

APPROVED BY  
the decision of the General Meeting of  
Shareholders of Rosseti North-West, PJSC  
dated June 19, 2025  
(Minutes No. 21 dated June 24, 2025)

**REGULATION**  
**on the General Meeting of Shareholders**  
**of Rosseti North-West**  
**Public Joint Stock Company**

Saint Petersburg  
2025

## **1. General Provisions**

1.1. This Regulation on the General Meeting of Shareholders of Rosseti North-West, PJSC (hereinafter referred to as the “Regulation”) is an internal document of Public Joint Stock Company Rosseti North-West (hereinafter referred to as the “Company”), which defines the procedure for preparing and holding a meeting of the Company's General Meeting of Shareholders, voting at which is combined with absentee voting (hereinafter referred to as the “meeting”), and absentee voting for the adoption of decisions by the Company's General Meeting of Shareholders (hereinafter referred to as the “absentee voting”).

1.2. This Regulation has been developed in accordance with the Civil Code of the Russian Federation, Federal Law No. 208-FZ dated December 26, 1995. “On joint stock companies” (hereinafter referred to as the “Federal Law “On joint stock companies”), the regulatory act of the Bank of Russia establishing additional requirements for the procedure for preparing for a meeting or absentee voting for the adoption of decisions by the general meeting of shareholders of a joint stock company, the procedure for holding such meetings or absentee voting and the procedure for adopting decisions by the general meeting of shareholders of a joint-stock company, other regulatory legal acts of the Russian Federation and the Company's Articles of Association.

1.3. The General Meeting of Shareholders of the Company shall be the Company's supreme body.

1.4. The competence of the Company's General Meeting of Shareholders is defined by the Federal Law “On joint stock companies” and the Company's Articles of Association.

The General Meeting of Shareholders of the Company shall not be entitled to consider and take decisions on the items which are not referred to its competence by the Federal Law “On Joint Stock Companies”.

1.5. The Company shall ensure equal opportunity for all Company's shareholders to participate in meetings or absentee voting.

1.6. In its activities, the Company's General Meeting of Shareholders is guided by the regulatory legal acts of the Russian Federation, the Company's Articles of Association, and this Regulation.

If any issues related to the preparation and conduct of a meeting or absentee voting are not regulated by the regulatory legal acts of the Russian Federation, the Company's Articles of Association, and this Regulation, they shall be resolved by the Company based on the need to protect the rights and interests of the Company's shareholders.

## **2. Preparation for a meeting or absentee voting**

2.1. The decision to hold a meeting or absentee voting shall be made by the Company's Board of Directors.

2.2. Decisions of the Company's General Meeting of Shareholders may be adopted at a meeting, voting at which is combined with absentee voting (hereinafter referred to as the “meeting”), or without holding a meeting (absentee voting).

Decisions of the Company's General Meeting of Shareholders on the election of members of the Company's Board of Directors, members of the Company's Audit Commission, the appointment of the Company's audit organization, the approval of the Company's annual report and the Company's annual accounting (financial) statements may only be adopted at a meeting, unless otherwise provided by federal law.

2.3. By decision of the Company's Board of Directors, participation in the meeting may be carried out remotely using electronic or other technical means, using methods that allow

the person participating remotely in the meeting to be reliably identified and provide such person with the opportunity to participate in the discussion of agenda items and vote on agenda items put to a vote (hereinafter referred to as a meeting with remote participation).

A meeting with remote participation is held with the possibility of attending in person at the venue.

By decision of the Company's Board of Directors, a meeting with remote participation may be held without specifying the venue and the possibility of attending in person.

The rules for holding a meeting with remote participation, which determine, among other things, the procedure for accessing remote participation in such a meeting, the method and procedure for voting for persons participating in the meeting remotely, shall be approved by the Company's Board of Directors when making decisions related to the preparation for the meeting.

When determining the procedure for remote participation in such a meeting, the Company's Board of Directors shall determine, among other things, the methods for reliably identifying persons participating remotely, the website on the Internet (hereinafter referred to as the "Internet") on which the image and sound of the meeting with remote participation will be broadcast in real time (electronic platform).

In order to enable remote participants to take part in the discussion of items on the meeting agenda, the Company may organize an online chat for remote participants, the operating hours of which shall be determined by a decision of the Company's Board of Directors.

The regulation for holding a meeting with remote participation, approved by a decision of the Company's Board of Directors, shall be posted on the Company's website together with the information (materials) to be provided to persons entitled to vote at the Company's General Meeting of Shareholders when preparing for a meeting with remote participation.

