

Appendix # 1
To Order
of IDGC of Centre
from 05.10.2011 # 272-TSA

REGULATION
ON INTERNAL AUDIT AND
RISK MANAGEMENT DEPARTMENT
PSP 18/02-2011

Head of Internal Audit and Risk
Management Department

_____ / **V.E. Bunin**/

Moscow

Data on the document

Put into action	The order of General Director of IDGC of Centre # _____ from _____ / _____ / _____ /
Recurring examination	It is made by Head of Internal Audit and Risk Management Department not fewer than 1 time a year
Modification	By results of application of requirements or at change of normative documents on which basis it is developed given Regulation
Developed by	Responsible Person of Internal Audit and Risk Management Department Tkalichev D.Y.
Version	#2 #1 – approved by Order from 07.04.2009 # 54-TSA
Justification of the new version of the document	The recommendation of the Committee for Audit of the Board of Directors of IDGC of Centre «About the approval of the regulation on Internal Audit and Risk Management Department in a new edition» (Minutes # 01/11 from 31.01.2011). Change of organizational structure of the Executive office of IDGC of Centre (Minutes of the Board of Directors # 13/11 from 31.05.2011)

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1. General provisions

1.1. This Regulation on Internal Audit and Risk Management Department of IDGC of Centre (further – the Division) is the local internal document determining legal status, the primary goals and functions of the Division, the right and responsibility of the division manager and other workers of the Division, concrete labour function of the division manager on the organisation of accomplishment of tasks and functions of the Division within the given rights and responsibility according to the concluded by the division manager employment contract with IDGC of Centre (further – the Company).

1.2. The structural division (further – the SD) is created on the basis of Order IDGC of Centre from 31.05.2011 # 150-TSA «About carrying out of events for transition to new organizational structure of the Executive office of IDGC of Centre.

Full name – Internal Audit and Risk Management Department.

Abbreviated name – Internal Audit and Risk Management Department.

Location of Internal Audit and Risk Management Department – Moscow.

The division directly reports to General Director of IDGC of Centre.

1.3. Internal Audit and Risk Management Department performs the activity on the basis of strategic targets of the Company, work plans, and regulating documents.

1.4. The Division's purposes:

- provision of completeness and reliability of financial and management information of the Company;

- performance of evaluation of the internal control system of the Company, realisation of monitoring of observance of procedures of the internal control;

- control over accomplishment by the Company of requirements of the current legislation, internal regulations of the Company, and also effective utilisation and safe-keeping and integrity of assets (property) of the Company;

- organisation and support of functioning of risk management process of the Company, coordination of activity of the divisions participating in the given process, performance of evaluation of risk management process of the Company, regular monitoring of events for risk management, submission of recommendations about increase of efficiency and productivity of risk management;

- organisation and realisation of auditing activity in affiliated and dependent Companies.

1.5. Management of Internal Audit and Risk Management Department is performed by the head of Internal Audit and Risk Management Department.

1.6. Requirements to qualification of the head of Internal Audit and Risk Management Department:

- to education: higher financial/economic education;

- to the competence:

special professional knowledge and skills:

- knowledge of basics of accounting and tax accounting, regulations, which govern them;

- knowledge of legislative and regulatory legal acts that administer and methodical materials on the organisation of work;

- possession of organizational skills;

- knowledge of principles and techniques of carrying out of internal audit and risk management;
- knowledge of an order of development of procedural documents, the basic documents in the field of QMS;
- knowledge of the established reporting on financial activity of the Company, order and terms of its drawing up;
- possession of skills of work with the Document Flow Software «Synergy Center»;
- knowledge of methodology of process and project management.

professional oral and written communications:

- ability competently to state the thoughts at oral dialogue;
- possession of skills of writing analytical, methodical documents.

general professional knowledge and skills:

- ability to analyze the acquired information including to state an estimation of completeness, reliability of the data at their collection and consolidation;
- understanding of the purposes of activity of structural divisions of the Company, organizational structure, specificity of work on a supervised line of business in branches;
- knowledge of modern computer and telecommunication means, possibilities of their application for accomplishment of the assigned functions.
- knowledge of basics of the labour law;
- knowledge of rules and norms of labour protection, safety arrangements, production sanitary and fireproof protection;
- knowledge of main principles of work of a power supply system.

1.7. Requirements to qualification of workers of Internal Audit and Risk Management Department:

- to education: higher financial/economic education;
- to the competence:

special professional knowledge and skills:

- knowledge of basics of accounting and tax accounting, regulations, which govern them;
- knowledge legislative and regulatory legal acts that administer and methodical materials on the organisation of work;
- possession of organizational skills;
- knowledge of principles and techniques of carrying out of internal audit and risk management;
- knowledge of an order of development of procedural documents, the basic documents in the field of QMS;
- knowledge of the established reporting on financial activity of the Company, order and terms of its drawing up;
- possession of skills of work with the Document Flow Software «Synergy Center»;
- knowledge of methodology of process and project management.

professional oral and written communications:

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- ability competently to state the thoughts at oral dialogue;
- possession of skills of writing analytical, methodical documents.

general professional knowledge and skills:

- ability to analyze the acquired information including to state an estimation of completeness and reliability of the data at their collection and consolidation;
- understanding of the purposes of activity of structural divisions of the Company, organizational structure, specificity of work on a supervised line of business in branches;
- knowledge of modern computer and telecommunication means, possibilities of their application for accomplishment of the assigned functions.
- knowledge of basics of the labour law;
- knowledge of rules and norms of labour protection, safety arrangements, production sanitary and fireproof protection;
- knowledge of main principles of work of a power supply system.

2. The list of documents of Internal Audit and Risk Management Department

2.1. In the activity the Division is guided by external and internal documents:

2.1.1. External documents:

- the legislation of the Russian Federation;
- Federal standards of auditor activity (FSAA), Federal rules (standards) of auditor activity (FRSAA);
- Audit international standards (International Standards of audit);
- Internal audit international standards (International Standards of internal audit);
- the modern concepts of the internal control developed by Committee of Sponsoring Organisations of the Treadway Commission of the USA (COSO, 1992, 2004);
- orders, instructions, letters etc. of IDGC Holding.

2.1.2. Internal documents:

- the legislation of the Russian Federation;
- the Company' Articles of Association;
- Decisions of Shareholders' General Meeting and Board of directors of the Company, decisions of the Committee for Audit of the Board of directors of the Company (further – Committee for Audit);
- Internal normative documents of the Company;
- This Regulation;
- Policy of the internal control;
- Risk management policy;
- Regulation about procedures of the internal control;
- Policy and purposes of the Company in the field of quality;
- Rules and norms of labour protection.

2.2. The statement from the file register of the Division is given in Appendix # 1.

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3. The primary goals and functions

3.1. The list of the primary goals of the Division is given in Appendix # 2 «Participation in business-processes/business services»:

3.1.1. According to the requirement of provision of completeness and reliability of financial and management information of the Company the Division task is to check financial and management information, including execution of plans and Company programs, with a view of confirmation of their reliability.

3.1.2. According to the purpose of a performance evaluation of the internal control system of the Company and realisation of monitoring of observance of procedures of the internal control the Division tasks are:

- check and performance evaluation of functioning of the internal control system;
- checking the availability and execution of procedures of the internal control;
- realisation of monitoring of the internal control system, taking measures on enhancement of the internal control for provision of its effective functioning, including taking into account changing internal and external factors affecting financial and economic activity of the Company;
- control over conformity of internal procedures to requirements of local normative documents, character of activity and importance of risks accepted at that;
- representation of results of monitoring of the internal control system to Committee for Audit with a view of a performance evaluation of procedures of the internal control;
- development of offers on enhancement of procedures of the internal control.

