

**APPROVED**

by Resolution of the General Shareholders Meeting  
of JSC INK-Capital  
Minutes No. 53 dated June 30, 2023

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**REGULATIONS**  
**ON THE GENERAL SHAREHOLDERS MEETING**  
**OF JSC INK-CAPITAL**

**New revision**

Irkutsk

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## I. GENERAL PROVISIONS

### *Article 1. Regulations on the General Shareholders Meeting*

1.1 These Regulations (hereinafter referred to as the Regulations) are drafted in accordance with the Civil Code of the Russian Federation, Federal Law *On Joint Stock Companies*, other statutory legal acts of the Russian Federation and the Charter of Joint Stock Company INK-Capital (hereinafter referred to as the Company) and establish the procedure for convocation, holding and summarizing the results of the General Shareholders Meeting of the Company (hereinafter referred to as the General Meeting).

If any issues related to convocation, preparation for and holding the General Meeting are not governed by the documents above, such issues shall be resolved based on the assumption that the rights and interests of shareholders shall be observed.

The Company provides all shareholders with an equal opportunity to participate in the General Meeting.

### *Article 2. Terms and definitions*

2.1 The terms and definitions used in the Regulations have the same meaning as assigned thereto by the laws of the Russian Federation on joint stock companies and securities unless otherwise stipulated hereby.

2.2 For the purposes of the Regulations, the following terms and definitions are used:

<b>Term</b>	<b>Definition</b>
<b>Extraordinary General Meeting</b>	Any General Meeting except for the Annual General Meeting.
<b>Annual General Meeting</b>	An annually held General Meeting which resolves on the issues established by the Federal Law <i>On Joint Stock Companies</i> and (or) the Company Charter.
<b>Voting shares</b>	Shares granting their owners the right to vote on each issue within the competence of the General Meeting.
<b>Group of companies, Group</b>	The Company and companies that constitute one group in accordance with the laws of the Russian Federation or that are controlled by the Company in accordance with the International Financial Reporting Standards.
<b>Absentee meeting</b>	Voting of shareholders on the agenda of the General Meeting without an opportunity to have a joint presence meeting to discuss the agenda issues and pass resolutions on the issues put to vote.
<b>General Meeting</b>	The General Shareholders Meeting of the Company (its supreme management body).

<b>Term</b>	<b>Definition</b>
<b>Company</b>	Joint Stock Company INK-Capital.
<b>Official website of the Group</b>	The Official website of the Group: <a href="http://irkutskoil.ru">http://irkutskoil.ru</a> (Russian language version) и <a href="http://irkutskoil.com">http://irkutskoil.com</a> (English language version).
<b>Regulations</b>	These Regulations on the General Shareholders Meeting of the Company.
<b>Proposal</b>	A proposal to include any issues in the agenda of the Annual General Meeting and (or) a proposal to nominate candidates to the management bodies of the Company.
<b>Internal Audit Committee</b>	The Internal Audit Committee of the Company.
<b>Registrar</b>	A professional securities market participant maintaining the shareholders' register of the Company under the contract entered into with the Company and holding a license to perform such activity.
<b>Secretary</b>	The Secretary of the General Meeting.
<b>Meeting in person</b>	Joint presence of shareholders convened to discuss the agenda issues and pass resolutions on the issues put to vote: (i) with sending (delivering) voting ballots prior to the General Meeting (ii) or without sending (delivering) voting ballots prior to the General Meeting.
<b>Board of Directors</b>	The Board of Directors of the Company.
<b>Ballot Committee</b>	Has the meaning assigned to it in Subclause 22.1 of Article 22 of the Regulations.
<b>Request</b>	A request to convene an Extraordinary General Meeting.

## **II. ANNUAL GENERAL MEETING**

### ***Article 3. Convocation and time period of the Annual General Meeting***

- 3.1 The Company shall hold an Annual General Meeting each year.
- 3.2 The Annual General Meeting is held not earlier than 2 (Two) months and not later than 6 (Six) months following the end of a reporting year, unless stipulated otherwise by the applicable laws of the Russian Federation or the Company Charter.
- 3.3 The Annual General Meeting is convened by the Board of Directors.

### ***Article 4. Issues resolved at the Annual General Meeting***

4.1 The Annual General Meeting shall resolve on the following issues:

- approval of the Company's annual report;
- approval of annual accounting (financial) statements;
- distribution of profits (including payment (declaration) of dividends) and losses of the Company based on the results of a reporting year;
- election of the members of Board of Directors (hereinafter referred to as the Board members) (including approval of the amount of remuneration to be paid to the Board members), unless otherwise stipulated by the Company Charter;
- other issues provided for by the applicable laws of the Russian Federation and (or) the Company Charter.

4.2 In addition to the issues specified in Subclause 4.1 of Article 4 of the Regulations, other issues that fall within the competence of the General Meeting pursuant to the Company Charter may be resolved at the Annual General Meeting.

### **III. EXTRAORDINARY GENERAL MEETING**

#### ***Article 5. Issues that may be resolved at an Extraordinary General Meeting***

5.1 An Extraordinary General Meeting may resolve on the issues that fall within the competence of the General Meeting pursuant to the Company Charter.

#### ***Article 6. Convocation of an Extraordinary General Meeting***

6.1 An Extraordinary General Meeting is held by resolution of the Board of Directors at its own initiative, upon request of the Internal Audit Committee, audit organization (individual auditor) of the Company, the Corporate Secretary of the Company, or shareholder(s) owning not less than 10 (Ten) percent of the Company's Voting shares as of the date of the Request or on other grounds stipulated by the laws of the Russian Federation.

6.2 An Extraordinary General Meeting upon request of the Internal Audit Committee, audit organization (individual auditor) of the Company, or shareholder(s) owning not less than 10 (Ten) percent of the Company's Voting shares is convened by the Board of Directors, or otherwise in cases stipulated by the laws of the Russian Federation.

The Board of Directors is entitled to review proposals and requests from other bodies and persons (including governmental authorities and shareholders who do not own the required by law number of the Company's Voting shares, etc.) for convocation of an Extraordinary General Meeting. If such proposals and requests are satisfied, the Extraordinary General Meeting is convened at the initiative of the Board of Directors.

6.3 The time period for convocation of an Extraordinary General Meeting is governed by the Federal Law *On Joint Stock Companies* and the Company Charter.

#### ***Article 7. Procedure for submitting (sending) a Proposal and a Request***

7.1 Proposals and Requests are submitted (sent) to the Company in writing by registered mail with a list of enclosures or by registered mail with a return receipt,

or by courier service at the Company's address, or by delivery against signature to the Corporate Secretary of the Company. The Proposal as well as the Request submitted by the shareholder(s) shall contain full name(s) (if applicable, company name) of the submitting shareholder(s), number and category (type) of shares owned by such shareholder(s). Proposals and Requests shall be signed by the person(s) submitting (sending) such Proposals and Requests.

If the Proposal or the Request specifies that it is submitted by several persons, but such Proposal or Request is signed only by some of them, it is deemed to be submitted by the persons who actually signed it. The Board of Directors shall review such Proposal or Request and may not refuse to satisfy it solely on the grounds that it was not signed by all persons specified therein.

