



APPROVED
by Annual General Shareholders' Meeting
of PJSC Enel Russia
Minutes No. 1/21 dd. June 9, 2021

REGULATION
on Preparation and Holding of General Shareholders' Meeting of
Public Joint-Stock Company Enel Russia
(new version)

Moscow
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1. General Provisions

- 1.1. The present Regulation have been elaborated in accordance with the Civil Code of the Russian Federation, Federal Law “On Joint-Stock Companies”, other laws and regulations of the Russian Federation, the Charter of PJSC Enel Russia and other internal documents of PJSC Enel Russia (hereinafter referred to as the ‘Company’), and set the procedure for the preparation and holding of General Shareholders’ Meetings of the Company (hereinafter referred to as the ‘General Shareholders’ Meeting).
- 1.2. The General Shareholders’ Meeting is the supreme management body of the Company.
- 1.3. The General Shareholders’ Meeting is governed in its activities by the legislation of the Russian Federation, the Charter of the Company and the present Regulation.

2. Convocation and Preparation for General Shareholders’ Meeting

- 2.1. Resolution on convocation of a General Shareholders’ Meeting shall be taken by the Board of Directors of the Company.
- 2.2. The sole executive body of the Company shall organize the execution of the resolutions of the Board of Directors of the Company related to preparation for and the holding of a General Shareholders’ Meeting, including:
 - Ensuring timely submission of the request to compile the list of the persons entitled for participation in the General Shareholders’ Meeting as of the date set by the Board of Directors of the Company, to the Registrar of the Company;
 - Ensuring the issue of ballots in accordance with the form and wording approved by the Board of Directors of the Company;
 - Ensuring the dispatch of voting ballots to shareholders and receipt of filled ballots, if the General Shareholders’ Meeting is held in the form of absentee voting, or if voting at the General Shareholders’ Meeting held in the form of a meeting can be done through the provision of filled voting ballots to the Company;
 - Ensuring the notification of shareholders about the holding of the General Shareholders’ Meeting in manner and time set by the resolution of the Company’s Board of Directors of the Company and the Charter of the Company.
 - Ensuring the preparation of necessary materials (information) on the issues included into the agenda of the General Shareholders’ Meeting and the possibility to review the said information (materials) in accordance with the resolutions of the Company’s Board of Directors of the Company;
 - Performing other activities to fulfill the resolutions of the Company’s Board of Directors of the Company.

3. Particular considerations of the extraordinary General Shareholders’ Meeting convocation

- 3.1. The extraordinary General Shareholders’ Meeting is held by the resolution of the Company’s Board of Directors on its own initiative, requirement of the Company’s auditor, as well as the shareholders (shareholder) who own at least 10% of the Company’s voting shares as of the request submission date.
- 3.2. If within 5 (Five) days upon a request for convocation of an extraordinary General Shareholders’ Meeting was filed, the Company’s Board of Directors fails to resolve on convocation of the extraordinary General Shareholders’ Meeting or resolves to refuse its convocation, the Company’s body or persons requesting its convocation are entitled to turn to court claiming to compel the Company to hold the extraordinary General Shareholders’ Meeting.

