of auditors of which the candidate for appointment as the Company's audit organization is a member, a description of the procedures used in selecting the audit organization, information on the proposed remuneration of the audit organization for audit and non-audit services (including information on compensation payments and other expenses associated with engaging the audit organization), and other material terms of the contracts concluded with the Company's audit organization;
- the position of the Board of Directors regarding the agenda, including the special opinions of the members of the Board of Directors of the Company on each agenda item;
- the information about market valuation of assets contributed by way of payment for additional shares issued by the Company, and of assets and/or shares of the Company, if such valuation was conducted by an independent assessor, or other information which can be used by the shareholders to form an opinion regarding the fair value of such property and its changes;
- the substantiation of the need for, and explanation of consequences to the Company and its shareholders of adoption of, resolutions to increase or decrease the charter capital of the Company, approve major and related-party transactions;
- in the event of any amendments being made to the Charter of the Company or its internal regulations, tables of comparison of proposed amendments and existing versions of the documents involved, substantiation of the need for, and explanation of consequences to the Company and its shareholders of adoption of, the relevant resolutions;
- in the event of approval of any related-party transactions, the list of persons qualified as interested parties in each such transaction, complete with an indication of grounds for such qualification;
- information about candidates for the positions of members of the Board of Directors and the Audit Commission of the Company, including information about their track records and biographies, their compliance with the requirements imposed on members of the bodies of the Company, if such requirements are established by the effective legislation of the Russian Federation, relevant information about the management organization or manager;
- the explanation and economic substantiation of proposed distribution of the net profit of the Company, including allocations to pay dividends and meet internal needs of the Company, complete with explanation and economic substantiation of allocating a certain proportion of the profit to meet internal needs of the Company, and an estimate of compliance with the current dividend policy of the Company;
- the information about corporate actions which impair dividend entitlements of shareholders or "dilute" their stakes, and the information about court judgments, which establish use by shareholders of methods to receive income from the Company other than in the form of dividends or liquidation proceeds.
- information on the persons on whose proposal each item was included on the agenda, as well as candidates nominated for positions in the Company's bodies.

5.1.3. The Board of Directors shall have the right to make decisions on providing persons entitled to vote when decision-making by the General Shareholders Meeting with additional information

(materials) in addition to that provided for by the effective legislation of the Russian Federation, the Charter of the Company, and these Regulations. Such information (materials) may include analytical surveys and printed media publications.

5.2. Provision of Information (Materials) to Persons Entitled to Vote When Decision-Making by the General Shareholders Meeting

5.2.1. Information (materials) to be provided to persons entitled to vote when decision-making by the General Shareholders Meeting shall be available to such persons for review at the address of the Company's executive body and other locations specified in the notice of the meeting or absentee voting no less than 30 days prior to the date of the meeting or until the final date for acceptance of voting ballots for absentee voting, unless a longer period is stipulated by the effective legislation of the Russian Federation. The specified information (materials) shall be available to persons participating in the meeting during its conduct.

5.2.2. Information (materials) subject to provision to persons entitled to vote when decision-making by the General Shareholders Meeting, as well as information on travel to the meeting venue, a sample form of a power of attorney for participation in a meeting or absentee voting of a shareholder's representative and information on the procedure for certifying such a power of attorney shall be posted for shareholders' review on the Company's Internet website (including in the SPA). At the request of any shareholder whose rights to the Company's shares are recorded in the register of the Company's shareholders, and if technically feasible, a notice of a meeting or absentee voting and the materials of the meeting or absentee voting shall be provided to him/her in electronic form.

5.2.3. The Corporate Secretary of the Company shall, upon written request of a person entitled to vote when decision-making by the General Shareholders Meeting, provide him or her with copies of the specified information (materials) within 7 days from the date of receipt of the relevant request (from the date of the commencement of the period during which the information (materials) subject to provision to persons entitled to vote when decision-making by the General Shareholders Meeting must be available to such persons, if the relevant request was received by the Company before the start of the specified period).

5.2.4. A person entitled to vote when decision-making by the General Shareholders Meeting shall have the right to receive copies of the materials either at the address of the executive body of the Company or at other places, the addresses of which are indicated in the notice of the meeting or absentee voting, indicating the preferred place for receiving copies of the materials in the relevant application. In the absence of indication as to such preferred location, copies of materials shall be made available on the premises of the executive body of the Company.

5.2.5. Along with copies of documents containing information (copies of materials), the person entitled to vote when decision-making at the General Shareholders Meeting shall be provided with an invoice for the payment charged by the Company for the provision of copies. The fee charged by the Company for provision of copies of information documents (copies of materials) to be provided to the persons entitled to vote when decision-making at the General Shareholders Meeting, in the course of preparation for the General Shareholders Meeting, may not exceed the cost of manufacturing of such copies.

