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|  | *Appendix No. 5 to the Minutes of the Annual General Meeting of Shareholders Lenenergo PJSC of June 22, 2015.*    Approved by the Annual General Meeting  of Shareholders of Lenenergo PJSC of June 22, 2015  Minutes No. 1/2015 of June 24, 2015  Chairperson the Annual General Meeting of Shareholders of Lenenergo PJSC |

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regulations

on the Audit Commission of Lenenergo PJSC

(revised version)

(In case the decision on approval of the Articles of Association in the revised version (on introduction of amendments into the Articles) is adopted by the General Meeting of Shareholders of the Company on June 22, 2015, the name of organisational and legal form of the Company should be read the following way throughout the whole document:

**Public joint stock company,** **PJSC**)

Saint-Petersburg

2015**1. General Provisions**

* 1. The present Regulations on the Audit Commission of Lenenergo Public Joint Stock Company of the Power Industry and Electrification (hereinafter referred to as the Regulations) are the internal document of Lenenergo PJSC (hereinafter referred to as the Company), were formulated in compliance with the Federal Law “On Joint-Stock Companies” and the Articles of Association of the Company, define the goals and work procedures of the Audit Commission and govern the issues relating to the interaction between management bodies of the Company and subdivisions of the Company’s executive body.
  2. The Audit Commission is a permanently active elected body of internal control of the Company responsible for periodic control of the financial and economic activities of the Company, its stand-alone divisions, officials of the Company’s management bodies and the divisions of the Company’s executive body by means of documentary and factual audits:

1. of the legality, economic justification, and effectiveness (expediency) of economic and financial transactions concluded by the Company in the audit period;
2. of the completeness and accuracy of reflecting economic and financial transactions in the Company's documents.
   1. The Audit Commission shall act to the benefit of the Company’s shareholders and shall be accountable to the General Meeting of Shareholders of the Company.
   2. The activities of the Audit Commission shall be independent of officials of the Company’s management bodies.
   3. The Audit Commission takes responsibility to the General Meeting of Shareholders for the reliability and objectivity of audits results.
   4. The activities of the Audit Commission shall be governed by the laws of the Russian Federation, the Articles of Association of the Company, the present Regulations, and other internal documents of the Company approved by the General Meeting of Shareholders of the Company.
3. **Goals of the Audit Commission**
   1. The goals of the Audit Commission are as follows:
4. implementing control over the financial and economic activities of the Company;
5. carrying out an independent assessment of the reliability of the data contained in the Annual Report of the Company and the Annual Accounting Statements.
6. **Election procedure, composition and terms of office**

**of the Audit Commission of the Company**

* 1. The Audit Commission of the Company is elected by the General Meeting of Shareholders for the term of office till the next Annual General Meeting of Shareholders within the procedure stipulated by the Federal Law “On Joint Stock Companies” and the Articles of Association of the Company.

In case the Audit Commission is elected during the Extraordinary General Meeting of Shareholders of the Company the members of the Audit Commission of the Company are considered to be elected for the period till the date of the General Meeting of Shareholders.

* 1. In accordance with the Articles of Association of the Company the Audit Commission of the Company consists of 5 (Five) persons (members of the Audit Commission).
  2. Shareholders of the Company during the preparation of their proposals on candidates nominations for election to the Audit Commission aim to consider that candidates proposed by them to the Members of the Audit Commission of the Company can be elected consecutively for a period no more than 3 (three) consecutive terms if other restrictions for election are not stipulated by the legislation of the Russian Federation, the Article of Association of the Company and these Regulations.
  3. A member of the Audit Commission of the Company has the right to terminate powers in any time by giving the Chairperson of the Audit Commission of the Company a written notice.
  4. The authority of individual members or the entire Audit Commission may be terminated early by decision of the General Meeting of Shareholders.
  5. The Chairperson of the Audit Commission shall mandatorily initiate discussion on termination of powers of a member of the Audit Commission of the Company in case of his or her unscrupulous practice or infliction of harm to the Company, resulting in:

