

APPROVED

by Resolution of the Board of Directors  
of IDGC of Volga, PJSC dated August  
27, 2015

(Minutes No. 3 dated August 28, 2015)

**REGULATIONS  
ON THE COMMITTEE FOR RELIABILITY UNDER THE BOARD OF  
DIRECTORS  
OF PUBLIC JOINT-STOCK COMPANY  
INTERREGIONAL DISTRIBUTION GRID COMPANY OF VOLGA**

**(restated)**

Saratov  
2015

## **1. General Provisions**

1.1. These Regulations on the Committee for Reliability under the Board of Directors of Public Joint-Stock Company Interregional Distribution Grid Company of Volga (hereinafter referred to as the Company) has been developed in accordance with the legislation of the Russian Federation, the Articles of Association, and the Regulations on the Procedure for Convening and Holding Meetings of the Company's Board of Directors.

1.2. The Committee for Reliability of the Board of Directors of the Company (hereinafter referred to as the Committee) is established by a resolution of the Board of Directors of the Company and serves as an advisory and consultative body designed to help the Company's Board of Directors in effectively fulfilling its functions regarding the general management of the Company's operations.

The Committee is not a management body of the Company and may not act on behalf of the Company.

Decisions of the Committee are nonbinding for the Board of Directors of the Company.

1.3. The Committee shall act in compliance with these Regulations describing the legal status, goal and objectives, rights and obligations, structure and membership of the Committee. In its activities the Committee is governed by the Federal Laws, other regulatory legal acts of the Russian Federation, the Articles of Association, and the Regulations on the Procedure for Convening and Holding Meetings of the Company's Board of Directors, and resolutions of the Company's Board of Directors.

## **2. Objectives and Tasks of the Committee**

2.1. The Committee was established in order to ensure efficient addressing by the Company's Board of Directors of problems within its competence.

2.2. The tasks of the Committee shall be:

2.2.1. The development and presentation of recommendations (conclusions) to the Board of Directors of the Company concerning the following lines of activity of the Company's Board of Directors:

- 1) expert assessment of operational programs, plans for technical upgrade, reconstruction, new construction and repair of electric power facilities, analysis of their development and implementation in terms of meeting the requirements for operational reliability and technical state of electric networks;
- 2) assessment of completeness and sufficiency of activities based on the results of investigations of accidents as per Accident Investigation Rules for the electric power sector (approved by the RF Government Decree No. 846 dated October 28, 2009), and tracking the progress of their implementation;
- 3) expert assessment of the quality of investigating the reasons for disturbances (accidents);
- 4) expert assessment of the Company's accident-prevention activities (ensuring operational preparedness, management of emergency response and recovery operations at electric transmission facilities);

- 5) expert assessment of programs aimed to prevent and mitigate the risks of injuries from electrical installations among the Company's staff and third persons, and tracking the progress of their implementation;
- 6) control and assessment of activities of the Company's engineering services in terms of ensuring operational reliability of electrical networks and occupational safety;
- 7) expert assessment of the internal technical control across the Company;
- 8) expert assessment of the occupational safety management system across the Company;
- 9) expert assessment of the environmental policy implementation program;
- 10) expert assessment of the fire and industrial safety.

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

The Committee's competence covers the preliminary consideration, analysis, and drawing up of recommendations (conclusions) regarding the following priority lines of activity of the Company's Board of Directors:

- 1) Analysis of the production activity including the assessment of:
  - preparedness of the Company for operations during the forthcoming autumn and winter season and other special periods (flood-, fire-hazardous and thunderstorm periods, etc);
  - implementation of operational programs, purpose-oriented programs aimed to improve reliability, and plans for technical upgrade, reconstruction, new construction and repair of electric power facilities operated by the Company;
  - improvement of the labor protection management system;
  - organization of the internal technical control system;
  - levels of operational service of power facilities;
  - implementation of environmental safety programs;
  - organization of operational and situation management;
  - performance of accident recovery operations;
  - quality of investigations of the reasons of technical disturbances (accidents) and development of preventive measures to avoid any such occurrences in the future;
  - implementation of directives issued by supervisory and inspecting authorities and organizations.
- 2) Assessment of the quality of planning and analysis of activities on renovation of the Company's power facilities.
- 3) Assessment of performance of technical services of the Company and its branches, including performance of individual executives.
- 4) Preliminary consideration of proposals related to reorganization of the Company's management system (changes in the number of management levels, setup/liquidation/restructuring of production departments and distribution zones).
- 5) Other issues related to the above, including issues addressed on behalf of the Board of Directors of the Company.