If the Proposal or the Request is signed by a shareholder's representative, a power of attorney authorizing respective actions or other documents certifying the right of the representative to act on behalf of the shareholder are attached. If the power of attorney is issued by way of substitution, then in addition to it or a copy thereof, the power of attorney (or a copy thereof certified by a notary) based on which it has been issued is also provided.

Other documents certifying the right to act on behalf of the shareholder include documents certifying the powers of the representative as provided for by the laws or by the act of the competent governmental authority or local government.

A power of attorney shall be issued in accordance with the requirements of the Civil Code of the Russian Federation. If a copy of the power of attorney is submitted, the copy shall be certified by a notary.

No oral Proposals or Requests are accepted or reviewed.

- 7.2 The number of the Company's Voting shares owned by the shareholder signing the Proposal or the Request, and the total number of the Company's Voting shares is determined as of the date of submitting (sending) such Proposal or Request.

If, following the above-mentioned date, the portion of Voting shares owned by such shareholder decreases and becomes less than the required number, or such shareholder ceases to own Voting shares, the respective Proposal or Request is still deemed valid and shall be reviewed by the Board of Directors. The Proposal or the Request shall not be rejected solely on the grounds described above.

- 7.3 The Proposal to include issues in the agenda of the General Meeting shall contain the wording of each issue proposed. The Proposal may contain the wording of the resolution on each issue proposed.

The Request shall contain the wording of the issues to be included in the agenda of the General Meeting.

The Request may contain the wording of the resolution on each issue, as well as a proposal regarding the form of the General Meeting. If the Request contains a proposal to nominate candidates to the Company's bodies, such proposal is governed by the respective provisions of Article 53 of the Federal Law *On Joint Stock Companies*.

- 7.4 Proposals and Requests of the shareholder(s) of the Company who are not specified in the shareholders' register of the Company but who instructed thereof the person keeping record of their titles to shares, are submitted pursuant to the laws of the Russian Federation on securities.

**Article 8. Review of Proposals and Requests**

- 8.1 The Board of Directors shall review the received Proposals and pass a resolution to include the issues specified in the agenda of the General Meeting or refuse to do the same not later than 5 (Five) days following the final date for receipt of the Proposals by the Company as established by the Company Charter. An issue proposed by the shareholder(s) shall be included in the agenda of the General Meeting, and nominated candidates shall be included into the list of candidates for election to the respective Company's body except for the cases when:

- shareholder(s) failed to comply with the time period established by the Federal Law *On Joint Stock Companies* and (or) the Company Charter for receipt of Proposals by the Company;
- shareholder(s) who signed the Proposal do not own the required number of the Company's Voting shares as it is stipulated by Clause 1 of Article 53 of the Federal Law *On Joint Stock Companies*;
- Proposal does not comply with the requirements stipulated by Clauses 3 and 4 of Article 53 of the Federal Law *On Joint Stock Companies* and requirements of these Regulations;
- issue proposed to be included in the agenda of the General Meeting does not fall within its competence in accordance with the Federal Law *On Joint Stock Companies* and the Company Charter and (or) does not comply with the requirements of the Federal Law *On Joint Stock Companies* and other statutory acts of the Russian Federation;
- pursuant to the Federal Law *On Joint Stock Companies* and the Company Charter, this issue may be reviewed by the General Meeting only if proposed by the Board of Directors, and (or) the issue may be reviewed by the General Meeting only if the Board of Directors failed to pass a preliminary unanimous resolution on such issue.

- 8.2 In the event the Board of Directors resolves not to include the proposed issue in the agenda of the General Meeting or the candidate into the list of candidates for election to the respective body of the Company, a reasoned resolution is sent to the shareholder(s) who submitted the Proposal not later than 3 (Three) days following the date of such resolution.

- 8.3 In the event the Board of Directors resolves not to include the proposed issue in the agenda of the General Meeting or the candidate into the list of candidates for election to the respective body of the Company, or if the Board of Directors withholds passing such resolution, the shareholder is entitled to file a petition in court to force the Company to include the proposed issue in the agenda of the General Meeting or the candidate into the list of candidates for election to the respective body of the Company.

- 8.4 Within 5 (Five) days following the date of submission of the Request, the Board of Directors shall resolve to convene the Extraordinary General Meeting or refuse to do the same.



- 8.5 A resolution not to convene the Extraordinary General Meeting upon the Request may be passed if:
- procedure for submitting the Request established by the Federal Law *On Joint Stock Companies* was violated;
  - shareholder(s) requesting convocation of the Extraordinary General Meeting does(do) not own the required number of the Company's Voting shares as it stipulated by Clause 1 of Article 55 of the Federal Law *On Joint Stock Companies*;
  - none of the issues proposed for the agenda of the Extraordinary General Meeting falls within its competence and (or) comply with the requirements of the Federal Law *On Joint Stock Companies*, other statutory acts of the Russian Federation, or the Company Charter.
- 8.6 The resolution of the Board of Directors on convocation of the Extraordinary General Meeting or a reasoned resolution not to convene the meeting is sent to the persons requesting convocation of such meeting not later than 3 (Three) days following the date of such resolution.
- 8.7 If the Board of Directors fails to resolve on convocation of the Extraordinary General Meeting within the time period stipulated by the Federal Law *On Joint Stock Companies*, or resolves not to convene the meeting, the Company's body or persons requesting such convocation are entitled to file a petition in court to force the Company to hold the Extraordinary General Meeting.
- 8.8 Each Proposal or Request is reviewed by the Board of Directors separately from all other Proposals or Requests. The votes of the shareholders who signed different Proposals or Requests are not summed up except for the cases when the Proposals or Requests contain an unambiguous instruction for their joint consideration. Shareholders are deemed to have submitted joint Proposals or Requests if they signed jointly such Proposal or Request or if different Proposals or Requests contain an unambiguous instruction for their joint consideration.
- 8.9 If the Proposal or the Request contains incorrect information on the number and category (type) of shares owned by the shareholders who signed such Proposal or Request and based on the documents submitted by the shareholder(s), the Board of Directors defined that the shareholders who signed the Proposal or the Request were jointly owning the required number of the Voting shares as of the date when such Proposal or Request was submitted, the issue shall be included the agenda of the General Meeting and (or) the proposed candidate shall be included into the list of candidates for election to the respective body of the Company.
- 8.10 The fact that the Proposal or the Request contains small flaws or have other technical errors does not constitute a ground to refuse to satisfy such Proposal or Request provided that based on the contents of such Proposal or Request it is possible to determine the original intent of the shareholder, and confirm such shareholder's right to submit such Proposal or Request. If any Proposals or Requests have significant flaws, the Company immediately notifies thereof so as to enable such shareholder(s) to eliminate the flaws before such Proposals or Requests are reviewed by the Board of Directors.

#### **IV. PROPOSALS ON NOMINATION OF CANDIDATES FOR ELECTION TO THE COMPANY'S BODIES AT THE GENERAL MEETING**

##### ***Article 9. Special requirements to proposals on nomination of candidates for election to the Company's bodies at the General Meeting***

9.1 The number of candidates listed in one proposal on nomination of candidates to the Company's bodies may not exceed the number of members of the respective body established by the Company Charter or by resolution of the General Meeting (in case election of the Board of Directors is included in the agenda).

A proposal on nomination of candidates to the Company's bodies shall be accompanied by the completed application form containing information about the candidate as defined by Appendix No.3 to the Regulations.