1. destruction, intentional damaging or falsification of documents and materials;
2. hiding of information on identified abusive practices of executive officers or other employees of the Company;
3. intentional deception of executive officers, other employees of the Company or shareholders on the Company operations;
4. divulgence of state secrets or confidential information on the Company operations;
5. other actions harmful to the Company.
   1. In case of early termination of powers of a member of the Audit Commission the powers of other members of the Audit Commission are not terminated.
   2. When the number of members of the Audit Commission of the Company is less half of the composition of the Audit Commission of the Company of the total number of its members stipulated by the Articles of Association of the Company the Chairperson of the Audit Commission of the Company has the right to appeal to the Board of Directors of the Company for initiation of convening of the Extraordinary General Meeting of Shareholders of the Company by the decision of the Board of Directors for election of members of the Audit Commission of the Company.
   3. When nominating candidates to the Audit Commission of the Company the following requirements to professional experience and candidates’ knowledge should be followed:
6. higher economic, financial or legal education;
7. work experience in internal audit divisions and control and auditing bodies;
8. knowledge in economics, finance, accounting, knowledge of business law, knowledge of specific sphere of the Company’s activity.
   1. Shareholders of the Company during the preparation of their proposals on candidates nominations for election to the Audit Commission aim to consider the following principles candidates lists formation:
9. not to include into the list candidates whose powers were early terminated for the reason specified in paragraph 3.6 of the current Regulations including other legal persons working in the Audit Commissions;
10. not to include into the list candidates who are employees of the Company.
    1. Candidates to be included into the composition of the Audit Commission of the Company shall confirm their consent to be elected to the Audit Commission of the Company in writing.
    2. Members of the Audit Commission of the Company cannot be members of the Board of Directors of the Company at the same time, as well as hold other positions in the Company’s management bodies.
11. **Chairperson and Secretary of the Audit Commission**
    1. The Chairperson of the Audit Commission of the Company is elected by members of the Audit Commission of the Company by a majority of votes of all elected members of the Audit Commission of the Company. The members of the Audit Commission shall be entitled at any time to re-elect the Chairperson of the Audit Commission of the Company by a majority of votes of the total number of the elected members of the Audit Commission of the Company.
    2. The Secretary of the Audit Commission of the Company is elected by members of the Audit Commission of the Company by a majority of votes of all elected members of the Audit Commission of the Company. The members of the Audit Commission shall be entitled at any time to re-elect the Secretary of the Audit Commission of the Company by a majority of votes of the total number of the elected members of the Audit Commission of the Company.
    3. The Chairperson and The Secretary of the Audit Commission of the Company newly elected shall be elected no later than 15 (fifteen) working days from the moment of election of the relevant composition of the Audit Commission of the Company.
    4. The Chairperson of the Audit Commission of the Company:
12. convene and conduct meetings of the Audit Commission of the Company;
13. approve agenda of meetings of the Audit Commission of the Company, as well as resolve necessary issues associated with the preparation and holding of the meetings of the Audit Commission of the Company;
14. organises current activities of the Audit Commission of the Company;
15. present the Audit Commission of the Company at the General meeting of Shareholders and meetings of the Board of Directors;
16. sign the minutes of the meeting of the Audit Commission of the Company and other documents from the Audit Commission of the Company.
    1. The Secretary of the Audit Commission of the Company:
17. maintains minutes writing of meetings of the Audit Commission of the Company;
18. ensures informing in a timely manner of the Company’s management bodies on the results of audits conducted by means of provision of an Act, Report of the Audit Commission of the Company in accordance with the requirements of these Regulations;
19. prepare and sign minutes of meetings of the Audit Commission of the Company;
20. maintains workflow, document flow, and storage of documents of the Audit Commission of the Company;
21. notifies members of the Audit Commission of the Company on holding of meeting of the Audit Commission of the Company and planned and non-planned audits of the Company’s activity;
22. performs other functions stipulated by the current Regulations.
23. **Rights and Obligations of the Audit Commission of the Company**
    1. The powers of the Audit Commission of the Company are as follows:
24. independently define methods and forms of audits, being guided by the current legislation of the Russian Federation and the current Regulations;
25. check documentation on financial and economic activity of the Company in full volume, on existence of sums of money and securities of the Company;
26. have free access to all office premises of the Company during the audits;
27. request within its competence that officials of the Company’s management bodies, the heads of the Company’s stand-alone divisions and the heads of divisions of the Company’s executive body provide the documents and materials necessary for the Audit Commission to carry out audits;
28. get necessary information from the third parties upon written request and with assistance of governing bodies and the shareholders of the Company who have charged to carry out an audit;
29. obtain from officials of the Company’s management bodies and from the heads and employees of divisions of the Company’s executive body written explanations relating to issues arising during audits;
30. seal safety vaults, stockrooms, archives and other office premises of the Company for a period during which the valuables and documents contained therein are checked for availability;
31. in case of forgery and reasonable doubts in authenticity of documents for the purpose of additional analysis copies of such documents shall be made and officials of the Company shall confirm authenticity of copies of documents by signing them and putting the seal of the Company;
32. issue instructions to officials of the Company’s management bodies and to the heads of divisions of the Company’s executive body on their immediate taking measures in connection with the revealed nonconformance if the failure to take such measures may lead to the loss of valuables or documents, or may encourage further violations;
33. request the convocation of the Extraordinary General Meeting of Shareholders of the Company and a meeting of the Board of Directors in the order determined by the laws of the Russian Federation, the Company Charter and the present Regulations;
34. address authorised persons with the offer on application of the measures of responsibility stipulated by the legislation of the Russian Federation in case of identification by the Audit Commission of the Company facts of violation of the law of the Russian Federation and internal documents of the Company;
35. in case of need to involve experts in the respective areas (Law, Economics, Finance, Accounting, Management, Economic Security and other branches of knowledge) in the working process who aren't holding positions in the Company and specialised organisations as well, to call upon the Company to conclude the civil contracts with specified experts and organisations.
    1. The Audit Commission of the Company shall:
36. carry out audits of financial and economic activities of the Company on the results of operations for the year, and also at any time on the initiative, according to the decision of the General Meeting of Shareholders of the Company, the Board of Directors of the Company or upon the demand of the shareholder (shareholders) of the Company owning in total not less than 10 percent of voting shares;
37. notify the sole executive body of the Company in a timely manner about the start of audit;
38. inform governing bodies of the Company on results of the carried-out audits in a timely manner;
39. in the order established by the the Articles of Association of the Company to demand convocation of the General Meeting of Shareholders of the Company in case of real threat to the interests the Company;
40. to submit the Report on the results of annual audit of activity of the Company, including assessment of the annual report of the Company to the Board of Directors not later than 45 (forty five) days before the date of the Annual General Meeting of Shareholders of the Company.
    1. The Chairperson of the Audit Commission of the Company with members (member) of the Audit Commission of the Company by the invitation of the General Meeting of Shareholders of the Company or the Board of Directors of the Company is obliged to be present at the General Meeting of Shareholders of the Company, at meetings of the Board of Directors of the Company where the results of audits of activity of the Company are considered.
    2. Members of the Audit Commission of the Company cannot delegate the powers to other persons, including by proxy.
    3. Members of the Audit Commission of the Company shall:
41. participate personally in meetings of the Audit Commission and in audits of the Company’s financial and economic activities;
42. ensure that any received information is kept confidential and prevent any unauthorised disclosure of the information acquired during audits.
    1. Members of the Audit Commission of the Company bear responsibility under the procedures set up by the legislation of the Russian Federation:
43. for non-execution or inadequate execution of the duties;
44. for a failure to ensure the safety of information which has become familiar to them during execution of the duties and is the state, office and (or) trade secret, personal data, other confidential information according to requirements of the current legislation of the Russian Federation;
45. in other cases established by the legislation of the Russian Federation and the present Regulations.
46. **Rights and Obligations of the Company**
    1. Within the existing competence employees of the Company shall:
47. create for members of the Audit Commission of the Company and for professionals (experts) involved into the working process of the Audit Commission conditions to ensure effective audits, provide all necessary information and documentation and specify explanations in an oral and written form by request (oral or written). Required documents and materials have to be submitted to members of the Audit Commission of the Company within 2 (two) working days from the moment of receiving request;
48. оперативно устранять все выявленные Ревизионной комиссией Общества нарушения, в том числе по ведению бухгалтерского учета и составлению бухгалтерской и иной финансовой отчетности;
49. quickly address all violations found by the Audit Commission of the Company including violations regarding financial accounting procedure and preparaion of accounting and other financial statements;
50. promote respect for the rights of the Audit Commission of the Company.
    1. The Soul Executive Body of the Company shall:
51. get the information regarding the start of audits in a timely manner;
52. get familiarised with the audits results conducted by the Audit Commission of the Company;
53. get familiarised with the decisions of the Audit Commission of the Company.
54. **Organisation of work of the Audit Commission of the Company**
    1. The Audit Commission of the Company adopts the decisions during its meetings.
    2. The first meeting of the Audit Commission of the Company after the election of its members is held not later than 15 working days from the date when the decision is made by the General Meeting of Shareholders of the Company upon the initiative of any member of the Audit Commission of the Company. On the first meetings of the Audit Commission of the Company the issues regarding the election of the Chairperson and the Secretary of the Audit Commission of the Company shall be covered.
    3. On the meeting of the Audit Commission of the Company that shall be held not later than 45 (forty-five) days from the moment of election of the new composition of the Audit Commission of the Company during the Annual General Meeting of Shareholders plan of work of the Audit Commission of the Company is approved.
    4. Further meetings of the Audit Commission of the Company and audits of the Company’s activities are performed in accordance with the approved annual plan of work of the Audit Commission of the Company.
    5. The plan of work of the Audit Commission of the Company includes:
55. areas of audits (types of financial and economic activities of the Company, separate areas of the Company’s activities);
56. defining the form of audit in each area (documental, audit according the location of the area of audit (on site audit);
57. the period of audits of the Company’s activities (annual, quarter), approximate terms of audits’ periods;
58. schedule of meetings of the Audit Commission of the Company regarding resolving the issues on preparation and audits of the Company’s activities, on summarising the results of audits of the Company’s activities;
59. the list of financial and (or) economic documentation needed for performing the audit of each area of audit;
60. defining members of the Audit Commission of the Company responsible for the preparation for audits, collection of the information and necessary documents and materials;
61. other issues regarding the organisation of meetings and audits of the Audit Commission of the Company.
    1. Upon the initiative of the Chairperson of the Audit Commission of the Company or upon the proposal of members of the Audit Commission of the Company unplanned meetings of the Audit Commission of the Company may be held and convened by the Chairperson of the Audit Commission of the Company.
62. **Procedure for organising and holding meetings of the Audit Commission of the Company**
    1. Meetings of the Audit Commission of the Company are held for organisational issues of activities of the Audit Commission of the Company to be resolved as well as each time before the start of the audit and upon the audits results.
    2. The Chairperson of the Audit Commission of the Company convenes the meeting of the Audit Commission of the Company in accordance with the approved plan of work of the Audit Commission of the Company upon his or her own initiative or upon the initiative of a member of the Audit Commission of the Company as well as on the basis of the decision of the General Meeting of Shareholders of the Company, the Board of Directors of the Company or upon the requirement of shareholders of the Company (holding no less than 10 (ten) percent of voting shares of the Company) on audit of financial-economic activity of the Company to be performed.
    3. The Chairperson of the Audit Commission of the Company shall do the following while the preparation for the meeting of the Audit Commission of the Company:
63. set the date, time and location for holding the meeting (summarising results of absentee voting);
64. form of the meeting (joint presence, absentee voting);
65. approve (signs) the meeting agenda;
66. determines the list of materials and documents (information) needed for covering the issues of the agenda of the meeting of the Audit Commission of the Company;
67. determines the list of persons invited for participation in the meeting of the Audit Commission of the Company (in case of joint presence);
68. resolves other issues regarding the preparation for the meeting of the Audit Commission of the Company.
    1. Notification of members of the Audit Commission of the Company on holding the meeting of the Audit Commission of the Company is made by the Secretary of the Audit Commission of the Company in written form not later than 10 (ten) working days before the date of the meeting.