2.4. When preparing for a meeting or absentee voting, the Company's Board of Directors shall determine:

a) method of decision-making by the Company's General Meeting of Shareholders (meeting or absentee voting);

b) possibility of remote participation in the meeting, the procedure for accessing remote participation in the meeting, including methods for reliably identifying persons participating remotely in the meeting, the possibility of attending the meeting at the venue, or holding the meeting without specifying a venue;

c) date and time of the meeting and the date of the end of the acceptance of ballots for absentee voting, the venue of the meeting (except for a meeting with remote participation, which is held without determining the venue and the possibility of being present at that venue) or, in the case of absentee voting, the date of the end of the acceptance of ballots;

d) date on which persons entitled to vote at the Company's General Meeting of Shareholders are determined (fixed);

e) date of the end of the acceptance of proposals from the Company's shareholders on the nomination of candidates for election to the Company's Board of Directors, if the agenda of the extraordinary meeting includes the election of members of the Company's Board of Directors;

f) type(s) of preferred shares whose holders have voting rights at the Company's General Meeting of Shareholders (if the Company issues preferred shares);

g) agenda;

h) procedure for notifying the Company's shareholders of a meeting or absentee voting;

i) list of information (materials) provided to the Company's shareholders in preparation for a meeting or absentee voting, and the procedure for providing it;

j) form and text of voting ballots, as well as the wording of decisions on agenda items, which shall be sent in electronic form to the nominal holders of shares registered in the Company's register of shareholders;

k) address (postal address) to which completed voting ballots may be sent, and the methods for signing them in accordance with Article 60 of the Federal Law "On joint stock companies", as well as the possibility of completing and sending voting ballots in electronic form using other electronic or other technical means, including a website on the Internet that provides the technical conditions for filling out electronic forms of ballots, including cases of remote participation in meetings (hereinafter referred to as the website on the Internet where the electronic form of the ballot is filled out);

l) time of commencement of registration of persons participating in the meeting.

2.5. In addition to the decisions specified in Clause 2.4 of this Regulation, the Company's Board of Directors shall also:

a) elect the Secretary of the Company's General Meeting of Shareholders;

b) approve the estimate of costs associated with the preparation and conduct of the meeting or absentee voting;

c) make other decisions related to the preparation and conduct of meetings or absentee voting on issues within the competence of the Company's Board of Directors under Russian law and the Company's Articles of Association.

2.6. The Company's General Director shall organize the overall management and control over the implementation of the Company's Board of Directors' decisions related to the preparation and conduct of the meeting or absentee voting.

2.7. In preparation for a meeting or absentee voting, in order to assist the Company's shareholders in exercising their right to participate in the meeting or absentee voting, including for the purpose of clarifying certain issues related to participation in the meeting or absentee voting, the Company may organize a special online chat.

### **3. Features of preparation for an extraordinary meeting or absentee voting**

3.1. The Company's Auditing Commission, the Company's audit organization, or the Company's shareholders (shareholder) who own at least ten (10) percent of the Company's voting shares may request that an extraordinary meeting or absentee voting be held. If, within five (5) days from the date of the request to hold an extraordinary meeting or absentee voting, the Company's Board of Directors has not made a decision to hold an extraordinary meeting or absentee voting, or has made a decision to refuse to hold them, the body of the Company or the persons requesting the extraordinary meeting or absentee voting shall have the right to apply to the court with a request to compel the Company to hold an extraordinary meeting or absentee voting.

The share of voting shares owned by a Company's shareholder requesting an extraordinary meeting or absentee voting shall be determined on the request date.

3.2. A request for an extraordinary meeting or absentee voting may be submitted as follows:

a) sent by post or courier service to the Company's address contained in the unified state register of legal entities;

b) delivery against signature to the Company's General Director, Chairperson of the Company's Board of Directors, Corporate Secretary of the Company, or another person

authorized by the Company's General Director to receive written correspondence addressed to the Company;

c) giving instructions to the nominal holder by a shareholder of the Company whose rights to the Company's shares are recorded by the nominal holder, if provided for in the agreement with the nominal holder, and sending a message by the nominal holder about the shareholder's intention in accordance with the instructions received from the shareholder.

3.3. A request for an extraordinary meeting or absentee voting may be made by several shareholders of the Company acting jointly by:

- directions (delivery) of a single document signed by all Company's shareholders acting jointly;

- sending (delivering) several documents, each of which is signed by one (several) of the Company's shareholders acting jointly, and/or by such shareholders of the Company giving instructions to the nominal holders who keep records of their rights to the Company's shares, and the nominal holders sending messages about the will of the specified shareholders of the Company in accordance with the instructions received from them.

If a Company's shareholder submits a request to hold an extraordinary meeting or absentee voting with other Company's shareholders acting jointly, such request shall contain information about other Company shareholders with whom they are acting jointly when submitting the request.