The proposal on nomination of candidates to the Company's bodies shall also be accompanied by:

- candidate's consent to election (appointment) to the Company's bodies (in the form set out in Appendix No.1 to the Regulations);
- candidate's consent to collection, processing, and transfer of personal data by the Company (in the form set out in Appendix No.2 to the Regulations).

9.2 If the candidate is named in one or several proposals on nomination of candidates to the Company's body, such candidate is deemed nominated to one position in this body and is included into the list of candidates to this body only once.

9.3 If any shareholder submits a new proposal on nomination of candidates to the Company's bodies, and a similar proposal has already been submitted by such shareholder as of that date, the new proposal is deemed to replace the previous proposal.

##### ***Article 10. Issues included in the agenda of the General Meeting at the initiative of the Board of Directors***

10.1 In addition to issues proposed by the shareholders to be included in the agenda of the General Meeting, as well as candidates nominated by the shareholders to the respective body, the Board of Directors is entitled to include issues in the agenda of the General Meeting and (or) candidates for election to the respective body of the Company at its own discretion. The number of candidates proposed by the Board of Directors may not exceed the number of members of the respective body.

10.2 As soon as the shareholders are informed about the General Meeting pursuant to the procedure stipulated by the Company Charter, the agenda of the General Meeting may not be changed except for the cases stipulated by the applicable laws of the Russian Federation or the Company Charter.

#### **V. PREPARATION FOR HOLDING THE GENERAL MEETING**

##### ***Article 11. Preparation for holding the General Meeting***

11.1 In the course of preparation for holding the General Meeting, the Board of Directors determines:

- form of the General Meeting (Meeting in person or Absentee meeting);
- date, place and time of the General Meeting or the final date for the voting ballots receipt in case the General Meeting is held in the form of Absentee meeting;
- mailing address for sending the completed ballots if, pursuant to Article 60 of the Federal Law *On Joint-Stock Companies*, it is voting by ballot, and, in case such possibility is provided for by the Company Charter, an e-mail address for sending the completed ballots, and (or) a website address, if the ballots may be completed electronically;
- date of determining (defining) the persons entitled to participate in the General Meeting;
- final date for receipt of the shareholders' proposals on nomination of candidates to the Board of Directors if the agenda of the Extraordinary General Meeting includes election of the Board members;
- agenda of the General Meeting;
- procedure for notification of the shareholders of the General Meeting;
- list of information (materials) to be provided to the shareholders in the course of preparation for the General Meeting and the procedure for provision thereof;
- form and wording of the voting ballot in case of voting by ballot, as well as the wording of resolutions on the agenda issues of the General Meeting, which shall be sent in electronic form (in the form of electronic documents) to nominee shareholders specified in the shareholders register of the Company;
- other information stipulated by the Federal Law *On Joint Stock Companies* or the Company Charter.

The Board of Directors is entitled to determine the above-mentioned details both when passing a resolution on holding the General Meeting and at any other time in the course of preparation for such meeting.

- 11.2 In the course of preparation for the General Meeting to be held in the form of Absentee meeting and if the voting ballots are sent (delivered) prior to the General Meeting, the voting ballots are delivered to each person included into the list of persons entitled to participate in the General Meeting against signature, or sent by courier service not later than 20 (Twenty) days prior to the General Meeting; copies of the voting ballots are also sent via e-mail to the persons included into the list of persons entitled to participate in the General Meeting on the same day when the Company sends the originals. If required, voting ballots may be additionally sent and prepared in English. In case of discrepancies between the text of the voting ballots in Russian and in English, the Russian version of the voting ballots shall prevail.
- 11.3 Information and communication technologies may be used for organization of the General Meeting to allow for (i) remote participation in the General Meeting, discussion of issues on the agenda and passing resolutions on the issues put to vote, without being present at the place of the General Meeting, and (or) (ii) completing electronic forms of voting ballots (if such opportunity is provided for by the Company Charter, and in that case there should be also provided an e-mail address for sending the completed ballots, and (or) an address of the website, where an electronic form of the ballots may be completed).

Remote participation in the General Meeting and (or) completing electronic forms of voting ballots may be possible provided that the person participating in the General Meeting is unambiguously identified (authenticated).

The Board of Directors, in the course of preparation for the General Meeting and, provided there are technical means, may determine the procedure and conditions for remote participation in the General Meeting and (or) completing electronic forms of voting ballots. The procedure and conditions for remote participation in the General Meeting and (or) completing electronic forms of voting ballots shall be described in the notification of the General Meeting.

## **VI. COMPILING A LIST OF PERSONS ENTITLED TO PARTICIPATE IN THE GENERAL MEETING**

### ***Article 12. List of persons entitled to participate in the General Meeting***

- 12.1 The list of persons entitled to participate in the General Meeting is compiled pursuant to the laws of the Russian Federation on securities stipulating the rules of compiling the list of persons exercising their rights granted by securities.
- 12.2 The date when the persons entitled to participate in the General Meeting are determined (defined) shall not be earlier than the date of the resolution on holding the General Meeting and not later than 25 (Twenty-five) days prior to the date of the General Meeting.

### ***Article 13. Review of the list of persons entitled to participate in the General Meeting***

- 13.1 The list of persons entitled to participate in the General Meeting except for the information on free will expressed by such persons is available for review upon written request of persons included into this list and owning at least 1 (One) percent of the votes. Information which allows identification of individuals included in this list, except for their full names, may be disclosed only subject to the consent of such individuals.

The list of persons entitled to participate in the General Meeting may be reviewed at the address of the sole executive body of the Company.

- 13.2 The list of persons entitled to participate in the General Meeting is available for review only by the shareholders who signed such request within the period from the date of notification of the General Meeting to the closing of the General Meeting, or prior to the final date for the voting ballots receipt if the General Meeting is held in the form of Absentee meeting.

## **VII. INFORMATION ON HOLDING THE GENERAL MEETING**

### ***Article 14. Sending information on the General Meeting***

- 14.1 All persons included into the list of persons entitled to participate in the General Meeting are informed on the General Meeting.
- 14.2 In the event that nominee shareholders are specified in the shareholders' register of the Company, a notification of the General Meeting and information (materials) to be provided to the persons entitled to participate in the General Meeting in the

course of preparation for the General Meeting are provided pursuant to the laws of the Russian Federation on securities which stipulate the rules for providing information (materials) to the persons exercising rights granted by securities.

**Article 15. Time period for sending a notification of the General Meeting**

- 15.1 A notification of the General Meeting shall be sent not later than 21 (Twenty-one) days prior to the date of the meeting. A notification of the General Shareholders Meeting which agenda includes reorganization of the Company shall be sent not later than 30 (Thirty) days prior to such meeting.

In cases stipulated by Clauses 2 and 8 of Article 53 of the Federal Law *On Joint Stock Companies*, the notification of the Extraordinary General Meeting shall be sent not later than 50 (Fifty) days prior to the date of the meeting.

If required, a notification on holding of the General Meeting may be additionally sent and prepared in English. In case of discrepancies between the text of the notification on holding of the General Meeting in Russian and in English, the Russian version of the notification on holding of the General Meeting shall prevail.

- 15.2 The notification of the General Meeting shall be sent pursuant to the procedure stipulated by the Company Charter.