5.2.6. A person entitled to vote when decision-making at the General Shareholders Meeting shall not be denied access to information (materials) for the meeting or absentee voting if, despite typos and other insignificant deficiencies, the shareholder's request as a whole makes it possible to determine his/her will and confirm his/her right to access the said information (materials),

including receiving copies thereof. If there are any significant deficiencies in the request, the Company shall immediately notify the person entitled to vote when decision-making at the General Shareholders Meeting.

Article 6. CONDUCT OF THE MEETING

6.1. Working Bodies of the Meeting

The working bodies of the General Shareholders Meeting shall include the following:

- the Chairperson;
- the Presidium of the General Shareholders Meeting;
- the Secretary of the General Shareholders Meeting;
- the Counting Committee.

6.2. Chairperson of the Meeting

6.2.1. The Chairman of the Board of Directors of the Company or another person appointed to chair the General Shareholders Meeting in accordance with the Company's Charter shall preside over the meeting.

6.2.2. If, at an extraordinary meeting held by decision of persons entitled to request the holding of an extraordinary meeting, the persons presiding over the meeting in accordance with the Federal Law "On Joint-Stock Companies" and the Company's Charter are absent or refuse to preside, the chairperson of the meeting shall be determined by the Board of Directors or its Chairman in accordance with the Company's Charter and sub-clause 6.2.1 of these Regulations, or by the person (or body) holding the extraordinary meeting.

6.2.3. Chairperson of the Meeting:

- announces the opening and closing of the meeting;
- announces the vote on all agenda items after discussion;
- conducts the meeting;
- monitors compliance with the order of the meeting;
- ensures adherence to the agenda;
- gives requisite instructions and orders to the Counting Commission;
- gives instructions regarding the distribution of meeting documents;
- takes measures to maintain or restore order at the meeting;
- gives the floor to persons participating in the meeting based on their written statements;
- in cases of violation of the order of the meeting by a speaker participating in the meeting, deprives him/her of the right to speak;
- announces the beginning and end of breaks in the meeting;
- signs the minutes of the General Shareholders Meeting.

6.2.4. The Chairperson of the meeting may not interrupt the speech of a person participating in the meeting, or to comment on it, unless this is caused by the speaker's violation of the order of the meeting, the principles of law and order and morality, or other procedural circumstances.

6.2.5. The Chairperson of the meeting should strive to ensure that shareholders receive answers to all questions directly at the meeting. If the complexity of a question does not allow for an immediate answer, a written response should be provided as soon as possible after the end of the meeting.

6.2.6. The Chairperson of the meeting may assign the chairing of the meeting to another person, while he/she remains the chairperson of the meeting.

6.3. Presidium of the General Shareholders Meeting

6.3.1. The Presidium of the General Shareholders Meeting shall be established at the meeting.

6.3.2. The Presidium of the General Shareholders Meeting held at the initiative of the Board of Directors, the Audit Commission, or the Company's audit organization shall be composed of members of the Board of Directors, unless otherwise provided by a resolution of the Board of Directors.

6.3.3. The Presidium of the General Shareholders Meeting at an extraordinary meeting held at the initiative of shareholders may include members of the Board of Directors and persons nominated by the initiators in the request to hold the meeting.

6.4. Secretary of the General Shareholders Meeting

6.4.1. The Corporate Secretary of the Company shall act as the secretary of the General Shareholders Meeting (the "Secretary").

6.4.2. The Secretary shall ensure control over the preparation of draft working documents for a meeting, ensure taking of minutes of a meeting, sign the minutes of a meeting of the General Shareholders Meeting, and prepare and sign a report on the results of voting at a meeting.

6.5. Counting Commission

6.5.1. The functions of the Counting Commission of the Company shall be performed by the registrar of the Company.

6.5.2. While acting in the capacity of the Counting Commission, the registrar shall be guided by the effective legislation of the Russian Federation, the Charter of the Company, and these Regulations.

6.6. Persons presenting at the meeting

6.6.1. The following persons may be present at the meeting:

- persons included in the List of Persons and/or their representatives;
- representatives of the Company's registrar;
- representatives of the Company's audit organization;
- members of the Company's governing bodies;
- members of the Company's Audit Commission;
- the Company's Chief Accountant;

- candidates included in the ballots for the election of the Company's bodies;
- other persons invited to the meeting by the Company's Board of Directors or by the initiators of the meeting.

Persons entitled to vote when decision-making at the General Shareholders Meeting, whose ballots are received no later than two days before the date of the meeting, shall also have the right to attend the meeting.

