

**Public Joint Stock Company**  
**“Interregional Distribution Grid Company of the North-West”**



APPENDIX No. 3  
to Minutes of the Session of the Board of Directors  
IDGC of the North-West, PJSC  
dated 29.03.2018 No. 274/29

APPROVED  
By the decision of the Board of Directors  
of IDGC of the North-West, PJSC  
dated 29.03.2018 (Minutes No. 274/29)

Quality Management System

**REGULATIONS**  
**on Information Policy**

Saint Petersburg  
2018

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## 1 Purpose and Scope

1.1 These Regulations on information policy (hereinafter – the Regulations, Information Policy) are developed with the aim of:

- establishing principles for the disclosure of mandatory and additional information conducive to increasing the information openness and transparency of the Company;
- compliance with the requirements of the legislation and market regulators of the Russian Federation regarding mandatory disclosure of information by a joint-stock company;
- ensuring timely and complete disclosure of relevant and reliable information about the Company, ensuring the possibility of informed decisions by shareholders and investors;
- protecting the rights and lawful interests of shareholders of the Company;
- improving the corporate governance in the Company and assistance in increasing its investment attractiveness;
- strengthening the business reputation and the formation of a positive opinion about the Company among target audiences;
- strengthening financial and economic relations of the Company with their counteragents.

1.2 The Regulations are developed in accordance with the Federal Law No. 208-FZ “On Joint-Stock Companies”, Federal Law No. 39-FZ “On Securities Market”, other regulatory legal acts of the Russian Federation, the Corporate Governance Code recommended for use by the Bank of Russia, the Charter and internal documents of the Company, as well as the rules established by the trade organizers (stock exchanges) on which the Company's securities are traded, Russian and international corporate governance practices.

1.3 The Regulations are an internal document and define the basic principles, goals and objectives of the information policy, methods and means of disclosing information, a list of mandatory and additional information and documents to be disclosed to shareholders and other interested parties, and also establishes the procedure and terms for its disclosure and presentation.

1.4 The information policy is focused on the following target audiences:

- shareholders of the Company and their representatives;
- bodies of state power and administration;
- the Company's clients;
- counteragents of the Company;
- organizations discharging the corresponding markets regulator functions;
- members of the management and control bodies of the Company;
- representatives of the investment community;
- mass media (hereinafter – the media);
- employees of the Company.

## 2 Normative Reference

In these Regulations, references to the following regulatory documents are used:

Federal Law “On Joint-Stock Companies” No. 208-FZ dated 26.12.1995;

Federal Law “On Securities Market” No. 39-FZ dated 22.04.1996.

Regulations on disclosure of information by issuers of equity securities (approved by the Bank of Russia on 30.12.2014 No. 454-P).

Standards for the disclosure of information by wholesale and retail electricity markets (approved by Decree of the Government of the Russian Federation dated 21.01.2004 No. 24).

Model Regulations on the information policy of the subsidiaries and affiliates of Rosseti, PJSC (approved by the Management Board of Rosseti, PJSC on 29.01.2018 Minutes No. 678pr).

### 3 Core terms and definitions

3.1. *In-house documents of the Company* – documents elaborated and adopted by the management bodies of the Company in accordance with their competences as determined by Russian Federation legislation and the Charter of the Company; normative instruments establishing norms (rules) of general character intended to regulate managerial, financial, commercial, production-and-economic, employment and other functional activities within the Company.

3.2 *SAs* – Subsidiaries and affiliates – legal entities wherein the Company has over 20 per cent of voting shares or has the opportunity to determine decisions taken by such legal entities due to dominant participation in the authorized capital, in accordance with a contract concluded or otherwise.

3.3 *Parties/persons interested in information disclosure (interested persons)* –

- shareholders of the Company and their representatives;
- bodies of state power and administration;
- the Company's clients;
- counteragents of the Company;
- organizations discharging the corresponding markets regulator functions;
- members of the management and control bodies of the Company;
- representatives of the investment community;
- other participants of the securities market;
- employees of the Company.

3.4 *Investment community* – investors, analysts, professional participants of the securities market, rating agencies, other specialized and consulting organizations in the field of finance and investment.

