

Appendix No.10  
to Minutes of session of the Board of  
Directors  
of IDGC of the North-West, PJSC  
dated 21.10.15 No 191/6

APPROVED  
by the Board of Directors of  
IDGC of the North-West, PJSC  
on 21.10.15 (Minutes No. 191/6)

**REGULATIONS**  
**ON THE RELIABILITY COMMITTEE UNDER THE BOARD**  
**OF DIRECTORS OF PUBLIC JOINT-STOCK COMPANY**  
**“INTERREGIONAL DISTRIBUTION**  
**GRID COMPANY OF THE NORTH-WEST”**  
(new version)

## **1. General provisions**

1.1. The Regulations on the Reliability Committee under the Board of Directors of Public Joint-Stock Company "Interregional Distribution Grid Company of the North-West"(hereinafter referred to as the "Company") have been elaborated in accordance with the legislation of the Russian Federation, the Charter of the Company and the Regulations on the Board of Directors of the Company.

1.2. The Reliability Committee under the Board of Directors of the Company (hereinafter referred to as the "Committee") is established by decision of the Board of Directors of the Company and represents the advisory deliberative body providing for efficient discharge of the Company activities general management functions by the Board of Directors of the Company. .

The Committee is no body of the Company and is not entitled to act on behalf of the Company.

The Committee decisions are of recommendation nature for the Board of Directors of the Company.

1.3. The Committee acts in accordance with these Regulations disclosing the legal status, objective and tasks, rights, obligations, structure and composition of the Committee.

The Committee activities are governed by federal laws, other regulatory legal instruments of the Russian Federation, the Charter of the Company, the Regulations on the Procedure of Convention and Arrangement of Sessions of the Board of Directors of the Company, decisions of the Board of Directors of the Company.

## **2. Purposes and objectives of the Committee**

2.1. The main objective of the Committee establishment is provision for efficient work of the Board of Directors of the Company in solution of issues included in their competence.

2.2. The objectives of the Committee are:

2.2.1. Elaboration and presentation of recommendations (conclusions) to the Board of Directors on the following aspects of activities of the Board of Directors:

- 1) expert evaluation of production programs, plans for technical re-equipment, reconstruction, new construction and repair of electrical power grid complex facilities, analysis of their elaboration and execution from the point of view of ensuring satisfaction of the requirements to the reliability of functioning and technical condition of electric power grids;
- 2) evaluation of the completeness and sufficiency of measures taken following the results of accident investigation in accordance with the Rules for Investigation into the Causes of Accidents in Electric Power Industry (approved by Resolution № 846 of the Government of the Russian Federation dated 28.10.2009) as well as control of their execution;
- 3) expert evaluation of the quality of investigation into causes of technological disturbances (accidents);
- 4) expert evaluation of the Company's activities in the field of accident prevention work (ensuring preparedness, organization and conductance of emergency recovery works at electric power industry facilities);

- 5) expert evaluation of the programs for prevention of the injury risks the Company personnel and outsiders are exposed to at the Company's electric power installations as well as control over their execution;
- 6) control and evaluation of the Company's technical services activities to the extent of ensuring reliable functioning of electric power grids and production safety;
- 7) expert evaluation of the system of internal control within the Company;
- 8) expert evaluation of the occupational safety management system within the Company;
- 9) expert evaluation of the environmental policy implementation program;
- 10) expert evaluation of fire and industrial safety.

### **3. Competence of the Committee**

Referred to the competence of the Committee are preliminary consideration, analysis and elaboration of recommendations (conclusions) on the following issues the Board of Directors deals with in connection with priority activity areas:

- 1) Analysis of production activities to the extent of evaluation of:
  - outcome of the previous autumn-winter season and evaluation of the Company's preparedness for work in the next one, as well as in other special periods (that of overflow, fire or thunderstorm hazard etc);
  - expert evaluation of production programs, target reliability enhancement programs and plans for technical re-equipment, reconstruction, new construction and repair of the Company's electrical power grid facilities;
  - organization of the occupational safety management system;
  - organization of the internal technical control system;
  - levels of operational maintenance of power industry facilities;
  - execution of environmental safety programs;
  - organization of operational technological and situational management;
  - performance of emergency recovery works;
  - expert evaluation of the quality of investigation into causes of technological disturbances (accidents);
  - execution of prescriptions of controlling and inspecting bodies and organizations.
- 2) Evaluation of planning quality and analysis of activities related to renovation of the Company's power industry facilities.
- 3) Evaluation of activities of the technical services of the Company and its branches as well as their managers.
- 4) Preliminary consideration of proposals on reorganization of the Company's management system (change of the management levels number, creation/liquidation/regrouping of production divisions and electric power grid districts).
- 5) Other issues related to those listed above as well as issues considered by instruction of the Board of Directors of the Company.

