

APPROVED
by resolution of the Board of
Directors
of PJSC “Moscow United Electric
Grid Company”

dated

(Minutes No. _____ dated
_____)

REGULATIONS
on the Reliability Committee of the Board of
Directors of PJSC “Moscow United Electric Grid
Company”

(new version)

1. General provisions

1.1. The Regulations on the Reliability Committee of the Board of Directors of PJSC “Moscow United Electric Grid Company” were developed in accordance with the legislation of the Russian Federation, the Articles of Association of PJSC “Moscow Regional Electric Grid Company” and the Regulations on the procedure for convocation and conduct of meetings of the Board of Directors of PJSC “Moscow Regional Electric Grid Company”.

1.2. The Reliability Committee of the Board of Directors of PJSC “Moscow Regional Electric Grid Company” (hereinafter referred to as the Committee) is created by resolution of the Board of Directors of the Company and is a consultative and advisory body that ensures effective performance by the Board of Directors of the Company of the functions of exercising general management of activities of the Company.

The Committee is not a body of the Company and shall be not entitled to act on behalf of the Company.

Resolutions of the Committee serve as guidelines for the Board of Directors of the Company.

1.3. Activities of the Committee shall be guided by Federal laws, other regulations of the Russian Federation, the Articles of Association of the Company, the Regulations on the procedure for convocation and conduct of meetings of the Board of Directors of the Company, resolutions of the Board of Directors of the Company and these Regulations.

2. Goals and objectives of the Committee

2.1. The main goal of the Committee is ensuring effective resolution by the Board of Directors of the Company of the issues falling within its competence.

2.2. The objectives of the Committee are:

2.2.1. Development and presentation of recommendations (opinions) to the Board of Directors of the Company pertaining to the following areas of activities of the Board of Directors:

1) expert evaluation of production programs, plans for re-equipment, renovation, new construction and repair of electric grid facilities, analysis of their design and implementation in terms of requirements concerning the integrated reliability and technical condition of electric grids;

2) assessment of the completeness and adequacy of the measures based on results of accidents investigation in accordance with the Rules of investigating the

causes of accidents in the power engineering industry (approved by Order of the Government of the Russian Federation No. 846 dated 28.10.2009) as well as their implementation monitoring;

3) expert evaluation of the quality of investigations of the causes of technological disturbances (accidents);

4) expert evaluation of activities of the Company in the field of emergency response (ensuring preparedness, organizing and carrying out emergency response and restoration works at electric grid facilities);

5) expert evaluation of the programs on prevention and reduction of injury risks for the Company and third party personnel at electrical installations of the Company as well as monitoring of their implementation;

6) monitoring and evaluation of activities of the technical services of the Company with regard to ensuring reliable operation of electric grids and industrial safety;

7) expert evaluation of the internal technical control system of the Company;

8) expert evaluation of the OHS management system of the Company;

9) expert evaluation of the environmental policy implementation program;

10) expert evaluation of the fire and industrial safety system.

3. Competence of the Committee

Preliminary consideration, analysis and development of recommendations (opinions) on the following issues of the Board of Directors of the Company concerning the priority areas of activities shall fall within the competence of the Committee:

1) Analysis of production activities with regard to assessment of:

– readiness of the Company for the autumn and winter period and other special periods, such as a period of floods, fire hazardous period, period of storms, etc.;

– implementation of production programs, targeted programs on the reliability improvement and plans for re-equipment, renovation, new construction and repair of electric grid facilities of the Company;

– organization of the OHS management system;

– organization of the internal technical control system;

– level of the power facilities maintenance;

– implementation of environmental safety programs;

– organization of the operational, process and situation management;

– performance of emergency response and restoration works;

– quality of investigation into the causes of technological disturbances (accidents) and development of the preventive actions to eliminate repetition of such events;

– compliance with instructions of controlling and inspecting organizations.