3.5 *Insider information* means accurate and specific information (including details constituting commercial, official or other legally protected secret) that has not been distributed or provided, its distribution or provision capable to have essential impact on the prices for financial instruments of the Company and belongs to information included in the Insider Information List of the Company.

3.6 *Information policy* – a set of basic principles and measures applied by the Company in order to comply with the rights of all interested parties to access reliable and objective information about the Company to the extent necessary to make informed investment and management decisions, as well as strengthen business reputation.

3.7 *Trade Secret* – confidential treatment of Information allowing the Information Holder, under the existing or possible circumstances, to increase income and avoid unreasonable expenses, retain position in the market of goods, works, services or obtain other commercial benefits.

3.8 *Confidential information* – information in respect of which there is a requirement not to transfer such information to third parties without the consent of its owner.

3.9 *Company* – Interregional Distribution Grid Company of the North-West, Public Joint Stock Company; IDGC of the North-West, PJSC

3.10 *Cross-shareholdings* – a subsidiary and (or) dependent company holding shares of the Company.

3.11 *Controlled person (controlled entity)* – a legal person, which is under direct or indirect control of the controlling person (a person, having right to directly or indirectly (through persons controlled by them) to dispose more than 50 percent of the votes in the supreme governing body of the controlled organization or the right to appoint (elect) the sole executive enforcement agencies and (or) more than 50 percent of the managerial body of the controlled entity) by virtue of participation in a controlled organization and (or) on the basis of asset trust agreements, and (or) a simple partnership, and (or) an order, and (or) a shareholder agreement, and (or) another agreement, the subject of which is the exercise of rights certified by shares (stakes) of the controlled organization.

3.12 *Information Disclosure* – ensuring accessibility of information for all persons as may be interested therein irrespective of such information obtainment purposes in accordance with proceedings guaranteeing such information retrieval and obtainment.

3.13 *Rumors* – unconfirmed information from an unknown source, based on actual or imaginary events, which is not reliable enough to make informed decisions.

3.14 *Essential fact* – details that, if disclosed or provided, may have essential impact on the cost or quotation of the issuer issue-grade securities.

#### **4 Principles of the Company Disclosure**

4.1 The activities of the Company in the disclosure of material information is based on the principles of regularity, consistency and efficiency, accessibility, completeness, reliability and comparability.

4.2 In accordance with the principles of regularity, consistency and efficiency, the Company provides:

- compliance with the requirements of the legislation of the Russian Federation, the requirements of the regulators of the relevant markets, internal documents of the Company regarding disclosure of information;

- the continuity of the disclosure process;

- the shortest possible time for information disclosure;

- prompt submission of information on the position of the Company in relation to rumors or inaccurate data forming a distorted view of the assessment of the Company and the value of its securities.

4.3 In order to comply with the principle of information accessibility, the Company shall use channels and methods of disseminating information about its activities available to most interested parties, providing free, easy and non-selective access to disclosed information.

4.4 Following the principles of completeness, reliability and comparability of the information disclosed, the Company shall seek to:

- provide interested parties with complete, objective, relevant information, without evading the disclosure of negative information about themselves;

- disclose understandable and consistent information, the data of which are comparable;

- ensure the neutrality of the information disclosed (independence of the presentation of information from the interests of any persons or their groups).

4.5 When providing information, the Company shall seek to ensure a reasonable balance between the interests of shareholders and the interests of the Company itself, which is interested in maintaining the confidentiality of important commercial information, which can have a significant impact on its competitiveness.

4.6 The Company complies with high standards of corporate social responsibility and maintains a continuous dialogue with target audiences in order to strengthen corporate reputation and increase the fair value of the business.

#### **5 Information Disclosure Means and Methods**

5.1 Disclosure of information is one of the most important tools for interaction with shareholders, investors and other interested parties, contributes to the formation of long-term relationships and trust, as well as to increase the investment attractiveness of the Company.