6.6.2. Members of the Board of Directors, executive bodies of the Company, and the Audit Commission of the Company present at the meeting provide qualified answers to questions from meeting participants.

6.6.3. Persons entitled to vote when decision-making at the General Shareholders Meeting may ask questions to members of the Company's bodies, the Chief Accountant of the Company, a representative of the Company's audit organization, as well as candidates for election to the Company's bodies.

6.6.4. A person entitled to vote when decision-making at the General Shareholders Meeting may participate in the meeting in the following ways:

- participate in person in the discussion of agenda items and vote on them at the meeting, including remotely, if the possibility of remote participation in the meeting is provided for by the resolution of the Board of Directors;
- delegate a representative to participate in discussion on the agenda items and vote on such items at the meeting;
- submit completed voting ballots, signed in person or by a duly authorized representative, to the Company or to another address or e-mail address specified in the notice of the meeting, no later than two days before the date of the meeting, or fill out a voting ballot on the Internet website (including in the SPA), if the possibility of voting using electronic and other technical means is provided for by the resolution of the Board of Directors;
- issue voting instructions to the client nominee holder.

6.7. Registration of participants in the meeting

6.7.1. The Counting Commission of the Company, the functions of which shall be performed by the registrar of the Company, shall verify the credentials and register the persons participating in the meeting.

6.7.2. Registration of persons participating in the meeting shall be carried out at the address of the meeting venue, with the exception of the registration of persons participating remotely, including without determining its venue and the possibility of attending at that venue. Registration of persons participating in the meeting remotely shall be carried out on the Internet website specified in the notice of the meeting (including in the SPA), where the electronic ballot form is completed, or by another method established by the resolution of the Board of Directors in preparation for the meeting.

6.7.3. Persons entitled to participate in the meeting are subject to registration, with the exception of persons whose voting ballots (notices of declaration of will) have been received no later than two days prior to the date of the meeting.

Persons whose ballots (notices of declaration of will) have been received no later than two days before the date of the meeting, have the right to attend the meeting (participate remotely in the meeting with remote participation), take part in the discussion of the agenda items, have access to information (materials) provided to persons participating in the meeting, and enjoy other rights of a person participating in the meeting. Such persons shall not be subject to registration by the Counting Commission, and no voting ballots shall be issued to them. In this case, the Counting Commission shall maintain an additional register of persons present at the meeting without registration.

6.7.4. For the purposes of registration, the Counting Commission shall maintain the following registers:

- registration of persons participating in the meeting;
- registration of powers of attorney and other documents confirming the right of a person participating in the meeting to act on behalf of a person entitled to vote when decision-making at the General Shareholders Meeting.

The Counting Commission may, at its own initiative, maintain other registration forms and registers.

6.7.5. Registration of the persons entitled to vote when decision-making at the General Shareholders Meeting shall be carried out subject to the identification of the persons attending the meeting by comparing the data contained in the List of Persons with the data in the documents presented (submitted) by the said persons and/or their representatives.

If a meeting is held with the option of remote participation, registration of persons participating in the meeting remotely shall be carried out by the Counting Commission, subject to the reliable identification of the persons participating in the meeting, using the methods stipulated by the legislation of the Russian Federation and the resolutions of the Board of Directors adopted in accordance therewith.

6.7.6. When registering, persons present at the meeting venue who have the right to vote when decision-making at the General Shareholders Meeting (their representatives) shall present the following documents:

- a shareholder who is an individual – an identity document(s) allowing his/her identification on the List of Persons;
- a representative of a shareholder who is an individual – a power of attorney on behalf of the individual, certified in accordance with the requirements of the effective legislation of the Russian Federation, and an identity document(s) of the representative;
- person representing a shareholder which is a legal entity and acting without the power of attorney as permitted by the law or constituent documents: copies of constituent documents of such shareholder which is a legal entity, document(s) certifying the authority of such person (in particular, copy of resolution of his/her election or appointment to his/her position), and document(s) which establish(es) his/her identity;
- a representative of a shareholder who is a legal entity – a power of attorney on behalf of the legal entity, certified in accordance with the requirements of the effective legislation of the Russian Federation, and an identity document(s) of the representative;

- person representing a shareholder which is a government or municipality and acting without the power of attorney as permitted by the federal laws or regulations of authorized government bodies or local self-government bodies: document(s) certifying the authority of such person (service certificate, voting directions, etc.), and document(s) which establish(es) his/her identity.

6.7.7. At the time of registration for participation in the General Shareholders Meeting of a person intending to vote by shares circulating outside of the Russian Federation in the form of depositary securities, such person shall furnish the Counting Commission, in writing, with information about the number of shares circulating outside of the Russian Federation in the form of depositary securities with respect to which such person has received voting instructions from the owners of such depositary securities.