2) Assessment of the quality of planning and analysis of the activities aimed at renovation of power facilities of the Company.

3) Assessment of activities of the technical services of the Company and the work of their managers.

4) Preliminary consideration of proposals for reorganization of the management system of the Company (changing the number of management levels, creation / elimination / rearrangement of production departments, power distribution zones).

5) Other issues pertaining to the above ones, as well as the issues considered in accordance with instructions of the Board of Directors of the Company.

4. Rights of the Committee

4.1. In order to fulfill its functions, the Committee shall be entitled to:

- conduct research relating to the issues that fall within its competence;
- request and receive the information and documents necessary for carrying out its activities from officials of the Company and request information from third party organizations through the Chairperson of the Board of Directors or the General Director of the Company;
- receive professional services from third party organizations or engage (on a contractual basis) third parties that have special expertise as experts (consultants) that have special knowledge in relation to the issues that fall within the competence of the Committee on the budget of the Committee;
- involve employees, management of the Company, members of other Committees of the Board of Directors of the Company and other persons in meetings of the Committee;
- develop, if necessary, and submit for approval to the Board of Directors of the Company any draft amendments and additions to these Regulations.

5. Responsibilities of the Committee

5.1. The Committee shall:

- 1) fulfill the functions imposed on the Committee in accordance with these Regulations, requirements of the legislation of the Russian Federation, the Articles of Association and internal documents of the Company;
- 2) submit to the Board of Directors economically viable and legally substantiated recommendations (opinions) on the agenda items of the meeting of the Board of Directors of the Company that fall within the competence of the Committee;
- 3) in a timely manner notify the Board of Directors of the Company of technical risks that the Company is exposed to;
- 4) not disclose the information about the Company that is classified as a commercial secret and/or the information for official use only.

6. Support of activities of the Committee

6.1. The Committee shall be funded in accordance with the budget of the Committee for the relevant year proposed by the Chairperson of the Committee and

approved by the Board of Directors of the Company. A decision of the sole executive body of the Company on the possibility to allocate the planned amount of funds for the proposed budget shall be attached to the draft budget.

6.2. A separate expenditure item for funding activities of the Committee shall be included in the expenditure budget of the Company. Expenditures of the Committee include, among other things, the remuneration of the Chairperson, members and Secretary of the Committee, including those not being members of the Board of Directors of the Company.

6.3. The sole executive body of the Company shall, upon request of the Chairperson of the Committee and in order to hold meetings of the Committee, provide the Committee with the premises, ensure free access to the premises of the persons listed in the said request and take other measures to ensure that the meeting of the Committee is held.

7. Composition and procedure for formation of the Committee, rights of members of the Committee

7.1. The number of members of the Committee shall be determined by the resolution of the Board of Directors of the Company and shall amount to at least three (3) and not more than nine (9) members.

7.2. Members of the Committee shall be elected by the Board of Directors of the Company from among the candidates nominated by members of the Board of Directors of the Company.

7.3. It is recommended that the Committee should be composed of representatives of shareholders of the Company, head of engineering of the Company, head of the financial and economic unit of the Company, head of the development and services provision unit of the Company.

7.4. Each member of the Board of Directors of the Company shall be entitled to nominate not more than three (3) candidates for the Committee.

7.5. Members of the Committee shall be elected for a period until the first meeting of a new composition of the Board of Directors.

7.6. Only natural persons can be members of the Committee. It is possible that a member of the Committee is not a member of the Board of Directors of the Company.

7.7. The powers of any or all members of the Committee can be terminated before expiry of their term by a resolution of the Board of Directors of the Company.

The Chairperson and members of the Committee may resign by sending a resignation letter to the Chairperson of the Board of Directors of the Company and the Chairperson of the Committee not later than fifteen (15) calendar days prior to the expected termination of office in the Committee.