5.2 The Company shall disclose information in Russian and English in all cases when it is permissible by applicable law and does not contradict the essence of information disclosure in a particular case (interviews, public statements in conditions that do not allow simultaneous translation, etc.). The Company shall seek to synchronize the disclosure of information in Russian and English.

5.3 When disclosing information, the Company shall use all available methods of its dissemination.

5.4 The Company shall disclose information by way of its distribution with the help of the following methods:

5.4.1 Disclosure in the news feeds of authorized news agencies and information systems of foreign countries, as well as on the Internet page provided by the news agency.

In accordance with the Regulations on information disclosure by issuers of equity securities, the Company shall publish information in an information resource updated in real time and provided by an information agency (news feed) in the amount and terms stipulated by the legislation of the Russian Federation.

The company shall publish information in the news feed of the news agency AK&M at <http://www.disclosure.ru/>

In case of admission of depositary receipts issued for shares of the Company to trading (listing) on other foreign stock exchanges, the Company will also disclose information in the manner, terms and form, in accordance with the requirements of this trading platform and applicable law.

The Company shall organize e-mailing of information notices (in Russian and English) of main events in their activities to representatives of the investment community and the media after the official disclosure of this information in the news feeds of news agencies.

The Company shall use the page provided by AK&M information agency to publish on the Internet (with the exception of publications in the news feed) information subject to mandatory disclosure in accordance with the legislation of the Russian Federation.

The address of the Company's website on the Internet provided by AK&M news agency: [www.disclosure.ru/issuer/7802312751/](http://www.disclosure.ru/issuer/7802312751/)

The Company may publish information in the news feed and use the page on the Internet provided by another news agency, which is duly authorized by the Bank of Russia to carry out actions to disclose information about securities and other financial instruments.

5.4.2 Disclosure on the Company's official Internet-site

The company shall publish on its official website on the Internet information on its activities, the structure of subsidiaries and affiliates, as well as documents, press releases, presentations, messages, news, articles, interviews, answers to frequently asked questions of shareholders and other information provided for by the laws of the Russian Federation, internal documents of the Company, as well as relevant to best corporate governance practices, both in the Russian Federation and abroad.

The web-site has a Russian and an English versions. The Company's official Internet-site address is [www.mrsksevzap.ru](http://www.mrsksevzap.ru)

5.4.3 Publishing in official printed media

The Company shall carry out mandatory disclosure of information in print media in cases provided for by the legislation of the Russian Federation and internal documents of the Company.

The Company shall carry out publication of notices, articles, interviews, materials and other information in periodical printed media distributed within the Russian Federation territory as well as abroad, whenever such publication may be required.

5.4.4 Publishing information in brochures and leaflets

The Company shall carry out the production by printing method (brochures, booklets and other materials) of annual reports and information materials about the Company or carries out the production of these materials in a different way.

5.4.5 Holding telephone conferences and meetings, answers to inquiries of representatives of the investment community.

The Company shall regularly hold meetings with representatives of the investment community, participates in Russian and international investment conferences.

Representatives of the Company participating in events involving the disclosure of information on the activities of the Company, as well as the topics of disclosed information obtained on the basis of

information publicly available and disclosed by the Company, shall be determined by the head of the structural unit of the Company, to whom an invitation to participate in this event was received, as agreed with the department corporate governance and interaction with shareholders and with the department of public relations.

The company shall provide regular disclosure of information – informing shareholders and investors about the results of operations and plans for making an informed decision regarding its securities. The company shall send out information messages, maintain a specialized “hot line”, and provide feedback to representatives of the investment community.

Authorized representatives of the Company (from among the employees of the Company) participating in events providing for the disclosure of information on the activities of the Company shall be responsible for disclosing information (speeches, comments, interviews, publications, etc.) containing state, commercial secrets, confidential or insider information.

5.4.6 Arrangement of interviews, briefings and press conferences with the Company managers, preparation of comments and answers to requests of media representatives

The Company shall organize arrangement of press conferences and briefings dedicated to important events that occur or will occur within the Company. Through mediation of their PR subdivision the Company shall distribute official MM comments on the Company’s activities and development prospects, answer requests of MM representatives.

The Company shall organize e-mailing of information notices (in Russian and English) of main events in their activates to representatives of the investment community and media.