3.1.3. According to the purpose of control over accomplishment by the Company of requirements of the current legislation, internal regulations of the Company, and also efficiency of use and safe-keeping and integrity of assets (property) of the Company the Division tasks are:

- checking reliability and objectivity of the administrative reporting of the Company, and also the information on financial and economic activity of the Company;
- estimation of economic feasibility and efficiency of economic operations made by the Company;
- checking reliability, completeness, objectivity and reliability of the business accounting and the reporting, their testing, and also estimation of timeliness of collection and representation of information about the Company and its reporting;
- control over timely and complete elimination of the revealed infringements and lacks;
- control over efficiency of use and safe-keeping and integrity of assets (property) of the Company.

3.1.4. According to the purpose in the Company to create a risk management system the Division tasks are:

- organisation of functioning of the risk management system of the Company, coordination of activity of participants of the system according to requirements of internal documents of the Company;
- current control over process of functioning of the risk management system of the Company, including management actions on risk management;

- risk management system enhancement, submission to participants of the risk management system the information on the risks revealed as a result of checks of activity of the Company;
- checking completeness of application and efficiency of methodology of risks and procedures assessment;
- risk management system performance evaluation, submission the report on results of an estimation to Committee for Audit;
- analysis and estimation of offers of management on elimination of infringements and the risk minimisation, revealed by Division, development of recommendations about the specified offers.

3.1.5. According to the purpose of the organisation and realisation of auditing activity in the affiliated and dependent companies of the Company the Division tasks are planned and off-schedule audits in affiliated and dependent companies, the control over their activity according to the established order of corporate management.

3.2. With a view of the decision of the tasks set forth above the Division carries out the following functions according to Appendix # 2:

3.2.1. Carrying out of various kinds of planned and unscheduled inspections of financial, including accounting, reporting, booking economic operations on separate business accounts, efficiency of separate business processes and procedures of the internal control in them, checks with a view of revealing of facts of swindle and plunders, and also other kinds of checks;

3.2.2. Carrying out of auditing checks of affiliated and dependent companies;

3.2.3. Checking operations and actions of management and workers of the Company about their conformity to the established and approved policies, the business plan, other plans, procedures and other internal and external regulating regulations; at revealing of discrepancies of results of operations and actions planned – finding reasons.

3.2.4. Estimation of acting methods and methods of provision of integrity and protection of assets; if necessary – stock-taking of assets.

3.2.5. Estimation of cost efficiency of resource use under management tasks, check of separate actions and operations.

3.2.6. Monitoring and performance evaluation of the risk management system of the Company.

3.2.7. Internal control system performance evaluation.

3.2.8. Preparation of offers on modification of normative documents of the Company and recommendations about increase of system effectiveness of the internal control and risk management.

3.2.9. Development of recommendations and offers by results of the conducted checks.

3.2.10. Participation in development and monitoring of accomplishment of recommendations and the measures directed on remedial action in activity of the Company, revealed during checks.

3.2.11. Interaction with office holders of the Company of all levels with a view of enhancement of the risk management system, the internal control and management systems. Rendering of consulting services in inquiries of management of the Company.

3.2.12. Interaction with Committee for Audit, with external auditors on the questions connected with accounting records according to Russian and international standards, with the Company's Revision Committee, bodies of judicial, executive and

legislative power of the Russian Federation, representatives of tax and other monitoring bodies on the questions falling in the competence of the Division.

3.2.13. Preparation of information-analytical materials on the questions entering into the competence of the Division.

3.2.14. Enhancement of knowledge and skills of workers of the Division according to the plan of training of workers of the Division, agreed by the Company's Committee for Audit.

3.2.15. Studying domestic and foreign experience on the questions falling in the competence of the Division.

3.2.16. Accomplishment of other functions according to internal normative documents acting in the Company.

4. The management organisation

4.1. Organizational structure of Internal Audit and Risk Management Department is presented in Appendix # 3.

4.2. The Division is an independent structural unit of the Company. According to organizational structure of the Company the Division administratively reports directly to the general director of the Company and is functionally accountable to Committee for Audit.

4.3. The Division management is performed by the head of Internal Audit and Risk Management Department, appointed to the post and dismissed in an order established by internal normative documents of the Company, after a conclusion is received on a nominee from Committee for Audit.

4.4. The organizational structure, the job pattern and expense budget (budget) of the Division are approved by the general director after reception of a tentative conclusion from the Committee for Audit.

4.5. In absence of the division manager its obligation is performed by the worker of the Division to whom the order on the Company assigns the duties.

4.6. Workers of the Division are appointed to the post and dismissed in an order established by internal normative documents of the Company.

4.7. The Division carries out the tasks and functions on the basis of the annual (semi-annual) work plan approved by the general director and previously agreed by the Committee for Audit. The approved annual (semi-annual) work plan goes to the Company's Revision Committee.

4.8. The general order of carrying out of checks and technique of carrying out of checks is regulated by internal regulations of the Company.

4.9. The division manager can bring specifications in sequence, methods and forms of check taking into account features of a checked object.

4.10. Offers on change and addition of the approved work plan can be brought by the Committee for Audit, the general director or the division manager in an order provided in item 5.1 of this Regulation.

4.11. Results of checks and the report on the revealed infringements in financial and economic activity of the Company are given to the Committee for Audit (on demand), to the general director of the Company, the head of the checked object and the Company's Revision Committee (on demand).

5. The rights

5.1. Managerial rights of the Division and other workers of the Division are specified in their employment contracts with the Company.

5.2. The division manager and other workers of the Division according to this Regulation and job descriptions at accomplishment of job responsibilities have the right when due hereunder:

- to make explanations and recommendations to divisions of the Company concerning accomplishment of decisions of management of the Company on the questions entering into the competence of the Division;
- to enquire and receive from divisions of the Company documents and information, necessary for accomplishment of the tasks and functions assigned to the Division;
- to enter into premises of a checked division, and also in the premises used for document storage, cash and values, computer data handling and data storage, with observance of procedures of the access specified by internal documents of the Company;
- to direct to the Company's divisions materials to make the conclusion on the questions entering into the competence of the Division.

5.3 The division manager has the right:

- to interact with divisions of the Company for fast issue solving;
- to interact with Committee for Audit, the Company's Revision Committee, external auditors of the Company according to internal normative documents of the Company, bodies of judicial, executive and legislative power of the Russian Federation and other organisations and establishments of the Russian Federation on the questions entering into the competence of the Division;
- to study and estimate any documents enquired during the course of performance of tasks and functions of the Division, and to direct these documents and-or the corresponding information to Committee for Audit, the general director of the Company and the Company's Revision Committee;
- to enquire and receive necessary assistance of workers of divisions in which check is performed, and also assistance of workers of other divisions of the Company;
- to get acquainted with current and perspective plans of activity of the Company, drafts of decisions and decisions of the general director of the Company;
- to determine frequency, periodicity, topics and volume of checks;
- to bring to the notice of Committee for Audit and the general director of the Company of offers on improvement of existing systems, processes, standards, methods of conducting activity;
- to involve in coordination with Committee for Audit foreign experts at accomplishment of tasks of the Division;
- to organise and hold meetings concerning the Division activity;
- to perform monitoring of accomplishment of the events (corrective actions) performed by results of conducted checks (estimations);
- to represent by proxy the Company in public authorities of the Russian Federation and other organisations of the Russian Federation on the questions entering into the competence of the Division;
- to sign when due hereunder the documents connected with realisation of obligations assigned to the Division and realisation of the given rights;

- to establish obligations, the rights and responsibility to other workers of the Division, to delegate in need in an established order the rights and obligations to other workers of the Division;
- independently to correspond with the Company's divisions on the questions entering into the competence of the Division;
- to prepare answers according to the legislation of the Russian Federation in an order established in the Company, on offers, statements and complaints of shareholders, public authorities of the Russian Federation, other organisations of the Russian Federation on the questions entering into the competence of the Division;
- to instruct concerning the organisation of work of the Division;
- to make when due hereunder offers on acceptance and dismissal of workers of the Division, establishment of official pay rates and allowances for them, about encouragement of workers of the Division and about their attraction to disciplinary responsibility.