If the number of shares for which the specified person has received instructions from holders of depositary securities differs (does not match) on various agenda items, that person shall be obligated to inform the Counting Commission of the corresponding number of shares for which they have received instructions from holders of depositary securities on each such agenda item.

6.7.8. Powers of attorney and other documents confirming the right of the person participating in the meeting to act on behalf of the shareholder (copies thereof, certified by a notary or in another manner established by law) are submitted to the Company through the counting commission upon registration or attached to the voting ballots submitted by persons entitled to vote when making decisions at the General Shareholders Meeting.

6.7.9. Registration of persons entitled to vote when decision-making at the General Shareholders Meeting who have not registered to participate in the meeting before its opening shall end after the completion of the discussion of the last item on the agenda (the last item on the agenda for which there is a quorum) and before the beginning of the period of time provided for voting to the persons, who have not by then cast their votes.

6.7.10. At the opening of the meeting, the Counting Commission shall report the number of persons registered at the time of the opening to participate in the meeting, the number of votes they have on each agenda item, and the presence of a quorum on each item on the agenda at the time of the opening of the meeting.

After the discussion of the last item on the agenda for which a quorum exists has been completed, and before the time allotted for voting to persons who have not voted up to this point, the Counting Commission shall inform the persons present at the meeting of the number of votes held by persons registered and/or participating in the meeting up to this point.

6.8. Time and Venue of the Meeting

6.8.1. A meeting may not be held in a venue or at a time that creates significant obstacles for the majority of the Company's shareholders to attend the meeting or makes such attendance impossible.

6.8.2. The General Shareholders Meeting may not be conducted later than 10:00 pm or earlier than 09:00 am by the local time.

6.9. Rules of Order of the Meeting

6.9.1. The meeting shall be conducted without any interruptions, except as stipulated below.

6.9.2. If the meeting has continued for 2 consecutive hours, there shall be announced a break of not less than 15 minutes, nor more than 30 minutes.

If the meeting has continued for 4 consecutive hours, there may be announced a break of not less than 40 minutes, nor more than 2 hours.

The meeting may not continue after 10:00 pm by the local time.

The meeting shall, as a rule, be conducted for only one day.

If it is impossible to conduct the meeting during one day, it shall be adjourned to the next day, provided that it shall recommence not earlier than 09:00 am by the local time.

6.9.3. The time allocated for the presentation of the main speaker on each agenda item shall be not less than 15 minutes, nor more than 30 minutes.

6.9.4. Questions to the speakers and requests to grant the floor may only be made in writing (including through the SPA in the case of a meeting held with remote participation). Notes with questions and statements shall be submitted to the Chairperson of the meeting.

Answers to the questions posed to the speakers may be voiced at the meeting during its conduct or sent to the shareholder in writing.

The participant of a meeting may not speak on the same agenda item more than two times. Duration of the first presentation may not exceed 10 minutes, while duration of the second presentation may not exceed 3 minutes.

In the event of a meeting being held with remote participation, the order of speech of a person participating in the meeting shall be determined by the Chairperson or the person entrusted with chairing the meeting, taking into account sub-clause 6.2.4 of these Regulations, the technical capabilities of the speaker and the Company.

6.9.5. Rules of order of the meeting shall provide for:

- opening of the meeting and announcement of the agenda items for which there is a quorum;
- presentations of the participants of the meeting on the agenda items (discussion on the agenda items);
- completion of discussion on the last item on the agenda (the last item on the agenda for which there is a quorum);
- completion of registration of participants of the meeting;
- voting on the agenda items;
- completion of acceptance of voting ballots by the Counting Commission;
- closing of the meeting.

6.9.6. To ensure that persons participating in the meeting receive as much comprehensive and objective information about the Company as possible, special time shall be allocated during the meeting for presentations by the main officers of the Company.

Article 7. CONDUCT OF ABSENTEE VOTING FOR DECISION-MAKING BY THE GENERAL SHAREHOLDERS MEETING

7.1. Possibility to Conduct the General Shareholders Meeting in the Form of Absentee Voting

7.1.1. The General Shareholders Meeting may make a decision by absentee voting.

The date for absentee voting shall be the final date for the acceptance of filled-in voting ballots.

7.1.2. The General Shareholders Meeting, unless otherwise provided by the legislation of the Russian Federation, shall not consider or make decisions by absentee voting on the following items:

- approval of the annual report;
- approval of the annual accounting statements, including the profit and loss statements (profit and loss accounts) of the Company;
- distribution of profits and losses of the Company at the end of the fiscal year;
- election of the Board of Directors of the Company;
- election of the Audit Commission of the Company;
- approval of the audit organization of the Company.