5.4.7 Provision of information to organizers of trade in the stock market (at a stock exchange).

To maintain securities in the quotation lists of Russian exchanges, the Company shall provide reports on compliance with corporate governance standards, as well as other information and documents in accordance with the listing rules (admission of securities to trading), the requirements of the legislation of the Russian Federation and the Bank of Russia.

If the Company receives a request for information from the organizer of securities trading, the Company shall provide such information in the manner and terms determined by the legislation of the Russian Federation.

5.4.8 Provision of access to documents of the Company.

The Company shall provide access to shareholders and other interested parties to the information and documents of the Company, as well as copies of documents upon their written request in accordance with the legislation of the Russian Federation and internal documents of the Company.

5.4.9 Using the official pages of the Company in social networks and the blogosphere.

In order to maintain a constant dialogue with stakeholders, the Company shall maintain official pages on social networks and the blogosphere.

Information support for the Company's activities in social networks and the blogosphere shall be carried out by employees of the public relations department based on internal documents of the Company.

5.4.10 Provision of information to employees of the Company.

The Company shall regularly inform employees about its activities and development, and management decisions. Employees shall receive both internal information and public information, increase the level of knowledge about the Company.

## **6 Dates and procedure for providing access to information and documents on the activities of the Company to shareholders and other interested parties**

6.1 Information about the Company shall be provided in accordance with the legislation of the Russian Federation and internal documents of the Company.

6.2. The legislation shall differentiate the scope of the right of access to documents and information of the Company depending on the size of the shareholder's holding of voting shares of the Company.

Shareholders having the same scope of rights should be given equal access to the documents of the Company.

6.3 The Company shall provide access to the disclosed information within the time periods established by the legislation of the Russian Federation, the Charter of the Company and other internal documents.

6.4 The provision of access to information and documents on the activities of the Company to shareholders and other interested parties shall be performed through:

- an official response to individual inquiries/requirements;
  - provision of copies of documents based on the requirement;
  - provision of access to documents for familiarization in the premises of the executive body of the Company (at the address of the location of the executive body of the Company);
  - posting information and documents on the official website of the Company on the Internet;
  - distribution of information in electronic form via the Internet, provided that this does not contradict the current legislation.
- hotline for shareholders, consumers;
  - answers to questions at the General Meeting of Shareholders of the Company;
  - organization of a forum for shareholders on the agenda of the General Meeting of Shareholders.

6.5. The Company shall ensure the provision to shareholders of documents and/or copies thereof related to the information of the Company to be provided to shareholders in accordance with the law, on the basis of written requirements, and shall also seek to provide information and/or copies of documents related to information of controlled entities to be provided shareholders in accordance with the law, in the manner and terms stipulated by law and taking into account the timing of receipt of the requested information from controlled entities

In order to provide the opportunity for the shareholders of the Company to obtain the information they need about legal entities controlled by the Company, the Company shall make the necessary efforts to obtain such information from the relevant organization controlled by the Company.

The Company shall provide copies of documents in the form of their storage by the Company and/or controlled entities.

If there is evidence of abuse by the shareholder of the right of the shareholder to access information of the Company and/or controlled persons, the executive bodies of the Company have the right to raise objections to the fulfillment of the requirements of the shareholder with a motivated refusal.

6.6. The Company shall charge a fee for providing copies of the requested documents, not exceeding the costs of their production.

Calculation of costs for the replication of documents at the request of shareholders and details for payment are available on the official website of the Company on the Internet and on the Internet page provided by the news agency.

In case of non-payment by the person of the costs of the Company for the production of copies of documents according to a previously received and executed request, the period for providing copies of the documents of the Company according to the subsequent requirements of the specified person shall be calculated from the date of receipt of such payment.

6.7 In the event that a significant volume of copies (more than 10 documents and/or more than 200 pages) is requested in the request (in the simultaneously received requirements), the Company has the right to extend the deadline for submitting documents, but not more than twenty business days, with a simultaneous notification of such an extension term and its reasons the person who sent the relevant request.