The powers of a member of the Committee shall be terminated and the vote of a member of the Committee shall not be taken into account when determining the quorum and summing up results of the voting from the date specified in the letter, and if the date is not specified, then from the date of receipt of the letter by the Chairperson of the Board of Directors of the Company.

7.8. Should the number of members of the Committee become less than the number specified by a resolution of the Board of Directors, the Board of Directors of

the Company shall additionally elect the required number of members of the Committee.

7.9. Members of the Committee, within the competence of the Committee, shall be entitled to:

1) request in writing, subject to mandatory notification of the Chairperson of the Committee, the documents and information necessary for adoption of a resolution on the issues that fall within the competence of the Committee from the collective and/or sole executive body of the Company and heads of structural subdivisions of the Company directly or through the Secretary of the Committee;

2) submit written proposals on development of the work plan of the Committee;

3) put items on the agenda of meetings of the Committee in accordance with the procedure established by these Regulations;

4) demand to convene a meeting of the Committee.

7.10. Members of the Committee shall, in exercising their rights and duties, act in the best interests of the Company and exercise their rights and duties in relation to the Company efficiently and in good faith.

8. Chairperson of the Committee

8.1. The Chairperson of the Committee shall manage and organize activities of the Committee.

8.2. The Chairperson of the Committee shall be elected by the Board of Directors of the Company from among the elected members of the Committee. The person that fulfills the functions of the sole executive body of the Company or the persons being members of the collective executive body of the Company or the persons holding positions in management bodies of the management organization of the Company cannot be elected as the Chairperson of the Committee.

8.3. The Board of Directors of the Company shall be entitled to re-elect the Chairperson of the Committee in the cases when he/she cannot fulfill the duties of the Chairperson (transfer to a new position, dismissal, etc.) or performs the duties of the Chairperson improperly.

8.4. In the absence of the Chairperson of the Committee, his/her duties shall be performed by the Deputy Chairperson of the Committee. The Deputy Chairperson of the Committee shall be elected by members of the Committee from among themselves by a majority of the votes of the total number of members of the Committee. The restrictions specified in clause 8.2 of these Regulations shall apply to the candidate for the Deputy Chairperson.

8.5. The Chairperson of the Committee shall:

8.5.1. Convene scheduled and extraordinary meetings of the Committee, namely, ensure notification of members of the Committee of the next meeting in accordance with the procedure established by these Regulations; determine the agenda and the form of holding meetings (*in presentia or in absentia*) if the form of the meeting was not specified by a resolution of the Committee or its work plan beforehand; and oversee the process of conducting meetings of the Committee held in an absentee ballot format.

8.5.2. Chair meetings of the Committee, which involves:

1) determining, in accordance with the information provided by the Secretary of the Committee, the presence or absence of the quorum at the meeting, including the quorum for adoption of a resolution on a certain agenda item;

2) taking measures to adjourn the meeting in the case of absence of the quorum and organizing notification of the absent members of the Committee of the resolution adopted;

3) putting draft resolutions proposed by members of the Committee at a meeting and/or in the course of its preparation to the vote on a first in, first out basis; organizing the voting on such draft resolution;

4) announcing the resolution of the Committee adopted (based on voting results) at a meeting of the Committee held *in presentia*;

5) organize that the minutes of a meeting of the Committee are kept;

6) organize the work of the Secretary of the Committee;

7) sign the minutes of a meeting of the Committee as the chair.

8.5.3. Monitor implementation of the work plan of the Committee.

8.5.4. Represent the Committee in relations with the Board of Directors of the Company, executive bodies of the Company or other bodies, organizations and persons.

8.5.5. Organize official correspondence of the Committee, sign letters, requests for information and other documents on behalf of the Committee taking into account the rights provided to members of the Committee.

8.5.6. Monitor compliance with requirements of these Regulations.

8.5.7. Take a decision on engagement of outside organizations for receipt of professional services or third parties as experts (consultants) that have special expertise in relation to the issues that fall within the competence of the Committee on the budget of the Committee.