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

To discharge its duties, the Audit Committee is authorized to:

- carry out studies and investigations on issues falling within its competence;
- request and receive information and documents, as required for its activity, from the Company officers, and request information from outside organizations via the Chairperson of the Board of Directors or the Chief Executive Officer of the Company;
- obtain professional services from third persons or contract expert (consultancy) services from third persons having domain-specific knowledge and expertise on the issues falling within the competence of the Committee and within the budget of the Committee;
- engage personnel, managers of the Company, members of other Committees of the Company’s Board of Directors, as well as other persons, for participation in the Committee meetings;
- develop proposals on amendments to these Regulations as may be required and submit such proposals for consideration and approval by the Board of Directors.

#### **5. Obligations of the Committee**

The Committee shall be obliged to:

- 1) perform its functions in accordance with these Regulations, requirements of the RF laws, the Company’s Articles of Association and in-house regulations;
- 2) provide the Board of Directors with economically and lawfully efficient recommendations (conclusions) regarding the issues placed on the agenda of meetings of the Company’s Board of Directors and falling within the competence of the Committee;
- 3) timely inform the Company’s Board of Directors on identified potential risks facing the Company and the relevant risk mitigation activities;
- 4) not to disclose information related to the Company that constitutes commercial and/or official secrets.

#### **6. Support of Activities of the Committee**

6.1. The Committee shall be financed in accordance with the Committee’s budget for the appropriate year, which shall be approved by the Company’s Board of Directors as advised by the Chairperson of the Committee. The budget proposal shall be supplemented by a written opinion of the sole executive body of the Company regarding feasibility to provide finances for the budget proposal within the planned volumes.

6.2. A special expenditure item shall be envisaged in the expenditure budget to support the Committee activity. The Committee's expenditure shall include, in particular, the remuneration for the Chairperson of the Committee, the Committee members, the Committee Secretary, including those that are not members of the Company's Board of Directors.

6.3. To convene meetings of the Committee, the sole executive body of the Company shall, on application of the Chairperson of the Committee, provide the premises for the Committee and ensure that persons listed in such application have free access to and unimpeded use of such premises, as well as take other measures for convening meetings of the Committee as may be required.

## **7. Composition and Procedure for Setting up the Committee and Rights of Members of the Committee**

7.1. The number of members of the Committee shall be determined by a resolution of the Company's Board of Directors and shall include seven (7) persons.

7.2. Members of the Committee shall be elected by the Company's Board of Directors from amongst candidates proposed by members of the Company's Board of Directors.

7.3. Participation of the following persons in the Committee is mandatory: representatives of Rosseti, PJSC, Technical Manager of the Company, Head of financial and economic section of the Company, Head of development and service sale sector of the Company.

7.4. Any member of the Company's Board of Directors may propose no more than three (3) candidate members to the Committee.

7.5. Members of the Committee shall be elected for the term up to the first meeting of the newly elected Board of Directors.

7.6. Only natural persons can become members of the Committee. A member of the Committee may not be a member of the Board of Directors of the Company.

7.7. The powers of any member or all members of the Committee may be terminated ahead of time by a resolution of the Board of Directors of the Company.

The Chairperson of the Committee, as well as members of the Committee may abdicate their powers by submitting an application in the name of the Chairperson of Company's Board of Directors and the Chairperson of the Committee not later than fifteen (15) calendar days before such termination of powers in the Committee.

The powers of a member of the Committee shall be considered terminated, and the vote of this member shall not be taken into account for the purpose of determining a quorum and vote counting from the date specified in the application, and if this date is not specified, from the date when the Chairperson of the Company's Board of Directors received this application.

7.8. If the number of members of the Committee becomes less than that prescribed by the resolution of the Company's Board of Directors, the Company's Board of Directors shall elect additional numbers of the Committee members to fill this vacancy.

7.9. Members of the Committee, within the competence of the Committee, may:

1) with an obligatory notification of the Committee Chairperson, request in writing documents and information, as required for making decisions within the Committee's competence, either directly from the Management Board and its Chairperson and heads of business units of the Company or via the Secretary of the Committee;

2) make proposals regarding scheduling the activities of the Committee;

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

4) require to convene the meeting of the Committee.

