

APPROVED
by Resolution of
the Board of Directors of
“Surgutneftegas” PJSC,
Minutes No. 2 dated 05.10.2018

Regulations
on Submission of the Documents and Information to the Shareholders of
“Surgutneftegas” PJSC

Surgut
2018

1. General Provisions

1.1. The Regulations On Submission of the Documents and Information to the Shareholders of “Surgutneftegas” PJSC (hereinafter – the Regulations) are developed in compliance with the Civil Code of the Russian Federation, Federal Law dated 26.12.1995 No. 208-FZ “On Joint Stock Companies”, Federal Law dated 27.07.2006 No. 149-FZ “On Information, Information Technologies and Information Protection”, Federal Law dated 29.07.2004 No. 98-FZ “On Trade Secrets” and the Charter of “Surgutneftegas” PJSC.

1.2. The Regulations determine the terms of submission of the documents and information by “Surgutneftegas” PJSC (hereinafter – the Company) to the shareholders of the Company subject to the current legislation of the Russian Federation.

2. The Company shall provide the shareholders with access to the documents and information as prescribed by the current legislation of the Russian Federation.

The documents and information shall be submitted to the shareholders in time and manner prescribed by the current legislation of the Russian Federation and in accordance with the provisions of Section 3 of the Regulations.

2.1. The documents and information shall be submitted to the shareholders provided that the shareholder is entitled to receive such documents and information, by way of:

2.1.1. enabling the shareholder to review such documents and information in the Company’s room located at: 628415, Russian Federation, Tyumenskaya Oblast, Khanty-Mansiysky Autonomous Okrug- Yugra, Surgut, ul.Grigoriya Kukuyevitskogo, 1, building 1;

2.1.2. issuing (sending) the copies of the documents and/or information to the shareholder (his/her proxy).

2.2. Sending the documents and information to the shareholders by electronic mail, fax, telegraph or other means through open channels shall not be permitted.

3. Terms of Submission of the Documents and Information of the Company

3.1. The documents and information shall be submitted upon the shareholder’s request containing information as provided for by the current legislation of the Russian Federation, including:

the shareholder’s full name (for a natural person) or the shareholder’s full name and OGRN (for a legal entity) (or another identification number, if the request is submitted by a foreign person);

the valid (actual) postal address of the shareholder (his/her proxy), location (if the shareholder is a legal entity);

the business purpose for which the documents and information are requested;

the list specifying types and a period of the documents and information requested from the Company and the form in which the documents and/or information shall be submitted;

the selected method of the documents delivery (by mail, express mail, personal delivery in the Company’s room located at: 628415, Russian Federation,

Tyumenskaya Oblast, Khanty-Mansiysky Autonomous Okrug – Yugra, Surgut, ul.Grigoriya Kukuyevitskogo, 1, building 1).

The request of the shareholder (his/her proxy) shall be accompanied by the statement of his/her account opened with the shareholder register of the Company or the statement of a securities account opened with a depository.

In case the shareholder's rights on shares are registered in a foreign depository, the shareholder's request shall be accompanied by the document certifying the shareholder's ownership of the Company's shares and their number.

The document issued by a foreign depository shall certify the number of shares in the shareholder's securities account as of the date at least seven working days prior to the date on which the request is submitted.

3.2. The powers of a shareholder's proxy shall be specified by a power of attorney drawn up in compliance with the current legislation of the Russian Federation.

3.3. The shareholder shall receive copies of the documents only provided that the cost of these copies is paid in advance (their production and delivery).

The Company shall inform the shareholder of the cost of these copies and the delivery expenses where relevant within seven working days from the date as of which the shareholder requested for the copies of the documents.

The Company shall publish the cost of copies and the details of payment on its website in the information and telecommunication network "Internet" (www.surgutneftegas.ru).

The shareholder shall pay for copies of the documents (their production and delivery) via non-cash payment.

Any charge collected by the Company for production of such copies shall not exceed the expenses of their production.

The Company makes calculation of expenses for delivery of copies of the documents depending on the delivery method specified in the request and its volume in accordance with the postal (transportation) tariffs.

Any charge collected by the Company for sending such documents to the address specified by the shareholder shall not exceed the delivery expenses.

3.4. The Company shall provide access to the documents containing confidential information only when the Company and the shareholder have signed the confidentiality agreement in the form prescribed by the Regulations and which is unified for all the shareholders of the Company.

The period for the performance of the Company's duty to submit the documents containing confidential information shall commence not earlier than from the date as of which the confidentiality agreement is signed by the Company and the shareholder requesting for access to the documents.

In case of a group request of the shareholders, the confidentiality agreement shall be signed by each of them, and when the documents are provided to a shareholder's proxy – both by the shareholder and his/her proxy.

3.5. The Company shall have the right to refuse to satisfy the shareholder's request for access to the documents and information based on the reasons established by the current legislation of the Russian Federation.

4. Final Provisions

4.1. The Company shall publish these Regulations in free access on its

corporate web-site in the information and telecommunication network "Internet" (www.surgutneftegas.ru).

4.2. Any amendments and addenda to these Regulations shall be made whenever necessary and approved by the Company's Board of Directors.