**Article 16. Content of the notification of the General Meeting**

- 16.1 The notification of the General Meeting shall contain:

- full registered name of the Company;
- Company's location;
- form of the General Meeting (Meeting in person or Absentee meeting);
- date, exact place (including information about the premises where the General Meeting in the form of Meeting in person is to be held), time of the General Meeting, and, if pursuant to Clause 3 of Article 60 of the Federal Law *On Joint Stock Companies*, completed voting ballots may be sent to the Company – mailing address for sending the completed voting ballots, or, in the event the General Meeting is held in the form of Absentee meeting – final date for the voting ballots receipt and mailing address for sending the completed voting ballots;
- for the General Meeting to be held in the form of Meeting in person: date, opening time and place of registration of the persons entitled to participate in the General Meeting and information regarding the documents required to get access to the premises where the General Meeting is to be held;
- date of determining (defining) the persons entitled to participate in the General Meeting;
- agenda of the General Meeting;
- procedure for reviewing information (materials) to be provided in the course of preparation for the General Meeting and address (addresses) where the information is available for review;
- procedure and conditions of completing electronic voting ballots, including an e-mail address for sending the completed ballots and (or) an address of the website where electronic voting ballots may be completed if such

methods of sending and (or) completing voting ballots are defined by the Board of Directors in the course of preparation for the General Meeting;

- procedure and conditions for remote participation in the General Meeting, if such method of participation is defined by the Board of Directors in the course of preparation for the General Meeting;
- categories (types) of shares which grant their owners the right to vote on all or some of the agenda issues of the General Meeting.

The notification of the General Meeting may contain additional information included therein by the Board of Directors and (or) initiators of convocation of the General Meeting.

## **VIII. INFORMATION (MATERIALS) PROVIDED TO THE SHAREHOLDERS IN THE COURSE OF PREPARATION FOR THE GENERAL MEETING**

### ***Article 17. Content of information (materials) to be provided to the persons entitled to participate in the General Meeting***

17.1 Information (materials) to be provided to the persons entitled to participate in the General Meeting in the course of preparation for the General Meeting shall include:

- information on candidate(s) to the Board of Directors, including information sufficient to understand personal qualities and professional skills of the candidates, as well as information about their experience and background and their compliance with the requirements to the members of the Company's bodies if such requirements are established by the laws;
- draft amendments to be made to the Company Charter or draft of the Charter in new revision, draft internal documents of the Company to be approved by the General Meeting and the tables where the introduced amendments are compared with the provisions of the current version, as well as the rationale for the need to pass respective resolutions and clarification of the consequences which the Company and its shareholders may experience if such resolutions are passed;
- draft resolutions of the General Meeting;
- for resolving on increase or decrease in the charter capital, approval of major transactions or interested-party transactions: rationale for the need to pass respective resolutions and clarification of the consequences which the Company and its shareholders may experience if such resolutions are passed;
- for approval of interested-party transactions (consent to enter into or further approval thereof): a list of persons deemed to be interested in the transaction and grounds on which such persons are deemed to be interested;
- for approval of a major transaction (consent to enter into or further approval thereof): a resolution of the Board of Directors regarding such transaction;
- rationale for the proposed distribution of net profit and assessment of its compliance with the dividend policy applied by the Company, including dividend payments and internal needs of the Company with clarifications and economic justification of the need to allocate a certain part of net profit for internal needs;

- position of the Board of Directors regarding the agenda of the General Meeting and dissenting opinions of the Board members on each agenda issue (if any);
  - information about corporate actions which impaired the dividend rights of the shareholders and (or) caused “dilution” of their shares, or court judgements which confirmed that the shareholders used other methods of gaining income at the expense of the Company apart from receiving dividends and liquidation value;
  - information about shareholders agreements entered into during the year prior to the General Meeting;
  - other information stipulated by the laws of the Russian Federation, the Company Charter, and the Regulations.
- 17.2 Additional information to be provided to the persons entitled to participate in the General Meeting in the course of preparation for the General Meeting which agenda includes election of the Board members, and in cases stipulated by the applicable laws of the Russian Federation, includes election of the sole executive body of the Company, shall include information about presence or absence of written consents of the nominated candidates to election to the Company’s management bodies.
- 17.3 Additional information (materials) which shall be provided to the persons entitled to participate in the Annual General Meeting in the course of preparation for the Annual General Meeting shall include:
- the Company’s annual report;
  - annual accounting (financial) statements, auditor’s report and report of the Internal Audit Committee based on the results of audit of annual accounting statements;
  - report of the Internal Audit Committee on the reliability of data contained in the Company’s annual report;
  - recommendations of the Board of Directors on distribution of the Company’s profits and losses, including the amount of dividend per Company’s share and the procedure for payment thereof, based on the results of a financial year.
- 17.4 Additional information (materials) which shall be provided to the persons entitled to participate in the General Meeting in the course of preparation for the General Meeting that includes such issues on its agenda which may give rise to the right to request repurchase of shares by the Company, shall include:
- report of an independent appraiser on the market value of the Company’s shares, which the Company may be requested to repurchase;
  - calculation of the Company’s net asset value based on the Company’s accounting statements for the last completed reporting period;
  - minutes (extract from the minutes) of the Board meeting when a resolution on the price for repurchasing the Company’s shares, with an indication of the shares repurchase price, was passed.
- 17.5 Additional information (materials) to be provided to the persons entitled to participate in the General Meeting in the course of preparation for the General Meeting which agenda includes reorganization of the Company shall include:

- draft resolution on division, spin-off or transformation, or a merger or acquisition agreement (draft agreement) entered into between the companies involved in merger or acquisition;
- rationale of conditions and procedure for the Company's reorganization contained in the resolution on division, spin-off or transformation, or a merger or acquisition agreement approved (adopted) by the competent body of the Company;
- draft transfer act;
- annual reports and annual accounting statements of all companies involved in reorganization for 3 (Three) completed financial years preceding to the date of the General Meeting, or for every financial year completed after establishment of the company if the company conducts its business less than 3 (Three) years;
- quarterly accounting statements of all companies involved in reorganization, for the last completed quarter preceding to the date of the General Meeting.

17.6 The Board of Directors is entitled to resolve on providing the persons entitled to participate in the General Meeting with other information (materials) in addition to the materials stipulated by the laws, the Company Charter and these Regulations. Such information (materials) may include, inter alia, information about the results of appraisal of the market value of the property contributed as payment for additional shares placed by the Company, as well as the property and (or) shares of the Company in the event such appraisal was performed by an independent appraiser, or other information enabling shareholders to estimate the actual value of the above-mentioned property and its trend data.

***Article 18. Provision of information (materials) to the persons entitled to participate in the General Meeting***

18.1 Information (materials) stipulated by Article 17 of the Regulations shall be available for review by the persons entitled to participate in the General Meeting in premises of the Company's sole executive body and other places, addresses of which are specified in the notification of holding the General Meeting, within 20 (Twenty) days prior to the date of the meeting, and in the event the General Meeting, which agenda includes the issue of reorganization of the Company, within 30 (Thirty) days prior to the General Meeting. Such information (materials) shall be also available to the persons participating in the General Meeting during the meeting. The Company shall, upon request of a person entitled to participate in the General Meeting, provide such person with copies of the requested documents within 7 (Seven) business days following the date of receipt of such request. In the event the request for copies of the materials does not specify the place of receipt, copies of the materials shall be provided at the address of the sole executive body of the Company.