3.4. A request for an extraordinary meeting or absentee voting may be submitted by a Company's shareholder whose rights to shares are recorded in the shareholder's personal account in the Company's register of shareholders and by nominal holders (recorded by several nominal holders) by:

- directions (delivery) of a single document signed by such a Company's shareholder;
- sending (delivering) several documents, each of which is signed by such Company's shareholder, and/or by giving such Company's shareholder's instructions to the nominal holders who keep records of his rights to the Company's shares, and sending by the nominal holders of messages about the will of the specified the Company's shareholder in accordance with the instructions received from them (instructions).

3.5. If the request for an extraordinary meeting or absentee voting contains significant deficiencies that do not allow the will of the person who sent the request to be determined and the existence of such person's relevant right to be confirmed, the Company shall immediately notify such person thereof to enable them to correct the deficiencies in a timely manner.

3.6. If the request for an extraordinary meeting or absentee voting is signed by a shareholder of the Company (or their representative) whose rights to shares are recorded by a nominee holder, such request shall be accompanied by an extract from the Company shareholder's custody account (a document of a foreign nominee holder or a foreign organization entitled under its personal law to register and transfer rights to securities) confirming the number of Company shares owned by the Company shareholder as of a date not earlier than seven (7) business days prior to the date of submission of such a request. A document of a foreign nominal holder or foreign organization specified in this clause, drawn up in a foreign language, shall be accompanied by a translation into Russian, certified (authenticated) in accordance with the procedure provided for by the legislation of the Russian Federation.

3.7. An extraordinary meeting or absentee voting may be held by decision of the Company's Board of Directors on its own initiative.

#### **4. Information support for meetings or absentee voting**

4.1. Notice of a meeting or absentee voting shall be brought to the attention of persons entitled to vote on decisions of the Company's General Meeting of Shareholders and registered in the Company's register of shareholders, in accordance with the procedure and within the time limits established by the Company's Articles of Association.

4.2. Information on the date on which persons entitled to vote at the Company's General Meeting of Shareholders are determined (fixed) shall be disclosed in accordance with the legislation of the Russian Federation on securities at least seven (7) days prior to such date.

4.3. The list of persons entitled to vote at the Company's General Meeting of Shareholders, except for information on the will of such persons, shall be provided by the Company for review at the request of persons included in this list and holding at least one (1) percent of the votes, starting from the date of receipt by the Company, unless otherwise provided by the legislation of the Russian Federation. At the same time, information allowing identification of individuals included in the said list, with the exception of the last name, first name and patronymic (if available), shall be provided only with their consent.

4.4. If the request of a Company's shareholder for access to information (materials) mandatory for disclosure to persons entitled to vote at the Company's General Meeting of Shareholders, contains significant deficiencies that do not allow for the determination of the shareholder's intent and confirmation of their right to access the specified information (materials), including the right to receive copies thereof, the Company shall immediately notify the Company's shareholder thereof in order to enable their timely correction.

4.5. The announcement and information (materials) are posted on the Company's website on the Internet in Russian. Information (materials) may also be posted on the Company's website on the Internet in English in a form and/or volume that allows familiarization with the agenda and the issues included therein.

#### **5. Proposals for inclusion of items in the agenda of the annual meeting and proposals for the nomination of candidates**

5.1. The agenda of the Company's General Meeting of Shareholders is determined by the Company's Board of Directors.

5.2. Shareholder(s) of the Company, who collectively own at least two (2) percent of the Company's voting shares, shall have the right to propose (submit) issues to the agenda of the annual meeting of the Company's General Meeting of Shareholders and to propose (nominate) candidates to the Company's Board of Directors and Auditing Commission, the number of which may not exceed the quantitative composition of the relevant body in the manner and within the time limits specified by the Articles of Association of the Company, the Federal Law "On joint stock companies" and other regulatory legal acts of the Russian Federation. Such proposals shall be received by the Company no earlier than July 1 of the reporting year and no later than March 1 of the year following the reporting year.

5.3. Proposals for inclusion of items in the agenda and proposals for nomination of candidates (hereinafter collectively referred to as the "agenda proposals") shall be submitted in accordance with the procedure provided for in Clause 3.2 of this Regulation.

The proportion of voting shares owned by a shareholder of the Company submitting a proposal to the agenda shall be determined on the date of submission of such proposal.

5.4. If the proposal on the agenda contains significant deficiencies that prevent the Company from determining the shareholder's intention and confirming that the shareholder has

the relevant right, the Company shall immediately notify the shareholder thereof so that the deficiencies can be corrected in a timely manner.

5.5. A proposal may be submitted to the agenda by several shareholders of the Company acting jointly in accordance with the procedure provided for in Clause 3.3 of this Regulation.

5.6. A proposal may be submitted to the agenda by a shareholder of the Company whose rights to shares are recorded in the shareholder's personal account in the Company's register of shareholders and by nominal holders (recorded by several nominal holders) in accordance with the procedure provided for in Clause 3.4 of this Regulation.