7.10. When exercising their rights and discharging their duties, the Committee members shall act in the interests of the Company and in good faith and reasonably exercise their rights and fulfill their obligations with respect to the Company.

## **8. Chairperson of the Committee**

8.1. The Chairperson of the Committee is responsible for day-to-day management of the Committee.

8.2. The Chairperson of the Committee shall be elected from amongst its members. A person acting as the sole executive body of the Company and members of the collective executive board of the Company may not be elected Chairperson of the Committee.

8.3. The Board of Directors of the Company may at any time re-elect the Chairperson of the Committee if the Chairperson is no longer able to act as such (appointment to a new office, dismissal, etc.) or in case of improper discharge of the duties of the Chairperson.

8.4. In the absence of the Chairperson of the Committee, the Chairperson's duties shall be discharged by the Deputy Chairperson of the Committee. The Deputy Chairperson of the Committee is subject to the same restrictions as those covered in paragraph 8.2.

8.5. The Chairperson of the Committee shall:

8.5.1. Convene ordinary and extraordinary meetings of the Committee, in particular, ensure the notification of the Committee members about the next meeting in accordance with the procedure established by these Regulations; determine the agenda and the form of the meeting (voting in person or absentee voting). If the form of the meeting was not determined earlier by a resolution of the Committee or by its activity plan, the Chairperson coordinates the proceedings of the meeting held in the form of absentee voting.

8.5.2. Preside over the meetings of the Committee:

1) in accordance with the information obtained from the Committee Secretary, determine a quorum or its absence at the meeting, including a quorum required for passing a resolution on the relevant issue;

2) if a quorum is not present, take measures to adjourn the meeting and notify the absent Committee members about such decision taken;

3) put draft decisions proposed by the Committee members at the meeting and/or during its preparation to vote on a first-come basis; organize voting on the proposed resolution;

4) at in-person meetings of the Committee announce the decision taken by the Committee (according to the voting results);

5) ensure preparation of the Minutes of the Committee meetings;

6) ensure activities of the Secretary of the Committee;

7) sign the minutes of the Committee meeting as its Chairperson.

8.5.3. Supervise the implementation of the Committee's activity plan.

8.5.4. Represent the interests of the Committee in the relationships with the Board of Directors of the Company, executive bodies of the Company, other authorities, organizations, and persons.

8.5.5. Ensure the official correspondence of the Committee; sign letters, information requests, and other documents on behalf of the Committee, with due consideration of rights conferred to members of the Committee.

8.5.6. Exercise control to ensure that the requirements of these Regulations are met.

8.5.7. Take decisions on obtaining professional services from third persons or contracting expert (consultancy) services from third persons having domain-specific knowledge and expertise on the issues falling within the competence of the Committee and within the budget of the Committee.

These powers may be exercised by the Chairperson of the Committee only on the basis of a Power of Attorney executed in accordance with the applicable laws of the Russian Federation.

8.5.8. Exercise other powers in accordance with these Regulations.

## **9. Secretary of the Committee**

9.1. The Secretary of the Committee shall be nominated by the Chairperson or the Deputy Chairperson. The Secretary of the Committee shall report directly to the Chairperson, shall not be a Committee member, and shall perform the following functions:

9.1.1. Provide organizational, informational, and documentary support of the Committee's activities, both in connection with the preparation and holding of meetings and between the meetings of the Committee, including the following tasks:

1) as instructed by the Chairperson of the Committee, inform all members of the Committee about the forthcoming ordinary and extraordinary meetings;

2) send documents and materials to members of the Committee as may be required for holding meetings of the Committee;

3) keep record of the correspondence sent to the Committee and/or its members (including requests, orders, and applications) and organize preparation of appropriate answers, explanations, as well as the Committee's response to the incoming correspondence in other form; forward to members of the Committee the relevant correspondence addressed to them and, when required, assist members of the Committee to prepare answers to letters, requests, applications, etc.;

4) organize recording of statements (in the form of minutes or shorthand notes) at the meetings of the Committee);

5) give technical and organizational support to members of the Committee that are responsible for the preparation of individual items for ordinary and extraordinary meetings of the Committee;

6) ensure printing, replication, and translation of documents and materials (including editing draft documents and materials of the Committee) and sending these to appropriate persons;

7) ensure the appearance of persons invited to the Committee meetings; and control compliance of the actual contribution of the invited person with the item of agenda considered;

8) ensure preparation for in-person meetings of the Committee (premises, materials, unhindered access for the Committee members and invitees into the premises, distribution of newly received materials, secretarial services, etc.).