In case of absentee meeting in cases stipulated by the current Regulations members of the Audit Commission of the Company receive notification together with the materials regarding agenda issues and the questionnaire not later than 15 (fifteen) working days before the date of summarising the voting results.

* 1. Notification to members of the Audit Commission of the Company is made in accordance with the place specified by the member of the Audit Commission of the Company including e-mail address.
  2. The member of the Audit Commission of the Company is deemed notified from the date when the notification is sent to the place specified in paragraph 8.5 of the current Regulations.
  3. According the decision of members of the Audit Commission of the Company invited persons and attracted professions (experts) can take part in meetings.
  4. The meeting of the Audit Commission of the Company is deemed authorised in case if no less than half of the total number of members of the Audit Commission of the Company take part in the meeting or in case if written opinions regarding issues of the agenda of the Audit Commission of the Company are received before the meeting from no less than half of members of the Audit Commission of the Company.
  5. For efficiency of decision-making project agreement of decisions of the Audit Commission of the Company may be conducted before the moment of the meeting of the Audit Commission of the Company by means of sharing the details by fax, e-mail or other types of connection approved by members of the Audit Commission.
  6. The decision regarding the issues of the meeting agenda of the Audit Commission of the Company is adopted by simple majority of votes from the total number of members of the Audit Commission of the Company.