#### **4. Rights of the Committee**

4.1. For implementation of the objectives vested therein, the Committee is assigned the following rights;

- undertake investigation into issues related to their competence;
- request and obtain information as may be required for them to carry out their activities from the Company's officials as well as entitlement to request information from third-party organizations through mediation of the Chairman of the Board of Directors of the Company or General Director of the Company;
- obtain from third-party organization professional services or engage third parties (on a contractual basis) as experts (consultants) having special knowledge on issues referred to the Committee competence within the limits of the Committee budget;
- engaged employees and management of the Company, members of other Committees under the Board of Directors of the Company as well as other persons for participation in sessions of the Committee;
- whenever required - elaborate and present for approval to the Board of Directors of the Company draft amendments and supplements hereto.

#### **5. Duties of the Committee**

5.1. The Committee is obliged to:

- 1) discharge the functions vested in the Committee in accordance herewith, with the requirements of the Russian Federation legislation, the Charter and in-house documents of the Company;
- 2) provide to the Board of Directors of the Company efficient and justified recommendations (conclusions) on the issues included in the agenda of a session of the Board of Directors of the Company and referred to the committee competence;
- 3) timely inform the Board of Directors of the Company of risks the Company is exposed to, as may be revealed, and on measures for reduction of such risks;
- 4) abstain from disclosure of information on the Company that constitutes commercial and/or official secret.

#### **6. Provision for the Committee activities**

6.1. The Committee funding is carried out in accordance with the Committee budget for the corresponding year that is approved by the Board of Directors of the Company upon presentation by the Committee Chairman. Appended to the draft budget shall be the conclusion of the Sole Executive Body of the Company concerning the possibility of the presented budget funding in the amount as planned.

6.2. For provision for the Committee works, a separate expense item is stipulated when the expense section of the Company budget is planned. The Committee expenses include, in particular, the remuneration due to the Chairman of the Committee, members to the Committee and the Secretary of the Committee, inclusive of persons failing to be members of the Board of Directors of the Company.

6.3. For purposes of arrangement of sessions of the Committee, the Sole Executive Body of the Company, upon petition of the Committee Chairman, is obliged to provide to the Committee premises, to ensure unimpeded access to such premises for the persons listed in the aid petition as well as undertake any other measures for arrangement of sessions of the Committee.

## **7. Committee composition and formation procedure, rights of the Committee members**

7.1. The number of members of the Committee is determined by the Board of Directors of the Company as being not in excess of 7 (Seven) persons.

7.2. The personal composition of the Committee is elected by the Board of Directors of the Company from among the candidates presented to members of the Board of Directors of the Company.

7.3. The following persons shall be mandatorily included in the Committee: representatives of Rosseti, PJSC, head of the Company's financial and economic division and head of the Company's division in charge of development and sales of services.

7.4. Each member of the Board of Directors is entitled to propose no more than 3 (three) candidates for election to the Committee.

7.5. The Committee members are elected for a term until arrangement of the first session of a newly composed Board of Directors of the Company that has been elected.

7.6. Only individuals may be members of the Committee. The Committee member may fail to be member of the Board of Directors of the Company.

7.7. Upon decision of the Board of Directors of the Company, early termination of authorities of any or all members of Committee is possible.

The Committee Chairman and other Committee members may resign by way of forwarding a statement to the effect to the Chairman of the Board of Directors of the Company and the Committee Chairman no later than 15 (fifteen) business days prior to supposed resignation from the Committee.

The authorities of the Committee member are deemed terminated, with their vote not to be taken into account during quorum presence estimate and tally of votes, from the date indicated in the statement, in case such date is undefined – from the date when the statement was received by the Chairman of the Board of Directors of the Company.

7.8. The number of members of the Committee dropping below the Committee members number established by decision of the Board of Directors of the Company, the Board of Directors of the Company performs additional election of the Committee members, their number being as required.