6. Responsibility

6.1. The Division on behalf of the head of the Division and other office holders according to the current legislation bears administrative and disciplinary responsibility for:

- untimely and inefficient accomplishment of the functions assigned by this Regulation;
- failure to carry out of orders, assignments and other instructions within the Company;
- bringing damage to material assets entrusted to the Division;
- non-observance of the labour schedule by workers of the Division.

6.2. Responsibility of workers of the Division is established by corresponding job descriptions.

7. Mutual relations and communications

During the course of the functions performance the Division maintains direct communications with other structural divisions of the Company, managed companies, and external organisations (Appendix # 4).

8. Labour protection

8.1 Within the limits of labour protection provision in the Executive Office of IDGC of Centre the Division carries out the following functions:

- takes part in development of the perspective purposes and tasks in the field of labour protection, organises development of corresponding business processes, management structure;
- participates in development of key performance indicators (KPI) on labour protection of workers of the Executive Office and heads of branches, agrees them with profile services and departments of the Executive Office in conformity with the Company's purposes and tasks;

– in coordination with Technical Inspection Department it organises participation of representatives of the Division in execution checks in branches of organizational-administrative documents concerning labour protection according to the approved plans.

8.2 The Division on behalf of the head of the Division carries out the following functions on labour protection:

– provision and control over a mode of work and rest of the subordinate personnel according to the legislation of the Russian Federation, rules of the internal labour schedule;

– control over passage by workers of divisions of introduction instructing in labour protection and fire safety;

– development (participation in development) of instructions on labour protection, job descriptions with obligatory inclusion in job responsibilities of functions on labour protection, and also provision of the personnel with instructions and the control over their studying, application in work;

– control over availability of the necessary specifications and technical documentation (reference documents), literature, circular letters, information materials, taking measures on completion the missing;

– discharge from work of the persons who are in a condition of alcoholic or narcotic intoxication, the persons who have broken specifications on labour protection, operation of the equipment, fire safety if as a result of these infringements there is threat of safety of people, integrity of the equipment, impact on the environment;

– control over timely passage by the subordinate personnel preliminary and periodic medical examinations. Discharge from work of the persons who have not passed their obligatory medical examination in due time, and also in case of medical contra-indications;

– control over labour protection conditions in the subordinate division (department, service, section). The message to the higher head and workers of industrial inspection and labour protection Office about each accident and signs of job-related illnesses;

– representation of materials for accepting of disciplinary actions to infringers of rules and norms of labour protection or not carrying out the functional obligations on labour protection;

– accomplishment of orders of office holders of bodies of the state and departmental supervision and control over observance of requirements of labour protection;

– personnel provision (taking measures on provision), working in dangerous or harmful working conditions, and also in special temperature conditions, or on the sites connected with pollution, equipped with the certificated means of individual protection, which are washing off and neutralising means according to norms, approved in an order specified by the Governmental Resolutions of the Russian Federation and other regulations.

**The statement from the file register of Internal Audit and Risk Management
Department**

File index	File heading	Quantity of files	Period of storage	Note
18-01	Regulations about the Department, Sections, job descriptions of employees (copies)	1	Before replacement with the new	
18-02	Orders, instructions, standards and other is normative-organizational documents of IDGC Holding, IDGC of Centre concerning activity of the Department (copies)	1	5 years	
18-03	Reports of sessions of revision committees of IDGC of Centre; the conclusions (acts) by results of auditing checks of IDGC of Centre; brief information by results of auditing checks of IDGC of Centre; correspondence with the revision committee of IDGC of Centre	1	5 years	
18-04	Conclusions (acts) by results of internal checks; brief information by results of internal checks	1	5 years	
18-05	Conclusions (acts) by results of auditing checks of subsidiaries and associates of IDGC of Centre; brief information by results of auditing checks subsidiaries and associates of IDGC of Centre	1	5 years	
18-06	Materials concerning Committee for Audit of Board of directors IDGC of Centre	1	5 years	
18-07	Correspondence on questions of activity of the Department	1	5 years	
18-08	The statement from the summary file register of IDGC of Centre	1	3 years	
18-09	Delivery inventories of files in archive	1	3 years	

Appendix # 2

To
the Regulation on Internal Audit and Risk Management Department**Participation in business-processes/business services**

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
1	BP 1 Management of the company policy in stock market	Relationship management with shareholders and investors (IR)	Accumulation and verification of the information on activity of the company and the enterprises of the industry influencing market condition of securities, and also the information necessary for interaction with shareholders and investors of the company	Submission of IFRS reporting with comments	BP certificate
2	BP 1 Management of the company policy in stock market	Relationship management with shareholders and investors (IR)	Access expansion to capital sources: own IPO/SPO (a primary/secondary share issue of the company); borrowed – issue of bonds and eurobonds. Issue of derivative securities: ADR/GDR, futures, options	Development and entering of offers on change of internal normative documents of the Company, within the limits of the competence, according to requirements of stock exchanges, with a view of listing of securities of the Company and maintenance in quotation lists	BP certificate
3	BP 1 Management of the company policy in stock market	Development of system of corporate management and control	Forming / development of system of corporate management	Monitoring/analysis, observance of requirements of standards of corporate management (in directions): 1. Regulation about Revision Committee 2. Regulation about payment to members of the Revision Committee of remunerations and compensations	BP certificate
4	BP 1 Management of the company policy in stock market	Development of system of corporate management and control	Forming / development of system of corporate management	Analysis/monitoring of internal documents of the Company approved or to be approved by controls of the Company (AGM, Board of Directors, Board, the general director (Orders, Standards, Regulations regarding corporate management)) about their availability / actualisation. Forming of offers under the edition of the document or modification of internal documents of the Company. Interaction with IDGC Holding concerning the edition of new documents / modification of the acting: 1. Articles of Association of Companies; 2. Committee for Audit; 3. questions of compensation of the Revision Committee; 4. the insider information; 5. questions of the Revision Committee, the Auditor, the Internal control	BP certificate
5	BP 1 Management of the company policy in stock market	Development of system of corporate management and control	Forming / development of system of corporate management	Forming of annual plans of development of corporate management, their quarterly adjustment. Realisation of plans of corporate management, interaction with IDGC Holding concerning realisation: 1. The Company's Articles of Association; 2. Committee for Audit; 3. questions of compensation of the Revision Committee; 4. the insider information; 5. questions of the Revision Committee, the Auditor, the Internal control	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		

6	BP 1 Management of the company policy in stock market	Development of system of corporate management and control	The organisation of procedure of assignment and maintenance of a rating of corporate management	Interaction with the institutional environment and rating agencies concerning an external estimation of corporate management regarding system of audit of the Company and the internal control for corporate management	BP certificate
7	BP 1 Management of the company policy in stock market	Development of system of corporate management and control	Forming / development of the corporate control system	The analysis of external requirements to auditor process (external) and internal control system for corporate management, and also recommendations of Corporate Governance Department	BP certificate
8	BP 1 Management of the company policy in stock market	Development of system of corporate management and control	Forming / development of the corporate control system	Preparation of materials and initiation within the limits of the subprocess of competitive procedures to choose outsourcers, the conclusion of contracts: drawing up technical specifications (if necessary), drafts of contracts, the direction in BS "Management of purchases and procurement"	BP certificate
9	BP 1 Management of the company policy in stock market	Development of system of corporate management and control	Forming / development of the corporate control system	Financial planning (the business plan, the annual complex program of purchases (annual integrated purchasing program), movement of cash flows (Cash Flow) and income and expenditure budget). Drawing up and monthly adjustment	BP certificate
10	BP 1 Management of the company policy in stock market	Provision of functioning of controls	Forming of controls and the corporate control	Submission of the report on election of the chairman of the Revision Committee and his/her assistant to the corporate secretary	BP certificate
11	BP 1 Management of the company policy in stock market	Provision of functioning of controls	Forming of controls and the corporate control	The organisation of preparation of draught decisions, explanatory notes concerning the agenda of shareholders general meeting (AGM), reports and presentation materials concerning the agenda of the AGM, and also their coordination in IDGC Holding, in particular, on questions: 1. election of members of the Revision Committee of the Company and the early termination of their powers; 2. the approval of the auditor of the Company; 3. decision making about approval of transactions in the cases provided by clause 83 of the Federal Law «About joint stock companies»; 4. decision making about approval of large transactions in the cases provided by clause 79 of the Federal Law «About joint stock companies»; 5. the approval of the internal documents regulating activity of bodies of the Company: - Regulation about the Revision Committee; - decision making about payment to members of the Revision Committee of the Company of remunerations and (or) compensations (the Provision approval about payment to members of the Revision Committee of the Company of remunerations and compensations)	BP certificate
12	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Preparation and sending of inquiries to the Revision Committee and to the auditor of the Company about submission of offers in the work plan of Board of directors. Interaction with the Revision Committee and the auditor under the given offers in the work plan of Board of directors	BP certificate
13	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Preparation of offers for forming of the work plan of Board of directors and the coordination of the draft of the work plan of Board of directors, plan adjustment	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		