When adopting the decision during the meeting of the Audit Commission of the Company each member of the Audit Commission of the Company holds one vote.

In case of equity of votes the vote of the Chairperson is considered pivotal.

* 1. The meeting of the Audit Commission of the Company is held in form of joint presence of members of the Audit Commission of the Company. Holding the meeting in form of absentee voting is allowed.
  2. In case if the member of the Audit Commission of the Company cannot be present on the meeting he or she may express his or her opinion by means of filling in the questionnaire regarding all issues of the meeting agenda and sending it to the address of the Chairperson of the Audit Commission of the Company. The questionnaire shall be received by the Chairperson of the Audit Commission of the Company not later than 1 (one) working day before the date of the meeting.
  3. Opinions of absent members of the Audit Commission of the Company expressed by means of questionnaires are declared by the Chairperson of the Audit Commission of the Company during the meeting and written down in the minutes.
  4. The meeting of the Audit Commission of the Company held in form of joint presence includes the following stages:

1. opening of the meeting by the Chairperson of the Audit Commission of the Company;
2. determining quorum of the meeting;
3. declaration of issues of the meeting agenda;
4. presentations of reports and messages on issues of the meeting agenda and discussion;
5. formulisation of draft decision on items of the meeting agenda by the Chairperson of the Audit Commission of the Company;
6. voting on issues of the agenda;
7. summarising the voting results;
8. decalaraion of decisions of the Audit Commission of the Company on agenda issues.
   1. The meeting of the Audit Commission of the Company held in form of questionnaires includes the following stages:
9. the reception and calculation of the questionnaires which have arrived from members of the Audit Commission of the Company in term, established in the questionnaire for an absentee voting;
10. determination of quorum of the meeting of the Audit Commission of the Company;
11. counting of votes, presented in questionnaires and summing up voting results;
12. processing the minutes of the meeting of the Audit Commission of the Company.
    1. At the meeting of the Audit Commission of the Company held before the start of each audit the following questions of preparation and conducting of the forthcoming check are considered:
13. determination of an area of audit (accounting and statistical reports, other);
14. procedure, terms and volume of audit;
15. approval of the program of audit;
16. determining the list of information and materials necessary for audit, ways and sources of their receiving;
17. determining the list of persons who need to be attracted to audit (for giving explanations and clarifying separate issues);
18. setting a date of the meeting of the Audit Commission of the Company for summing up the audit results;
19. determining the member of the Audit Commission of the Company responsible for preparation of the draft of the Act, Report of the Audit Commission of the Company for the meeting of the Audit Commission of Company aimed to sum up the audit results;
20. resolving other issues.