5.7. A proposal to include items on the agenda shall contain the wording of each proposed item and may contain the wording of decisions on each proposed item.

5.8. When nominating candidates to the Company's Board of Directors and Auditing Commission in accordance with the procedure provided for by the legislation of the Russian Federation, the Company's shareholders shall provide the following information about the nominated candidates:

- a) last name, first name, middle name (if applicable);
- b) data of the identity document (series and/or number of the document, date and place of issue, issuing authority);
- c) citizenship;
- d) place of residence (country, city);
- e) education (level, specialty, educational institution, year of graduation);
- f) main place of work (including the name of the legal entity and position held);
- g) work experience for the five (5) years preceding the date of nomination (including names of legal entities and positions held);
- h) direct ownership of shares in the Company and its subsidiaries (number of shares directly owned by the candidate);
- i) whether they are a member of the board of directors, a member of a collegial executive body or other collegial management body of another legal entity;
- j) whether they are an officer of another business entity, another officer of which is also nominated as a candidate to the Company's Board of Directors (information is provided in relation to candidates to the Company's Board of Directors);
- k) whether they are the spouse, parent, son, daughter, brother, or sister of officials (managers) of the Company (officials of the Company's management organization);
- l) whether the candidate is a party to any obligations with the Company under which the candidate may acquire property (receive cash) worth ten (10) percent or more of the candidate's total annual income, except for remuneration for participation in the activities of the Company's Board of Directors or the Company's Auditing Commission.

5.9. The proposal to nominate candidates to the Company's Board of Directors and Auditing Commission shall be accompanied by the candidate's consent to be elected to the Company's relevant body.

5.10. Failure by the Company's shareholders to provide the information specified in Clause 5.8 of this Regulation, and the candidate's consent to be elected as provided for in Clause 5.9 of this Regulation, may serve as grounds for refusing to include the relevant candidate in the list of candidates for voting in the elections to the Company's Board of Directors and the Company's Auditing Commission.

5.11. The Company shall send each candidate included in the list of candidates for voting in the election to the Company's Board of Directors and the Company's Auditing Commission informing them of the Company's body to which they have been nominated, who proposed

their nomination, and how many Company's voting shares are owned by the shareholders who nominated them, with a form for candidates for the Company's Board of Directors and Auditing Commission to be completed and submitted to the Company.

5.12. If the proposal on the agenda is signed by a shareholder of the Company (or their representative) whose rights to shares are held by a nominee, such proposal shall be accompanied by an extract from the Company shareholder's custody account (a document of a foreign nominee holder or a foreign organization entitled under its personal law to register and transfer rights to securities) confirming the number of Company shares owned by the Company shareholder as of a date not earlier than seven (7) business days prior to the date of submission of the agenda proposal. A document of a foreign nominal holder or foreign organization specified in this clause, drawn up in a foreign language, shall be accompanied by a translation into Russian, certified (authenticated) in accordance with the procedure provided for by the legislation of the Russian Federation.

5.13. The notice of the meeting or absentee voting shall indicate who proposed each of the items included in the agenda, and if the meeting the agenda of which includes issues on the election of members of the Company's Board of Directors and/or the election of members of the Company's Auditing Commission, it shall also indicate who nominated the candidates to the Company's specified bodies.

## **6. Meeting opening**

6.1. A representative of the Company's Counting Commission (Company's Registrar) shall, at the time specified in the notice of the meeting as the start time of the meeting, announce that there is a quorum for the agenda items.

6.2. When holding a meeting, the Company's General Meeting of Shareholders is authorized to make decisions (there is a quorum for the meeting) if the Company's shareholders, who collectively hold more than half of the votes of the Company's outstanding voting shares, participated in the meeting and absentee voting.

Company's shareholders who have registered to participate in the meeting, including using electronic and technical means (remote participation in the meeting), shall be deemed to have participated in the meeting.

Company's shareholders whose completed voting ballots are received by the Company no later than the deadline for accepting voting ballots shall be considered to have participated in the absentee voting.

Company's shareholders who, in accordance with the rules of the legislation of the Russian Federation on securities, have given instructions to the persons keeping records of their rights to shares (instructions) on voting, provided that notifications of their intentions were received no later than the deadline for accepting ballots for absentee voting.

If the agenda includes items, voting on which is carried out by different compositions of voting persons, definition of the quorum for decision-making on these items shall be performed separately.

At the same time, the absence of the quorum for decision-making on the items, the voting on which is carried out by one composition of voting persons, does not interfere with decision-making on the items, the voting on which is carried out by another composition of voting persons, for taking which the quorum is present.