14	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Preparation of drafts of decisions, accompanying materials, explanatory notes, presentations, reports, interaction with responsible persons of IDGC Holding (coordination) to sessions of Board of directors, reports concerning agendas of sessions of Board of directors, on following questions: 1. determination of priority lines of business of the Company in regards with: - IFRS financial reporting forming	BP certificate
15	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Putting items for decision of Shareholders general meeting of the Company: - decision making about approval of transactions in the cases provided by clause 83 of the Federal Law «About joint stock companies»; - decision making about approval of large transactions in the cases provided by clause 79 of the Federal Law «About joint stock companies»; - the approval of the internal documents regulating activity of bodies of the Company: - Regulation about the Revision Committee - Regulation about payment to members of the Revision Committee of the Company of remunerations and compensations; - decision making about payment to members of the Revision Committee of the Company of remunerations and (or) compensations	BP certificate
16	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Recommendations to Company Shareholders general meeting on the size paid to members of the Revision Committee of the Company of remunerations and compensations and determination of the size of fee of the auditor	BP certificate
17	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	The approval of internal documents of the Company, except for the internal documents which approval falls into the Shareholders general meeting competence, and also other internal documents which approval falls into the competence of executive powers of the Company; - Committee for Audit; - questions of compensation of the Revision Committee; - the insider information; - questions of the internal control	BP certificate
18	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Approval of large transactions in the cases provided by chapter 10 of the Federal Law «About joint stock companies»	BP certificate
19	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Approval of the transactions provided by chapter 11 of the Federal Law «About joint stock companies»	BP certificate
20	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Consideration of reports of the general director about Company activity (including about accomplishment of the job responsibilities by him/her), about accomplishment of decisions of Shareholders general meeting and Company Board of directors, including: - about IFRS; - about elimination of revealed by the Revision Committee of the Company infringements	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		

21	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Determination of a position of the Company (representatives of the Company) on following questions of agendas of shareholders general meetings (participants) and sessions of boards of directors of affiliated and dependent economic companies (further – subsidiaries and associates), including the order to accept or not to take part in voting by agenda questions, to vote under drafts of decisions pro, contra or "has refrained": - about determination of an order of payment of compensations to councillors of directors and revision committee of subsidiaries and associates	BP certificate
22	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Promotion by the Company of nominees for election on a post of the chief executive officer, in other controls, control facilities, and also nominees of the auditor of the organisations in which the Company participates, performing generation, transmission, operation, distribution and retail of electric and thermal energy, and also repair and service types of activity	BP certificate
23	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Creation of committees of Board of directors of the Company, election of members of Committees of Board of directors of the Company and the early termination of their powers, election and the early termination of powers of chairmen of Committees of Board of directors of the Company, including: - Consideration of the report of Committee for Audit about the transactions made by insiders of the Company with securities of the Company and its subsidiaries and associates	BP certificate
24	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Preliminary approval of transactions which can entail origin of the obligations expressed in foreign exchange (or the obligations which size becomes attached to foreign exchange), in cases and the sizes determined by separate decisions of Board of directors of the Company and also if the given cases (sizes) are not specified by Company Board of directors	BP certificate
25	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	The approval of conditions of contracts with involved by the Revision Committee specialists (experts) to check financial and economic activity of the Company	BP certificate
26	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	About determination of the size of fee of the Auditor of the Company	BP certificate
27	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of Board of directors of the Company	Putting for decision taking by the Board of directors of IDGC Holding of questions the position determination of Board of Directors IDGC Holding on which is required (according to item 11.1 of subitem 22. of Article 11 of the Articles of Association of IDGC Holding approved by the decision of EGM dated 30.12.2008 Minutes from 14.01.2009, and also taking into account the norms of the Order of interaction of IDGC Holding with managing companies, stocks (shares) of which IDGC Holding owns, approved by the decision of the Board of Directors dated 28.08.2008 Minutes #3), interaction with responsible persons of IDGC Holding (coordination), Company representation at the IDGC Holding Council, namely: about approval of large transactions made by subsidiaries and associates	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		

28	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Accomplishment of inquiries of chairmen of committees, members of committees about provision of the information and the materials necessary for decision making under questions of competence of committees	BP certificate
29	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	The organisation of preparation of reports, presentation materials, draught decisions, explanatory notes concerning agenda of the Strategy and Development Committees, and also (in case of need) their coordination in IDGC Holding, with committee-men, the report on a question on committee, in particular, on questions: 1. determination of priority lines of business of the Company: IFRS financial reporting forming	BP certificate
30	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Putting for decision making of the Board of directors of the Company the following questions: 1. decision making about approval of large transactions in the cases provided by clause 79 of the Federal Law «About joint stock companies»	BP certificate
31	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Approval of large transactions in the cases provided by chapter 10 of the Federal Law «About joint stock companies»	BP certificate
32	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	The coordination of the work plan of committee for audit	BP certificate
33	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	The organisation of preparation of reports, presentation materials, draught decisions, explanatory notes concerning the agenda of committee for audit, and also (in case of need) their coordination in IDGC Holding, with committee-men, the report on a question on committee, in particular, on questions: 1. control over carrying out of annual substantive audit of the consolidated financial reporting and the accounting (financial) reporting of the Company	BP certificate
34	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Control of preparation by executive powers of the Company quarter and annual statements, and also objectivity of this reporting	BP certificate
35	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Estimation of the audit certificate which is given as materials to annual shareholders general meeting of the Company	BP certificate
36	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Estimation of candidates for auditors	BP certificate
37	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Control of internal control systems of the Company in the field of the business accounting and finance and activity of service of internal audit of the Company	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
38	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Performance evaluation of procedures of the internal control and preparation of offers on their enhancement	BP certificate

39	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Coordination of the plan-schedule of the checks performed by Department of internal audit and risk management within the limits of the internal control	BP certificate
40	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Consideration of results of carrying out of the checks performed by Department of internal audit and risk management within the limits of the internal control	BP certificate
41	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Consideration of the report on transactions of insiders of the Company with securities of the Company and its subsidiaries and associates	BP certificate
42	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	Coordination of work plan of the Committee for Personnel and Remuneration	BP certificate
43	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out of sessions of committees at Company Board of directors	The organisation of preparation of reports, presentation materials, draught decisions, explanatory notes concerning agenda of the Committee for Personnel and Remuneration, and also (in case of need) their coordination with IDGC Holding, with committee-men, the report on a question on committee, in particular, on questions: 1. development of principles and criteria in the field of compensation and material stimulation of members of the Revision Committee of the Company, the Chairman of the Revision Committee of the Company	BP certificate
44	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out meetings of the Management Board of the Company	Coordination of the work plan of the Management Board	BP certificate
45	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out meetings of the Management Board of the Company	The organisation of preparation of drafts of decisions, explanatory notes, reports, presentation materials concerning the Management Board agenda on questions: 1. determination of priority lines of business of the Company regarding IFRS financial reporting forming	BP certificate
46	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out meetings of the Management Board of the Company	Price determination (monetary estimation) of property, the price of placing and the redemption of issue securities in the cases provided by the Federal Law «About joint stock companies», and also the Company's Articles of Association	BP certificate
47	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out meetings of the Management Board of the Company	Preliminary approval of transactions which can entail origin of the obligations expressed in foreign exchange (or the obligations which size becomes attached to foreign exchange), in cases and the sizes determined by separate decisions of Board of directors of the Company and also if the given cases (sizes) are not specified by Company Board of directors	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
48	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out meetings of the Management Board of the Company	Determination of a position of the Company (representatives of the Company), including the order to accept or not to take part in voting on the agenda questions, to vote under drafts of decisions pro, contra or "has refrained", on the following questions of agendas of shareholders (participants) general meetings of subsidiaries and associates (except as specified when functions of shareholders general meetings of subsidiaries and associates are carried out	BP certificate

