

APPROVED

by resolution of the Annual General Meeting of
Shareholders of Lenenergo PJSC dated

(Minutes No. _____ dated _____)

REGULATION
on General Meeting of Shareholders of Lenenergo Public
Joint Stock Company

(as amended)

St. Petersburg
2019

1. General provisions

1.1. This Provision is developed in accordance with the Civil Code of the Russian Federation, Federal Law No. 208-FZ dated 26.12.1995 "On Joint Stock Companies" (hereinafter referred to as the Federal Law "On Joint Stock Companies"), other regulations of the Russian Federation and the Charter of Lenenergo Public Joint Stock Company (hereinafter referred to as the Company) and determines the procedure for preparation and holding of the General Meeting of Shareholders of the Company (hereinafter referred to as the General Meeting of Shareholders).

1.2. The General Meeting of Shareholders shall be the highest management body of the Company.

1.3. In its activity the General Meeting of Shareholders is governed by the legislation of the Russian Federation, the Company Charter and this Provision.

2. Convening and preparation of the General Meeting of Shareholder

2.1. The decision to convene the General Meeting of Shareholders shall be made by the Company's Board of Directors.

2.2. In preparation for the General Meeting of Shareholders, the Board of Directors shall make the following decisions:

- a) on convening and determining the form of holding the General Meeting of Shareholders;
- b) on determining the date, place and time of holding the General Meeting of Shareholders, the time of the beginning of registration of persons participating in the General Meeting of Shareholders (in case of holding the General Meeting of Shareholders in the form of a meeting), or determination of the end date of receipt of the completed bulletins and the postal address to which the completed bulletins should be sent (in case of holding the General Meeting of Shareholders in the form of absentee voting), and (if provided by the Company Charter and if technically possible) Email addresses to which completed bulletins can be sent, and (or) the address of the site on the Internet, where the electronic form of bulletins can be filled in. The address of the Company registrar's location shall be included in the list of addresses where completed bulletins can be sent to;
- c) on setting the agenda of the General Meeting of Shareholders;
- d) on determination of the date of definition (registration) of persons entitled to participate in the General Meeting of Shareholders;
- e) on determination of the date of completion of shareholder proposals on nomination of candidates for election to the Company's Board of Directors, if the agenda of the extraordinary general meeting of shareholders contains an item on election of members of the Company's Board of Directors;
- f) on determination of the type (s) of preferred shares whose owners have the right to vote on the agenda of the General Meeting of Shareholders;
- g) on determination of the list of information (materials) provided to shareholders in preparation for the General Meeting of Shareholders and the procedure for its provision;
- h) on approval of the bulletin form and text for voting at the General Meeting of Shareholders, as well as the wording of resolutions on the agenda items of the General Meeting of Shareholders, which should be sent in electronic form (in the form of electronic documents) to nominee shareholders registered in the register of the Company shareholders;
- j) on determination of the date of sending bulletins to persons entitled to participate in the General Meeting of Shareholders (in case of holding the General Meeting of Shareholders in the form of absentee voting, as well as in case of holding the General Meeting of Shareholders in the form of a meeting, if bulletins must be sent (delivered) to persons entitled to participate in the General Meeting of Shareholders prior to the General Meeting of Shareholders in accordance with the Federal Law "On Joint Stock Companies" or the Company Charter);
- k) on determination of the procedure for informing the Company shareholders about holding the General Meeting of Shareholders, including approval of the message form and text;
- l) on election of the Secretary of the General Meeting of Shareholders;

m) on approval of the cost estimate, relating to preparation and holding of the General Meeting of Shareholders.