7.1.3. Absentee voting shall not be held to replace a failed meeting if the agenda includes items on which decisions cannot be made by absentee voting.

7.2. Conduct of Absentee Voting

7.2.1. When conducting absentee voting, the ballot shall be sent or delivered, against signature, to each person registered in the Company's shareholder register and entitled to vote when decision-making by the General Shareholders Meeting, within the timeframes specified by the effective legislation of the Russian Federation.

The ballot shall be sent in accordance with the Company's Charter or in the manner prescribed by the Board of Directors' resolution made in accordance with the Charter of the Company.

7.2.2. Completed voting ballots sent to the location of the executive body of the Company as specified in the Uniform State Register of Legal Entities, and to the address specified in the Charter of the Company, shall be deemed to have been sent at the proper mailing address regardless of whether such mailing address was specified in the notice of conduct of absentee voting.

Article 8. VOTING BALLOTS

8.1. Voting Ballots

8.1.1. Voting at decision-making by the General Shareholders Meeting on items put to the vote shall be performed by casting voting ballots.

8.1.2. Voting ballots shall be sent or delivered against personal signature to each person included in the List of Persons (or his/her representative) at least 20 days prior to the date of meeting or the final date for acceptance of voting ballots during absentee voting. The submission of a voting ballot shall be carried out in the manner provided for by the Charter of the Company and/or by a resolution of the Board of Directors of the Company made in accordance therewith.

If it is possible to fill out and send voting ballots in electronic form (except for sending by e-mail), the electronic form of voting ballots shall be available for filling out and sending using electronic or other technical means during a period that begins no later than 20 days and ends two days before the date of the meeting, as well as during the meeting for persons participating in it, or for at least 20 days before the final date for acceptance of voting ballots during absentee voting.

At the request of persons registering to participate in a meeting whose ballots are not received by the Company or are received later than two days before the date of the meeting, they shall be issued voting ballots with a note indicating their reissue.

8.1.3. Voting ballots shall be completed on the original form received by the shareholder from the Company and sent to the Company in the manner and by the means stipulated by the Company's Charter and/or a resolution of the Board of Directors of the Company adopted in accordance therewith.

8.1.4. In the event that a voting ballot is submitted to the Company before a meeting and when decision-making by absentee voting, the ballot signed by a representative of a person included in the List of Persons acting on the basis of a power of attorney shall be accompanied by a power of attorney (a notarized copy) or another document (a notarized copy) certifying the representative's right to act on behalf of a person entitled to vote when decision-making by the General Shareholders Meeting.

8.1.5. A person participating in a meeting who completes a voting ballot shall have the right, before the end of the meeting, to request that a copy of the ballot he/she has completed be certified by the Company's Counting Commission. In that case, such copy of the voting ballot completed by the shareholder shall be made at the expense of the person demanding its certification.

8.1.6. The Company shall store all voting ballots received by it, including the following:

- voting ballots received by the Company after the final date for acceptance of voting ballots, when decision-making by absentee voting;
- voting ballots received by the Company later than two days before the date of the meeting.

8.2. Requirements applicable to the content of voting ballots

8.2.1. When holding a meeting, the voting ballots shall contain the following information:

- the full official name of the Company;
- the location of the Company;
- a method of decision-making by the General Shareholders Meeting (meeting);
- the date of a meeting;
- the final date for acceptance of voting ballots;
- the time of a meeting;
- the meeting venue or information that the meeting will be held remotely without determining its venue;
- the address (postal address and, if provided for by the Board of Directors' resolution, e-mail address) to which completed voting ballots may be sent, and the methods for signing voting ballots in an electronic form in accordance with the legislation of the Russian Federation and the resolution of the Board of Directors;
- the item put to the vote;

- wording of resolutions on the items¹ presented for voting (name of each candidate) by the given individual ballot;
- the voting options applicable to each agenda item and formulated as "for", "against", or "abstained";
- an indication that the voting ballot must be signed by a person entitled to vote when decision-making by the General Shareholders Meeting, or by his/her representative;
- other information required by regulatory acts.

8.2.2. When conducting absentee voting, the following shall be indicated on the voting ballots:

- the full official name of the Company;
- the location of the Company;
- a method of decision-making by the General Shareholders Meeting of (absentee voting);
- the date of absentee voting (the final date of acceptance of voting ballots);
- the address (postal address and, if provided for by the Board of Directors' resolution, e-mail address) to which completed voting ballots may be sent, and the methods for signing voting ballots in an electronic form in accordance with the legislation of the Russian Federation and the resolution of the Board of Directors;
- the item put to the vote;
- wordings of resolutions on the item to be voted upon using the voting ballot²;
- voting options for each agenda item put to the vote, expressed in the wording "for", "against" or "abstained";
- an indication that the voting ballot must be signed by a person entitled to vote when decision-making by the General Shareholders Meeting, or by his/her representative;
- other information provided for by regulatory acts.