In this case, the provision of copies of documents shall be carried out by the Company on the condition of advance payment by the shareholder of the costs of their production. Moreover, the Company shall be obliged within seven working days from the date of the shareholder's request for



copies of the documents to inform him of the cost of their production and, if applicable, the size of the shipping costs.

If there is a typo or other non-material defects in the requirement to provide documents for familiarization or to provide copies of documents, the Company shall not refuse to satisfy the requirement. If there are significant deficiencies that do not allow the Company to satisfy the shareholder's request, the Company shall inform the interested person about them and provides an opportunity to correct them.

6.8 In order to maintain a balance between the interests of shareholders and the economic security of the Company, internal documents of the Company shall provide for a regime of confidential information, including trade secrets.

Documents containing confidential information, including trade secrets, shall be provided to shareholders subject to the signing of a non-dissemination agreement (confidentiality agreement).

The deadline for fulfilling the obligation to provide documents containing confidential information shall be calculated no earlier than from the moment of signing between the Company and the shareholder (his representative), who applied for the provision of access to documents, a non-dissemination agreement (confidentiality agreement).

The conditions and the form of the non-dissemination agreement (confidentiality agreement) shall be uniform for all shareholders and are available on the Company's official website on the Internet, as well as on the Company's website on the Internet provided by the news agency.

In the case of group appeal of shareholders, this agreement must be signed by each of them, and when providing access to documents to the representative of the shareholder by proxy, both by the shareholder and his representative.

6.9 The Company shall provide members of the Board of Directors with access to the documents and information necessary for them to fulfill their duties, including information on persons controlled by the Company, provided to the Company by controlled persons in accordance with the legislation of the Russian Federation.

The existence of confidential information including that constituting commercial secret in the documents as may be requested by such member of the Board of Directors can not hinder provision of the documents to such member of the Board of Directors. A member of the Board of Directors shall be required to maintain confidentiality of information.

Members of the Board of Directors of the Company shall be personally liable in accordance with the legislation of the Russian Federation for non-compliance with the confidentiality of information established by the Company.

6.10 Information about the Company and its activities shall be provided to interested parties who are not shareholders of the Company and media representatives, based on their written requests, if such information does not apply to information containing state, commercial or other secret protected by law and is not insider information.

## **7 Disclosure of information by officials of the Company**

7.1 Collection, preparation and disclosure of information on the Company's activities shall be carried out by the officials discharging information disclosure functions in accordance with the in-house documents of the Company.

7.2 The right to make public speeches on issues related to the activities of the Company shall be vested in the Chairman and members of the Board of Directors, the General Director of the Company, and his deputies, the head of the structural unit responsible for public relations, who, if necessary, can delegate this right to other employees of the Company.

At the level of the branches of the Company, the right to make public speeches on issues related to the activities of the branch of the Company shall be held by the Deputy General Director – Director of the

branch of the Company, his deputies and the head of the regional public relations unit in the branch of the Company, who, if necessary, may delegate this right to other employees branch of the Company.

7.3 Persons specified in clause 7.2 of these Regulations are entitled to comment on the activities of the Company within their competence, taking into account restrictions on the disclosure of information containing state, commercial secrets, confidential or insider information.

7.4 The Chairman of the Board of Directors or a member of the Board of Directors authorized by him shall be entitled to formally comment on decisions made by the Board of Directors, as well as to express his point of view on issues considered at meetings of the Board of Directors, taking into account restrictions on the disclosure of information containing state, commercial secret or confidential and insider information.

If information on decisions of the Board of Directors of the Company is subject to mandatory disclosure in accordance with the legislation of the Russian Federation, the Chairman of the Board of Directors or an authorized member of the Board of Directors shall comment on the decisions made at the meeting after the official disclosure of this information in the manner and terms stipulated by the legislation of the Russian Federation.

7.5. The persons specified in clauses 7.2 and 7.4 of these Regulations do not comment and do not answer questions regarding the financial results and indicators of the Company until they are officially disclosed in accordance with the legislation of the Russian Federation.