4. Information support of the General Shareholders’ Meeting

- 4.1. The notice on holding the General Shareholders' Meeting and the information materials on the issues of the agenda of the General Shareholders' Meeting unless otherwise communicated to the Company's shareholders posted in the Internet on the web site designated by the Company's Charter for publication of notice on holding the General Shareholders' Meeting, within the period specified by the decision of the Company's Board of Directors .
The above stated notice and materials can be published in the English language as well.
- 4.2. When nominating the candidates for the Company's Board of Directors the Company's shareholders shall provide the following information about the nominated candidates:
 - 4.2.1. Full name;
 - 4.2.2. ID documents details (series and (or) document number, date and place of issue, issuing authority);
- 4.3. The proposal to nominate a candidate to the Board of Directors must contain information on the availability of the candidate's consent to his/her nomination / election. A proposal to nominate a candidate containing information on the presence of a candidate's consent to his/her nomination/election shall be equated with a proposal to nominate a candidate, to which the candidate's consent to be nominated / elected to the Board of Directors is attached.
- 4.4. In addition to the information provided by the Company's shareholders pursuant to cl. 4.2., when nominating the candidates for the Company Board of Directors the shareholders are entitled to provide the following information about the nominated candidates:
 - 4.4.1. Citizenship;
 - 4.4.2. Place of residence (state, city);
 - 4.4.3. Education;
 - 4.4.4. Profession;
 - 4.4.5. Information on the positions occupied by the candidate for five years preceding the nomination date and as per the nomination date;
 - 4.4.6. Information on the shareholding in the Company and its subsidiaries and affiliated companies (the volume of owned shares);
 - 4.4.7. Other information that may affect the recognition of a candidate as independent, or that the Company may need to disclose information on the securities market, as well as contacts of candidates to the Board of Directors of the Company.
- 4.5. The proposal on a candidate nomination to the Board of Directors may be accompanied by the candidate's written consent on her/his election to the composition of the Company's relevant body. The aforementioned consent may be attached to the notification of an expression of will of a shareholder containing the proposal to nominate a candidate, in electronic format and in the form of electronic images of documents.
- 4.6. In order to ensure the prompt communication with the shareholder (shareholders), the proposal on the agenda of the General Meeting of Shareholders or the proposal to nominate candidates to the Board of Directors may also include the contact details of the shareholder (shareholders).
- 4.7. The information provided by the Company's shareholders specified in cl.4.4.-4.6. hereof is of advisory nature. Failure to provide such information by the Company's shareholders cannot serve as ground for refusal to include the relevant candidate into the list of persons for voting to elect for the Company Board of Directors.
- 4.8. Presence of typos and other insignificant flaws in the shareholder's proposal on the submittal of issues into the agenda of the General Meeting of Shareholders or on the nomination of candidates to the Board of Directors is not a reason to refuse inclusion of the proposed item in the agenda of the General Shareholders' Meeting, and inclusion of the nominated candidate into the list of candidates for election to the Board of Directors of the Company, if the content of the proposal as a whole allows to determine the will of the shareholder and confirm his/her right to submit an offer. If there are significant deficiencies, the Company informs the shareholder about them within a reasonable time in order to provide an opportunity to correct them before the Board of Directors of the Company makes a decision to approve the agenda of the General Meeting and the list of candidates for election to the Board of Directors of the Company.
- 4.9. Information on the candidates for the Company Board of Directors shall be available for review to all Company's shareholders along with other information materials on the agenda issues of the Company's General Shareholders' Meeting.

5. General Shareholders' Meeting in form of meeting

General Shareholders' Meeting in the form of a meeting consists in the direct participation of the Company's shareholders in the General Shareholders' Meeting for the purpose of the discussion of agenda issues and the adoption of resolutions upon the issues subject to voting.

5.1. The registration of the persons entitled for participation in a General Shareholders' Meeting.

5.1.1. The registration of the persons entitled for participation in a General Shareholders' Meeting shall be made by the Counting Board or another person performing the functions of a counting board, at the location of the General Shareholders' Meeting indicated in the notice about the holding of the meeting.

The registration of the persons entitled for participation in the General Shareholders' Meeting starts at the time indicated in the notice about the holding of the meeting.

5.1.2. The persons entitled for participation in the General Shareholders' Meeting are subject to registration for participation in the General Shareholders' Meeting with exception of persons whose voting ballots (notice of will) have been received or whose electronic voting ballot form is filled out on the Internet site no later than two days before the date of the General Shareholders' Meeting, if voting on the agenda items of the General Shareholders' Meeting can be carried out by sending filled-in voting ballots to the Company.