9.1.2. Ensure preparation and distribution of ballot papers between members of the Committee, including summation and processing thereof.

9.1.3. Provide organizational support of voting at the meetings of the Committee.

9.2.4. Ensure preparation of the Minutes of the meeting within two (2) working days after the meeting of the Committee.

9.1.5. Organize the interaction with the sole executive body and the management board of the Company with the aim to file all documents and materials relating to the activity of the Committee to the archive.

9.1.6. Execute orders of the Chairperson of the Committee within the competence of the Chairperson of the Committee;

9.1.7. Exercise 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 activity plan approved at a Committee meeting (ordinary meetings), as well as in other cases envisaged hereby.

10.2. The activity plan of the Committee shall be formed by the Chairperson of the Committee with due consideration of the approved activity plan of the Board of Directors of the Company and proposals of the Chairperson of the Company's Board of Directors, members of the Committee and resolutions of the Company's Board of Directors.

10.3. Activity plan of the Committee shall be approved at the meeting of the Committee that shall take place not later than twenty (20) days after the meeting of the Company's Board of Directors at which the activity plan of the Company's Board of Directors was approved or within a month after setup of the Committee.

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

10.5. The agenda of an ordinary meeting shall be created by the Chairperson of the Committee in accordance with the approved activity plan of the Committee, resolutions of the Company's Board of Directors, and proposals of the Chairperson of the Company's Board of Directors.



10.6. Extraordinary meetings of the Committee shall be held:

- in accordance with a notice on convening a meeting of the Company's Board of Directors with the agenda comprising an item (items) falling within the competence of the Committee as prescribed by these Regulations;
- on the initiative of the Chairperson of the Committee;
- by a decision of the Company's Board of Directors or by a decision of the Committee;
- upon request of the Chairperson of the Company's Board of Directors, or any member of the Committee.

10.7. A request of the Chairperson of the Company's Board of Directors and a member of the Committee regarding the convening of a meeting of the Committee shall be submitted to the Committee Chairperson in writing not later than seven (7) working days before the date when the meeting is to be held and shall contain the wording of the agenda item, rationale behind the necessity to address the issue at the meeting, a draft resolution of the Committee and any accompanying documents and information.

The request to convene a Committee meeting shall be signed by a person who submitted this request. A copy of the request to convene a meeting of the Committee with all attachments shall be submitted to the Secretary of the Committee.

10.8. Within one (1) working day after the submission of the request to convene an extraordinary meeting of the Committee, the Chairperson of the Committee shall approve or reject a request to convene the extraordinary meeting of the Company, and determine the date, time, and venue of the meeting (in the case of absentee voting – the closing date for the acceptance of ballot papers). A motivated decision to reject a request to convene an extraordinary meeting of the Committee shall be sent to the person or the Company's body who initiated the convening of such meeting, not later than the next day after the date when the Chairperson of the Committee made a decision to deny a request to convene the meeting.

10.9. The Committee Chairperson may refuse to convene an extraordinary meeting of the Committee, if:

- 1) an item (items) proposed for inclusion into the agenda of the meeting of the Committee does not (do not) fall within the competence of the Committee as prescribed by these Regulations;
- 2) the agenda item contained in the request to convene an extraordinary meeting of the Committee has already been introduced on the agenda of the nearest ordinary meeting, convened in accordance with the resolution of the Chairperson of the Committee, taken before reception of such request, or this item has been already considered by the Committee;
- 3) the form, order, and timeline for submitting the request to convene a meeting do not meet the requirements prescribed by clause 10.7 hereof.

10.10. The Chairperson of the Committee may introduce the items contained in the request to convene an extraordinary Committee meeting on the agenda of the nearest ordinary meeting of the Committee.

10.11. Items proposed by the Committee members may be introduced on the agenda of an ordinary or extraordinary Committee meeting by a decision of the Committee Chairperson.