				by Company Board of directors), and sessions of boards of directors of subsidiaries and associates (except for a question on the approval of the agenda of shareholders general meetings of subsidiaries and associates when functions of shareholders general meetings subsidiaries and associates are carried out by Company Board of directors): 1. about determination of an order of payment of compensations to councillors of directors and revision committee of subsidiaries and associates	
49	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out meetings of the Management Board of the Company	Consideration of reports of assistants to the General director of the Company, heads of the isolated structural divisions of the Company about results of accomplishment of the approved plans, programs, instructions, consideration of reports, documents and other information on activity of the Company and its affiliated and dependent companies	BP certificate
50	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and carrying out meetings of the Management Board of the Company	Decision making about the conclusion of the transactions which subject is the property, works and the services which cost constitutes from 5 to 25 % of book value of assets of the Company, determined on the decision acceptance date on the transaction conclusion (except as specified, provided by subparagraph 40 of point 15.1 of these Articles of Association)	BP certificate
51	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and the control over execution of decisions of controls of the Company (the AGM, Board of Directors, Management Board) and Committees of the Board of Directors	Coordination of orders following the results of the AGM, sessions of Board of directors	BP certificate
52	BP 1 Management of the company policy in stock market	Provision of functioning of controls	The organisation and the control over execution of decisions of controls of the Company (the AGM, Board of Directors, Management Board) and Committees of the Board of Directors	Representation of reports on accomplishment of decisions of the AGM, Board of directors, Management Board, Committees	BP certificate
53	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Annual/quarterly plan development - schedule of checks	BP certificate
54	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Coordination of the annual/quarterly plan-schedule of checks with Committee for Audit	BP certificate
55	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Preparation of the order of the general director about the approval (adjustment) of the annual/quarterly plan-schedule of checks	BP certificate
56	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Provision of accomplishment of the procedures of the internal control accepted in the Company within the limits of the competence according to internal normative documents	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
57	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system (Leader - Head of Internal Audit and Risk Management Department - Bunin V.E.)	The organisation of the internal control over the Company	Preparation (summary, analysis) and submission of the monthly reporting including operating production and economic indicators, key indicators of risks to IDGC Holding	BP certificate

58	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Informing the Committee for Audit on infringements of financial and economic activity under the form approved by Board of directors of the Company	BP certificate
59	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Preparation for consideration by Committee for Audit and Board of Directors a question on an estimation of the basic risks of the Company and on an establishment of acceptable levels of risks of the Company, and also reports on risk control	BP certificate
60	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company (Leader - Head of Internal Audit and Risk Management Department - Bunin V.E.)	Preparation for consideration by Committee for Audit and Board of Directors a question on a performance evaluation of procedures of the internal control	BP certificate
61	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Forming of offers on enhancement of procedures of the internal control for consideration by Board of directors	BP certificate
62	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the internal control over the Company	Financial planning (the business plan, annual integrated purchasing program, Cash Flow and income and expenditure budget). Drawing up and monthly adjustment (the business plan, annual integrated purchasing program, Cash Flow and income and expenditure budget)	BP certificate
63	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the control over use of the insider information	Processing the received declarations	BP certificate
64	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the control over use of the insider information	Monthly analysis of transactions of insiders with Company securities	BP certificate
65	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the control over use of the insider information	Submission of lists of insiders to Shareholder Interaction Department	BP certificate
66	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the control over use of the insider information	Maintenance of the database of the Company's insiders	BP certificate
67	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the control over use of the insider information	Forming of reports (and drafts of decisions) of the Committee for Audit for Board of directors concerning Committee activity (the monthly report on transactions of insiders with Company securities)	BP certificate
68	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of the control over use of the insider information	Financial planning (the business plan, annual integrated purchasing program, Cash Flow and income and expenditure budget). Drawing up and monthly adjustment (the business plan, annual integrated purchasing program, Cash Flow and income and expenditure budget)	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
69	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Conclusion of contracts with involved by the Revision Committee specialists (experts) to check financial and economic activity of the Company	BP certificate

70	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Reception from the Revision Committee of minutes of sessions (including with the approved schedule of checks)	BP certificate
71	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Quarterly collection of biographical particulars of members of the Revision Committee in accordance with internal documents	BP certificate
72	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Organizational provision of functioning of the Revision Committee, including the organisation of collection of materials for submission to the Revision Committee, interaction with the Revision Committee on terms and plans of conducted checks, granting access for members of the Revision Committee to documents	BP certificate
73	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Creation of conditions for realisation by the Revision Committee of the functions (provision of work of members of the Revision Committee, preparation of documents and materials by inquiries of members of the Revision Committee, interactions with members of the Revision Committee within the limits of accomplishment of the functions by them)	BP certificate
74	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Operative elimination of all revealed by the Revision Committee infringements	BP certificate
75	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	The organisation and participation in a meeting of Chairman of the Revision Committee and the general director for acquaintance with the conclusion (act) of the Revision Committee following the results of a check	BP certificate
76	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	The organisation of reception of conclusion of the Revision Committee on annual accounting statements of the Company	BP certificate
77	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Storage of the conclusions (acts) of the Revision Committee and granting access to them on request of shareholders	BP certificate
78	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Calculation of amount of compensations to members of the Revision Committee and the specialists involved for checks and calculation transfer to HR Department	BP certificate
79	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Informing HR Department on forthcoming events of the Revision Committee (for planning of compensations)	BP certificate
80	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the Company's Revision Committee	Reception from members of the Revision Committee and the specialists involved for checks of the documents confirming produced expenses and their transfer to HR Department	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
81	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	Initiation of purchasing procedures of IDGC of Centre (or monitoring of procedures of IDGC Holding - depending on the established procedure) as chosen by the auditor	BP certificate