7.9. The members of the Committee, within the competence of the Committee, are entitled to:

- 1) request (in written form) documents and information necessary for taking decisions on issues within the competence of the Committee both directly from the Collegial and/or Sole Executive Body of the Company and managers of the Company's structural subdivisions or through mediation of the Committee Secretary, a notification of such request to be mandatorily given to the Committee Chairman;
- 2) introduce written proposals on shaping the work plan of the Committee;
- 3) according to the procedure established hereby - introduce issues into the agenda of sessions of the Committee;
- 4) request convention of a session of the Committee.

7.10. When exercising their rights and discharging their duties, members of the Committee shall act in the interests of the Company, exercising their rights and discharging their duties towards the Company reasonably and in good faith.

## **8. Chairman of the Committee**

8.1. Management of the Committee and organization of its activities are carried out by the Chairman of the Committee.

8.2. The Committee Chairman is elected from among the Committee members. The person discharging the functions of the Sole Executive Body of the Company or either of the persons that are members of the collegial executive body of the Company can not be elected the Committee Chairman.

8.3. The Board of Directors of the Company is at any time entitled to re-elect the Committee Chairman in case of the latter unable to further discharge the Chairman's duties (due to change of job, dismissal etc.) or in case of improper discharge of the Chairman duties.

8.4. In the absence of the Committee Chairman, the latter's duties are discharged by Deputy Chairman of the Committee. The restrictions stipulated by Clause 8.2 equally apply to a candidacy for the position of the Deputy Chairman.

8.5. Committee Chairman:

8.5.1. Convenes scheduled and extraordinary sessions of the Committee, in particular - ensuring the Committee members notification of the next session pending following the procedure as stipulated hereby, determines such sessions agenda and arrangement form (joint attendance or absentee voting). Performs supervision of the process of arrangement of the Committee sessions in the form of absentee voting if the session form has not been established earlier by decision of the Committee or its work plan.

8.5.2. Discharges the Chairperson functions at sessions of the Committee:

- 1) estimates the quorum presence or absence (in particular - for taking decision on the corresponding issue) in accordance with information received from the Committee secretary;

- 2) takes measures to have the session postponed in case of absence of quorum and organizes communication of the decision taken to the Committee members that failed to attend;

- 3) puts to vote (on a first-in basis) draft decisions proposed by members of the Committee at a session and/or in the process of preparation for the session, organizes conductance of voting on the draft decision put to vote;

- 4) announces the decision taken by the Committee (following the voting outcome) at a session of the Committee arranged in the form of joint attendance;
- 5) organizes the process of the Committee session minutes drawing;
- 6) organizes the Committee Secretary's activities;
- 7) signs the Committee session minutes in the Chairperson's capacity.

8.5.3. Carries out control over implementation of the Committee work plan.

8.5.4. Represents the Committee in relationships with the Board of Directors of the Company, the Company's executive bodies and other bodies, organizations and persons.

8.5.5. Organizes official correspondence of the Committee, signing letters, information enquiries and other documents on behalf of the Committee with account for the rights provided to the Committee members.

8.5.6. Carries out control over compliance with the requirements hereof.

8.5.7. Takes decision on engagement of third-party organization for obtainment of professional services or engagement of third parties as experts (consultants) having special knowledge on issues referred to the Committee competence within the limits of the Committee budget.

The said authorities may be exercised by the Committee Chairman only by virtue of a Power of Attorney executed in accordance with the effective legislation of the Russian Federation.

8.5.8. Exercise other authorities in accordance herewith.

## **9. Committee Secretary**

9.1. The Committee Secretary is appointed by the Committee at the suggestion of the Chairman of the Committee or deputy of the latter. The Committee Secretary is report to the Chairman of the Committee, is no member of the Committee and discharges the following functions:

9.1.1. Carrying out organizational, information and documentary support of the Committee activities, both in connection with preparation for and arrangement of sessions and during the period between sessions of the Committee, inclusive of:

1) informing all the Committee members of extraordinary and scheduled sessions pending by order of the Committee Chairman;

2) forwarding the documents and materials required for arrangement of the session of the Committee to the Committee members;

3) accounting for correspondence addressed to the Committee and/or members of the Committee (inclusive of enquiries, requests, demands and petitions) and providing organizational support of preparation of corresponding responses, explanations as well as reaction of the Committee to incoming correspondence in any other form; forwarding to the Committee members correspondence received as addressed to them and (whenever required) assisting the Committee members in preparation of responses to letters, enquiries, petitions etc.;

4) organizing recording of speeches at sessions of the Committee (keeping minutes or making shorthand notes);

5) providing technical and organizational assistance to the committee members in charge of preparation of the corresponding issue at a scheduled or extraordinary session of the Committee;

6) providing for printout, replication, translation of documents and materials and their forwarding to the corresponding persons inclusive of editing draft documents and materials of the Committee;

7) ensuring appearance of the persons invited to the Committee sessions and exercising control over whether actual participation of the invited person in the session corresponds to the agenda issue under consideration;

8) ensuring preparation for arrangement of scheduled sessions of the Committee in the form of joint attendance (premises, materials, unimpeded access of the Committee members and the persons invited to the premises concerned, provision of newly received materials, secretary services etc.).