The said powers can be exercised by the Chairperson of the Committee only based on a power of attorney issued in accordance with the effective legislation of the Russian Federation.

8.5.8. Exercises other powers in accordance with these Regulations.

9. Secretary of the Committee

9.1. The Secretary of the Committee shall be appointed by the Committee at the proposal of the Chairperson of the Committee or his/her Deputy. The Secretary of the Committee shall report to the Chairperson of the Committee, shall not be a member of the Committee and shall fulfill the following functions:

9.1.1. Organizational, informational and paperwork support of the Committee activities in connection with preparation and conduct of meetings and between meetings of the Committee, including:

1) informing, on the instructions of the Chairperson of the Committee, all members of the Committee about the forthcoming scheduled and extraordinary meetings;

2) sending the documents and materials necessary for holding a meeting of the Committee to members of the Committee;

3) registering correspondence addressed to the Committee and/or members of the Committee (including inquiries, demands, requests) and providing organizational

support of preparation of relevant responses or explanations as well as other forms of reaction of the Committee to the correspondence received; forwarding to members of the Committee the correspondence received to their address and providing assistance, if necessary, to members of the Committee in preparation of responses to letters, inquiries, requests, etc.;

4) making arrangements to record speeches at meetings of the Committee (keeping minutes or making transcripts);

5) providing technical and organizational assistance to members of the Committee responsible for preparation of the agenda item at scheduled and extraordinary meetings of the Committee;

6) making arrangements to print, reproduce, translate and send to the appropriate parties the documents and materials, including editing of draft documents and materials of the Committee;

7) ensuring that the invited persons attend the meeting of the Committee and monitoring of compliance of the actual participation in the meeting of an invited person with the agenda item considered;

8) making arrangements for holding scheduled meetings of the Committee held *in presentia* (premises, materials, unhindered access to the relevant premises of the Committee members and invited persons, provision of the newly received materials, secretarial services, etc.).

9.1.2. Ensures that the questionnaires are compiled and sent to members of the Committee, and that they are summarized and processed.

9.1.3. Provides organizational support of the voting process at the meeting of the Committee.

9.1.4. Ensures that the minutes of a meeting of the Committee are issued not later than two (2) working days after the meeting.

9.1.5. Organizes interaction with the sole executive body and administrative apparatus of the Company aimed at archiving and storing all documents and materials pertaining to activities of the Committee.

9.1.6. Executes the instructions of the Chairperson of the Committee falling within the competence of the Chairperson of the Committee;

9.1.7. Exercises other powers in accordance with these Regulations.

10. Meetings of the Committee

10.1. Meetings of the Committee shall be convened by the Chairperson of the Committee in accordance with the work plan approved at a meeting of the Committee (scheduled meetings) and in other cases specified in these Regulations.

10.2. The work plan of the Committee shall be developed by the Chairperson of the Committee taking into account the approved work plan of the Board of Directors of the Company and proposals of the Chairperson of the Board of Directors of the Company, members of the Committee and resolutions of the Board of Directors of the Company.

10.3. The work plan of the Committee shall be approved at the meeting of the Committee to be held not later than within twenty (20) days after the meeting of the Board of Directors of the Company where the Work Plan of the Board of Directors of the Company was approved or within a month after creation of the Committee.

10.4. When convening a meeting of the Committee, the Chairperson of the Committee shall determine the date, time, place and form of holding the meeting, the agenda and list of the persons invited to participate in the meeting of the Committee.

10.5. The agenda of a scheduled meeting shall be formed by the Chairperson of the Committee in accordance with the approved work plan of the Committee, resolutions of the Board of Directors of the Company, proposals of the Chairperson of the Board of Directors of the Company.