82	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	Contract formation with the auditor of the Company	BP certificate
83	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	Participation in work with the auditor within the limits of the competence, including participation in negotiations with the auditor at a stage of reception of audit opinion	BP certificate
84	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	The organisation of signing with the auditor of acts of the executed works	BP certificate
85	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	Payment of compensation to the auditor (creation of requests in SAP R/3 system)	BP certificate
86	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	Financial planning (the business plan, annual integrated purchasing program, Cash Flow and income and expenditure budget). Drawing up and monthly adjustment (the business plan, annual integrated purchasing program, Cash Flow and income and expenditure budget)	BP certificate
87	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	The organisation of development and approval of organizational and administrative documents with a view of execution in the Company of decisions of the AGM, Board of Directors, Committees of the Board of Directors regarding system of the corporate control	BP certificate
88	BP 1 Management of the company policy in stock market	Provision of functioning of the corporate control system	The organisation of interaction with the auditor of the Company	Development/coordination of organizational and administrative documents with a view of execution in the Company of decisions of the AGM, Board of Directors, Committees of the Board of Directors regarding system of the corporate control	BP certificate
89	BP 1 Management of the company policy in stock market	Realisation of shareholder rights on the information	Information disclosure by the issuer according to requirements of the legislation of the Russian Federation	Submission of the information for the Annual Report approval according to the approved structure	BP certificate
90	BP 1 Management of the company policy in stock market	Realisation of shareholder rights on the information	Information disclosure by the issuer according to requirements of the legislation of the Russian Federation	The coordination of a draft of the Annual Report in the executive office. Participation in the coordination with IDGC Holding and the main minority shareholders (each division within the limits of the competence)	BP certificate
91	BP 1 Management of the company policy in stock market	Realisation of shareholder rights on the information	Information disclosure by the issuer according to requirements of the legislation of the Russian Federation	Information submission in the quarterly report of the issuer, in particular: Points 1.3., 5.5. (together with Corporate Governance Department) of the Report	BP certificate
92	BP 1 Management of the company policy in stock market	Realisation of shareholder rights on the information	Information disclosure by the issuer according to requirements of the legislation of the Russian Federation	The coordination of the quarterly report of the issuer	BP certificate
93	BP 1 Management of the company policy in stock market	Realisation of shareholder rights on the information	Supplementary information disclosure to shareholders and investors, on which disclosing the Company has undertaken an obligation in a voluntary order	Data on the members of the Revision Committee of the Company (together with Corporate Governance Department)	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
94	BP 1 Management of the company policy in stock market	Realisation of shareholder rights on the information	Supplementary information disclosure for shareholders and investors, on which disclosing the Company has undertaken an obligation in a voluntary order	The opinion of the independent auditor about the annual financial reporting prepared according to IFRS	BP certificate

95	BP 3 Management of merges and absorption	Project management of integration of electric grid assets	The organisation of assets management process of subsidiaries and associates/dependent companies	The organisation of introduction of technical and other standards of activity of IDGC of Centre in subsidiaries and associates/dependent companies (within the limits of the competence)	BP certificate
96	BP 3 Management of merges and absorption	Project management of integration of electric grid assets	The organisation of assets management process of subsidiaries and associates/dependent companies	The coordination of regulations about controls and governance of subsidiaries and associates/dependent companies	BP certificate
97	BP 4 Management of cash flow	Management of the medium-term budget	Forming of the business plan of the Company	Information preparation on costs for auditor services	BP certificate
98	BP 4 Management of cash flow	Management of the medium-term budget	Forming of the adjusted business plan of the Company	Information preparation on costs for auditor services	BP certificate
99	BP 4 Management of cash flow	Management of the medium-term budget	The control over execution of budgets and the Company business plan	Information preparation on costs for auditor services	BP certificate
100	BP 4 Management of cash flow	Management of the operating budget	Planning of movement of cash flows (Cash Flow)	Forming of offers on limits of drafts of plans of Cash Flow of Target Management Subsystem	BP certificate
101	BP 4 Management of cash flow	Management of the operating budget	Planning of movement of cash flows (Cash Flow)	The analysis and representation to Department of the finance of the conclusion about limits as a part of projects of plans Cash Flow of branches regarding the competence	BP certificate
102	BP 4 Management of cash flow	Management of the operating budget	Planning of movement of cash flows (Cash Flow)	Forming of the adjusted offers on limits of drafts of plans of Cash Flow of Target Management Subsystem	BP certificate
103	BP 4 Management of cash flow	Management of the operating budget	Planning of movement of cash flows (Cash Flow)	The analysis and representation to Department of the finance of the conclusion about limits as a part of the adjusted drafts of plans of Cash Flow of branches within its competence	BP certificate
104	BP 4 Management of cash flow	Management of the operating budget	Planning of movement of cash flows (Cash Flow)	The control over origin, execution and repayment of obligations under contracts (expenses without contracts) which were initiated by the structural division	BP certificate
105	BP 4 Management of cash flow	Management of the operating budget	Planning of movement of cash flows (Cash Flow)	The control over origin, execution and repayment of obligations under contracts (expenses without contracts) branches within the limits of the competence	BP certificate
106	BP 4 Management of cash flow	Management of the operating budget	Planning of movement of cash flows (Cash Flow)	The control over observance of the limits established for structural division within the limits of the target management subsystem (TMS) (in the business processes where the structural division participates)	BP certificate
107	BP 4 Management of cash flow	Management of the operating budget	Realisation of settlements within the limits of Single Operating Company	Forming of requirements of advance payment to make payment according to approved Cash Flow	BP certificate
108	BP 4 Management of cash flow	Management of the operating budget	Realisation of settlements within the limits of Single Operating Company	Work with unidentified sums, with return of wrongly arrived funds regarding the contracts initiated by the division	BP certificate
109	BP 4 Management of cash flow	Management of the operating budget	Management of accounts payable and receivable	Participation in forming of planned targets of accounts payable and receivable broken down by items of accounting statements for a quarter, year (under Form 1) / commitment items of Cash Flow for responsible functional subdivisions for a month, quarter	BP certificate
110	BP 4 Management of cash flow	Management of the operating budget	Management of accounts payable and receivable	Monitoring and analysis of reasons for rejection on accomplishment by responsible functional subdivisions of indicators of accounts payable and receivable broken down by items of accounting statements for a quarter, year (under Form 1) / commitment items of Cash Flow following the monthly, quarterly results	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
111	BP 4 Management of cash flow	Management of the operating budget	Management of accounts payable and receivable	Development of measures for settlement/collecting of debt receivable regarding contracts initiated by the division	BP certificate
112	BP 4 Management of cash flow	Management of the operating budget	Management of accounts payable and receivable	Development of schedules of repayment of accounts payable regarding the contracts initiated by the division	BP certificate

113	BP 4 Management of cash flow	Management of the operating budget	Management of accounts payable and receivable	Interaction with counterparts regarding indebtedness settlement: signing of reconciliation statements, elimination of disagreements under reconciliation statements (according to orders on inventory, at single reconciliations if necessary); preparation of a necessary package of documents and its transfer to Legal Department for preparation of the letter of claim or the statement of claim for indebtedness collecting judicially	BP certificate
114	BP 4 Management of cash flow	Management of the operating budget	Management of accounts payable and receivable	The conclusion of agreements on re-structuring of indebtedness within the limits of the competence	BP certificate
115	BP 4 Management of cash flow	Management of the operating budget	Support of the corporate credit card project	Submission of applications of office holders on release of corporate cards	BP certificate
116	BP 6 Realization of grid connection services	BP6.3 Control over the organisation of activity on grid connection	Activity check on grid connection	Participation in checks of branches on their grid connection activity	BP certificate
117	BP 7 Realization of services in electric power transmission	7.6. Management of electric power losses	7.7.3 Forming of reporting on the process	Participation in checks of activity of branches and application of standard contracts and regulations	BP certificate
118	BP 14 Management of project activity	BP14.2 Portfolio construction	BP14.2.1 Selection of project initiatives	F14.2.1.1 Analysis of an initiative portfolio (about conformity to requirements for project solutions)	BP certificate
119	BP 14 Management of project activity	BP14.2 Portfolio construction	BP14.2.1 Selection of project initiatives	F14.2.1.2 Coordination of an initiative portfolio (members of committees of Target Management Subsystem/Management Subsystem, about conformity of strategy of the Company to decisions of committees of Target Management Subsystem/Management Subsystem)	BP certificate
120	BP 14 Management of project activity	BP14.2 Portfolio construction	BP14.2.2 Portfolio balancing	F14.2.2.1 Control of resource planning of projects and programs	BP certificate
121	BP 14 Management of project activity	BP14.2 Portfolio construction	BP14.2.2 Portfolio balancing	F14.2.2.2 Coordination of the balanced portfolio (about the composition and priority ranking of the projects which have been selected as a result of balancing and conformity of their total planned costs to established financial restrictions by decisions of committees of Target Management Subsystem/Management Subsystem)	BP certificate
122	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.1 Initiation of projects and programs	F14.5.1.1 Development of project initiatives	BP certificate
123	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.1 Initiation of projects and programs	F14.5.1.2 Coordination of project initiatives (in working groups of Target Management Subsystem about conformity to requirements for project solutions)	BP certificate
124	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.2 Start of projects and programs	F14.5.2.1 Development of the certificate of the project (Detailed description and justification of the project subject matter, development of work schedules and resource plans by project managers)	BP certificate
125	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.2 Start of projects and programs	F14.5.2.2 Coordination of the certificate of the project (by participants of the coordination of orders on project activity on justification, readiness of resource project plans and conformity to requirements to registration)	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
126	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.3 Organization and execution control	F14.5.3.1 Organization of work according to the project plan	BP certificate
127	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.3 Organization and execution control	F14.5.3.2 Control over terms and resources	BP certificate