The meeting of the Audit Commission of the Company concerning preparation and conducting of audit can be held without joint presence of members of the Audit Commission of the Company by holding an absentee voting (by poll).

* 1. At the meeting of the Audit Commission of the Company held following the results of each audit the following issues are considered:

1. discussion regarding the information obtained during the audit and sources of its receiving;
2. summing up the audit;
3. generalisation of conclusions and creation of offers on the basis of audit results;
4. approval and signing of the Act and the Report of the Audit Commission of the Company on the audit results;
5. resolving the issue regarding the release of the Instruction of the Audit Commission;
6. determining and analysis of causes of infringement of the legislation of the Russian Federation and the Articles of Association of the Company, and discussion of possible options of their elimination and prevention in the future;
7. making decision on the appeal to the address of governing bodies of the Company, their officials and heads of structural divisions of executive office regarding the need of elimination of the violations revealed during the audit; the recommendations on responsibility measures application to the persons caused violations;
8. other questions connected with audit summing up.
   1. The members of the Audit Commission of the Company participating in the meeting and having an opinion different from one approved at the meeting carried out on results of the audit shall have the right to create the dissenting opinion. The dissenting opinion is an integral part of the Minutes of the Audit Commission of the Company.
   2. The member of the Audit Commission of the Company during the process of identification of violations of the law of the Russian Federation and the Articles of Association of the Company, and other internal documents of the Company while implementation of the Company's activities is obliged to direct the written statement with the description of nature of the violations and persons caused them to the Chairperson of the Audit Commission of the Company no later than 3 (three) working days from the moment of their identification.

At the same time the Chairperson of the Audit Commission of the Company is obliged to convene a special meeting of the Audit Commission of the Company in the form of joint presence within 10 (ten) working days from the moment of obtaining information on the revealed violations.

* 1. At the meeting of the Audit Commission of the Company the Secretary of the Audit Commission of the Company writes minutes of the meeting.
  2. The minutes of the Audit Commission of the Company shall contain:

1. the date, time and place of the meeting (summarising the voting results);
2. the list of members of the Audit Commission of the Company and persons attending the meeting;
3. the list of members of the Audit Commission of the Company voting by means of filling in questionnaires;
4. information regarding the meeting quorum;
5. issues included into the meeting agenda;
6. main topics of presentations, papers and reports regarding issues of the agenda (only for the meeting in form of joint presence);
7. information regarding special opinions of members of the Audit Commission of the Company;
8. issues put to the vote, and vote results on them;
9. decisions adopted by the Audit Commission of the Company.
   1. The minutes of the Audit Commission of the Company are written in two copies no later than 5 (five) working days from the moment of the meeting (summing up an absentee voting) and are signed by the Chairperson and the Secretary of the Audit Commission of the Company.
   2. Materials (reports, acts and other documents) which formed the basis for decision-making are applied to the minutes.
   3. If agreement on the discussed issues happened by poll, the questionnaires received from members of the Audit Commission of the Company are put to the minutes.
   4. Copies of minutes of the Audit Commission of the Company are provided (are sent) to all members of the Audit Commission of the Company.
   5. The Secretary of the Audit Commission of the Company is responsible for storage of the first copy of the minutes.

The second copy of the minutes is transferred to storage to the Company. the Company is obliged to store minutes of meetings of the Audit Commission of the Company and to ensure their discloser upon the demand of Shareholders of the Company.