18.2 If the Company charges a fee for providing copies of materials, along with copies of the materials, the shareholder may be issued an invoice to pay for production and provision of such copies of the materials. The fee charged by the Company for such copies may not exceed the actual cost of production thereof.

18.3 By resolution of the Board of Directors, information provided to the persons entitled to participate in the General Meeting and which is not regarded as



confidential, insider information and (or) a commercial secret, may be fully or partially disclosed on the Official website of the Group.

## **IX. HOLDING THE GENERAL MEETING IN THE FORM OF ABSENTEE MEETING**

### ***Article 19. Holding the General Meeting in the form of Absentee meeting***

19.1 A resolution of the General Meeting may be passed without holding a meeting in person, by holding it in the form of Absentee meeting.

The date of the General Meeting in the form of Absentee meeting is the final date for the voting ballots receipt.

19.2 The General Meeting held in the form of Absentee meeting may not review and pass resolutions on the following issues below, except for the cases provided for by the applicable laws of the Russian Federation:

- election of the Board of Directors;
- approval of annual reports, annual accounting (financial) statements of the Company;

19.3 The General Meeting to be held instead of a cancelled General Meeting which should have been held as Meeting in person may not be held in the form of Absentee meeting.

19.4 The completed voting ballots sent to the location of the sole executive body of the Company specified in the Unified State Register of Legal Entities is deemed to have been sent at the proper mailing address, regardless of the mailing address specified in the notification of the General Meeting.

## **X. WORKING BODIES OF THE GENERAL MEETING**

### ***Article 20. Chairman of the General Meeting***

20.1 The Chairman of the Board of Directors, or other Board member assigned by the Chairman of the Board, chairs the General Meeting unless otherwise stipulated by the Company Charter.

20.2 The Chairman of the General Meeting officially opens and closes the meeting, announces voting on the voting issues as soon all issues on the agenda are discussed, leads the meeting, controls that the meeting rules are observed, gives necessary instructions and assignments to the Ballot Committee (person performing the functions of the Ballot Committee), gives instructions on distribution of the meeting documents, takes measures to maintain or restore order at the meeting, deprives a presenter of the right to make a speech in the event he/she violates the meeting procedure, announces start and end of breaks during the meeting, and signs the minutes of the General Meeting.

The Chairman of the General Meeting may not interrupt or comment on the speech made by a participant of the meeting unless the speaker violates the meeting procedure and other procedural circumstances.

The Chairman of the General Meeting shall seek to ensure that shareholders receive answers to all questions during the meeting. If the question is complicated and may not be answered immediately, the Chairman of the General Meeting shall prepare the answer in writing as soon as possible after the meeting.

- 20.3 The Chairman of the General Meeting may delegate to another person, including the Corporate Secretary of the Company, to lead the meeting, while still remaining the Chairman of the General Meeting.

**Article 21. Secretary of the General Meeting**

- 21.1 Functions of the Secretary are performed by the Corporate Secretary of the Company.

The Secretary exercises control over the preparation of draft working documents for the meeting, keeps minutes of the meeting, signs the minutes of the meeting, and performs other functions stipulated by the laws of the Russian Federation or the Company Charter.

- 21.2 In the absence of the Corporate Secretary of the Company, functions of the Secretary are performed by the person appointed by the Chairman of the Board of Directors.

**Article 22. Ballot Committee**

- 22.1 Functions of the Ballot Committee of the General Meeting are performed by (i) a Registrar or (ii) a notary, if it is stipulated by the laws of the Russian Federation, or (iii) other person having the right to confirm adoption of the resolution passed by the General Meeting and the Company's shareholders who were present at adoption (passing) such resolution (hereinafter referred to as the Ballot Committee).

Functions of the Ballot Committee of the General Meeting may be also performed by the Company's Corporate Secretary if it is stipulated so by the applicable laws of the Russian Federation.

Election (appointment or determination) of the Ballot Committee of the General Meeting is carried out in accordance with the applicable laws of the Russian Federation.

- 22.2 Information received by the Ballot Committee during processing of voting results (counting votes and drafting minutes) is confidential.

- 22.3 The Ballot Committee performs the following functions:

- verifies the powers and registers the persons participating in the General Meeting, keeps a register of participants;
- delivers and sends voting ballots and other information (materials) of the General Meeting;
- distributes voting ballots and other information (materials) of the General Meeting to the registered participants of the meeting;
- determines a quorum of the General Meeting on each issue put to vote;

- arranges election of the working bodies of the meeting in cases stipulated by the Regulations;
- clarifies questions which may arise in connection with the exercise by the participants of their right to vote at the General Meeting;
- explains the procedure for voting on the issues put to vote;
- ensures compliance with the established voting procedure and secures the shareholders' right to vote;
- determines the number of voting shares owned by a shareholder at the time of voting;
- counts the votes and summarizes the voting results;
- performs other functions stipulated by the applicable laws, the Company Charter and internal documents of the Company.

## **XI. REGISTRATION OF PARTICIPANTS OF THE GENERAL MEETING**

### ***Article 23. Persons deemed to have participated in the General Meeting***

23.1 The following persons are deemed to have participated in the General Meeting held in the form of Meeting in person with sending (delivering) voting ballots prior to the General Meeting:

- shareholders who registered for participation in such meeting;
- shareholders participating in the General Meeting through remote attendance (provided that such way of participation was defined by the Board of Directors in the course of preparation for the General Shareholders Meeting) and duly registered pursuant to the procedure specified in the notification of the General Meeting;
- shareholders whose voting ballots were received by the Company not later than 2 (Two) days prior to the date of the General Meeting;
- shareholders who completed their electronic voting ballots by the method defined by the Board of Directors.

23.2 The following persons are deemed to have participated in the General Meeting held in the form of Meeting in person without sending (delivering) voting ballots prior to the General Meeting:

- shareholders who registered for participation in such meeting;
- shareholders participating in the General Meeting through remote attendance (provided that such way of participation was defined by the Board of Directors in the course of preparation for the General Meeting) and duly registered pursuant to the procedure specified in the notification of the General Meeting;

23.3 The following persons are deemed to have participated in the General Meeting held in the form of Absentee meeting:

- shareholders whose voting ballots were received by the Company not later than the final date for voting ballots receipt;
- shareholders who completed their electronic voting ballots by the method defined by the Board of Directors.

### ***Article 24. Registration of participants of the General Meeting***

- 24.1 The Ballot Committee verifies the powers and registers the persons participating in the General Meeting.
- 24.2 The place of registration of the participants of the General Meeting shall be the same as the place of the General Meeting.

**Article 25. *Registration of participants of the General Meeting held in the form of joint presence***

- 25.1 For registration purposes, the Ballot Committee shall keep a register of participants of the General Meeting.

The Ballot Committee may, at its own initiative, keep other registration forms and books, including a register of powers of attorney and other documents certifying the right of the meeting participant to act on behalf of the shareholder.

- 25.2 Registration opens at least 30 (Thirty) minutes prior the General Meeting, unless otherwise determined by resolution of the Board of Directors.