2.3. The Company's individual executive body shall organize the implementation of the decisions of the Company's Board of Directors relating to the preparation and holding of the General Meeting of Shareholders, including:

- ensure timely submission of the request to the Company's Registrar to draw up a list of persons entitled to participate in the General Meeting of Shareholders as of the date established by the Company's Board of Directors;

- ensure the production of bulletins in accordance with the form and text approved by the Company's Board of Directors;

- ensure the sending of bulletins to shareholders and acceptance of completed bulletins, as well as, in case of a decision of the Company's Board of Directors on the possibility of sending completed bulletins to the e-mail address and (or) filling in the electronic form of bulletins on the website determined by the Board of Directors on the Internet, - functioning of the specified electronic means of obtaining completed bulletins;

- ensure that shareholders will be informed of the holding of the General Meeting of Shareholders in accordance with the procedure and terms established by the resolution of the Company's Board of Directors and the Company Charter;

- ensure preparation of the necessary materials (information) on the agenda of the General Meeting of Shareholders and the possibility to familiarize with the specified information (materials) in accordance with the decisions of the Board of Directors;

- ensure the Company provides a list of persons entitled to participate in the General Meeting of Shareholders for familiarization with it at the request of persons included in this list and having at least one percent of votes, in accordance with the requirements of the current legislation of the Russian Federation, from the date of its receipt by the Company;

- perform other actions for implementation of resolutions of the Company's Board of Directors.

3. Features of the Extraordinary General Meeting of Shareholders

3.1. The Extraordinary General Meeting of Shareholders shall be held by resolution of the Company's Board of Directors on the basis of its own initiative, the requirements of the Company's Audit Commission, the Company's auditor or shareholders (shareholder), who own at least 10 (Ten) percent of the Company's voting shares, on the date of claim submission.

3.2. Within 5 (Five) days from the date of demand of the Company's Audit Committee, the Company's Auditor or shareholder (shareholders) who owns at least 10 (Ten) percent of voting shares of the Company to convene an extraordinary Company's General Meeting of Shareholders, the Company's Board of Directors shall decide to convene an extraordinary Company's General Meeting of Shareholders or refuse to convene it.

3.3. The decision of the Company's Board of Directors to convene an extraordinary Company's General Meeting of Shareholders or a substantiated decision to refuse to convene it shall be sent to the persons requesting its convening no later than 3 (Three) days from the date of such decision.

4. Information support for holding the General Meeting of Shareholders

4.1. The announcement on holding the General Meeting of Shareholders shall be posted on the Company's website on the Internet no later than the expiration of the notice period of shareholders on holding the General Meeting of Shareholders.

The text of the notice of holding the General Shareholders' Meeting by resolution of the Board of Directors can be additionally sent in electronic form to those shareholders who have

informed the Company or Registrar about the data on e-mail addresses to which such notices can be sent.

Information (materials) on the agenda of the General Meeting of Shareholders within 20 (Twenty) days, and in case of holding the General Meeting of Shareholders, which agenda contains the item of the Company reorganization, within 30 (Thirty) days before holding General shareholder meeting it has to be available to the persons having the right for participation in General Meeting of Shareholders to acquaintance in the Company's executive body and other places which addresses are specified in the message relating to holding General Meeting of Shareholders and also on the Company's website on the Internet address www.lenenergo.ru. At the same time, the Company seeks to ensure the availability of materials to the General Meeting of Shareholders not less than 30 days before the date of its holding.

The specified information (materials) shall be available to the persons participating in The General Shareholders' Meeting during its holding.

It is also recommended to publish these messages and materials in English.

4.1.1. Information (materials) subjected to be provided to persons entitled to participate in the Company's General Meeting of Shareholders include the following documents:

- the Company's annual report and the conclusion of the Company's Audit Committee on the results of its inspection;

- annual accounting (financial) statements, including audit report, Audit Committee report on the results of such reports audit;

- justification for the proposed distribution of net profits;

- Internal audit conclusion performed in the Company in accordance with Section 87.1 of the Federal Law "On Joint Stock Companies";

- justifications and explanatory notes on proposed draft decisions;

- information on the candidate (s) to the Company's Board of Directors (in case of their submission) or information on failure of candidates to submit the specified information, on candidates to the Company's Audit Commission, information on shareholders proposed the specified candidates, as well as information on availability or absence of written consent of nominated candidates for election to the relevant body of the Company;

- information on the management organisation or manager in case of consideration of the delegation of authority of the Company's individual executive body to the management organization or manager (including information on their connection with the persons controlling the Company);