1. **Audit Procedure**
   1. Audit of financial and economic activity of the Company is carried out following the annual results of the Company's activity as well as at any time upon the initiative of the Audit Commission of the Company, the decision of the General Meeting of Shareholders, the Board of Directors of the Company, or upon the demand of the shareholder (shareholders) of the Company owning in total not less than 10 percent of voting shares of the Company.
   2. Planned inspection of financial and economic activity of the Company is carried out according to the approved annual plan of work of the Audit Commission of the Company.
   3. Unscheduled inspection of financial and economic activity of the Company is carried out:
2. on the basis of the decision of the Audit Commission of the Company;
3. on the basis of the decision of the General Meeting of Shareholders, the Board of Directors of the Company;
4. upon the demand of shareholders (a shareholder) of the Company owning in total not less than 10 percent of voting shares of the Company.
   1. Unless otherwise provided by a decision by the Audit Commission of the Company, the General Meeting of Shareholders of the Company on holding the unscheduled audit, the meeting of the Audit Commission of the Company to be held in accordance with paragraph 8.16 of the current Regulations shall be carried out no later than 30 (thirty) working days from the date of receipt of the written requirement or the decision specified in paragraph 9.3 of the current Regulations.
   2. Audit of financial and economic activity of the Company is carried out according to the program of audit and decisions made at meetings of the Audit Commission of the Company.
   3. During the audit of the Audit Commission of the Company the following activities are carried out:
5. check of the financial, accounting, payment and settlement and other documentation of the Company connected with implementation of financial and economic activity of the Company regarding its compliance to the legislation of the Russian Federation, to the current Articles of Association, internal and other documents of the Company;
6. check and analysis of financial status of the Company, its solvency, functioning of system of internal control and risk management system, liquidity of assets, ratios of own and borrowed funds, correctness and timeliness of charge and payment of interest on bonds, income on other securities;
7. control of expenditure of funds of the Company according to the approved business plan and the budget of the Company;
8. control of formation and use of reserve and other special funds of the Company;
9. check of timeliness and correctness of conducting settlement operations with contractors and budget and also settlement operations on compensation, social insurance, charge and payment of dividends and other settlement operations;
10. control of observance of established procedure of write-off on losses of the Company of debt of insolvent creditors;
11. check of the economic operations of the Company which are carried out according to the signed contracts;
12. check of observance when using material, labor and financial resources in financial and economic activity of the existing contracts, norms and standards, the approved estimates and other documents regulating activity of the Company;
13. control of safety and use of fixed assets;
14. check of cash desk and property of the Company, efficiency of use of assets and other resources of the Company, identification of the reasons of non-productive losses and expenses, identification of reserves of improvement of a financial condition of the Company;
15. check of implementation of instructions on elimination of the violations and shortcomings which are earlier revealed by the Audit Commission of the Company;
16. development of recommendations for governing bodies of the Company;
17. other actions connected with check of financial and economic activity of the Company.
18. **Involving experts to audits**
    1. The Audit Commission of the Company has the right to involve professionals (experts) into the work on the basis of the signed contracts between them and the Company. Conditions of contracts with the involved professionals (experts) who aren't members of the Audit Commission are approved by the decision of the Board of Directors of the Company
    2. Both physical and legal entities (the specialised organisations) can act as professionals (experts). Involvement of the specialised organisations is carried out according the procedure established by the current legislation and internal documents of the Company regulating purchasing activity.
    3. The decision regarding the need of involvement of professionals (experts) is made by members of the Audit Commission of the Company during the meetings of the Audit Commission of the Company.
    4. The decision is written in the minutes of the Audit Commission of the Company in which the bases for involvement of professionals (experts) shall be reflected
    5. Following the results of the decision the Chairperson of the Audit Commission provides inclusion of the relevant issue in the agenda of a meeting of the Board of Directors of the Company.
19. **Documents generated following audit results of the Audit Commission of the Company**
    1. Final documents of the Audit Commission following audit results are the Act of the Audit Commission, the Report of the Audit Commission, the Instruction of the Audit Commission.
    2. Following the results of each audit of financial and economic activity of the Company of the Audit Commission of the Company the Act is drawn up. The Act of the Audit Commission of the Company shall consist of three parts: introductory, analytical and conclusion.
       1. The introductory part of the Act of the Audit Commission of the Company shall include:
20. the name of the whole document - "The Act of the Audit Commission of Public Joint Stock Company of the Power Industry and Electrification "Lenenergo"