5.1.3. During the registration, a shareholder (his/her legal successor or representative) coming to the General Shareholders' Meeting, shall show a passport or other identity document.

The legal successor, as well as the legal representatives of the persons included into the list of the persons entitled for participation in the General Shareholders' Meeting, during their registration for participation in the General Shareholders' Meeting, shall present documents certifying their authority to the Counting Board or a person performing the functions of a counting board.

The list of documents certifying the authority of the legal representatives and successors of the persons included into the list of the persons entitled for participation in the General Shareholders' Meeting, shall be determined in accordance with legislation in force.

In case of the non-provision of the said documents, a legal successor or representative of a shareholder shall not be entitled for participation in the General Shareholders' Meeting.

5.1.4. The registration of the persons entitled for participation in the General Shareholders' Meeting, shall be done upon the condition of the identification of the persons who came to participate in the General Shareholders' Meeting, by the comparison of data contained in the list of the persons entitled for participation in the General Shareholders' Meeting, with the data in the documents presented (submitted) by the said persons.

5.1.5. During the registration, a person participating in the General Shareholders' Meeting shall be provided with a ballot for voting upon the agenda issues.

If voting at a General Shareholders' Meeting can be done through the provision of filled voting ballots to the Company, at the request of the persons who have the right to participate in the General Shareholders' Meeting, they shall be provided with voting ballots with a 'reissue' marking.

5.1.6. The registration of the persons entitled for participation in the General Shareholders' Meeting ends after the Chairman of the General Shareholders' Meeting announces the end of the discussion of the last issue in the agenda of the General Shareholders' Meeting, which has the quorum and before the start of voting time provided to persons who have not voted before that moment.

5.2. The opening of a General Shareholders' Meeting.

5.2.1. At the time being the time of the start of the General Shareholders' Meeting in accordance with the notice about the holding of the General Shareholders' Meeting, the representative of the Counting Board or another person performing the functions of a counting board shall announce the presence of the quorum on the issues included into the agenda of the General Shareholders' Meeting.

5.2.2. A General Shareholders' Meeting is eligible (has the quorum) if shareholders possessing more than half of the Company's voting shares participate in the meeting.

If the agenda of a General Shareholders' Meeting includes the issues, voting upon which is done by the various composition of voting parties, the determining of the quorum for such issues shall be made separately.

The absence of the quorum for the adoption of resolutions upon the issues voted upon by one composition of voting parties does not hamper the adoption of resolutions upon the issues voted upon by another composition of voting parties if these have the quorum.

5.2.3. If there is the quorum for at least one of the issues included into the agenda of the General Shareholders' Meeting, the Chairman of the General Shareholders' Meeting announces the opening of the General Shareholders' Meeting.

5.2.4. The General Shareholders' Meeting, which, by the moment of its opening, had the quorum for only separate agenda issues, cannot be closed, if the persons, the registration of which secures the quorum for the adoption of the resolutions upon other issues in the agenda of the General Shareholders' Meeting have registered by the end of the registration.

5.2.5. In case if by the beginning of the General Shareholders' Meeting there is no quorum as to all agenda issues of the General Shareholders' Meeting, the Chairman of the General Shareholders' Meeting shall announce postponement of the General Shareholders' Meeting opening for not more than 2 (two) hours.

Postponement of the General Shareholders' Meeting opening is allowed only once.

In case if the persons, providing the quorum at least for one issue included into the agenda of the General Shareholders' Meeting, fail to get registered after completion of the General Shareholders' Meeting opening postponement term, the Chairman of the General Shareholders' Meeting announces that the General Shareholders' Meeting failed to be held.

If the persons, providing the quorum at least for one issue included into the agenda of the General Shareholders' Meeting, gets registered after the completion of the General Shareholders' Meeting opening postponement term, the Chairman of the General Shareholders' Meeting announces opening of the General Shareholders' Meeting.

5.2.6. In absence of the quorum for holding of the annual General Shareholders' Meeting, a recurring General Shareholders' Meeting shall be held with the same agenda.