9.1.2. Provision for drawing questionnaires and sending them to the Committee members as well as for such questionnaires aggregation and processing.

9.1.3. Provision of organizational support of voting at the Committee sessions.

9.1.4. Provision for the Committee session minutes being drawn within 2 (two) business days after the session has been arranged.

9.1.5. Organization of interaction with the Sole Executive Body and the management staff of the Company for purposes of archiving and storage of all documents and materials as may pertain to the Committee activities.

9.1.6. Fulfilling instructions of Committee Chairman within the competence of the Committee Chairman.

9.1.7. Exercise of other authorities in accordance herewith.

## **10. Session of the Committee**

10.1. The Committee sessions are convened by the Committee Chairman in accordance with the work plan approved at a session of the Committee (scheduled sessions) as well as in other cases stipulated herein.

10.2. The Work Plan of the Committee is generated by the Committee Chairman with account for the approved work plan of the Board of Directors of the Company, for proposals of the Chairman of the Board of Directors of the Company and the Committee members and for decisions of the Board of Directors of the Company.

10.3. The Committee work plan is approved at a session of the Committee that shall be arranged no later than 20 (twenty) days after the session of the Board of Directors of the Company whereat the work plan of the Board of Directors of the Company was approved or within a month from the Committee creation moment.

10.4. When convening a session of the Committee, the Committee chairman determines the session date, time, location and arrangement form, the agenda as well as the list of persons invited to participate in the Committee session.

10.5. The agenda of a scheduled session of the Committee is generated by the Committee Chairman in accordance with the approved work plan of the Committee, decisions of the Board of Directors of the Company and proposals of the Chairman of the Board of Directors of the Company.

10.6. Extraordinary sessions of the Committee are arranged:



– in accordance with a notification of convention of a session of the Board of Directors of the Company (received from the Secretary of the Board of Directors of the Company) into the agenda whereof one or several issues are included that are referred hereby to the Committee competence;

– on personal initiative of the Committee Chairman;

– upon decision of the Board of Directors of the Company or of the Committee;

– by request of the Chairman of the Board of Directors of the Company or a member of the Committee.

10.7. The request of the Chairman of the Board of Directors of the Company or of a member of the Committee for convention of the Committee session shall be forwarded to the Committee Chairman in written form at least 7 (seven) business days prior to the session arrangement date and shall contain the wording of the issue, a justification of the necessity to have the issue considered at the session, a draft decision of the Committee as well as supporting materials and information.

A demand for convention of a session of the Committee shall be signed by the person submitting such demand. At the same time, a copy of the demand for convention of a session of the Committee, with all the appendices thereto, shall be forwarded to the Committee Secretary.

10.8. Within 1 (one) business day from the date when the demand for convention of an extraordinary session was launched, the Committee Chairman takes decisions on arrangement on arrangement of such extraordinary session of the Committee, determining the date, time and location for arrangement of the Committee session (date of termination of questionnaires acceptance in case of absentee voting) or on denial of convention of such extraordinary session of the Committee. A motivated decision on denial of convention of an extraordinary session of the Committee is forwarded to the person or the body of the Company demanding convention of such session no later than on the following day after the decision on denial of the session convention was taken by the Committee Chairman.

10.9. The decision of the Committee Chairman on denial of convention of an extraordinary session of the Committee may be taken in the following cases :

1) the issues proposed for inclusion in the Committee session agenda are not referred to the Committee competence by the Regulations on the Committee;

2) the agenda issue contained in the demand for convention of an extraordinary session of the Committee has already been included in the agenda of the next scheduled session to be convened in accordance with a decision of the Committee Chairman taken prior to receipt of the above demand or has been considered by the Committee earlier;

3) the form, procedure and term for launch of demands for convention of a session as set forth in Clause 10.7 hereof have not been complied with.

10.10. The Committee Chairman is entitled to include the issues contained in the demand for convention of an extraordinary session of the Committee in the agenda of the next scheduled session of the Committee.