10.6. Extraordinary meetings of the Committee shall be held:

- in accordance with the notice received from the Secretary of the Board of Directors of the Company of convening the meeting of the Board of Directors of the Company whose agenda includes the item (items) categorized by these Regulations as falling within the competence of the Committee;
- at the initiative of the Chairperson of the Committee;
- based on the resolution of the Board of Directors of the Company or on the resolution of the Committee;
- on demand of the Chairperson of the Board of Directors of the Company, a member of the Committee.

10.7. The demand of the Chairperson of the Board of Directors of the Company or a member of the Committee for convocation of a meeting of the Committee shall be sent to the Chairperson of the Committee in a written form not later than seven (7) working days prior to the date of the meeting and shall contain the wording of the agenda item, justification of the necessity to consider the agenda item at the meeting, draft resolution of the Committee and accompanying materials and information.

The demand for convocation of a meeting of the Committee shall be signed by the person sending the demand. At the same time, a copy of the demand for convocation of a meeting of the Committee with all attachments shall be sent to the Secretary of the Committee.

10.8. Within one (1) working day from the date of the demand for convocation of an extraordinary meeting, the Chairperson of the Committee shall make the decision to hold an extraordinary meeting of the Committee, determine the date, time and place of the meeting of the Committee (deadline for acceptance of the questionnaires in case of absentee voting) or make the decision to refuse to convene such extraordinary meeting of the Committee. A reasoned decision to refuse to convene an extraordinary meeting of the Committee shall be sent to the person of the body of the Company that demanded convocation of such meeting not later than on the day following the day when the Chairperson of the Committee made the decision to refuse to convene the meeting.

10.9. The Chairperson of the Committee may make a decision to refuse to convene an extraordinary meeting of the Committee in the following cases:

1) the item (items) proposed for putting on the agenda of the meeting of the Committee are not categorized by these Regulations as falling within the competence of the Committee;

2) the agenda item contained in the demand for convocation of an extraordinary meeting of the Committee has been already put on the agenda of the next ordinary meeting to be convened in accordance with the decision made by the

Chairperson of the Committee prior to receipt of the said demand or has been considered by the Committee before;

3) the form, procedure and time frame for submission of the demand for convocation of a meeting specified in clause 10.7 of these Regulations are not complied with.

10.10. The Chairperson of the Committee may put the items contained in the demand for convocation of an extraordinary meeting of the Committee on the agenda of the next scheduled meeting of the Committee.

10.11. By decision of the Chairperson of the Committee, the agenda of a scheduled or extraordinary meeting of the Committee may include items proposed by members of the Committee.

10.12. A notice of a meeting of the Committee and the agenda shall be issued by the Secretary of the Committee and sent to the persons participating in the meeting not later than within five (5) working days before the date of the meeting. Materials and information concerning the agenda items shall be sent to the persons participating in the meeting not later than three (3) working days before the date of the meeting.

10.13. Materials (information) on the agenda items may be provided to members of the Committee personally, by fax or by e-mail, while the notice of holding a meeting of the Committee shall be provided to members of the Committee by fax or as the original.

10.14. If the issues put on the agenda of an extraordinary meeting of the Committee are urgent, the time frame for convening the extraordinary meeting and sending materials pertaining to the agenda items of such meeting can be reduced by a decision of the Chairperson of the Committee.

The meeting of the Committee held in a joint attendance format may, with the unanimous consent of all the attending members of the Committee, consider the issues not put on the agenda of the meeting.

10.15. Upon receipt from the Secretary of the Board of Directors of the Company of a notice of convocation of the meeting of the Board of Directors of the Company whose agenda contains the items categorized by these Regulations as falling within the competence of the Committee, the Chairperson of the Committee shall take all measures to ensure that meetings of the Committee are held in a timely manner to develop recommendations (resolutions) relating to the said agenda items of the meeting of the Board of Directors of the Company and to forward them to the Board of Directors in accordance with the approved Regulations on the procedure for convocation and conduct of meetings of the Board of Directors of the Company.