- information on the Company auditor candidates, sufficient to image their professional qualities and independence, including name of the self-regulatory organization of auditors, which member is the Company auditor candidate, description of procedures used in the selection of external auditors, which ensure their independence and objectivity, as well as information on the proposed remuneration of external auditors for audit and non-audit services (including information on compensation payments and other expenses related to the involvement of the auditor) and other essential conditions of contracts concluded with the Company's auditors;

- draft amendments and additions to the Company's Charter (or Company's Charter draft in new version) in case of their introduction or approval, as well as comparative tables of the amendments made with their justification;

- draft internal documents of the Company regulating the activities of the Company's management and control bodies in the new version (amendments and attachments to internal documents) in case of their introduction, as well as comparative tables of changes made with their justification;

- draft resolutions of the General Meeting of Shareholders;

- information on shareholder agreements concluded within a year before the date of the general meeting of shareholders;

- conclusions of the Company's Board of Directors on a major transaction;

- report on transactions having interest in concluded by the company in the reporting year;
- recommendations of the Company's Board of Directors on distribution of profit, including on the dividend amount of the Company shares and the procedure of its payment, and the Company losses on the results of the financial year;
- information on vehicular access to the place of the General Meeting of Shareholders;
- model form of power of attorney, which can be issued by shareholder to its representative and procedure of its certification;
- information (materials) provided by the legislation of the Russian Federation and the Company Charter.

The list of information (materials) to be provided to persons entitled to participate in the General Meeting of Shareholders shall be determined taking into account the agenda items of the General Meeting of Shareholders.

4.2. Minutes of the General Meeting of Shareholders shall be posted on the Company's website on the Internet no later than 3 (Three) days from the date of its creation.

The minutes of the General Meeting of Shareholders should also be published in English.

4.3. When nominating candidates to the Company's Board of Directors the Company shareholders shall provide the following information on the nominated candidates:

- 4.3.1. Surname, first name and patronymic;
- 4.3.2. Identity document data (document series and/or number, date and place of its issue, issuing authority);
- 4.3.3. Citizenship;
- 4.3.4. Place of residence (state, city);
- 4.3.5. Age and education;
- 4.3.6. Profession;
- 4.3.7. Primary employment;
- 4.3.8. Positions held by the candidate at the time of nomination, as well as information on positions held during the previous nomination date of five years;
- 4.3.9. Information on the Company's shareholding and its SDCs (number of owned shares);
- 4.3.10. Whether he is a member (candidate for election) of the Board of Directors, a member (candidate for election) of a collegial executive body or other collegial governing body of another legal entity;
- 4.3.11. Whether he is an official of another business entity whose other official is also nominated as a candidate for the Company's Board of Directors.
- 4.3.12. Whether he is a spouse, parent, son, daughter, brother, sister of the Company officials/manager (officials of the Company's management organization);
- 4.3.13. Whether he is a party to obligations with the Company under which terms the candidate can purchase property (receive money), which value is ten percent or more of the total annual income of the candidate, except for receiving remuneration for participation in the activities of the Company's Board of Directors;
- 4.3.14. Whether he is (will be because of his election to the Company's Board of Directors) a representative of the state, i.e. a person who is (he will be because of his election to the Company's Board of Directors) representative of the Russian Federation or subjects of the Russian Federation on the Board of Directors of joint-stock companies in respect of which a decision on the use of special law has been taken ("golden share"), and persons obliged (will be because of their election to the Company's Board of Directors) to vote on the basis of written directives (instructions, etc.) of a subject of the Russian Federation or municipality;

4.4. The provision by shareholders of the information specified in paragraphs 4.3.3 - 4.3.14 of this Regulation has recommended nature. Failure by the Company shareholders to provide such information shall not serve as a ground for refusal to include the relevant candidate in the list of persons for voting on election to the Company's Board of Directors.

4.5. The information on candidates to the Company's Board of Directors specified in Subsection 4.3 of this Regulation shall be available for consultation to all Company shareholders

together with other information materials on the agenda of the Company's General Meeting of Shareholders.