If there is a quorum for at least one of the items on the agenda, the Chair shall declare the meeting open.

6.3. A meeting at which, at the time of its opening, there is a quorum only for certain items on the agenda cannot be closed if, by the time registration for participation in the



meeting is closed, persons have registered whose registration ensures a quorum for the adoption of decisions on other items on the agenda.

6.4. If, at the time of the start of the meeting, there is no quorum for any of the items on the agenda, the Chair of the meeting shall announce that the opening of the meeting is postponed for two (2) hours.

The opening of the meeting may not be postponed more than once.

If, two (2) hours after the announcement of the postponement of the meeting, no persons ensuring a quorum for at least one of the items on the agenda have registered to participate in the meeting, the Chair of the meeting shall announce that the meeting has not taken place.

If, two (2) hours after the announcement of the postponement of the opening of the meeting, persons ensuring a quorum for at least one of the items on the agenda have registered to participate in the meeting, the Chair of the meeting shall announce the opening of the meeting.

In the case of a meeting held remotely, including a meeting held remotely without specifying the venue and the possibility of attending in person, simultaneously with the relevant announcement by the Chair of the meeting, information about the postponement of the opening of the meeting, the opening of the meeting, or its recognition as invalid shall be posted on the Company's website on the Internet, as well as on the website on the Internet where the electronic voting ballot form is filled out.

6.5. If there is no quorum at the annual meeting, a repeat meeting shall be held with the same agenda in accordance with the procedure established by the Federal Law "On joint stock companies".

In the absence of a quorum at an extraordinary meeting or for the adoption of decisions by absentee voting, a repeat extraordinary meeting or repeat absentee voting may be held with the same agenda in accordance with the procedure established by the Federal Law "On joint stock companies".

## **7. Meeting procedure**

7.1. Persons speaking at the meeting shall comply with the following rules of procedure:

- report on agenda issues – up to 30 minutes;
- co-report – up to 20 minutes;
- speaking by way of debate – 5 minutes;
- speaking by way of posing questions or providing reference information – 2 minutes each instance.

The Chair of the meeting has the right to change the deadlines specified in this Clause.

7.2. A Company's shareholder participating in a meeting, including a meeting with remote participation, has the right to ask the Chair of the meeting (the presidium of the meeting) questions related to the agenda.

7.3. The question shall be signed by the Company's shareholder and sent in writing to the Secretary of the Company's General Meeting of Shareholders. In addition to the wording of the question, the Company's shareholder (representative of the Company's shareholder) shall also indicate their surname, first name, patronymic (if any).

The procedure for a Company's shareholder to submit a question using electronic and technical means during a meeting, including a meeting with remote participation, shall be determined by the Company's Board of Directors when making decisions related to the preparation for the meeting.

Questions received from the Company's shareholders shall be forwarded by the Secretary of the Company's General Meeting of Shareholders to the Chair of the meeting.

7.4. The meeting Chair (meeting Presidium) shall answer questions received from the Company's shareholders during the meeting, provided that such questions are related to the agenda.

The meeting Chair (meeting Presidium) has the right to group (combine) questions by topic and give a general answer to several questions related to the essence of the topics discussed.

The Company shall respond in writing to questions received from the Company's shareholders during the meeting that are not related to the agenda within thirty (30) days from the meeting date.

7.5. If, at the time of the opening of the meeting, there is a quorum only for certain items on the agenda, after the discussion of the last of these items, the representative of the Company's Counting Commission (the Company's Registrar) shall announce whether there is a quorum for other items on the agenda.

7.6. The Company's General Director, Chief Accountant, members of the Company's Auditing Commission, a member of the Company's Board of Directors who heads the Audit Committee of the Company's Board of Directors, and representatives of the Company's auditing organization are invited to attend the meeting.

7.7. The Company invites candidates nominated for election to the Company's Board of Directors and Auditing Commission to attend the meeting.

7.8. Upon completion of the discussion of all agenda items for which there is a quorum, the meeting Chair shall announce the conclusion of the discussion of the agenda items and the end of registration of persons entitled to vote on decisions made by the Company's General Meeting of Shareholders.

7.9. When conducting a meeting with remote participation, the Company shall ensure real-time video and audio broadcasting of the meeting. Access to the remote broadcast of the meeting is provided by the Company to all persons (their representatives) who have the right to vote at the Company's General Meeting of Shareholders and who have registered to participate in the meeting.

7.10. If a meeting with remote participation cannot be held due to significant technical problems encountered by the Company when using electronic or other technical means, such a meeting shall be deemed not to have taken place. In this case, the rules provided for by the Federal Law "On joint stock companies" shall apply.