¹ The voting ballot used to vote on the item of approving the Company's Charter in a new version, on the item of approving an internal document of the Company, on items of approving the annual report of the Company, the annual accounting (financial) statements of the Company or another document of the Company may contain a reference to the drafts of the Company's Charter in a new version, the internal document of the Company, the annual report of the Company, the annual accounting (financial) statements of the Company or another document of the Company, which are part of the information (materials) subject to provision to persons entitled to vote in the adoption of resolutions by the General Meeting of Shareholders, in preparation for the meeting. In such a case, no texts of the above documents are required to be included in the voting ballot.

Such procedure is also used when voting on approval of the modifications and (or) amendments introduced in the Company Charter, approval of restated internal document of the Company, approval of the modifications and (or) amendments introduced in the internal document of the Company.

² The voting ballot used to vote on the item of approving the Company's Charter in a new version, on the item of approving an internal document of the Company, on items of approving another document of the Company may contain a reference to the drafts of the Company's Charter in a new version, an internal document of the Company or another document of the Company, which are part of the information (materials) subject to provision to persons entitled to vote when decision-making by the General Shareholders Meeting in preparation for the absentee voting. In such a case, no texts of the above documents are required to be included in the voting ballot.

Such procedure is also used when voting on approval of the modifications and (or) amendments introduced in the Company Charter, approval of restated internal document of the Company, approval of the modifications and (or) amendments introduced in the internal document of the Company.

8.3. Requirements Applicable to Voting Ballots for Cumulative Voting

8.3.1. If cumulative voting is used to elect the members of the Board of Directors of the Company, the voting ballot shall contain an indication to that effect, and an explanation of the cumulative voting procedure.

8.3.2. The cumulative voting ballot shall contain the following voting options: "for", "against all candidates", and "abstained with respect to all candidates".

8.3.3. When voting "for", a person participating in a meeting or absentee voting (if such a method of decision-making is permitted by the legislation of the Russian Federation) shall have the right to cast all of his/her votes for one candidate or distribute them between two or more candidates in any proportion at his/her own discretion.

The number of candidates among which votes are distributed in the course of cumulative voting may exceed the number of persons to be elected to the Board of Directors of the Company.

In this case, the sum of the distributed votes shall not exceed the number of votes controlled by the person participating in the meeting or absentee voting. Otherwise, the ballot shall be deemed invalid.

8.4. Voting Procedure

8.4.1. Persons registered for participation in a meeting may vote on all items on the agenda since the time of opening of the meeting.

8.4.2. Upon completion of discussion on the last item on the meeting agenda (the last item on the agenda of the meeting, for which there is a quorum), persons, who have not voted by that time shall be given time to cast their votes.

The time between completion of discussion on the last item on the agenda of the meeting (the last item on the agenda of the meeting for which there is a quorum) and completion of acceptance of filled out voting ballots on all items on the agenda shall be 1 hour.

8.4.3. Participants of the meeting shall complete their voting ballots without using voting booths.

To accelerate determination of voting results, it shall be allowed to use separate voting boxes for the options "for", "against" and "abstained" for each item on the agenda.

Article 9. DETERMINATION OF VOTING RESULTS

9.1. Determination of Voting Results

9.1.1. The voting results on items put to the vote shall be determined by the Counting Commission.

9.1.2. If the meeting agenda concurrently includes items related to election of several bodies of the Company, then, regardless of the order in which they are considered, the voting results on such items shall be determined in the following order of priority:

- election of the Board of Directors of the Company;
- election of the Audit Commission of the Company.

9.1.3. When determining the voting results on election of the Audit Commission of the Company, votes associated with shares held by elected members of the Board of Directors and by members of executive bodies of the Company shall not be taken into consideration.

9.1.4. If the agenda includes items related to early termination of the existing members of the Board of Directors and the Audit Commission of the Company and election of new members of the Board of Directors and the Audit Commission of the Company, then, if resolution on such early termination is not adopted, determination of voting results on election of new members of those bodies of the Company shall not be necessary.

9.2. Minutes of voting results at a meeting or absentee voting

9.2.1. Based on the voting results, the Counting Commission shall draw up the minutes on the voting results at a meeting or absentee voting (hereinafter referred to as the minutes on the voting results), showing voting results for each agenda item put to a vote and on the order of the meeting.