4.6. The Company executive bodies during the period prior to the General Meeting of Shareholders shall implement the information policy of the Company in such a manner that it is directed to the election to the Company's Board of Directors of candidates meeting the requirements of regulatory bodies and trade organizers on the securities market of the Russian Federation.

4.7. In the lead-up to the General Meeting of Shareholders in the form of a joint presence, the Company shall ensure that invitations are sent to members of the Company executive bodies, members and candidates for members of the Board of Directors, members and candidates for membership of the Company Audit Committee, Company Auditor for participation in the General Meeting of Shareholders.

4.8. The shareholders shall have the right to apply through the Corporate Secretary to the Company's officials for further explanations regarding the agenda items of the General Meeting of Shareholders. The items shall be written and sent to the Company by e-mail: SD@lenenergo.ru.

5. Holding of the General Meeting of Shareholders in the form of meeting

Holding the Company's General Meeting of Shareholders in the form of meeting consists in direct participation of shareholders of the Company in the General Meeting of Shareholders to discuss agenda items and to make a decision on items put to the vote.

When holding the General Meeting of Shareholders in the form of meeting (joint presence of shareholders to discuss agenda items and take decisions on items put to the vote), information and communication technologies can be used to allow remote participation in the General Meeting of Shareholders, discussion of agenda items and making decisions on items put to the vote without being present at the venue of the General Meeting of Shareholders.

5.1. Registration of persons entitled to participate in the General Meeting of Shareholders.

5.1.1. Registration of persons entitled to participate in the General Meeting of Shareholders shall be implemented by the person performing the tally commission (hereinafter - Tally commission) functions at the place of the General Meeting of Shareholders specified in the message on holding the meeting. If this is provided in the message on holding the meeting, shareholders are also entitled to register for participation in it on the Internet website specified in the message.

Registration of persons entitled to participate in the General Meeting of Shareholders shall begin at the time specified in the message.

5.1.2. Persons (their representatives) entitled to participate in the General Meeting of Shareholders shall be registered for participation in the General Meeting of Shareholders held in the form of meeting.

If voting on the agenda of the General Meeting of Shareholders, held in the form of meeting, may be implemented by sending completed bulletins to the Company and (or) by filling in electronic form of bulletins on the Internet website at the address specified in the message on holding the General Meeting of Shareholders (If such possibility is provided by resolution of the Board of Directors), persons whose bulletins have been received or electronic form of bulletins has been filled in shall be registered for participation in the General Meeting of Shareholders, not later than two days before the date of the General Meeting of Shareholders.

Shareholders who according to rules of the legislation of the Russian Federation on securities provide to the persons which are carrying out the accounting of their rights for stocks, indications (instruction) on vote are considered participated in the General Meeting of

Shareholders if messages on their will are received no later than two days before date of the General Meeting of Shareholders.

5.1.3. During registration, the shareholder (his representative, successor) arrived at the General Meeting of Shareholders shall present a passport or other identity document.

Representatives of shareholders, when registering for participation in the General Meeting of Shareholders, in addition to the identity documents, shall submit to the Accounting Commission a power of attorney for voting, issued according to the requirements of the Civil Code of the Russian Federation and the Federal Law "On Joint Stock Companies" or a copy thereof, certified by notary.

In case the individual executive body - the physical person register for participation in General Meeting of Shareholders as the shareholder's representative - the legal entity, in addition to identity documents of individual executive body of the shareholder of Counting board it is provided certified by the shareholder - the legal entity the copy of the meeting (assembly) minutes (an extract from minutes) of the authorized body containing the decision on appointment of the operating individual executive body.

During registration for participation in the General Meeting of Shareholders the shareholder successors shall submit to the Accounting Commission copies of the documents confirming the succession, certified by notary, in addition to the identity documents.

In case of failure to submit the mentioned above documents, the successor as well as the shareholder representative shall not be entitled to participate in the General Meeting of Shareholders.