In absence of the quorum for holding of the extraordinary General Shareholders' Meeting, a recurring General Shareholders' Meeting may be held with the same agenda. In absence of quorum for holding the annual General Shareholders' Meeting based on the court decision a recurring General Shareholders' Meeting shall be held again with the same agenda. Therewith an additional recourse to a court is not required. In absence of quorum for holding the extraordinary General Shareholders' Meeting based on the court decision a recurring General Shareholders' Meeting is not held.

5.3. Discussion of the issues included into the agenda of the General Shareholders' Meeting.

5.3.1. Persons, making a speech at the General Shareholders' Meeting, shall follow the rules for speeches:

A report on items of the agenda – up to 30 minutes,

A supplementary report – up to 20 minutes,

Speeches during debates - 5 minutes,

Speeches with questions, references – 2 minutes.

Depending on the agenda of the General Shareholders' Meeting the Chairman at the General Shareholders' Meeting is entitled to change the time limits mentioned in this Article on which she/he declares when opening of the General Shareholders' Meeting.

5.3.2. A shareholder willing to speak during debates on the agenda issues of the General Shareholders' Meeting, shall give the respective statement in writing to the Secretary of the General Shareholders' Meeting.

The statement shall include the full name (company name) of the shareholder (its representative), the agenda issue on which the shareholder is willing to speak and shall be signed by the shareholder.

The question shall be sent in writing to the Secretary of the General Shareholders' Meeting; in addition to the wording of the question being asked, the shareholder (shareholder's representative) shall specify his/her full name (name of the shareholder – legal entity), and sign it.

Statements and questions received from the shareholders shall be given to the Chairman of the General Shareholders' Meeting by the Secretary of the General Shareholders' Meeting.

- 5.3.3. In case if by the time of the General Shareholders' Meeting opening there has been the quorum only for some of the agenda issues, upon completion of discussion of the last of the above-stated issues, a representative of the Counting Board or other body, exercising the functions of the Counting Board, announces absence of the quorum for other agenda issues.
- 5.3.4. In case of the discussion completion on all issues included into the agenda of the General Shareholders' Meeting and provided with the quorum, the Chairman of the General Shareholders' Meeting announces discussion completion on the issues included into the agenda and time of finishing of the persons' registration participating in the General Shareholders' Meeting which ends before the voting time provided to persons who have not voted before that moment.
- 5.4. Voting at the General Shareholders' Meeting.**
- 5.4.1. Voting at the General Shareholders' Meeting in the form of co-presence shall be held according to the Regulations established by the Federal Law "On Joint-Stock Companies", other regulatory legal acts, the Company's Charter, and this Regulation.
- 5.4.2. Voting on the agenda issues of the General Shareholders' Meeting shall be held by the voting ballots or by filling out an electronic form of ballots on the website specified in the notice of the General Shareholders' Meeting. Voting by ballots is equal to the receipt by the Registrar of notices of will of persons who have the right to participate in the General Shareholders' Meeting, are not registered in the register of holders of registered securities of the Company and, in accordance with the requirements of the legislation of the Russian Federation on securities, gave instructions on voting to persons registering their rights to shares.
- 5.4.3. The persons having registered for participation in the General Shareholders' Meeting, held in the form of a meeting, shall be entitled to vote on all agenda issues upon opening of the General Shareholders' Meeting and up to its closure, and if voting results and decisions taken by the General Shareholders' Meeting are to announced during the General Shareholders' Meeting, up to the start of the votes counting.
- 5.4.4. Upon completion of discussion on the last agenda issue of the General Shareholders' Meeting (the last issue having the quorum), the persons who failed to vote by that time shall be given time for voting (at least 10 minutes).
- 5.4.5. Upon expiration of the stated period of time, the Chairman announces start of votes counting.
- 5.5. Summing-up and announcement of the voting results on the issues included into the agenda of the General Shareholders' Meeting. Closing of the General Shareholders' Meeting.**
- 5.5.1. Counting of the votes and summing-up of the voting results on the agenda issues of the General Shareholders' Meeting shall be performed by the Counting Board or other body, exercising the functions of the counting board, in compliance with the requirements of legislation in force.
- 5.5.2. The voting results and resolutions adopted by the General Shareholders' Meeting can be announced at the General Shareholders' Meeting.
- 5.5.3. No later than 4 (four) business days after date of closure of the General Shareholders' Meeting, the persons, included into the list of persons entitled to participate in the General Shareholders' Meeting, shall be notified of the resolutions adopted by the General Shareholders' Meeting, and of the voting results, according to the procedure stipulated by the Company's Charter for notification of holding of the General Shareholders' Meeting, unless otherwise provided for by the Company's Charter.
- 5.5.4. Upon announcement of the voting results on the agenda issues of the General Shareholders' Meeting, to the extent that they shall be announced at the General Shareholders' Meeting, the Chairman announces closing of the General Shareholders' Meeting.