9.2.2. The minutes on the voting results shall contain:

- the full official name of the Company;
- the location of the Company;
- the type of meeting or absentee voting (annual, extraordinary, repeat annual, repeat extraordinary);
- method of decision-making (meeting or absentee voting);
- the date of the meeting and the final date for acceptance of voting ballots;
- the venue of the meeting (the address where the meeting was held) or information about remote participation meetings held without determining its venue, or final date for acceptance of voting ballots in the case of absentee voting;
- the date of determination (recording) persons entitled to vote on resolutions of the General Shareholders Meeting;
- the agenda;
- the start and end times of registration for persons entitled to vote when decision-making at the meeting;
- the opening and closing times of the meeting;
- the start time of vote counting if resolutions adopted by the General Shareholders Meeting and the voting results thereon were announced at the meeting;
- the number of votes held by persons included in the List of Persons for each agenda item;
- the number of votes held by the Company's voting shares on each agenda item;
- the number of votes held by persons who participated in the meeting or absentee voting on each agenda item, indicating whether there was a quorum for each item;
- the number of votes cast for each voting option ("for", "against" and "abstained") on each item on the agenda for which there was a quorum;

- the number of votes on each agenda item put to the vote that were not counted due to the ballots (including those for voting on the relevant items) being declared invalid or on other grounds stipulated by regulatory acts;
- the full legal name and location of the registrar, and names of the persons authorized by the registrar;
- wordings of resolutions adopted by the General Shareholders Meeting on each item on the agenda;
- the date of drawing up the minutes on the voting results.

If the agenda includes an item on the Company's consent to the transaction (approval of a transaction) in which there is an interest, the minutes on the voting results shall indicate:

- the number of votes on the specified item held by the persons who took part in the meeting or absentee voting and who are not interested in making the transaction or by persons interested in its completion;
- the number of votes cast on such item for each voting option ("for", "against" and "abstained").

9.2.3. The minutes on the voting results shall be drawn in at least two copies.

The minutes on the voting results shall be signed by the persons authorized by the registrar.

9.2.4. The minutes on the voting results shall be drawn up within three business days following the date of closing of the General Shareholders Meeting or, if the General Shareholders Meeting was conducted in the form of an absentee voting, following the final date for acceptance of filled-in voting ballots.

9.2.5. The minutes on the voting results shall be attached to the minutes on the meeting or absentee voting for decision-making by the General Shareholders Meeting (hereinafter referred to as the minutes of the General Shareholders Meeting).

9.2.6. The minutes on the voting results shall not be subject to approval by the General Shareholders Meeting.

9.2.7. The minutes on the voting results shall be accompanied by written complaints and statements received by the Counting Commission.

9.3. Minutes on Voting Results at a Meeting or Absentee Voting

9.3.1. When holding a meeting or absentee voting, along with the minutes on the voting results, a report on the results of voting at the meeting or absentee voting (hereinafter referred to as the report on the voting results) is drawn up, which shall be communicated to the persons included in the List of Persons in the manner prescribed by the Charter of the Company for notification of a meeting or absentee voting, no later than four business days after the closing date of the meeting or the final date for acceptance of filled-in voting ballots when decision-making by the General Shareholders Meeting by absentee voting.

9.3.2. The report on the voting results shall contain the following information:

- the full official name of the Company;
- the location and address of the Company;

- the type of meeting or absentee voting (annual, extraordinary, repeated annual, repeated extraordinary);
 - method of decision-making (meeting or absentee voting);
 - the date of the meeting or absentee voting;
 - the venue of the meeting (the address where the meeting was held) or information indicating that the meeting with remote participation was held without determining its venue, or the final date for acceptance of filled-in voting ballots for absentee voting;
 - the date of determination (recording) persons entitled to vote on resolutions of the General Shareholders Meeting;
 - the agenda;
 - the number of votes held by persons included in the List of Persons for each agenda item;
 - the number of votes held by the Company's voting shares on each agenda item;
 - the number of votes held by persons who participated in the meeting or absentee voting on each agenda item, indicating whether there was a quorum for each item;
 - the number of votes cast for each voting option ("for", "against" and "abstained") on each item on the agenda for which there was a quorum;
 - wordings of resolutions made by the General Shareholders Meeting on each item on the agenda.
- the full legal name and location of the registrar, and names of the persons authorized by the registrar;
- the names of the Chairperson and the Secretary of the General Shareholders Meeting.

If the agenda includes an item on the Company's consent to the transaction (approval of a transaction) in which there is an interest, the report on the voting results shall indicate:

- the number of votes on the specified item held by the persons who took part in the meeting or absentee voting and who are not interested in making the transaction or controlled by the persons interested in its completion;
- the number of votes cast on such item for each voting option ("for", "against" and "abstained").