5.1.4. Registration of persons entitled to participate in the General Meeting of Shareholders shall be implemented given that the persons came for participation in the General Meeting of Shareholders are identified by comparing the data contained in the list of persons entitled to participate in the General Meeting of Shareholders with the data of documents presented by the mentioned persons.

5.1.5. During registration, the person participating in the General Meeting of Shareholders shall be provided with bulletins for voting on the agenda items.

If voting at the General Meeting of Shareholders can be implemented by sending completed bulletins to the Company, at the request of persons included in the list of persons entitled to participate in such General Meeting of Shareholders, they shall be provided with bulletins for voting with a mark on their re-issuance.

5.1.6. Registration of persons entitled to participate in the General Meeting of Shareholders shall end at the moment of the announcement by the Presiding at the General Meeting of Shareholders of the completion of the discussion of the last agenda item of the Company's General Meeting of Shareholders under which there is a quorum.

5.2. Opening of the General Meeting of Shareholders.

5.2.1. The representative of the Accounting Commission shall announce the presence of quorum on the agenda of the General Meeting of Shareholders at the time according to the announcement of the General Meeting of Shareholders.

5.2.2. The General Meeting of Shareholders shall be entitled (has a quorum) if it was attended by shareholders holding more than half of the votes of the Company's voting shares.

In case the agenda of the General Meeting of Shareholders includes items on which voting is implemented by different groups of voters, the quorum for making a decision on these items shall be determined separately.

At the same time, the absence of a quorum for making a decision on matters voted on by one set of voters shall not prevent the adoption of a decision on matters voted on by another set of voters for the adoption of which there is a quorum.

The General Shareholders' Meeting, when adopting a resolution on the consent to or subsequent approval of a transaction in which there is an interest, shall be deemed competent regardless of the number of shareholders - owners of voting shares of the Company, who are not interested in the transaction, taking part in it.

5.2.3. If there is a quorum for at least one of the items included in the agenda of the Company's General Meeting of Shareholders, the Presiding Officer at the General Meeting of Shareholders shall announce the opening of the General Meeting of Shareholders.

5.2.4. A general meeting, by the time of which opening there was a quorum only on certain agenda items, cannot be closed if by the time of completion of registration persons whose registration provides a quorum for decision on other agenda items of the general meeting have registered.

5.2.5. If by the time of the Company's General Meeting of Shareholders there is no quorum on any issue included in the agenda of the Company's General Meeting of Shareholders, the Presiding at the General Meeting of Shareholders shall announce the postponement of the opening of the General Meeting of Shareholders for 2 (Two) hours.

The opening of the Company's General Meeting of Shareholders shall not be postponed more than once.

If 2 (Two) hours after the announcement of the postponement of the opening of the General Meeting of Shareholders the persons providing the quorum for at least one of the items included in the agenda of the General Meeting of Shareholders have not registered, the Presiding Officer at the General Meeting of Shareholders shall announce that the General Meeting of Shareholders has not taken place.

If 2 (Two) hours after the announcement of the postponement of the opening of the General Meeting of Shareholders the persons providing the quorum for at least one of the items included in the agenda of the General Meeting of Shareholders have registered, the Presiding Officer at the General Meeting of Shareholders shall announce the opening of the General Meeting of Shareholders.

5.2.6. In the absence of a quorum for holding the annual General Meeting of Shareholders, a second General Meeting of Shareholders with the same agenda shall be held.

In the absence of a quorum for holding an extraordinary general meeting of shareholders, a second General Meeting of Shareholders may be held with the same agenda.

5.3. Discussion of agenda items of the General Meeting of Shareholders.

5.3.1. Persons speaking at the General Meeting of Shareholders shall comply with the following rules of procedure:

- report on agenda items - up to 30 minutes,
- supplementary report - up to 20 minutes,
- oral arguments - 5 minutes,
- statements with questions and references - 2 minutes each.

The Presiding Officer at the General Meeting of Shareholders shall have the right to increase the terms set forth in this paragraph.

5.3.2. A shareholder wishing to participate in oral argument on the agenda items of the General Meeting of Shareholders shall send a written statement to the Secretary of the General Meeting of Shareholders.