- 25.3 Upon registration, participants of the General Meeting provide the following documents:

- a shareholder who is an individual: an identification document;
- a representative of a shareholder who is an individual: a power of attorney issued by such shareholder and certified in accordance with the applicable laws, and an identification document of such representative;
- a representative of a shareholder who is a legal entity: a power of attorney issued by such legal entity and certified in accordance with the applicable laws and an identification document of such representative;
- a director of a legal entity which is a shareholder of the Company: a document certifying his/her powers in accordance with the applicable laws, and an identification document.

Registration of persons entitled to participate in the General Meeting means identification of the persons attending the General Meeting by comparing the data contained in the list of persons entitled to participate in the General Meeting with the data contained in the documents provided (presented) by such persons.

A shareholder is entitled at any time to replace its authorized representative or personally exercise the rights granted by a share by terminating the power of attorney pursuant to the procedure established by the laws. If a Company's share is jointly owned by several persons, the right to vote at the General Meeting is exercised by one of the persons sharing joint ownership selected by such persons or by a joint representative of such persons. The powers of each person shall be duly executed.

The documents certifying the powers of successors and representatives of the persons included into the list of persons entitled to participate in the General Meeting (copies thereof certified by a notary) are attached to the voting ballots sent by these persons or given to the Ballot Committee during registration of these persons for participation in the General Meeting.

- 25.4 Registration of the persons entitled to participate in the General Meeting is closed after the end of discussion of the last agenda issue, for which a quorum is present, and prior to the time allocated for voting by the persons who had not voted by that time.

Opening the General Meeting, the Ballot Committee announces the number of persons registered for participation in the General Meeting as of the time of its opening, the number of votes owned by such persons with respect to each agenda issue of the General Meeting, and whether a quorum on each agenda issue, as of the time of opening of the General Meeting, is present.

When all issues on the agenda of the General Meeting are discussed, the Chairman of the General Meeting announces commencement of voting on all agenda issues. The persons who had not voted by that time have an opportunity to do so.

## **XII. QUORUM OF THE GENERAL MEETING. RECONVOCAION OF THE GENERAL MEETING**

### ***Article 26. Determining a quorum of the General Meeting***

- 26.1 The General Meeting is deemed quorate (a quorum is present) if shareholders jointly owning more than a half of votes of the Voting shares placed by the Company participated in such meeting.
- 26.2 If the agenda of the General Meeting includes issues which are voted on by a different combination of voters, a quorum for passing resolutions on such issues is determined separately. Absence of a quorum for passing resolutions on the issues which are voted on by one combination of voters does not create obstacles for passing resolutions on the issues which are voted on by another combination of voters and which have a quorum.
- 26.3 A quorum of the General Meeting is determined depending on combination of voters on respective issues included in the agenda of the General Meeting except for the cases stipulated by the laws of the Russian Federation.

If at the beginning of the meeting there was no quorum on some agenda issues of the General Meeting, but in the course of the meeting it became quorate (owners of the required number of shares granting the voting right on such agenda issues duly registered), the Ballot Committee reports thereof to the General Meeting, and the meeting may validly pass resolutions on such issues.

- 26.4 If by the beginning of the General Meeting there is no quorum on any issues included in the agenda of the General Meeting, opening of the General Meeting may be postponed but not more than for 2 (Two) hours.

### ***Article 27. Reconvoation of the General Meeting***

- 27.1 If the Annual General Meeting is not quorate, the General Meeting shall be held again with the same agenda. If an Extraordinary General Meeting is not quorate, the General Meeting may be held again with the same agenda.

- 27.2 The reconvened General Meeting is deemed quorate (a quorum is present) if shareholders jointly owning at least 30 (Thirty) percent of votes of the Voting shares placed by the Company participated in such meeting.

A notification of the reconvened General Meeting is sent pursuant to Article 52 of the Federal Law *On Joint Stock Companies*. However, provisions of Clause 1 (Paragraph 2) of Article 52 of this law do not apply. Voting ballots for the reconvened General Meeting are sent and delivered in accordance with the requirements of these Regulations and Article 60 of the Federal Law *On Joint Stock Companies*.

- 27.3 When holding the reconvened General Meeting less than 40 (Forty) days following the date of the cancelled General Meeting, the persons entitled to participate in the General Meeting are determined (defined) as of the date when the persons entitled to participate in the cancelled General Meeting were determined (defined).

### **XIII. PROCEDURE FOR HOLDING THE GENERAL MEETING IN THE FORM OF JOINT PRESENCE**

#### ***Article 28. Time and place of the General Meeting***

- 28.1 The General Meeting is held at the location of the Company or other place as established by the Company Charter.

The General Meeting shall not be held at time and in a place creating significant obstacles for the majority of the Company's shareholders preventing them from attending the meeting or making such attendance impossible.

The General Meeting shall not be held later than 10:00 (Ten) p.m. and earlier than 9:00 (Nine) a.m. local time.

- 28.2 The General Meeting shall be held in premises which may accommodate the number of shareholders registered for participation in the General meeting.

The General Meeting shall not be held in workshops or other premises where its normal work process is impossible.

#### ***Article 29. Rules of holding the General Meeting***

- 29.1 The General Meeting shall be held without any interruptions except for the cases when breaks, no longer than 2 (Two) hours, are announced.

- 29.2 If it is impossible to hold the General Meeting within one day, it shall be adjourned until at least 9:00 (Nine) a.m. local time the next day.

- 29.3 The Chairman of the General Meeting, depending on the agenda, may set a time limit for the presenters.

- 29.4 Questions to the presenters may be made in writing and submitted to the Chairman of the General Meeting.

- 29.5 To ensure that shareholders obtain the most complete and objective information about the Company during the meeting, special time is allocated for presentations made by the key officials of the Company.

29.6 Procedure for holding the General Meeting includes the following stages:

- opening of the General Meeting and announcement of the agenda issues for which a quorum is present;
- presentations of the participants of the General Meeting on the agenda issues (discussion of issues on the agenda);
- closing of discussion of the last agenda issue of the General Meeting (the last agenda issue for which a quorum is present);
- closing of registration of the participants of the General Meeting;
- voting on the agenda issues;
- end of voting ballots receipt by the Ballot Committee;
- closing of the General Meeting.

#### **XIV. VOTING AT THE GENERAL MEETING. VOTING BALLOTS**

##### ***Article 30. Voting at the General Meeting***

30.1 Voting at the General Meeting is held in accordance with the principle “One Voting share is one vote”, and in case of cumulative voting, a number of votes owned by each shareholder is multiplied by the number of persons to be elected to the Board of Directors. The shareholder is entitled to cast all votes thus obtained to a single candidate or distribute them between two or more candidates.

##### ***Article 31. Voting ballots***

31.1 Voting on the issues put to vote at the General Meeting may be held using voting ballots.

For voting on agenda issues of the General Meeting held in the form of Absentee meeting only voting ballots are used.

31.2 In the event of holding the General Meeting in the form of Absentee meeting and if the voting ballots are sent (delivered) prior to the General Meeting, the voting ballot shall be sent or delivered against signature to each person specified in the shareholders register and entitled to participate in the General Meeting, or delivered otherwise as established by the Company Charter, not later than 20 (Twenty) days prior to the General Meeting, or by any other means established by the Company Charter.

31.3 In the event that the Company receives voting ballots prior to the General Meeting held in the form of Meeting in person or if the General Meeting is held in the form of Absentee meeting, the ballot signed by a representative of the person included into the list of persons entitled to participate in the General Meeting acting pursuant to a power of attorney is accompanied by the power of attorney (a copy thereof certified by a notary) or other document (a copy thereof certified by a notary) certifying the representative’s right to act on behalf of the shareholder.