6. General Shareholders' Meeting in the form of absentee voting

- 6.1. Voting on the agenda issues of the General Shareholders' Meeting, held in the form of absentee voting, shall be carried out by filling in the voting ballots or by filling out the electronic form of ballots on the website specified in the notice of the General Shareholders' Meeting. Voting by ballots is equal to the receipt by the Registrar of notices of will of persons who have the right to participate in the General Shareholders' Meeting, are not registered in the register of holders of registered securities of the Company and, in accordance with the requirements of the legislation of the Russian Federation on securities, were given to persons registering their rights to shares (directions) instructions on voting.

- 6.2. The filled in voting ballots as well as notices of will of persons who have the right to participate in the General Shareholders' Meeting, are not registered in the register of holders of registered securities of the Company and, in accordance with the requirements of the legislation of the Russian Federation on securities, provided (directions) instructions on voting to persons registering their rights to shares, shall be received and electronic version of ballots shall be filled in before the date of completion of the ballots receipt in accordance with the resolution on convention and holding of the General Shareholders' Meeting, adopted pursuant to the Federal Law "On Joint-Stock Companies" and this Regulation.
- 6.3. The filled in voting ballots may be sent to the Company by mail, served against signature to the person exercising functions of the sole executive body of the Company, the person authorized to receive correspondence addressed to the Company, and shall also be sent to the postal address defined by the Board of Directors during preparations to the General Shareholders' Meeting.
- 6.4. The person, exercising the functions of the sole executive body of the Company, shall arrange collection, safe storage and delivery of the filled in voting ballots to the Counting Board or other person exercising the functions of the counting board.
- 6.5. While filling-in a ballot, the individual shareholder shall specify his/her initials and surname; the shareholder being a legal entity shall specify the full company name of the legal entity.
- 6.6. While filling-in the ballot, a representative of the individual shareholder shall specify his/her initials and surname, as well as the power of attorney details (other document confirming his/her authorities); a representative of the shareholder being a legal entity shall specify his/her initials and surname, as well as his/her position and the power of attorney details (other document confirming his/her authorities).
- 6.7. A representative of the shareholder shall attach to the ballot a power of attorney (its notarized copy) or other document on the basis of which he/ she is acting.
- 6.8. The General Shareholders' Meeting, held in the form of absentee voting, shall be plenipotentiary (has the quorum), in case if no later than by the last date of the voting ballots receipt the Company receives the ballots of the shareholders and/or the electronic form of ballots is completed on the website specified in the notice of the General Shareholders' Meeting, and / or the Registrar received notices of will of persons who have the right to participate in the General Shareholders' Meeting, are not registered in the register of holders of registered securities of the Company and, in accordance with the requirements of the legislation of the Russian Federation on securities, provided directions (instructions) to persons registering their rights to shares on voting, possessing in the aggregate more than half of votes of the outstanding voting shares of the Company.