10.11. Issues proposed by the Committee members may be included in the Committee scheduled or extraordinary session agenda by decision of the Committee Chairman.

10.12. A notification of the Committee session arrangement, including the agenda, shall be executed by the Committee secretary and forwarded to the persons participating in the session at least 5 (five) business days prior to the session arrangement date. The materials and information on the agenda issues shall be forwarded to the persons participating in the session at least 3 (three) business days prior to the session arrangement date.

10.13. The materials (information) on the agenda issues may be immediately served on members of the Committee or provided via fax or e-mail; notably, the notification of arrangement of a session of the Board of Directors to be provided to members of the Committee via fax or in the original.

10.14. When the issues to be submitted for discussion at an extraordinary session of the Commission are of urgent nature, the terms for convention of the extraordinary session and for forwarding material on such session agenda issues may be reduced by decision of the Committee Chairman.

Subject to unanimous consent of all the Committee members attending, issues other than included in the session agenda may be considered at a session of the Committee arranged in the form of joint attendance.

10.15. Having received from the Secretary of the Board of Directors of the Company a notification of a session of the Board of Directors of the Company the agenda whereof contains issues referred hereby to the competence of the Committee, the Committee Chairman must take any and all measures ensuring timely arrangement of sessions of the Committee to elaborate recommendations (decisions) on the said issues on the agenda of the session of the Board of Directors of the Company and have them forwarded to the Board of Directors of the Company in accordance with the approved Regulations on the Board of Directors of the Company.

## **11. Arrangement Procedure of a Session of the Board of Directors**

11.1. Sessions of the Committee are opened by the Chairman of the Committee, in case of the latter's absence – by the Deputy Chairman of the Committee.

11.2. Sessions of the Committee are participated in by members of the Committee as well as persons as may be invited to the session according to the list approved by the Chairman of the Committee.

11.3. The Secretary of the Committee determines presence of the quorum required for arrangement of the session of the Committee.

The Chairperson of the session informs the persons attending of presence of the quorum required for arrangement of the session of the Committee and announces the agenda of the session.

11.4. The Committee session is legally qualified (the quorum is present) if at least half of the total number of the Committee members have participated in the session.

In case of absence of the quorum the session is considered incompetent. In this case the Chairperson of the session takes either of the following decisions:

- 1) by way of consultations with the persons attending the session – determination of a new, later time for the session beginning;
- 2) determination the date for a repeated session with the same agenda;
- 3) inclusion of the issues that were to have been considered at the session of the Committee that did not take place in the agenda of the next scheduled session of the Committee.

11.5. The Committee decisions are taken by majority vote of the total number of elected members of the Committee.

For decision on issues at sessions, each Committee member can cast one vote. In the event of a tie, the Committee Chairman has the casting vote.

Members of the Committee are not allowed to delegate their vote to each other and to third parties.

11.6. Sessions of the Committee may be arranged in the form of joint attendance of members of the Committee or in the form of absentee voting.

Information on the Committee session arrangement form is contained in the notification of arrangement of the session.

11.7. In case of the session being arranged in the form of joint attendance, with at least half of the Committee members attending the session, the written statements of opinion of the Committee members failing to attend the session are taken into account during voting on the agenda issue following the procedure as established hereby.

11.7.1. On the day of arrangement the session of the Committee, the Committee Secretary, following the results of voting at the session, draws up a questionnaire signed by the Chairman of the Committee which is forwarded in the original or via facsimile communication to the Committee members having failed to attend the said session.

11.7.2. When completing the questionnaire a member of the Committee shall leave uncrossed only one of the possible voting options (“for”, “against”, “abstained”). A completed questionnaire shall be signed by the member of the Committee indicating one’s family name and initials.

A completed and signed questionnaire shall be presented by the member of the Committee to the Committee Secretary no later than on the day following that of the session arrangement, either in the original or via facsimile communication (with the questionnaire original subsequently forwarded to the address indicated in the questionnaire).

11.7.3. A questionnaire completed and presented with violation of the requirements and terms indicated in Clause 11.7.2 hereof is deemed invalid and is not taken into account during tabulation and tally of votes.

11.7.4. Tally of votes on the issues on the session agenda is performed based on the results of voting at the session and based on the questionnaires completed and signed by members of the Committee and received by the Committee Secretary within the term established.

11.8. Decision on arrangement of a session of the Committee in the form of absentee voting is taken by the Committee Chairman.