128	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.3 Organization and execution control	F14.5.3.3 Risk and deviations control	BP certificate
129	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.3 Organization and execution control	F14.5.3.4 Preparation of reports following the results of works	BP certificate
130	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.4 Analysis and adjustment	F14.5.4.1 Estimation of results (about readiness and conformity to requirements of the decision of committee of Target Management Subsystem on completion of a stage of the project)	BP certificate
131	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.4 Analysis and adjustment	F14.5.4.2 Risks and deviations assessment (about necessity of modification and expediency of continuation of the project by the decision of committee of Target Management Subsystem)	BP certificate
132	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.4 Analysis and adjustment	F14.5.4.3 Estimation of completeness of the project on key parametres (the decision of committee of Target Management Subsystem on project completion)	BP certificate
133	BP 14 Management of project activity	BP14.5 Project and program management;	BP14.5.5 Completion	F14.5.5.1 Preparation of summary decisions under complete projects	BP certificate
134	BP 14 Management of project activity	BP14.5 Project and program management	BP14.5.5 Completion	F14.5.5.2 Coordination of decisions on project completion (participants of the coordination of orders on project activity about validity, execution of resource project plans and conformity to requirements to registration)	BP certificate
135	BP 16 Human resources management	Organization design	Development and implementation of organizational structures	Forming of inquiries and submission of offers on change of organizational structures of subdivisions of the Company	BP certificate
136	BP 16 Human resources management	Labour management and motivation	Payment organisation	Submission of the information on accomplishment of indicators of awarding on BP/BS to functional divisions	BP certificate
137	BP 16 Human resources management	Labour management and motivation	Payment organisation	Submission of agreed by deputies of the general director on subordination / head of Target Management Subsystem of offers and justifications for single awarding of workers	BP certificate
138	BP 17 Development and social support of the personnel	Provision with personnel	Search and recruitment of personnel	Requirements planning in the personnel/preparation and approval of the request of requirement for the personnel	BP certificate
139	BP 17 Development and social support of the personnel	Provision with personnel	Search and recruitment of personnel	Carrying out of interview and estimation of the candidate	BP certificate
140	BP 17 Development and social support of the personnel	Provision with personnel	Search and recruitment of personnel	Decision making about acceptance of the candidate on a vacant appointment	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
141	BP 17 Development and social support of the personnel	Provision with personnel	Forming of a personnel reserve	Forming/actualization of a personnel reserve	BP certificate
142	BP 17 Development and social support of the personnel	Provision with personnel	Forming of a personnel reserve	Appointment of the personal instructor	BP certificate

143	BP 17 Development and social support of the personnel	Provision with personnel	Forming of a personnel reserve	Forming/control over accomplishment of individual plans for development of reservists	BP certificate
144	BP 17 Development and social support of the personnel	Provision with personnel	Forming of a personnel reserve	Appointment of personnel with reserve obligations to an executive position	BP certificate
145	BP 17 Development and social support of the personnel	Provision with personnel	Attraction, keeping and development of the youth	The organisation of production practice and externship	BP certificate
146	BP 17 Development and social support of the personnel	Provision with personnel	Attraction, keeping and development of the youth	Establishment of grant of IDGC of Centre	BP certificate
147	BP 17 Development and social support of the personnel	Provision with personnel	Attraction, keeping and development of the youth	Personal distribution of graduates of educational institutions	BP certificate
148	BP 17 Development and social support of the personnel	Provision with personnel	Attraction, keeping and development of the youth	The organisation/control over training of young specialists	BP certificate
149	BP 17 Development and social support of the personnel	Provision with personnel	Monitoring of system of provision with human capital resources	Monitoring of quality of personnel recruitment	BP certificate
150	BP 17 Development and social support of the personnel	Provision with personnel	Monitoring of system of provision with human capital resources	Analysis of results of passage of a probation period	BP certificate
151	BP 17 Development and social support of the personnel	Provision with personnel	Personnel adaptation	The organisation and support of adaptation of the personnel	BP certificate
152	BP 17 Development and social support of the personnel	Provision with personnel	Personnel adaptation	Estimation of adaptation of workers	BP certificate
153	BP 17 Development and social support of the personnel	Provision with personnel	Personnel adaptation	The organisation and the control over passage of term of testing at employment	BP certificate

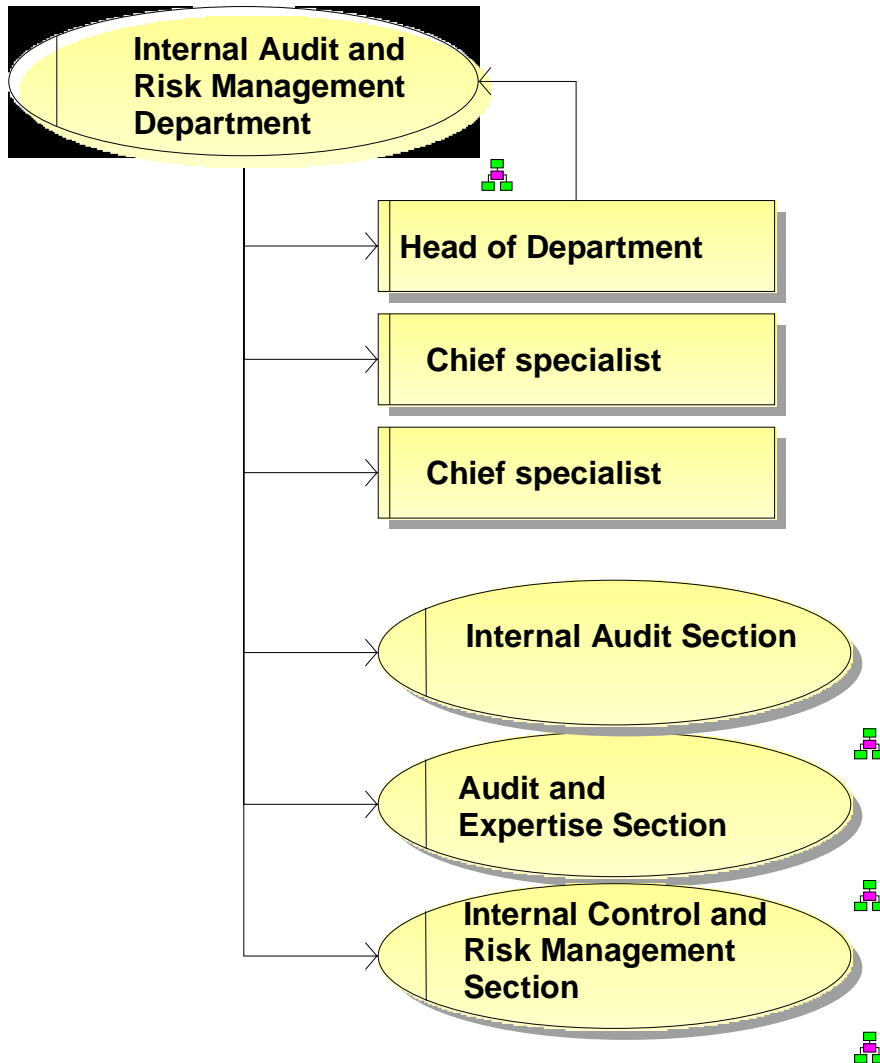
Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
154	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Employment registration according to the Regulations about the order of registration of acceptance, transfer, dismissal of workers of OJSC "IDGC of Centre"	BP certificate
155	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Registration of transfer of the worker for other work according to the Regulations about the order of registration of acceptance, transfer, dismissal of workers of OJSC "IDGC of Centre"	BP certificate