Significant technical malfunctions experienced by the Company that last continuously for three (3) hours include:

- failure (malfunction) of equipment used to broadcast the meeting on the Internet;
- termination of operation (failure) of the communication channel used to broadcast the meeting on the Internet;
- termination of operation (failure) of the electronic platform used to broadcast the meeting, including as a result of DDoS attacks;
- problems with power supply (interruptions, outages, voltage drops, etc.) that prevent the Company from recording the broadcast of the meeting with remote participation.

Significant technical malfunctions do not include the failure (breakdown) of equipment used by the Company's shareholder for the purpose of remote participation in a meeting with remote participation, or problems (interruptions, outages, voltage drops, etc.) with the power supply at the location of the Company's shareholder or other technical failures, disruptions in

the Internet network experienced by the Company's shareholder (mobile operator or Internet provider).

## **8. Voting at the meeting**

8.1. Voting at the meeting shall be carried out in accordance with the procedure established by the Federal Law “On joint stock companies”, other regulatory legal acts of the Russian Federation, the Company’s Articles of Association and this Regulation.

8.2. Voting at the meeting shall be conducted by means of ballot papers.

Voting by ballot papers shall be equated with the receipt by the Company's Registrar of notices of the expression of will by persons who have the right to vote in the adoption of decisions by the Company's General Meeting of Shareholders, are not registered in the Company's register of shareholders and, in accordance with the requirements of the legislation of the Russian Federation on securities, have given instructions on voting to the persons who keep records of their rights to shares.

Persons who have registered to participate in the meeting shall have the right to vote on all items on the agenda from the moment the meeting is opened until it is closed, and if the results of voting and decisions adopted by the Company's General Meeting of Shareholders are announced at the meeting, from the moment the meeting is opened until the moment the votes on the agenda items are counted.

8.3. The voting ballot may be completed and sent by the Company's shareholder in electronic form using electronic or other technical means, if such a possibility is provided for by a decision of the Company's Board of Directors adopted in preparation for the meeting or absentee voting. The aforementioned decision of the Company's Board of Directors also specifies the website where the Company's shareholders can fill out and submit their voting ballots in electronic form, and may also specify other electronic or other technical means that allow filling out and submitting voting ballots in electronic form.

The electronic form of the ballot papers shall be available for completion and submission using electronic or other technical means during a period beginning no later than twenty (20) days and ends two (2) days before the date of the meeting, or for at least twenty (20) days before the date of the end of the acceptance of ballots for absentee voting.

When sending ballots in electronic form using electronic or other technical means, the date and time of their sending and receipt shall be recorded.

When holding a meeting with remote participation, during the meeting it shall be possible to fill out and submit voting ballots in electronic form using electronic or other technical means in accordance with the procedure established by the regulations for holding meetings with remote participation approved by the Company's Board of Directors, unless otherwise provided by the legislation of the Russian Federation.

The Company's shareholders who have registered to participate in the meeting, including those who have registered using electronic or other technical means, shall be deemed to have participated in the meeting.

8.4. A person voting at the meeting shall have the right at any time prior to the conclusion of the meeting to request that a copy of the ballot paper completed by them be certified by the Company's Counting Commission (the Company's Registrar).

8.5. After the discussion of the last item on the agenda (the last item for which there is a quorum) has been completed, those who have not yet voted, including those participating remotely in the meeting, shall be given time to vote.

## **9. Summarizing and announcing the results of voting on agenda items.**

### **Meeting closing**

9.1. The votes shall be counted and the results of voting on the agenda items shall be summarized by the Company's Registrar, acting as the Company's Counting Commission, in accordance with the requirements of the legislation of the Russian Federation.

9.2. Decisions adopted by the Company's General Meeting of Shareholders and voting results may be announced at the meeting during which the voting took place, and shall also be brought to the attention of the persons included in the list of persons entitled to vote at the Company's General Meeting of Shareholders in the form of a report on the voting results in the manner prescribed for notification of the meeting or absentee voting, no later than four (4) business days after the date of the closing of the meeting or the date of the end of the acceptance of ballots for absentee voting.

9.3. If, on the date of determining (fixing) the persons entitled to vote at the Company's General Meeting of Shareholders, the person registered in the Company's register of shareholders was a nominee holder of shares, the information contained in the report on the voting results shall be provided to the nominee holder of the shares in accordance with the rules of the legislation of the Russian Federation on securities for the provision of information and materials to persons exercising rights under securities.

9.4. After the results of the vote on the agenda items have been announced, if they are announced at the meeting, the Chair of the meeting shall declare the meeting closed.

## **10. Adoption of decisions by the Company's General Meeting of Shareholders by way of absentee voting**

10.1. Absentee voting for the adoption of decisions by the Company's General Meeting of Shareholders shall be conducted by sending out voting ballots, including by electronic or other technical means.