7.6 The Chairmen of the Committees under the Board of Directors, members of the Committees and authorized persons of the Company shall be entitled to comment and bring to the attention of interested parties information on decisions taken at the meetings of the Committees, guided by the principles of reasonableness and responsibility, as well as subject to restrictions on the disclosure of information containing state, commercial secret, confidential or insider information.

7.7. The persons specified in clauses 7.2, 7.4 and 7.6 shall be liable to the Company for the disclosure of confidential and insider information in the manner and amount established by law and local regulatory acts of the Company.

## **8 List of disclosed information**

8.1 The Company shall carry out mandatory disclosure of information provided for by the legislation of the Russian Federation on the securities market.

The procedure and terms for the issuer to disclose mandatory securities by the issuer shall be provided for by the legislation of the Russian Federation on the securities market.

8.2 In order to ensure a high degree of transparency, following the best practices of corporate governance, the Company shall additionally disclose on the official website of the Company on the Internet at: [www.mrsksevzap.ru](http://www.mrsksevzap.ru) the following information:

8.2.1 History of the Company, corporate values.

8.2.2 Mission, strategy and tasks of the Company.

8.2.3 Information about the organization and general principles of corporate governance applied in the Company.

8.2.4 Information on Registrar of the Company as well as of transfer agents of Registrar of the Company.

8.2.5 Information on the share capital of the Company, including information on share issues.

8.2.6 Statistical information on shareholders of the Company inclusive of the number of shareholders, the ratio of the quantity and chartered capital fraction between nonresidents and residents, legal entities and individuals.

8.2.7 Information on the nominal value and the number of issued and outstanding ordinary shares and preferred shares of the Company.

8.2.8 Information on cross-owned shares of the Company.

8.2.9 Information about shareholders owning 5% or more of the voting shares of the Company, including a statement about the absence in the Company of information on the existence of these shareholders, other than those already disclosed.

8.2.10 Information about companies in which the Company owns more than 5% of voting shares.

8.2.11 Information on the change in the degree of control over controlled entities.

8.2.12 Dynamics of the stock price of the Company.

8.2.13 Weekly comments on the stock market.

8.2.14 Stock price forecast for distribution grid companies and analyst recommendations.

8.2.15 Key production and economic indicators, including revenue, cost and profit indicators of the Company and its subsidiaries and affiliates.

8.2.16 Consolidated financial statements prepared in accordance with international financial reporting standards.

8.2.17 Information about transactions with related parties in accordance with the criteria established by international financial reporting standards.

8.2.18 Information on material transactions, including internal corporate transactions, on transactions of the Company with shareholders of the Company owning at least 5% of the voting shares of the Company.

8.2.19 Dividend story.

8.2.20 Investments and innovations of the Company.

8.2.21 Information on the procedures for nominating candidates for the Board of Directors of the Company, procedures for convening, procedures for submitting items to the agenda of the annual and extraordinary General Meetings of Shareholders.

8.2.22 Information on meetings of shareholders, including additional materials for meetings of shareholders, including information on candidates for auditors (name of the self-regulatory organization of auditors of which the candidate is a member, description of selection procedures for the auditor, information on proposed remuneration, other essential terms of the contract with the auditor) of the Company and minutes of the General Meetings of Shareholders of the Company.

8.2.23 Information about the members of the Board of Directors, members of the Management Board, General Director, Corporate Secretary, in particular brief biographical information – age, education, qualifications, experience, main job, other positions held, information about the time of joining the management body of the Company (election to the post).<sup>1</sup>

8.2.24 Information about the loss of the status of an independent director by a member of the Board of Directors;

8.2.25 Minutes of meetings of the Board of Directors of the Company.

8.2.26 Information on the composition of the Committees under the Board of Directors of the Company with an indication of the Chairman and independent directors in the composition of the Committee.

8.2.27 Results of the meetings of the Committees under the Board of Directors of the Company, including information on the form of meetings of the Committees under the Board of Directors of the Company and information on the presence of members of the Board of Directors of the Company at meetings of the Committees under the Board of Directors of the Company.

8.2.28 Details of the composition of Auditing Commission of the Company and of the total amount of remuneration to the members of the Auditing Commission.