156	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Registration of change of the conditions of the employment contract specified by the parties	BP certificate
157	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Registration of discharge from work	BP certificate
158	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	The organisation and preparation of the schedule of holidays	BP certificate
159	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Acquaintance of workers with the approved schedule of holidays and holiday provision according to the approved schedule of holidays	BP certificate
160	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Registration of holiday, withdrawal of the worker	BP certificate
161	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Business trip registration	BP certificate
162	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Time sheet maintenance	BP certificate
163	BP 17 Development and social support of the personnel	Personnel record keeping	Personnel clerical work	Registration of a sickness certificate of the worker	BP certificate
164	BP 17 Development and social support of the personnel	Staff development and assessment	Realisation and administration of development system	Costs planning on advanced training, preparation and staff assessment	BP certificate
165	BP 17 Development and social support of the personnel	Staff development and assessment	Realisation and administration of development system	Determination of requirement for personnel preparation	BP certificate
166	BP 17 Development and social support of the personnel	Staff development and assessment	Realisation and administration of development system	Forming/updating of a single plan of training	BP certificate

Item #	Business processes			Work description	Reference to the regulating document (accomplishment regulations)
	Top level BP	BP of the second level	BP of the third level		
167	BP 17 Development and social support of the personnel	Staff development and assessment	Personnel certification	The organisation and execution of certification of the personnel	BP certificate
168	BP 17 Development and social support of the personnel	Staff development and assessment	Competence estimation	The organisation and execution of staff assessment	BP certificate

169	BP 17 Development and social support of the personnel	Staff development and assessment	Competence estimation	Actualisation of a directory of professional skills	BP certificate
170	BP 17 Development and social support of the personnel	Staff development and assessment	Monitoring of system of employee development	Personnel training performance analysis	BP certificate
171	BP 17 Development and social support of the personnel	Social support	Non-material stimulation	Preparation and presentation of commendation lists on workers	BP certificate
172	BP 18 Management of labour protection	Management of professional risks	The organisation of investigation of accidents with workers of the Company	Submission of the data about results of examination, instructing	BP certificate

Organizational structure of Internal Audit and Risk Management Department



Appendix # 4

To
the Regulation on Internal Audit and Risk Management Department**Mutual relations and communications of Internal Audit and Risk Management Department**

Information content	From whom	Representation form	Term and periodicity of reception
The acquired information			
Orders, instructions, regulations, standards, letters, inquiries	IDGC Holding	Paper/electronic	As received
Orders, instructions, inquiries, assignments	The general director	Paper/electronic	As received
Letters, reports	Company branches	Paper/electronic	As received
Inquiries on individual questions within the limits of the Department competence	All structural divisions of the executive office of the Company	Paper/electronic	As received
Methodological recommendations, instructions on system of quality management of the Company. Results of monitoring of processes in the established form. Offers on optimisation of business processes. Plans of correcting and warning events	Department of the integrated systems of management	Paper/electronic	As received
The approved plan of payments of Cash Flow	Department of the finance	Paper/electronic	Monthly/quarterly
Staff structure of the Department. Copies of orders, instructions, statements from them, other documents on personnel affairs. The approved schedule of the next holidays. The program of personnel training of the Company Invitations to carrying out of training programs and participation in seminars	HR management department		
Installation, repair and replacement of office equipment. Connection of various information resources. Technical support. The information necessary for accomplishment of tasks of the Department, put by the Company management	Department of information technology and business applications	Paper/electronic	As required

Information content	From whom	Representation form	Term and periodicity of reception
PSP 18/01-2009	Regulation on Internal Audit and Risk Management Department	P.: 32	Total p.: 37

Incoming correspondence. Organizational-administrative documentation of the Company for acquaintance, execution (with use of the functionality of the Document Flow Software «Synergy Center»).	Management Activity Organisation Department	Paper/electronic	As received
Invitations to participation in working meetings and meetings in the Outlook information base			
The Company Business plan	Economy Department	Paper/electronic	As required
The information necessary for accomplishment of tasks of the Division, put by the management, including expert opinions on a profile of activity of structural division of the Executive Office	All structural divisions of the Company	Paper/electronic	As required
The information on corporate events. The materials necessary for preparation of conclusions to Board of Directors of the Company. Other information necessary for accomplishment of tasks of the Department, put by the management	Corporate Governance Department	Paper/electronic	As required
Access to information resources. Location information of counterparts at change of a legal address by them and other information necessary for accomplishment of tasks of the Division, put by the management	Security Service	Paper/electronic	As required
Furniture, stationery for the work place organisation. The organisation of repair work of premises, repair and furniture replacement at work places	Administrative Service	-	As required

Information content	From whom	Representation form	Term and periodicity of reception
The transferred information			
Reports, answers to inquiries	IDGC Holding	Paper/electronic	As received
Reports (acts) of checks, conclusions and inquiries by results of checks. Plans and reports of the Department activities.	Committee for Audit of Board of directors of the Company.	Paper/electronic	As required

Recommendations about elimination of the revealed infringements. Consultations on individual questions within the limits of the Department competence	Company management, including the general director.		
Acts of checks, letters, inquiries	Branches	Paper/electronic	As received
Reporting and other materials by results of checks by corresponding inquiries and as agreed by Company Management	All structural divisions	Paper/electronic	As required
Regulating documents of the Department. Key performance indicators (KPI) of workers of the Department (planned, reporting). Other documents on quality management system	Department of the integrated systems of management	Paper/electronic	As required
Requests for inclusion in the plan of payments of planned quarter (year). Requests for adjustment of the approved plan of payments by funds center. Requests for making payments in SAP/R3	Department of the finance	Paper/electronic	As required
Requests for personnel recruitment. Service records on awarding of workers of the Division. The schedule of holidays. Requests for carrying out of training and advanced training of workers of the Division	HR management department	Paper/electronic	As required
Requests for reception, repair and replacement of office equipment. Requests for connection of information resources. Data on technical support provision	Department of information technology and business applications	Paper/electronic	As required

Information content	To whom	Representation form	Term and periodicity of reception
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Correspondence for sending; The organizational-administrative documentation, the executor for which is the Division, for registration and tasks setting. Drafts of organizational and administrative documents for the coordination. Reports on execution of orders and requirements of organizational and administrative documents of the Company in terms of the Division competence. The information on actualisation of the documentation of the Department. Requests for carrying out of corporate events (seminars, meetings etc.)	Management Activity Organisation Department	Paper/electronic	As required
Data on necessity of adjustment of the business plan	Economy department	Paper/electronic	As required
The data necessary for forming of the competitive documentation on purchase of goods, works, services for needs of the Company on the Division's lines of business	Department of logistics and procurement	Paper/electronic	As required
Materials concerning agendas of meetings of Committee for Audit and Board of directors of the Company within the limits of the Division competence; Offers on inclusion of questions of competence of the Division for consideration at meetings of Committee for Audit and Company Board of directors; offers on modification of acting Standards and Regulations	Corporate Governance Department	Paper/electronic	As required
Requests for access granting to information resources and access monitoring system. Requests for provision of the information on counterparts of the Company	Security Service	Paper/electronic	As required
Requests for acquisition of stationery goods. Requests for repair, replacement and reception of property for a work place. Confirmation of acquisition of stationery goods, repair, property exchange, property acquisition for a work place	Administrative Service	Paper/electronic	As required

Appendix # 5
To the Regulation on Internal Audit and Risk Management Department

Acquaintance Sheet

Post	Surname, initials	Date of acquaintance	Signature

Appendix # 6
To the Regulation on Internal Audit and Risk Management Department

The record of changes and additions

Amendment (addition) of item	Content of change (addition)	Reason	Date	The employee who has made the changes (additions)		The worker acquainted with changes (additions)	
				First name, middle initial, last name, post	Signature	First name, middle initial, last name, post	Signature