10.12. A notice on convening a meeting of the Committee along with its agenda shall be drawn up by the Secretary of the Committee and sent to persons who are to participate in the meeting not later than five (5) days before the date of the meeting. Materials and information regarding the agenda items shall be sent to the meeting participants not later than three (3) working days before the date of the meeting.

10.13. Materials (information) regarding the agenda may be presented to members of the Committee in person, or by fax, or e-mail; however, a notice on convening a meeting of the Committee shall be given to members of the Committee by fax or in the original.

10.14. When the items proposed for an extraordinary meeting of the Committee are of urgent character, the timeline of the convening of such extraordinary meeting and the distribution of materials on the items of the agenda of such meeting may be reduced by the decision of the Chairperson of the Committee.

Items not introduced on the agenda may be considered at a meeting of the Committee held as a physical meeting, by unanimous agreement of all members of the Committee participating in the meeting.

10.15. The Chairperson of the Committee, having received a notice of the meeting of the Company's Board of Directors from the Secretary of the Company's Board of Directors, where the agenda contains items falling within the competence of the Committee, the Chairperson of the Committee shall take any measures that may be necessary to ensure timely convening of a meeting of the Committee in order to develop recommendations (decisions) regarding these items on the agenda of the meeting of the Company's Board of Directors and send these recommendations to the Board of Directors in accordance with the approved Regulations on the Procedure for Convening and Holding Meetings of the Company's Board of Directors.

## **11. Proceedings of the Committee**

11.1. A meeting of the Committee shall be opened by the Chairperson of the Committee or, if the Chairperson is absent, by the Deputy Chairperson.

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

11.3. The Secretary of the Committee shall ascertain that there is a quorum for holding the meeting of the Committee.

The Chairperson shall inform the participants that there is a quorum for holding the Committee meeting and announce the agenda items.

11.4. A meeting of the Committee shall be legally valid (have a quorum) if it is attended by at least one half of all elected members of the Committee.

When there is no quorum, the meeting shall be declared invalid. In such case, the Chairperson of the meeting shall either:

- 1) determine the time to which to adjourn the meeting, through consultations with those present;
- 2) determine the date to which to adjourn the meeting with the same agenda;
- 3) introduce the items scheduled for discussions at the adjourned meeting of the Committee on the agenda of the next ordinary meeting of the Committee.

11.5. Resolutions of the Committee shall be passed by a majority of votes of all members of the Committee.

Each member of the Committee shall have one vote in passing resolutions at a meeting. In case of an equality of votes, the vote of the Chairperson shall be decisive or casting.

No transfer of votes from any member of the Committee to another member or other person shall be permitted.

11.6. Meetings of the Committee may be held in the form of joint attendance of the Committee's members or by absentee voting.

Information about the form of the meeting of the Committee shall be included in the notice of the meeting.

11.7. At any meeting held in the form of joint attendance, provided that no less than half of the Committee members are present, the results of voting on agenda items may be based on written opinions of the Committee members who were absent at the meeting, in accordance with the procedure determined hereby.

11.7.1. On the day of the meeting, the Secretary of the Committee shall draw up a ballot paper based on the voting results to be signed by the Chairperson of the Committee and sent (in the original or by fax) to members of the Committee who were absent at this meeting.

11.7.2. . When filling in the ballot paper, a member of the Committee shall leave uncrossed only one of the available voting options ("For", "Against" or "Abstained"). Each member of the Committee shall sign a filled-in ballot sheet by indicating his/her surname and initials.

A member of the Committee shall present the filled-in and signed ballot sheet to the Secretary of the Committee not later than the next day after the meeting, either in original or by fax, with subsequent delivery of the original to the address specified in the ballot sheet.

11.7.3. A ballot sheet that was filled in and presented with violations of the requirements or timelines specified in clause 11.7.2 hereof shall be considered invalid and shall not be taken into account in vote counting and summarizing the voting results.

11.7.4. The results of voting on the agenda items shall be determined based on the results of voting in person at the meeting and the ballot sheets filled in and signed by members of the Committee and received by the Secretary of the Committee at the stated time.

11.8. The decision to convene a Committee meeting in the form of absentee voting shall be taken by the Chairperson of the Committee.

11.8.1. When a meeting of the Committee is held in the form of absentee voting, members of the Committee may make proposals and (or) remarks on the items put to the absentee voting not later than two (2) working days before expiry of the term for submission of ballot papers as specified in a notice of the absentee voting.