If the power of attorney is issued by way of substitution, then in addition to it or a copy thereof certified by a notary, the power of attorney (or a copy thereof certified by a notary) based on which it has been issued shall also be attached.

The power of attorney is issued in accordance with the requirements of the Civil Code of the Russian Federation.

In the event of non-compliance with the requirements defined by this Article, the voting ballot signed by the representative acting pursuant to a power of attorney is not taken into account (is declared invalid).

- 31.4 Voting ballots of the General Meeting shall contain information provided for by the applicable laws of the Russian Federation. If required, voting ballots may be additionally sent and prepared in English. In case of discrepancies between the text of the voting ballots in Russian and in English, the Russian version of the voting ballots shall prevail.
- 31.5 In cases provided for by the applicable laws, voting ballots may be declared invalid. Invalidation of the voting ballot in respect of one, several or all issues put to vote by this ballot is not the ground for disregarding the votes cast by this ballot to determine a quorum.
- 31.6 The votes cast by the voting ballot with no signature of a person (representative of a person) entitled to participate in the General Meeting are not counted when determining a quorum and summarizing the voting results of the General Meeting.
- 31.7 A person completing a voting ballot is entitled to request that a copy of the voting ballot completed by such person is certified by the Ballot Committee prior to the end of the General Meeting. For that purpose, the Company provides any person participating in the General Meeting with an opportunity to make, at such person's expense, a copy of his/her completed voting ballot.

## **XV. RESULTS OF VOTING AT THE GENERAL MEETING**

### ***Article 32. Summarizing the voting results***

- 32.1 The results of voting on the issues put to vote are summarized by the Ballot Committee.
- 32.2 If the agenda of the General Meeting includes election to several Company's bodies at the same time, the results of voting on election of the Board members are summarized first, regardless of the order of other issues reviewed at the meeting. Resolutions passed by the General Meeting, as well as voting results are announced at the General Meeting during which the voting was held and the persons included into the list of persons entitled to participate in the General Meeting are informed thereof not later than 10 (Ten) business days following the date of closing of the General Meeting by receiving a copy of the minutes of the General Meeting pursuant to the procedure stipulated for the notification of holding of the General Meeting.

Adoption of resolutions passed by the General Meeting and the Company's shareholders who were present at the time such resolutions were adopted (passed), is confirmed by the minutes of the General Meeting signed by the person(s) carrying out functions of the Ballot Committee, or by other person defined pursuant to the laws of the Russian Federation, the Company Charter, or by any other means stipulated by the applicable laws of the Russian Federation.

- 32.3 Resolutions passed by the General Meeting become effective from the date of the General Meeting. The General Meeting may establish the date on which the resolution shall become effective or a validity period of such resolution. Upon



expiration of the said period the resolution of the General Meeting ceases to be in force (in full or in part).

**Article 33. *Minutes on the voting results of the General Meeting***

- 33.1 Based on the voting results, the Ballot Committee drafts the minutes on the voting results of the General Meeting showing the results of voting on each agenda issue put to vote, and describing the procedure for holding the General Meeting. The minutes on the voting results are drafted within 3 (Three) business days following the date of closing the General Meeting or the final date for the voting ballots receipt, if the General Meeting is held in the form of Absentee meeting. If the voting on the agenda issues of the General Meeting was held without using voting ballots, the minutes on the voting results shall be accompanied by the list of persons who participated in the General Meeting with a record of the voting option chosen by the said person on each agenda issue of the General Meeting for which a quorum was present, or stating the fact that this person did not participate in voting.
- 33.2 The minutes on the voting results of the General Meeting are signed by the members of the Ballot Committee.
- 33.3 The minutes on the voting results of the General Meeting shall include all information provided for by the applicable laws.

**XVI. MINUTES OF THE GENERAL MEETING**

**Article 34. *Drafting the minutes of the General Meeting***

- 34.1 The written minutes of the General Meeting are drafted by the Secretary within 5 (Five) business days following each General Meeting in 1 (One) copy. If required, the minutes of the General Meeting may additionally be prepared in English. In case of discrepancies between the English and the Russian versions of the minutes, the Russian version shall prevail.
- 34.2 The minutes of the General Meeting shall include information stipulated by the applicable laws of the Russian Federation.
- 34.3 The minutes of the General Meeting are accompanied by the minutes on the voting results at the General Meeting and the documents adopted or approved by resolutions of the General Meeting.
- 34.4 Provided that the minutes of the General Meeting are signed and the minutes on the voting results are drafted, the voting ballots are sealed by the Ballot Committee and transferred to the Company's archive for storage.

**XVII. FINAL PROVISIONS**

**Article 35. *Procedure for approval and application of the Regulations***

- 35.1 The Policy comes into effect from the moment of its approval by the General Meeting.
- 35.2 Amendments and additions to the Policy shall be approved by the General Meeting.

35.3 If as a result of changes in the laws of the Russian Federation, the Company Charter, as well as on other grounds, certain clauses (articles) of the Regulations are recognized as invalid, ineffective or invalid, these clauses (articles) cease to be in force. Until the relevant amendments to the Regulations are made, the Company and the stakeholders shall be governed by the applicable laws and the Company Charter.

**To Joint Stock Company INK-Capital  
4 Bolshoy Liteiny Pr-kt,  
Irkutsk, 664007, Russian Federation**

**from** \_\_\_\_\_

Hereby I give my consent to be nominated as a candidate for election (appointment) to the \_\_\_\_\_ (*management body of JSC INK-Capital*).

There are no restrictions provided for by the laws of the Russian Federation, or grounds preventing me from being elected (appointed) to the \_\_\_\_\_ (*management body of JSC INK-Capital*).

\_\_\_\_\_, \_\_\_\_\_, 20\_\_

Received by:

General Director of JSC INK-Capital

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, 20\_\_

To General Director  
of JSC INK-Capital

Mr./Mrs. \_\_\_\_\_

From a candidate to the \_\_\_\_\_  
(*management body of JSC INK-Capital*)  
Mr./Mrs. \_\_\_\_\_

In accordance with Article 9 of the Regulations on the General Shareholders Meeting of JSC INK-Capital, I, \_\_\_\_\_ (*Full name, number of identification document, date of issuance and authority that issued the document*), hereby make a decision to provide my personal data to Joint Stock Company INK-Capital, OGRN 1083808004004 (hereinafter referred to as the Operator) and give my consent to its processing of my own free will and in my interest.

The purpose of processing personal data is preparation for election (appointment) to \_\_\_\_\_ (*management body of the Operator*); procedure of election to \_\_\_\_\_ (*management body of the Operator*); operation at \_\_\_\_\_ (*management body of the Operator*); transactions and other corporate actions by the Operator; disclosure of information about management bodies of the Operator and its affiliated persons in accordance with the requirements of the applicable laws and internal regulations of the Operator.

The consent is granted for the processing of personal data established by the applicable laws, the Charter of the Operator, the Regulations, and other internal regulations of the Operator, including: full name; passport details; residence address and registration address; date of birth; biography details; education details; personal photograph; work experience and professional activity; membership in professional and other organizations; marital status; membership in management bodies of legal entities; ownership of the shares (stakes in the charter (share) capital) of the Operator and its affiliated persons; ownership of the shares (stakes in the charter (share) capital) of other legal entities.