11.8.1. When the session is arranged in the form of absentee voting, the Committee members are entitled to present their proposals and (or) comments on the proposed draft decisions of the Committee on the issues put to absentee vote at least 2 (two) working days prior to expiry of the term specified for collection of voting questionnaires as indicated in the notification of arrangement of the session in the form of absentee voting.

11.8.2. When drawing the absentee voting questionnaire, the Committee Secretary takes into account the submitted proposals (new wording variants) and/or comments on the proposed draft decisions of the Committee on the agenda issues.

A change in the wording of the draft decision as contained in the questionnaire must be agreed with all the Committee members.

11.8.3. The absentee voting questionnaire is forwarded to members of the Committee no later than 1 (one) business day prior to expiry of the questionnaires acceptance term specified in the notification of arrangement of the session in the form of absentee voting.

11.8.4. When completing the absentee voting questionnaire, a member of the Committee shall leave uncrossed only one of the possible voting options (“for”, “against”, “abstained”).

A completed questionnaire shall be signed by the member of the Committee indicating one’s family name and initials.

A completed and signed questionnaire shall be presented by the member of the Committee to the Committee Secretary within the term as specified in the questionnaire in the original or via facsimile communication with the questionnaire original subsequently forwarded to the address specified in the questionnaire.

11.8.5. Tally of votes on the issues on the agenda of a session arranged in the form of absentee voting is performed based on the questionnaires completed and signed by members of the Committee and received by the Committee Secretary. A questionnaire received by the Secretary with violation of the requirements and terms indicated in Clause 11.8.4 hereof is not taken into account during quorum presence estimate and tally of votes.

11.9. Within 2 (two) business days after arrangement of a session of the Committee in the form of joint attendance or absentee voting, the Committee Secretary draws the minutes of the session.

11.10. The Committee session minutes are signed by the Chairman and Secretary of the Committee. The minutes are drawn in 2 (two) original counterparts, one of them to be forwarded by the Committee Secretary to the Board of Directors of the Company within 1 (one) business day upon signature, with the materials and recommendations prepared for it appended, while the second counterpart remains in the Committee archive. Copies of the protocol, the prepared materials and recommendations are sent to all members of the Committee.

11.11. The Chairman and Secretary of the Committee are held liable for the minutes drawing correctness. The Committee Secretary is the one in charge of storage of the minutes, questionnaires, materials and recommendations of the Committee.

11.12. The following data are indicated in minutes of the Committee:

1) date, location and time of the session arrangement (or date of absentee voting arrangement);

- 2) list of the Committee members having participated in consideration of the agenda issues with indication of the voting form (in presentia or by way of submittal of a questionnaire) as well as list of other persons having attended the session;
- 3) agenda;
- 4) proposals of the Committee members on the agenda issues;
- 5) issues put to vote and results of voting thereon, with indication of how each members of the Committee voted;
- 6) decisions taken.

## **12. Confidentiality**

12.1. During the period of their duties discharge as well as for 1 (one) year upon expiry of their term in office with the Committee, the Committee Chairman, the Committee Secretary, the Committee members and third parties engaged for work in the Committee are obliged to comply with the confidentiality requirements with regard to information outside public domain they may obtain in connection with their activities within the Committee. The concept of information outside the public domain as applied to the Company's activities and such information composition are established by the Board of Directors of the Company.

## **13. Storage and use of the Committee documents**

13.1. Minutes of sessions of the Committee shall be accessible for familiarization to any member of the Committee or any members if the Board of Directors of the Company.

13.2. As a result of the Committee activities, the Committee dossier is generated.

13.3. The Committee dossier includes:

- 1) Committee session minutes;
- 2) appendices to the Committee session minutes;
- 3) other info materials for the Committee sessions;
- 4) questionnaires;
- 5) notifications of sessions arrangement;
- 6) other materials and documents.

13.4. The documents included in the Committee dossier are to be stored on the Company's premises (at the location of the Sole Executive Body of the Company) together with documents of the Board of Directors of the Company. Storage is provided for at the Company's expense.

13.5. The Committee documents and materials systematization and archiving are performed by the Committee Secretary under the supervision of the Committee Chairman. The Committee Secretary draws (maintains) an inventory of all the documents and materials of the Committee dossier, in hardcopy and electronic form.

13.6. The Committee members have an unrestricted access to the Committee dossier documents and materials with the right to make copies.

13.7. In cases unstipulated hereby access to information on issues under discussion by the Committee may be provided only upon a permit issued by the Committee, the Committee Chairman or the person substituting the latter.