

List of mandatory information that should be in the Request

1. surname, first name, patronymic (if any) of an individual or full company name and PSRN (another identification number in the case of a request sent by a foreign legal entity) of a shareholder - a legal entity or information identifying other interested parties;
2. the way of communication with the shareholder/other interested person on whose behalf the Request was sent (postal address and/or e-mail address);
3. a list of the Company's Documents to be submitted, concretized by type and period of creation;
4. the business purpose for which the Documents of the Company/Managed Company are requested, in the case provided for by paragraph 4 of Article 91 of the Federal Law "On Joint Stock Companies";
5. date of signing the Request and signature of the shareholder/other interested person.
6. form of submission of the Documents of the Company/Managed Company (receipt of copies of the Documents, familiarization with the Documents).
 - 6.1. if the receipt of copies of the Documents is chosen as the form of providing access to the Documents of the Company/Managed Company, the Request must contain the following information:
 - 6.1.1. specific method (s) of obtaining copies of the Documents:
 - 6.1.1.1. in person at the premises of the executive office of the Company/Managed Company or in another place determined by the Charter of the Company or an internal document of the Company approved by the General Meeting of Shareholders of the Company or the Board of Directors of the Company and published on the website of the Company on the Internet;
 - 6.1.1.2. by postal service (indicating the postal address (s) for sending the requested Documents of the Company/Managed Company);
 - 6.1.1.3. via courier service; by sending in electronic form (in the form of an electronic document) to the nominee holder who records the shareholder's rights to the shares of the Company/Managed Company (if the Request is presented in the manner provided for in paragraph four of clause 11 of the Bank of Russia's Ordinance No. 5182-U "On additional requirements for the procedures for provision by joint stock companies of documents or copies of documents in accordance with Article 91 of the Federal Law "On Joint Stock Companies");
 - 6.1.1.4. in any other way (including by e-mail) provided for by the Charter of the Company/Managed Company or its internal document;
 - 6.1.2. information on the number of copies of the requested Documents to be submitted by the Company/Managed Company on paper;
 - 6.1.3. an indication of the need for the Company/Managed Company to certify copies of the requested Documents in hard copy (if the shareholder/other interested person requires certified copies);

6.2. in the Request for providing access to the Documents of the Company/Managed Company in the form of familiarization with the Documents by the decision of the shareholder/other interested person, the following information is indicated:

6.2.1. on the possibility of self-copying of the Documents of the Company/Managed Company (if the shareholder/other interested person intends to carry it out;

6.2.2. on the intention of a shareholder/other interested person to sign an Agreement on the transfer and protection of information constituting a commercial secret on the day of familiarization with the documents of the Company/Managed Company.

7. According to the decision of the shareholder/other interested person, the Request may indicate additional methods of communication with the shareholder/other interested person, as well as additional information specifying the Documents of the Company/Managed Company to be submitted.