Voting by ballot papers shall be equated with the receipt by the Company's Registrar of notices of the expression of will by persons who have the right to vote in the adoption of decisions by the Company's General Meeting of Shareholders, are not registered in the Company's register of shareholders and, in accordance with the requirements of the legislation of the Russian Federation on securities, have given instructions on voting to the persons who keep records of their rights to shares.

10.2. Completed voting ballots shall be received by the Company no later than the date of the end of the acceptance of completed ballots, as determined by the decision to conduct absentee voting, adopted in accordance with the Federal Law "On joint stock companies" and this Regulation.

The Company's shareholders whose completed ballots are received no later than the deadline for accepting completed ballots for absentee voting shall be deemed to have participated in absentee voting.

Company's shareholders who, in accordance with the rules of the legislation of the Russian Federation on securities, have given instructions to the persons keeping records of their rights to shares (instructions) on voting, provided that notifications of their intentions were received no later than the deadline for accepting ballots for absentee voting.

10.3. Completed voting ballots may be sent to the Company by post, delivered against signature to the Company's General Director, the Chairperson of the Company's Board of Directors, the Company's Corporate Secretary, or another person authorized by the Company's

General Director to receive written correspondence addressed to the Company, or sent to the Company's Registrar.

10.4. The Company's General Director shall organize the collection, safekeeping, and transfer of completed voting ballots to the Company's Registrar, which shall perform the functions of the Company's Counting Commission.

10.5. When filling out the ballot, the Company's shareholder who is a natural person shall indicate their surname, name, and patronymic (if any), while the Company's shareholder who is a legal entity shall indicate its

10.6. When filling out the voting ballot, the representative of the Company's shareholder who is an individual shall indicate their surname, name, and patronymic (if any), as well as the details of the power of attorney (other document confirming their authority). A representative of the Company's shareholder who is a legal entity shall indicate their surname, first name, and patronymic (if any), as well as their position or the details of the power of attorney (other document confirming their authority).

10.7. The representative of the Company's shareholder shall attach to the voting ballot a power of attorney (a copy thereof certified in accordance with the procedure provided for by the legislation of the Russian Federation) or another document on the basis of which they act.

## **11. Working bodies of the meeting or absentee voting**

11.1. The working bodies of the meeting or absentee voting are:

- a) Chair at the meeting;
- b) Company's Counting Commission (Company's Registrar);
- c) Secretary of the Company's General Meeting of Shareholders.

11.2. The functions of the Chair of the meeting shall be performed by the Chair of the Company's Board of Directors.

In the absence of the Chairperson of the Company's Board of Directors at a meeting, the functions of the Chair shall be performed by one of the members of the Company's Board of Directors as decided by the Company's Board of Directors.

In the absence of the Chairperson of the Company's Board of Directors, as well as in the event that the Company's Board of Directors fails to adopt the decision provided for in the second paragraph of this clause prior to the date of the meeting, any member of the Company's Board of Directors may act as Chairperson of the meeting by decision of the members of the Company's Board of Directors present at the meeting.

The meeting chair shall open and close the meeting, announce the agenda and the order of speeches and reports on the agenda items, announces the end of the discussion of the agenda items and the start of the vote counting, ensures compliance with the procedure for conducting the meeting established by this Regulation, signs the minutes of the meeting or absentee voting for the adoption of decisions by the Company's General Meeting of Shareholders (hereinafter referred to as the minutes of the Company's General Meeting of Shareholders) and the report on the results of voting, as well as extracts therefrom.

11.3. The Company's Counting Commission (the Company's Registrar) performs the following functions:

- a) verification of the powers of persons participating in the meeting or absentee voting, and registration of persons participating in the meeting (the Company's shareholders, their representatives);
- b) determining whether there is a quorum for a meeting or absentee voting;
- c) clarification of issues arising in connection with the exercise by the Company's shareholders (their representatives) of voting rights on agenda items;

- d) explanation of the voting procedure on issues put to the vote;
- e) ensuring the established voting procedure and the Company's shareholders' rights to participate in voting;
- f) counting votes and tabulating results;
- g) drawing up a protocol on the results of voting;
- h) transfer of voting ballots to the Company's archives;
- i) other functions stipulated by the legislation of the Russian Federation, the Charter of the Company and the contract concluded by the Company with the Registrar.

11.4. The Company's Board of Directors elects the Secretary of the Company's General Meeting of Shareholders when deciding on matters related to the preparation for the meeting or absentee voting.

The Secretary of the Company's General Meeting of Shareholders shall perform the following functions:

- a) receiving questions from the Company's shareholders participating in the meeting;
- b) submitting questions received from the Company's shareholders to the meeting Chair;
- c) recording of the proceedings of the meeting (main provisions of speeches and reports);
- d) signing the minutes of the Company's General Meeting of Shareholders and the voting results report, as well as extracts therefrom;
- e) other functions provided for by the Company's Articles of Association, this Regulation, and the Regulation on the Company's Corporate Secretary.