The statement has to contain a surname, a name, a patronymic (name) of the shareholder (his representative), agenda item, the shareholder wishes to act on and also has to be signed by the shareholder.

The item shall be sent in writing to the Secretary of the General Meeting of Shareholders; besides a formulation of the asked item the shareholder (the shareholder's representative) has to specify also a surname, a name, a patronymic (the name of the shareholder - the legal entity) and also the item has to be signed by the shareholder.

5.3.3. Statements and questions received from shareholders shall be transmitted by the Secretary of the General Meeting of Shareholders to the Presiding Officer at the General Meeting of Shareholders.

If by the time of the opening of the General Meeting of Shareholders there was a quorum only on certain agenda items, at the end of the discussion of the last of these items the

representative of the Tallying commission or another person performing the functions of the Tallying commission shall announce the existence or absence of a quorum on other agenda items.

5.3.4. In case of completion of the discussion of all agenda items of the General Meeting of Shareholders on which there is a quorum, the Presiding Officer at the General Meeting of Shareholders shall announce the completion of the discussion on the agenda items and the completion of registration of persons participating in the General Meeting of Shareholders.

5.3.5. Prior to the beginning of the discussion on the agenda item providing for the election of the members of the Company's Board of Directors, the representative of the person performing the functions of the Accounting Commission shall announce the number of cumulative votes cast for each candidate included in the voting list on received bulletins or which electronic form is completed on the Internet website, not later than two days before the general meeting.

5.4. Voting at the General Meeting of Shareholders.

5.4.1. Voting at the General Meeting of Shareholders in the form of joint presence shall be implemented according to the procedure established by the Federal Law "On Joint Stock Companies," other regulatory acts, the Company Charter and this Regulation.

5.4.2. Voting on the agenda items of the general meeting shall be implemented by bulletins.

Voting by ballots is equivalent to the receipt by the Registrar of the Company of messages on the expression of will of persons who have the right to participate in the General Shareholders' Meeting, not registered in the register of shareholders of the Company and in accordance with the requirements of the legislation of the Russian Federation on securities have given to persons, who carry out record-keeping of their rights to shares, instructions for voting.

5.4.3. Persons registered to participate in the General Meeting of Shareholders held in the form of a meeting shall be entitled to vote on all agenda items from the opening of the General Meeting until the beginning of the vote counting.

5.4.4. Upon completion of the discussion of the last agenda item of the General Meeting of Shareholders (the last item having quorum), persons not voted before shall be given 30 (Thirty) minutes to vote.

Prior to closing of the General Meeting of Shareholders, the person completed bulletin shall have the right to request production and certification of bulletin copy completed by the Accounting Commission (representatives of the registrar performing the functions of the Accounting Commission) of the Company by submission of the corresponding written request. If there is technical possibility to produce and certify a copy of the completed bulletin during the General Meeting of Shareholders, a copy of the completed bulletin certified by the Accounting Commission shall be transmitted to the person prior to the closing of the General Meeting of Shareholders, if there is no technical possibility - within a reasonable time after the closing of the General Meeting of Shareholders. At the same time copies of completed bulletins are effected on account of the Company.

5.4.5. After the specified time is over, the Presiding Officer shall announce the beginning of the vote counting.

5.5. Summing up, announcing the voting results of agenda of the General Meeting of Shareholders. Closing of the General Meeting of Shareholders.

5.5.1. Vote counting and summing up of voting results on the agenda items of the General Meeting of Shareholders shall be implemented by the Accounting Commission according to the requirements of the current legislation.

5.5.2. Resolutions adopted by the General Meeting of Shareholders and voting results may be announced at the General Meeting of Shareholders, during which a vote was taken, and provided to persons, included in the list of persons entitled to participate in the General Meeting of Shareholders, in the form of a Report on voting results according to the procedure stipulated by the Company Charter for reporting on holding the General Meeting of Shareholders, not later than four business days after the closing date of the General Meeting of Shareholders.

