

Appendix # 3  
to the decision of the Board of Directors of Rosseti Centre, PJSC  
Minutes dated «08» August 2023 # 38/23

THE REGULATION  
ON HOUSING AND PUBLIC-UTILITIES  
FACILITIES MANAGEMENT  
OF ROSSETI CENTRE, PJSC

PS TSA BP2/SD-01

Moscow  
2023

## **1. General provisions**

1.1. The Regulation on housing and public-utilities facilities management of Rosseti Centre, PJSC, hereinafter referred to as the Regulation, was developed in accordance with the current legislation of the Russian Federation and is part of the management system of Rosseti Centre, PJSC.

1.2. Basic terms, definitions and abbreviations used in this Regulation:

**Rosseti Centre, Company** – Rosseti Centre, PJSC.

**Regulation** – a set of general principles, approaches and procedures for the implementation of procedures for disposal of housing and communal facilities by Rosseti Centre.

**Energy companies** – a set of legal entities, including:

- state and municipal enterprises transformed later on into Bryanskenergo, JSC; Belgorodenergo, JSC; Voronezhenergo, JSC; Kurskenergo, JSC; Lipetskenergo, JSC; Oryolenergo, JSC; Tambovenergo, JSC; Smolenskenergo, JSC; Tverenergo, JSC; Kostromaenergo, JSC; Yarenergo, JSC by means of privatization procedure;

- Bryanskenergo, JSC; Belgorodenergo, JSC; Voronezhenergo, JSC; Kurskenergo, JSC; Lipetskenergo, JSC; Oryolenergo, JSC; Tambovenergo, JSC; Smolenskenergo, JSC; Tverenergo, JSC; Kostromaenergo, JSC; Yarenergo, JSC;

- companies founded in the process of reorganization of RAO UES of Russia, JSC;

- Rosseti Centre;

- SDCs and organizations established in connection with the outsourcing of certain activities of all the above companies (for example, transport services, repair work, IT services);

**Housing and public-utilities facilities** - housing and communal property owned by Rosseti Centre, having the status of residential premises (residential buildings) or property not participating in the transmission, dispatching, distribution of electrical energy, having the status of non-residential premises (non-residential buildings), but provided for living to citizens.

**A potential buyer** – an individual who has submitted, in the manner and within the time limits established by this Regulation, an application for acquisition of ownership of the occupied housing and communal services facility.

**The Commission** – a composition of officials formed by the sole executive body of Rosseti Centre that provides collegial consideration of materials submitted by Potential Buyers in order to resolve the issue of selling housing and communal services.

**Guarantor** - a person who, under a surety agreement concluded with Rosseti Centre - the creditor of the Potential Buyer, assumes the obligation to be responsible for the fulfillment by the latter of his obligations in full or in part under the agreement on the acquisition of ownership of the housing and communal services facility.

**Federal Law "On Joint Stock Companies"** - Federal Law No. 208-FZ of 26 December 1995 "On Joint Stock Companies" as amended.

1.3. This Regulation does not change the competence of the management bodies of Rosseti Centre established by the Federal Law "On Joint Stock Companies" and the Articles of Association of Rosseti Centre, PJSC.

## **2. Purpose of this Regulation**

2.1. The purpose of this Regulation is to establish general principles, approaches and procedures for the implementation of procedures for disposal of housing and communal facilities by Rosseti Centre, providing:

- achieving a reasonable economic benefit in transactions;
- release of the company from non-core functions for the maintenance of housing and communal services;
- strict observance of the interests of shareholders of Rosseti Centre when disposing of housing and communal facilities.

## **3. General provisions for the disposal of housing and communal services**

3.1. This Regulation establishes the procedure and conditions for the disposal of housing and communal services facilities owned by Rosseti Centre and on the balance sheet of both the executive office and branches, with the exception of facilities provided to citizens on the basis of a residential rental agreement for the period of their official duties, as well as acquired into the ownership of Rosseti Centre on the basis of agreements concluded after 01.07.2009.

3.2. In the event that the housing and communal services facility was not provided for the residence of citizens, the sale of the facility is carried out in the manner prescribed by local regulations that are mandatory for non-core assets of Rosseti Centre.

## **4. The procedure for the sale of housing and communal services facilities**

4.1. All citizens residing in housing facilities should be notified that they have the right to buy out these facilities. Notification is carried out by registered mail to the address of the housing and communal services facility or in another way that allows to unequivocally confirm the fact that the notification was delivered to the citizen. Based on the results of consideration of the notification received, the citizen may express his consent to the acquisition of the housing and communal services facility, refuse to purchase the facility, or declare disagreement with the sale of the facility planned by Rosseti Centre. A citizen who has expressed prior consent to the acquisition of the facility is considered by Rosseti Centre as a Potential Buyer.

The prior consent to buy out the housing and communal services facility must be sent by the Potential Buyer to Rosseti Centre no later than one month from the date of receipt of the notification of the right to buy out the housing and communal services facility.

4.2. Actions of Rosseti Centre, provided for in clauses 4.3- 4.6. of this Regulation are performed only under the following conditions:

- Rosseti Centre has received the preliminary consent of at least one Potential Buyer living in the housing and communal services facility for the acquisition of the facility occupied by him;
- there is no written application from at least one Potential Buyer, registered at the place of residence in the housing and communal services facility, that he has objections to the planned alienation of the housing and communal services facility by Rosseti Centre.