## **12. Minutes of the Company's General Meeting of Shareholders**

12.1. The meeting and the results of voting at the meeting, as well as the results of absentee voting, shall be confirmed by the minutes of the Company's General Meeting of Shareholders. The minutes of the Company's General Meeting of Shareholders shall be drawn up no later than three (3) business days after the closing of the meeting or the date of the end of the acceptance of voting ballots in the case of absentee voting.

The minutes of the Company's General Meeting of Shareholders shall be drawn up on paper in two (2) copies. The minutes of the Company's General Meeting of Shareholders shall be signed by the meeting Chair and the Secretary of the Company's General Meeting of Shareholders.

The minutes of the Company's General Meeting of Shareholders, which shall indicate the results of absentee voting, shall be signed by the Chairperson of the Company's Board of Directors and the Secretary of the Company's General Meeting of Shareholders.

In the event of a meeting with remote participation, the Company shall store the recording of the broadcast of the meeting with remote participation together with the minutes of the Company's General Meeting of Shareholders for the duration of their storage period.

12.2. The minutes of the Company's General Meeting of Shareholders shall specify:

1) date and time of the meeting, as well as the date of the end of the acceptance of ballots for absentee voting, the venue of the meeting or information that the meeting with remote participation was held without determining its venue, or in the case of absentee voting, the date of the end of the acceptance of ballots;

2) total number of votes held by the Company's shareholders who own the Company's voting shares;

3) number of votes held by the Company's shareholders who participated in the meeting or absentee voting, as well as the number of votes held by the Company's shareholders on each item on the agenda;

4) agenda;

5) main provisions of speeches at the meeting on agenda items;

6) the results (outcome) of voting on each item on the agenda put to the vote and the decisions adopted on each such item, as well as items on the agenda that were not put to the vote;

7) information about the persons who counted the votes;

8) information about the persons who signed the minutes of the Company's General Meeting of Shareholders.

12.3. The following shall be attached to the minutes of the Company's General Meeting of Shareholders:

a) minutes on the voting results;

b) documents adopted or approved by the decisions of the Company's General Meeting of Shareholders.

12.4. The minutes on the voting results shall be drawn up in accordance with the requirements of the regulatory legal acts of the Russian Federation.

12.5. The minutes of the voting results shall be signed by persons authorized by the Company's Registrar.

12.6. The voting results report shall be compiled in accordance with the requirements of the regulatory legal acts of the Russian Federation.

The voting results report shall be drawn up on paper in two (2) copies. The voting results report shall be signed by the meeting Chair and the Secretary of the Company's General Meeting of Shareholders.

The voting results report, which indicates the results of absentee voting, shall be signed by the Chairperson of the Company's Board of Directors and the Secretary of the Company's General Meeting of Shareholders.

12.7. The minutes of the Company's General Meeting of Shareholders shall be posted on the Company's website no later than three (3) days from the date of its compilation.

12.8. The minutes of the Company's General Meeting of Shareholders, at which the election of members of the Company's Board of Directors was decided, must contain information on which of the elected members of the Company's Board of Directors were elected as independent directors.

12.9. If the agenda includes an item on consent to the Company entering into a related party transaction, the minutes of the Company's General Meeting of Shareholders, the minutes of the voting results, and the report on the voting results shall indicate:

a) number of votes on the specified issue held by persons who are not interested in the Company entering into the transaction and who are not controlled by persons interested in its conclusion, who participated in the meeting or absentee voting;

b) number of votes cast on the specified issue for each of the voting options ("for", "against" and "abstained").

### **13. Financial support for the meeting or absentee voting**

13.1. Expenses related to the preparation and conduct of a meeting or absentee voting shall be covered by the Company in accordance with the cost estimate approved by the Company's Board of Directors.

13.2. The Company's General Director shall submit to the Company's Board of Directors a report on the expenditure of funds for the preparation and conduct of the meeting or absentee voting no later than two (2) months after the date of the meeting or the date of the end of the acceptance of ballots for absentee voting.

13.3. In the event of an extraordinary meeting or absentee voting being held at the request of certain persons, the costs of preparing and conducting such meeting or voting shall be borne by those persons.

By decision of the Company's General Meeting of Shareholders, the documented expenses of the above persons for the preparation and conduct of an extraordinary meeting or absentee voting may be reimbursed at the expense of the Company.

#### **14. Final provisions**

14.1. If, as a result of changes in the regulatory legal acts of the Russian Federation, certain provisions of this Regulation come into conflict with them, these provisions shall be deemed invalid and, until amendments are made to this Regulation, the Company shall be guided by the regulatory legal acts of the Russian Federation.