11. Procedure for holding meetings of the Committee

11.1. A meeting of the Committee shall be opened by the Chairperson of the Committee or by the Deputy Chairperson of the Committee in the case of his/her absence.

11.2. A meeting of the Committee shall be attended by members of the Committee and the persons invited to attend the meeting in accordance with the list approved by the Chairperson of the Committee.

11.3. The Secretary of the Committee shall determine if the quorum for holding a meeting of the Committee is present.

The chair of the meeting shall inform the attendees of the presence of a quorum for the meeting of the Committee and shall announce the agenda of the meeting.

11.4. The meeting of the Committee shall be considered to be quorate (having a quorum) if it was attended by at least half of the elected members of the Committee.

In the absence of the quorum the meeting shall be considered invalid. The chair of a meeting shall take one of the following decisions:

1) in consultation with the persons present at the meeting, determines the time to postpone the beginning of the meeting for;

2) determines the date of a reconvened meeting with the same agenda;

3) puts the issues that were to have been considered at the meeting of the Committee that did not take place on the agenda of the next scheduled meeting of the Committee.

11.5. Meetings of the Committee shall adopt resolutions by a majority of the votes of the total number of the elected members of the Committee.

In addressing items at a meeting, each member of the Committee shall have one vote. In the case of a tied vote, the Chairperson of the Committee shall have a casting vote.

One member of the Committee shall not give his/her vote to some other member of the Committee or other person.

11.6. Meetings of the Committee may be held in a format of joint attendance of all the members of the Committee or in an absentee ballot format.

The information on the form of holding a meeting of the Committee shall be indicated in the notice of holding the meeting.

11.7. When a meeting is held in a joint attendance format and if at least half of members of the Committee are present at the meeting, written votes of the members of the Committee not attending the meeting shall be taken into consideration in counting votes cast on the agenda items in accordance with the procedure established by these Regulations.

11.7.1. On the day of the meeting of the Committee, the Secretary of the Committee shall make a questionnaire based on results of voting at the meeting to be signed by Chairperson of the Committee and sent as the original or by fax to the members of the Committee of the Company who were absent at the said meeting.

11.7.2. When filling in the questionnaire, a member of the Committee shall strike out all the voting options (“for”, “against”, “abstain”) except for one option that is the choice of such member of the Committee. The completed questionnaire shall be signed by a member of the Committee including his/her surname and initials.

The filled in and signed questionnaire shall be provided by a member of the Committee not later than the next day after the meeting to the Secretary of the Committee as the original or by fax followed by sending the original of the questionnaire to the address specified in the questionnaire.

11.7.3. The questionnaire filled out and submitted in breach of the requirements and deadlines specified in clause 11.7.2. of these Regulations shall be considered null and void and shall not be taken into consideration when counting votes.

11.7.4. Votes on the agenda items of a meeting shall be counted taking in account the votes cast at the meeting and the questionnaires filled out and signed by

members of the Committee that were received by the Secretary of the Company within the established time frame.

11.8. A decision on holding a meeting of the Committee in an absentee ballot format shall be taken by the Chairperson of the Committee.

11.8.1. When a meeting is held in an absentee ballot format, members of the Committee shall have the right to submit their proposals and (or) comments on the proposed draft resolutions of the Committee on the agenda items put to the vote in the form of an absentee ballot but not later than two (2) working days before the deadline for acceptance of the questionnaires for the vote specified in the notice of holding an absentee ballot.

11.8.2. The Secretary of the Committee shall prepare a questionnaire for an absentee ballot taking into consideration the proposals (new wordings) and/or comments on the proposed draft resolutions of the Committee on the agenda items.

Any changes in the wording of a draft resolution contained in the questionnaire shall be agreed upon with all members of the Committee.

11.8.3. The questionnaire for an absentee ballot shall be sent to members of the Committee not later than one (1) working day before the deadline for acceptance of the questionnaires specified in the notice of holding an absentee ballot.