In case on the date of determination (fixing) of persons entitled to participate in the General Meeting of Shareholders, the person registered in the register of the Company shareholders was a nominal holder of shares, the information contained in the Voting Results Report shall be provided to the nominal holder of shares according to the rules of the securities legislation of the Russian Federation for provision of information and materials to persons exercising rights under securities.

5.5.3. After the voting results on the agenda items of the General Meeting of Shareholders were announced, the Presiding Officer shall announce the closing of the General Meeting of Shareholders in case if these voting results were announced at the General Meeting of Shareholders.

6. Holding the General Meeting in the form of absentee voting

6.1. Voting on the agenda items of the General Meeting of Shareholders, held in the form of absentee voting, shall be implemented with the use of bulletins.

Voting by ballots is equivalent to the receipt by the Registrar of the Company of messages on the expression of will of persons who have the right to participate in the General Shareholders' Meeting, not registered in the register of shareholders of the Company and in accordance with the requirements of the legislation of the Russian Federation on securities have given to persons, who carry out record-keeping of their rights to shares, instructions for voting.

6.2. Shareholders participated in the General Meeting of Shareholders held in the form of absentee voting shall be considered as shareholders whose bulletins have been received and (or) which electronic form of bulletins was completed on the Internet website indicated in the message on holding the General Meeting of Shareholders (If such possibility was provided by the resolution of the Company's Board of Directors) before the specified end date of bulletin receipt by the Company, as well as shareholders who, according to the rules of the legislation of the Russian Federation on securities, have given to the persons accounting for their rights to shares, instructions (Instructions) on voting, if reports of their expression of will are received before the end date of the bulletin receipt.

If the end date for the receipt of completed bulletins falls on a non-working day, the end date for the receipt of completed bulletins shall be the next working day.

The deadline for the bulletin receipt shall expire on the day of the end of the bulletin receipt at the hour when the Company ends its working day in accordance with the established rules.

6.3. Completed voting bulletins may be sent to the Company by registered letter, handed over for signature to the person acting as the sole executive body of the Company, to the person authorized to accept correspondence addressed to the Company, or to the Company Registrar or e-mail address determined by the decision of the Company's Board of Directors in preparation for the General Meeting of Shareholders. If the relevant decision is taken by the Company's Board of Directors, the electronic form of voting bulletins may also be completed on the Internet website, determined by the corresponding decision of the Company's Board of Directors and specified in the message on holding the Company's General Meeting of Shareholders.

6.4. The person serving as the sole executive body of the Company shall organize the collection, preservation and transfer of the completed voting bulletins for the Accounting Commission.

6.5. Shareholder - physical person shall indicate his/her surname and initials during bulletin completion; shareholder - legal entity shall indicate the full company name of the legal entity.

6.6. The representative of the shareholder - physical person shall indicate his/her surname and initials, as well as the details of the power of attorney (another document confirming his/her powers) during bulletin completion; the representative of the shareholder - legal entity shall indicate his surname and initials, as well as the position or details of the power of attorney (another document confirming his powers).

6.7. The shareholder's representative shall attach to the voting bulletin a power of attorney (its notarized copy) or other document on which basis it acts.

6.8. The General Meeting of Shareholders, held in the form of absentee voting, shall be authorized (has a quorum), if no later than the end date of the receipt of voting bulletins the Company receives bulletins of shareholders having in total more than half of the votes of the Company's voting shares.

6.9. The decisions adopted by the General Meeting of Shareholders and the voting results shall be provided to the persons included in the list of persons entitled to participate in the General Meeting of Shareholders in the form of a Report on the voting results according to the procedure provided for the announcement of the General Meeting of Shareholders not later than four working days after the end date of the receipt of bulletins.

In case on the date of determination (fixing) of persons entitled to participate in the General Meeting of Shareholders, the person registered in the register of the Company's shareholders was a nominal shareholder, the information contained in the Report on voting results shall be provided to the nominal holder of shares according to the rules of the legislation of the Russian Federation on securities for provision of information and materials to persons exercising rights under securities.

7. Working bodies of the Company General Meeting of Shareholders

7.1. The working bodies of the Company General Meeting of Shareholders include:

- a) Presiding Officer at the General Meeting of Shareholders;
- b) Tallying commission;
- c) Secretary of the General Meeting of Shareholders.