7. Working Bodies of the General Shareholders' Meeting

- 7.1. The working bodies of the General Shareholders' Meeting are as follows:
 - a) The Chairman of the General Shareholders' Meeting;
 - б) The Counting Board;
 - в) The Secretary of the General Shareholders' Meeting.
- 7.2. The functions of the Chairman of the General Shareholders' Meeting are exercised by the Chairman of the Board of Directors.

In case of absence of the Chairman of the Board of Directors at the General Shareholders' Meeting, the functions of the Chairman of the General Shareholders' Meeting shall be exercised by the Deputy Chairman of the Board of Directors.

In case of absence of the Chairman of the Board of Directors and his/her Deputy, the functions of the Chairman of the General Shareholders' Meeting may be exercised by any Board of Directors member as agreed upon by the Board of Directors members present at the General Shareholders' Meeting.
- 7.3. The Chairman of the General Shareholders' Meeting opens and closes the meeting, announces the agenda of the General Shareholders' Meeting and the order of speeches and reports on the agenda issues, completion of discussion of the issues included into the agenda, and start of votes counting, assures compliance with the procedure established by this Regulation for holding of the meeting, and signs the minutes of the General Shareholders' Meeting.

- 7.4. The functions of the Company Counting Board at the General Shareholders' Meeting shall be exercised by the professional participant of the securities market, who is the holder of the Company share registry (the Company Registrar).
- 7.5. The Counting Board shall exercise the following functions:
- a) verification of authorities and registration of the persons participating in the General Shareholders' Meeting (shareholders, their representatives);
 - b) determination of the quorum availability at the General Shareholders' Meeting;
 - c) explanation on the questions arising in connection with exercise by the Company's shareholders (their representatives) of their voting rights at the General Shareholders' Meeting;
 - d) clarification of the procedure for voting on the issues put for vote;
 - e) assurance of the established voting procedure and the rights of the Company shareholders to participate in voting;
 - f) counting and summing-up of votes;
 - g) drawing-up of protocol on the voting results;
 - i) transferring of the voting ballots to the archives;
 - j) other functions, stipulated by the law of the Russian Federation and the Company's Charter, and the agreement concluded between the Company and the Registrar (in case when the Registrar exercises the functions of the Counting Board).
- 7.6. The Secretary of the General Shareholders' Meeting shall be the Corporate Secretary of the Company unless otherwise provided for by a separate resolution of the Board of Directors.
- 7.7. The Secretary of the General Shareholders' Meeting shall exercise the following functions:
- a) acceptance of statements of the persons participating in the General Shareholders' Meeting regarding provision of the right to speak during debates on the issues included into the meeting agenda and acceptance of questions;
 - b) delivery of the statements and questions received from the shareholders to the Chairman of the General Shareholders' Meeting;
 - c) keeping record of the course of holding the General Shareholders' Meeting (general points of speeches and reports);
 - d) other functions stipulated by this Regulation and the Company's Charter.

8. Financing of the General Shareholders' Meeting Holding

- 8.1. The costs related to preparation and holding of the General Shareholders' Meeting shall be undertaken at the expense of the Company's funds.
- 8.2. In case when in accordance with the court decision on compelling the Company to hold the extraordinary General Shareholders' Meeting, the General Shareholders' Meeting shall be held by the persons requesting its convention thereof, the costs for preparation and holding of such meeting shall be incurred by these persons. By the decision of the General Shareholders' Meeting, duly documented costs of the above-mentioned persons for preparation and holding of the General Shareholders' Meeting may be reimbursed at the expense of the Company's funds.

9. Final Provisions

- 9.1. If due to any change of the law or regulatory acts of the Russian Federation separate provisions of this Regulation come into conflict with it, such provisions shall become null and void, and the Company shall be governed by the law and regulatory acts of the Russian Federation until this Regulation is amended.