21. the date and place of compilation of the Act;
22. the date (period) and place where the audit took place;
23. the basis for audit (decision of the Audit Commission, the General Meeting of Shareholders, the Board of Directors, shareholders (a shareholder) of the Company;
24. audit purpose (determination of legality of the Company's activity, establishment of reliability of accounting and other documentation, its compliance with the legislation of the Russian Federation, other);
25. area of audit (a certain Company's activity, financial and economic documentation, including accounting and statistical reports, other);
26. the list of the requirements regarding providing information announced during the audit to governing bodies, heads of structural and separate divisions, branches and representative offices of the Company;
27. rejections in providing information and motives of failure of its provision;
28. data regarding written explanations from the Soul Executive Body, members of the Board of Directors and employees of the Company;
29. data regarding experts involvement to work of the Audit Commission of the Company for resolving deparate issues of financial and economic activity who aren't holding positions in the Company and also information on the contracts conclusion with them and their contracts performance;
30. the list of the regulations and other documents regulating activity of the Company which have been used when conducting the audit.
    * 1. An analytical part of the Act of the Audit Commission of the Company shall contain objective assessment of a condition of the checked area and include:
31. general results of verification of documentation of accounting and reporting and other documentation of financial and economic activity of the Company;
32. the description of violations of requirements of local regulations, conditions of signed contracts and carried-out transactions made by the Company, non-executions of decisions of governing bodies;
33. information on the facts of violation of procedure for conducting accounting and preparation of financial statements as well as violation of procedure of financial and economic activity of the Company.
    * 1. Conclusion part of the Act of the Audit Commission of the Company represents the reasoned conclusions of the Audit Commission of the Company regarding audit results.
    1. By results of assessment of reliability of the data which are contained in the annual report of the Company, accounting reports the Report of the Audit Commission of the Company which shall consist of two parts is formed: introduction and conclusion.
       1. The introduction of the Report of the Audit Commission of the Company shall include:
34. the name of the whole document - "The Act of the Audit Commission of Public Joint Stock Company of the Power Industry and Electrification "Lenenergo"
35. the date and place of compilation of the Act;
36. the date (period) and place where the audit took place;
37. the basis for audit (decision of the Audit Commission, the General Meeting of Shareholders, the Board of Directors, shareholders (a shareholder) of the Company;
38. audit purpose (determination of legality of the Company's activity, establishment of reliability of accounting and other documentation, its compliance with the legislation of the Russian Federation, other);
39. area of audit (a certain Company's activity, financial and economic documentation, including accounting and statistical reports, other);
    * 1. Conclusion of the Report of the Audit Commission of the Company shall include:
40. confirmation of reliability of the data which are contained in the annual report of the Company and annual accounting (financial) reports;
41. information on the facts of violation of procedure for conducting accounting and preparation of financial statements as well as violation of procedure of financial and economic activity of the Company.
    1. At identification of violations and shortcomings, the Audit Commission of the Company forms the Instruction to the Soul Executive Body of the Company which contains recommendations and offers on elimination of the reasons established during auditing check and consequences of violations of the current legislation of the Russian Federation, the Articles of Association and internal documents of the Company, conditions of the signed contracts and the carried-out transactions, carrying out economically unreasonable and inefficient (inexpedient) economic and financial transactions, non-executions of decisions of governing bodies of the Company.
    2. The Act, the Report of the Audit Commission of the Company are written in 3 (three) copies no later than 10 (ten) working days from the moment of conducting audit and are signed by all members of the Audit Commission of the Company participating in audit at the meeting of the Audit Commission of the Company following the results of audit.
    3. The experts involved into the audit don't sign the Act and the Report, the available expert materials are put to the Act and the Report.
    4. One copy of the Act and the Report is stored by the Secretary of the Audit Commission of the Company, one goes to the Chairperson of the Board of Directors of the Company, one - to the Soul Executive Body of the Company.
    5. The instruction of the Audit Commission of the Company is written in 2 (two) copies in the terms established by the decision of the Audit Commission at the meeting of the Audit Commission of the Company following the results of aufit and is signed by the Chairperson of the Audit Commission.
    6. One copy of the Instruction is stored by the Secretary of the Audit Commission of the Company, one goes to the Soul Executive Body of the Company.
    7. The Company is obliged to store Acts, Reports and Instructions of the Audit Commission of the Company and provide them with the access in the order established by the legislation and internal documents of the Company.