8.2.29 Information about the auditor of the Company, including information about the license, criteria and method of choosing an auditor, the amount of remuneration of the auditor for audit services and services not directly related to the audit.

8.2.30. The procedure for the interaction of the Company with business entities whose shares (interests) owned by the Company.

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<sup>1</sup>In accordance with the legislation of the Russian Federation on personal data.

8.2.31 Provisions on Committees under the Board of Directors of the Company.

8.2.32 Regulation on the dividend policy of the Company.

8.2.33 Information Policy.

8.2.34 Regulations on the insider information of the Company.

8.2.35 Environmental Policy

8.2.36 Regulations on the procedure for conducting regulated procurement of goods, works, services.

8.2.37 Other internal documents approved by the Company.

8.2.38 Information on the definition of principles and approaches to the organization of the risk management and internal control system in the Company.

8.2.39 Information on material risks that may affect the activities of the Company.

8.2.40 Results of technical audit, audit of quality control systems, results of certification of a quality management system for compliance with international standards.

8.2.41 Information on ratings received by the Company.

8.2.42 Information on the procurement of the Company, including notices of tenders and other procurement announcements, information on the results of procurements.

8.2.43 Investor's calendar.

8.2.44 Contact information for all interested parties.

8.3 The Company shall not give forecast information on net profit and other results of financial and economic activities of the Company until the moment of such information official disclosure in accordance with the requirements of the legislation of the Russian Federation.

8.4 The Company shall disclose additional information on themselves and their activities as specified in Clause 8.2 hereof within the terms as follows:

- information specified in sub-clause 8.2.13 is disclosed by the Company on the official website on the Internet weekly;

- information specified in sub-clause 8.2.14 is disclosed by the Company on the official website on the Internet monthly;

- the information specified in sub-clauses 8.2.5, 8.2.6, 8.2.8–8.2.11, 8.2.15–8.2.18 (with the exception of information on the basis of the financial year) shall be disclosed by the Company on the official website on the Internet quarterly;

- Other details stipulated by Clause 8.2 hereof, shall be disclosed by the Company on the official Internet-site within 3 business days upon amendment to the corresponding information (documents) or upon occurrence of a certain event.

8.5 The Company shall seek to disclose the minutes of the General Meetings of Shareholders as soon as possible, but no later than the last day of the period established by law for drawing up the minutes of the General Meeting of Shareholders.

8.6. The Company shall carry out mandatory disclosure of information provided for by the Standards of Disclosure of Information by entities of the wholesale and retail electric energy markets.

Information shall be disclosed in the manner, terms and ways provided by the Standards for the disclosure of information by subjects of the wholesale and retail electricity markets.

## **9 Confidential and Insider Information**

9.1 The Company shall take measures to protect information constituting state, commercial and other secrets protected by the legislation of the Russian Federation.

9.2 The procedure for classifying information as confidential, including trade secrets, as well as the cases and procedure for providing such information shall be governed by the organizational and administrative documents of the Company.

9.3 Confidential information, including trade secrets, shall be the property of the Company and is not subject to disclosure, unauthorized transfer and other public disclosure in any information sources.

9.4 Jural relationships related to access to insider information of the Company shall be governed by the Regulation on insider information approved by the Board of Directors of the Company.

## **10 Control and responsibility for compliance with the Information Policy**

10.1 These Regulations shall be approved by a decision of the Board of Directors of the Company. The decision on updating, as well as on cancellation of these Regulations shall be taken by the Board of Directors of the Company.

10.2 Control over compliance with these Regulations shall be performed by the Board of Directors of the Company.

10.3 Responsibility for the completeness and accuracy of the disclosed information about the Company and its activities shall rest with the person performing the functions of the sole executive body of the Company (General Director).

The sole executive body of the Company (General Director) shall provide procedures for the preparation, approval, control of the content and timing of disclosure of information, an appropriate system for storing documents of the Company, functionality and safety of information resources.

10.4 The Sole Executive Body (General Director) annually, no later than 90 days from the end of the reporting year, submits to the Board of Directors a report on compliance with the Company's Information Policy.