7.2. The Chairman of the Board of Directors shall act as Presiding Officer at the General Meeting of Shareholders.

In case of absence of the Chairman of the Board of Directors at the General Meeting of Shareholders, the Deputy Chairman of the Board of Directors shall act as Presiding Officer at the General Meeting of Shareholders.

In case of absence of the Chairman of the Board of Directors and his deputy, any member of the Board of Directors may act as Presiding Officer at the General Meeting of Shareholders according to the decision of the members of the Board of Directors present at the General Meeting of Shareholders.

7.3. The Presiding Officer of the General Meeting of Shareholders shall open and close the meeting, announce the agenda of the General Meeting and the order of statements and reports on the agenda items, the end of the discussion of the agenda items and the beginning of the vote counting, ensure compliance with the procedure established by this Regulation for holding the meeting, sign the minutes of the General Meeting of Shareholders.

7.4. The functions of the Tallying commission of the Company at the General Meeting are performed by a professional participant of the securities market, who has license to implement activities on maintenance of the register and who is the holder of the Company register of shareholders (the Company Registrar).

7.5. The Tallying commission implements the following functions:

- a) verification of powers and registration of persons participating in the General Meeting of Shareholders (shareholders, their representatives);
- b) determination of quorum of the General Meeting of Shareholders;
- c) clarification of issues arising because of implementation of voting right by the Company shareholders (their representatives) at the General Meeting of Shareholders;
- d) clarification of voting procedure on items put to the vote;
- e) ensuring the established voting procedure and voting rights of the Company shareholders;
- f) tally and vote counting;
- g) drawing up a protocol on voting results;

- h) communicating the voting results to the Company shareholders;
- i) archive voting bulletins;
- k) other functions provided by the legislation of the Russian Federation and the Company Charter and the agreement concluded by the Company with the Registrar.

7.6. The Corporate Secretary of the Company shall perform functions of the Secretary of the General Meeting of Shareholders, unless otherwise decided by the Company's Board of Directors.

If it is impossible to perform functions of Secretary of the General Meeting of Shareholders by the Corporate Secretary of the Company, the Secretary of the General Meeting of Shareholders shall be elected by the Board of Directors when deciding on the preparation for the General Meeting of Shareholders.

7.7. The Secretary of the General Meeting of Shareholders shall perform the following functions:

- a) acceptance of applications of persons participating in the General Shareholder Meeting for the right to speak in the debate on the meeting agenda, as well as acceptance of items;
- b) transfer of statements and questions received from shareholders to the Chairman of the General Meeting of Shareholders;
- c) record the progress of the General Meeting of Shareholders (main provisions of speeches and reports);
- d) other functions provided by this Regulation and the Company Charter.

8. Financial support for holding the General Meeting of the Company Shareholders

8.1. Expenses related to preparation and holding the General Meeting of Shareholders shall be made at the expense of the Company according to the cost estimate approved by the Board of Directors and shall be included in the Company's budget.

8.2. The General Director shall submit to the Board of Directors a report on the expenditure of funds for the preparation and holding the General Meeting of Shareholders not later than two months after the General Meeting of Shareholders.

8.3. In case of holding the Extraordinary General Meeting of Shareholders, the costs of its preparation and holding shall be paid by these persons.

By the decision of the General Meeting of Shareholders, the documented expenses of the mentioned above persons and the preparation and holding the General Meeting of Shareholders may be offset at the cost of the Company.

9. Final provisions

9.1. If certain articles of this Regulation conflict with it because of changes in the legislation and regulations of the Russian Federation, these articles shall cease to be valid, and the Company shall be guided by the legislation and regulations of the Russian Federation until the moment of amendments to this Regulation.

9.2. If all voting shares of the Company belong to the same shareholder, this Regulation shall not apply, decisions on items falling within the competence of the General Meeting of Shareholders of the Company shall be made by this shareholder (authorized shareholder management body), shall be executed in writing and shall be communicated to the Company.