9.3.3. The report on the voting results shall be signed by the Chairperson of the meeting and the Secretary of the General Shareholders Meeting of the Company. The report on the voting results, which specifies the results of the General Shareholders Meeting decisions made by absentee voting, shall be signed by the Chairman of the Board of Directors and the Secretary of the General Shareholders Meeting of the Company.

Article 10. MINUTES AND EXPENSES FOR PREPARING AND HOLDING A MEETING OR ABSENTEE VOTING

10.1. Drawing up of Minutes of the General Shareholders Meeting

10.1.1. The minutes of the General Shareholders Meeting shall be drawn up no later than three business days after the closing of the meeting or from the final date of the Company's acceptance of filled-in voting ballots in the event of absentee voting.

10.1.2. The minutes of the General Shareholders Meeting shall contain the following information:

- the full official name of the Company;
- the location and address of the Company;
- the type of meeting or absentee voting (annual, extraordinary, repeated annual, repeated extraordinary);
- method of decision-making (meeting or absentee voting);
- the date of the meeting or absentee voting;
- the venue of the meeting (the address where the meeting was held) or information that the remote participation meeting was held without determining its venue, or the final date for acceptance of voting ballots in the case of absentee voting;
- the date of determination (recording) persons entitled to vote on resolutions of the General Shareholders Meeting;
- the agenda;
- the start and end times of registration of persons entitled to participate in the meeting;
- the opening and closing times of the meeting;
- the start time of vote counting if resolutions adopted by the General Shareholders Meeting and the voting results thereon were announced at the meeting;
- the address (postal address and/or e-mail address) to which the filled-in voting ballots could be sent, and the methods for signing voting ballots, as well as information on the possibility of filling out and sending voting ballots in an electronic form, including electronic images of voting ballots, using other electronic or other technical means, including the SPA;
- the number of votes held by persons included in the List of Persons for each agenda item;
- the number of votes held by the Company's voting shares on each agenda item;
- the number of votes held by persons who participated in the meeting or absentee voting on each agenda item, indicating whether there was a quorum for each item;
- the number of votes cast for each voting option ("for", "against" and "abstained") on each item on the agenda for which there was a quorum;
- wordings of resolutions made by the General Shareholders Meeting on each item on the agenda.
- the main points of the speeches at the meeting and the names of the speakers on each agenda item;
- the Chairperson of the meeting (presidium) and the Secretary of the General Shareholders Meeting;
- the date, on which the minutes of the General Shareholders Meeting were drawn up.

If the agenda includes an item on the Company's consent to the transaction (approval of a transaction) in which there is an interest, the minutes on the voting results shall specify:

- the number of votes on the specified item held by the persons who took part in the meeting or absentee voting and who are not interested in making the transaction or controlled by the persons interested in its completion;

- the number of votes cast on such item for each voting option ("for", "against" and "abstained").

If the agenda includes the item of electing the Board of Directors, the minutes of the General Shareholders Meeting shall specify information on which of the elected members of the Board of Directors have been elected as independent directors.

10.1.3. The minutes shall indicate whether any resolutions were made on each item put to the vote. If the General Shareholders Meeting elected the bodies of the Company, the minutes shall indicate whether elections to each such body took place.

10.1.4. The following documents shall be attached to the minutes of the General Shareholders Meeting:

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

10.1.5. If the General Shareholders Meeting approved amendments and additions to the Charter of the Company / new version of the Charter of the Company / regulations on the bodies of the Company / amendments and additions to regulations on the bodies of the Company or new versions of regulations on the bodies of the Company, approved annual report(s), annual accounting statements, accession or merger agreements; separation balances, transfer certificates, etc., the documents listed above shall be attached to the minutes of the General Shareholders Meeting.

10.1.6. The minutes of the General Shareholders Meeting shall be prepared in two copies, which are signed by the Chairperson of the meeting and the Secretary of the General Shareholders Meeting. The minutes of the General Shareholders Meeting, which record the results of the decisions made by the General Shareholders Meeting by absentee voting, shall be signed by the Chairperson of the Board of Directors of the Company and the Secretary of the General Shareholders Meeting. If it is necessary to make more than two copies of the minutes of the General Shareholders Meeting, the minutes shall contain an indication as to the number of such copy.

10.1.7. Following the signing of the minutes of the General Shareholders Meeting, they shall be published on the website of the Company on the Internet.

10.2. Expenses for Preparing and Holding a Meeting or Absentee Voting

10.2.1. The cost estimate for preparing and holding the meeting or absentee voting shall be approved by the Chief Executive Officer of the Company.

10.2.2. If a meeting or absentee voting is held by decision of persons entitled to request the meeting or absentee voting, the expenses of such persons associated with preparing for and holding the meeting or absentee voting may be reimbursed by the Company by the resolution of the General Shareholders Meeting.