11.8.4. When filling in the questionnaire for an absentee ballot, a member of the Committee shall strike out all the voting options (“for”, “against”, “abstain”) except for one option that is the choice of such member of the Committee. The completed questionnaire shall be signed by a member of the Committee including his/her surname and initials.

The filled in and signed questionnaire shall be provided by a member of the Committee to the Secretary of the Committee not later than within the period specified in the questionnaire as the original or by fax followed by sending the original of the questionnaire to the address specified in the questionnaire.

11.8.5. Votes on the agenda of a meeting held in an absentee ballot format shall be counted on the basis of the questionnaires filled in and signed by members of the Committee that were received by the Secretary of the Company. The questionnaire received by the Secretary in breach of the requirements and deadlines specified in clause 11.8.4 of these Regulations shall be considered null and void and shall not be taken into consideration when counting votes.

11.9. The Secretary of the Company shall issue minutes of the meeting not later than within two (2) working days from the date of the meeting of the Committee held in a joint attendance format or in an absentee ballot format.

11.10. The minutes of a meeting of the Committee shall be signed by the Chairperson of the Committee and the Secretary of the Committee. The minutes shall be made in two original copies, one of which is sent by the Secretary of the Committee to the Board of Directors of the Company within one (1) working day after signing accompanied with materials and recommendations prepared for such minutes, and the other copy shall be kept in the archive of the Committee. Copies of the minutes and the materials and recommendations prepared shall be sent to all members of the Committee.

11.11. The Chairperson and the Secretary of the Committee shall be responsible for correctness of the minutes. The Secretary of the Committee shall be responsible for storing the minutes, questionnaires, materials and recommendations of the Committee.

- 11.12. Minutes of a meeting of the Committee shall contain the following:
- 1) the date, place and time of the meeting (or the date of an absentee ballot);
 - 2) the list of members of the Committee who participated in consideration of the agenda items indicating the form of voting (*in presentia* or by sending questionnaires) and the list of other persons who attended the meeting;
 - 3) agenda;
 - 4) proposals of the Committee Members regarding the agenda items;
 - 5) items put to the vote and results of voting on them indicating the voting option chosen by each member of the Committee;
 - 6) resolutions adopted.

12. Confidentiality

12.1. Within the period of acting as the Chairperson of the Committee, the Secretary of the Committee, a member of the Committee and third parties involved in the work of the Committee as well as within one (1) year after expiration of the term of office in the Committee, the said persons shall comply with confidentiality requirements in respect of the sensitive information that they receive in connection with their work in the Committee. The information that is not publicly available in relation to activities of the Company and its contents shall be defined by the Board of Directors of the Company.

13. Storage and use of documents of the Committee

13.1. Minutes of meetings of the Committee must be available for familiarization to each member of the Committee or member of the Board of Directors of the Company.

13.2. Dossier of the Committee shall be formed as a result of activities of the Committee.

13.3. Dossier of the Committee includes:

- 1) minutes of meetings of the Committee;
- 2) annexes to minutes of meetings of the Committee;
- 3) other informational materials for meetings of the Committee;
- 4) questionnaires;
- 5) convocation notices;
- 6) other materials and documents.

13.4. The documents included in the dossier of the Committee shall be stored on the premises of the Company (at the location of the sole executive body of the Company) together with the documents of the Board of Directors of the Company. The documents shall be stored at the expense of the Company.

13.5. The Secretary of the Committee shall carry out systematization and archiving of the documents and materials of the Committee under supervision of the Chairperson of the Committee. The Secretary of the Committee shall maintain a record of all documents and materials included in the dossier of the Committee as a hard-copy document and on electronic media.

13.6. Members of the Committee shall have an unlimited access to materials and documents contained in the dossier of the Committee and shall be entitled to make copies.

13.7. In the cases not covered by these Regulations, access to the information on the issues discussed by the Committee can be provided only with the permission of the Committee, the Chairperson of the Committee or his/her substitute.