Under this consent the Operator is entitled to the following: personal data collection, systematization, accumulation, storage, verification (modification, updating), use, dissemination (including its transfer), depersonalization, blockage, deletion.

The Operator may use any methods of personal data processing provided that the Operator takes all the necessary organizational and technical measures to ensure the protection of personal data from illegal or accidental access, its deletion, modification, blockage, copying, dissemination or other unauthorized use.

This consent is effective upon its signing and for a period of 5 (Five) years after expiration of my powers in the \_\_\_\_\_ (*management body of the Operator*), or in the event of my non-election to the (*management body of the Operator*) - within 5 (Five) years after drafting the minutes of the General Shareholders Meeting of the Operator including such agenda issue as election (appointment) to the (*management body of the Operator*).

This consent may be revoked if my personal data use by the Operator contradicts the purpose of its provision and violates my rights and legal interests.

This consent is deemed to be revoked 1 (One) month after the respective reasoned application is received by the Operator.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, 20\_\_

Received by:

General Director of JSC INK-Capital

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, 20\_\_

**APPLICATION FORM**

of a candidate to the \_\_\_\_\_(management body of JSC INK-Capital)

<b>1.</b>	<b>Personal details</b>	
	<i>Full name</i>	
	<i>Date of birth</i>	
	<i>Passport details (date and place of issuance, authority that issued the document)</i>	
	<i>Citizenship (indicate all)</i>	
	<i>Residence address</i>	
	<i>Information on residence permits (indicate all) (or other right of residence in any country)</i>	
<b>2.</b>	<b>Education details</b>	
<b>3.</b>	<b>Employment details</b>	
	<i>Primary employment</i>	
	<i>Position</i>	
<b>4.</b>	<b>Membership and positions in management bodies of other legal entities for the last 5 (Five) years</b>	
<b>5.</b>	<b>Legal entities where a candidate independently or jointly with his/her affiliate(s) owns 20 (Twenty) or more percent of voting shares (interests, stakes)</b>	
<b>6.</b>	<b>Presence or absence of civil, administrative and (or) criminal liabilities record, for a candidate to the Board of Directors</b>	
<b>7.</b>	<b>Presence or absence of any grounds for a candidate to the Board of Directors to be recognized as an independent director (for a candidate to the Board of Directors)</b>	
	<i>during the past 3 (Three) years, has not and was not a member of executive bodies or employee of the Company or an entity controlled by the Company;</i>	
	<i>is not a Board member of a legal entity that controls the Company;</i>	
	<i>during any of the past 3 (Three) years has not received any compensation and (or) other material benefits from the Company and (or) its controlled entities in the amount exceeding a half of the fixed annual remuneration of a Board member of the Company. In this regard, payments and (or) compensations received by the said person as remuneration and (or) compensation of expenses for performance of his/her duties as a Board member of the Company and (or) its controlled entity, including those associated with insurance of his/her liability as a Board member, as well as income, and other payments received by the</i>	

<p><i>said person by virtue of titles to securities of the Company and (or) its controlled entity are not taken into consideration;</i></p>	
<p><i>is not an owner or beneficiary of the Company's shares that constitute more than one percent of the charter capital or the total voting shares of the Company, or the market price of which exceeds the amount of the fixed annual compensation of a Board member of the Company more than 20 (Twenty) times;</i></p>	
<p><i>does not provide consulting services to the Company, the entity controlling the Company, legal entities controlled by the Company, or is not a member of management bodies of entities providing such services to the Company or to the said legal entities, or is not an employee of the entities directly involved in provision of such services;</i></p>	
<p><i>during the past 3 (Three) years has not provided any appraisal, tax consulting, auditing or accounting services to the Company or its controlled entities, has not been a member of management bodies of the entities that provide such services to the said legal entities, or rating agency of the Company, has not been an employee of the entities or rating agency directly involved in provision of respective services to the Company;</i></p>	
<p><i>has not occupied a position of a Board member of the Company for a total of more than 7 (Seven) years;</i></p>	
<p><i>is not an employee and (or) member of executive bodies of a Substantial shareholder of the Company<sup>1</sup> (a legal entity of the group of entities that includes a Substantial shareholder of the Company);</i></p>	
<p><i>during any of the past 3 (Three) years has not received any compensation and (or) other material benefits from a Substantial shareholder of the Company (a legal entity of the group of entities that includes the Substantial shareholder of the Company) in the amount exceeding a half of the fixed annual compensation of a Board member of the Company. In this regard, payments and (or) compensations received by the said person as remuneration and (or) compensation of expenses for performance of his/her duties as a board member (member of the board committee) of the Substantial shareholder of the Company (a legal entity of the group of entities that includes the Substantial shareholder of the Company), including those associated with insurance of his/her liability as a Board member, as well as income or other payments received</i></p>	

<sup>1</sup> An entity that has a right, directly or indirectly (through its controlled entities), independently or jointly with other entities associated with it by way of fiduciary management agreement, and (or) by partnership, and (or) by assignment agreement, and (or) by shareholder agreement, and (or) by other agreement, the subject of which is the exercise of rights certified by the issuer's shares (interests), to dispose of 5 (Five) or more percent of votes granted by voting shares constituting the charter capital of the Company.

	<i>by the said person by virtue of titles to securities of the Substantial shareholder of the Company (a legal entity of the group of entities that includes the Substantial shareholder of the Company) are not taken into consideration;</i>	
	<i>is not a member of the board of directors in more than two legal entities controlled by or controlling the Substantial shareholder of the Company;</i>	
	<i>is not an employee and (or) a member of management bodies of a Substantial counterparty<sup>2</sup> or a competitor of the Company, or legal entities controlling the Substantial counterparty or the competitor of the Company and its controlled entities;</i>	
	<i>does not own shares (interests) or constitute a beneficiary for the shares (interests) of the Significant counterparty or competitor of the Company, which make up more than 5 (Five) percent of the charter capital or of the total voting shares ( interests);</i>	
	<i>during 1 (One) year preceding his/her election to the Board of Directors of the Company, is not and has not been a state or municipal officer, a deputy of a government official or employee of the Bank of Russia;</i>	
	<i>is not required to vote on 1 (One) or several issues within the competence of the Board of Directors of the Company in accordance with a directive (instruction) of the Russian Federation, constituent of the Russian Federation or municipality.</i>	
<b>8.</b>	<b>Mailing address and e-mail address, phone number and (or) fax number</b>	
	<i>Mailing address</i>	
	<i>E-mail address</i>	
	<i>Phone number and (or) fax number</i>	
<b>9.</b>	<b>Banking details for remuneration and compensations approved by resolution of the General Shareholder Meeting (for candidates to the Board of Directors)</b>	
<b>10.</b>	<b>Other information</b>	

<b>Date</b>	
<b>Signature</b>	

<sup>2</sup> A person who is a party to an agreement(s) with the Company, the amount of obligations under which is (was) 2 (Two) or more percent of the book value of the assets or 2 (Two) or more percent of the Company's revenues (income) (taking into account the group of entities controlled by the Company) or the substantial counterparty of the Company (the group of entities that includes the substantial counterparty of the Company).