11.8.2. The Secretary of the Committee Secretary shall draw up the ballot paper for absentee voting, taking into account proposals (new wordings) and/or remarks regarding draft decisions on agenda items.

Changes in the wording of draft decisions included in the ballot paper shall be agreed upon with all members of the Committee.

11.8.3. Ballot sheets for absentee voting shall be sent to members of the Committee not later than one (1) working day before expiry of the term for the receipt of ballot sheets as specified in a notice of the absentee voting.

11.8.4. When filling in a ballot sheet for absentee voting, any member of the Committee shall leave uncrossed only one of the available options (“For”, “Against” or “Abstained”). Each member of the Committee shall sign a filled-in ballot sheet by indicating his/her surname and initials.

A member of the Committee shall present the filled-in and signed ballot sheet to the Secretary of the Committee within the term specified in the ballot paper, either in the original or by fax, with subsequent delivery of the original to the address specified in the ballot sheet.

11.8.5. The results of absentee voting on agenda items shall be summarized on the basis of the ballot papers filled in and signed by members of the Committee and received by the Secretary of the Committee. A ballot sheet that was filled in and presented with violations of the requirements or timelines specified in clause 11.8.4 hereof shall be considered invalid and shall not be taken into account when determining a quorum and summarizing the voting results.

11.9. The Secretary of the Committee shall execute minutes of the meeting not later than two (2) working days after the meeting of the Committee conducted either in the form of joint attendance or absentee voting.

11.10. Minutes of the Committee meeting shall be signed by the Chairperson of the Committee and the Secretary of the Committee. The Minutes shall be made in two copies, one of which shall be sent by the Secretary of the Committee within one (1) working day after signing thereof to the Company’s Board of Directors, together with any materials and recommendations prepared for it, and the other copy shall be kept in the archive records of the Committee. Copies of the Minutes, prepared materials and recommendations shall be sent to all members of the Committee.

11.11. The Chairperson and the Secretary of the Committee shall be responsible for the correctness of the Minutes. The Secretary of the Committee shall be responsible for keeping the Minutes, ballot papers, materials, and recommendations of the Committee.

11.12. The Minutes of any meeting of the Committee shall include:

- 1) the date, place, and time of the meeting (or the date of absentee voting);
- 2) a list of members of the Committee who took part in the discussion of agenda items, with indication of the type of voting (in person or by ballot), as well as a list of other persons who attended the meeting;
- 3) agenda;
- 4) proposals of the Committee members on agenda items;
- 5) items put to the vote and the relevant voting results, with indication of the voting option for each member of the Committee;
- 6) resolutions passed.

## **12. Confidentiality**

12.1. During the period in office and as long as one (1) year after the termination of their powers in the Committee, the Chairperson of the Committee, the Secretary of the Committee, its members and third persons involved in activities of the Committee shall comply with the confidentiality requirements regarding the nonpublic information they receive in connection with their work in the Committee. The definition and contents of non-public information as applied to the activity of the Company shall be established by the Company's Board of Directors.

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

13.1. Minutes of the Committee meetings shall be available for familiarization to any member of the Committee and member of the Company's Board of Directors.

13.2. A Committee dossier shall be formed as the result of activity of the Committee.

13.3. The Committee dossier shall include:

- 1) minutes of the Committee meetings;
- 2) attachments to minutes of the Committee meetings;
- 3) other information materials for the Committee meetings;
- 4) ballot papers;
- 5) notices of meetings
- 6) other materials and documents.

13.4. The documents included in the Committee dossier shall be kept in the Committee premises (at the location of the Chairperson of the Company's Management Board), together with documents of the Company's Board of Directors. The documents shall be kept at the expense of the Company.

13.5. The systematization and archiving of documents and materials of the Committee shall be carried out by the Secretary of the Committee under the supervision of the Chairperson of the Committee. The Secretary of the Committee shall make (keep) a record of all documents and materials of the Committee dossier to be available both in hard copy and electronically.

13.6. Members of the Committee shall have unrestricted access to the materials and documents of the Committee dossier and may make copies as may be required

13.7. In cases not provided for hereby, the access to information related to issues discussed by the Committee may be granted only by authority of the Committee, Chairperson of the Committee or a person acting for him.