4.3. In relation to housing and communal services facilities, an assessment of the market value is carried out with involvement of an independent appraiser.

4.4. The decision on the conditions for the sale of the housing and communal services facility is made by the sole executive body of Rosseti Centre on the basis of minutes of the Commission being created by Rosseti Centre. The Commission, when considering the sale of the housing and communal services facility, is guided by the criteria that are the grounds for applying preferential terms for the sale of a housing and communal services facility to the Potential Buyer:

- work experience of the Potential Buyer at energy enterprises;
- financial situation of the Potential Buyer;
- age of the Potential Buyer;
- circumstances of obtaining by the Potential Buyer the right to use the housing and communal services facility.

4.5. The decision of Rosseti Centre on the conditions for the sale of the housing and communal services facility is sent to the Potential Buyer with an offer to complete the transaction.

The Potential Buyer submits consent/disagreement to the transaction on the proposed terms to Rosseti Centre no later than one month from the date of receipt of the offer from Rosseti Centre. If Rosseti Centre does not receive a response from the Potential Buyer to the offer to buy out the housing and communal services facility within the established time frame, the offer to buy out is considered rejected, and when the Potential Buyer re-applies to buy out the housing and communal services facility, the criteria for establishing preferential conditions by the Commission may not be taken into account.

If the Potential Buyer agrees to the terms of sale, the sale and purchase agreement must be concluded within three months.

The justified and reasoned refusal of the Potential Buyer to purchase the housing and communal services facility on the proposed terms is subject to consideration by the Commission of Rosseti Centre.

The decision on the conditions for the sale of the facility, re-adopted by Rosseti Centre, is final. If it is rejected by the Potential Buyer, the facility will not be sold.

4.6. The sale of the housing and communal services facility on the terms determined by this Regulation is carried out without competitive procedures.

4.7. If one of the notified citizens submits written objections to the sale of the facility, the issue of the possibility of making a transaction is preliminary considered by the Commission of Rosseti Centre. When the Commission decides on the impossibility of concluding a contract for the sale of the housing and communal services facility, an assessment of the facility is not made, the transfer of the facility is possible only to the local government. If the applicant's objections are recognized by the Commission as unfounded, the procedure for further work with the facility is determined by clauses 4.3- 4.6 of this Regulation.

4.8. If the Potential Buyer is granted an installment plan, the housing and communal services facility is pledged to Rosseti Centre until the Potential Buyer completely fulfills his obligations.

## **5. Benefits for the sale of housing and communal services facilities**

5.1. In accordance with the decision of the Commission, the Potential Buyer may be provided with a discount calculated as a percentage of the market value of the facility. The amount of the discount is determined depending on the length of service of the Potential Buyer at energy enterprises, at the rate of 2% discount for each full year of work experience. The Potential Buyer shall be notified in writing of his obligation to pay the personal income tax

established by the current legislation from the amount of the discount granted to him from the market value of the housing and communal services facility.

5.2. In the event that the basis for the provision of the housing and communal services facility was the return of the residential premises of the state fund by the Potential buyer, he is provided with an additional discount of 30% of the cost of the apartment.

5.3. The total amount of the discount provided to the Potential Buyer cannot exceed 80% of the market value of the housing and communal services facility.

5.4. The work experience in the energy sector, calculated for the purposes of determining the amount of the discount, for several Potential Buyers for one housing and communal services facility is not summed up, and is taken according to the longest length of service of one of the Potential Buyers. Family members and parents of a deceased employee of Rosseti Centre are entitled to a benefit calculated based on the work experience in the energy sector of the person to whom the housing and communal services facility was originally provided.

5.5. Based on the financial position of the Potential Buyer and the length of service at energy enterprises, the Commission may recommend providing him with an installment payment.

Income of the Potential Buyer per family member per month	Period of installments
Less than 10 thousand rubles	Up to 10 years
From 10 to 12 thousand rubles	Up to 8 years
From 12 to 15 thousand rubles	Up to 6 years
Over 15 thousand rubles	Up to 5 years

In addition, the fact that the Potential Buyer has more than 15 years of work experience at energy enterprises makes it possible to increase the installment payment period up to 10 years.

5.6. The condition for the validity of the payment by installments is the conscientious fulfillment by the Potential Buyer of obligations to make monthly payments. If there is an overdue debt of the buyer under the contract in the amount of more than two monthly payments, the payment by installments is subject to termination.

5.7. The Potential Buyer is refused to be provided with preferential conditions for acquisition of a housing and communal services facility in the following cases:

- the presence of the Potential Buyer's debt to Rosseti Centre for any reason;
- the Potential Buyer has other facilities received free of charge or purchased earlier from the Company.

## **6. Control and reporting**

6.1. The Board of Directors of Rosseti Centre is annually provided with information on the disposal of housing and communal facilities as part of the annual report of Rosseti Centre on the progress of the implementation of the Register of non-core assets of the Company for the 4th quarter of the reporting year.

## **7. Final provisions**

7.1. This Regulation comes into force from the moment of its approval by the Board of Directors of Rosseti Centre and is subject to disclosure on the official website of the Company.