APPROVED
by Resolution of
the Board of Directors of
“Surgutneftegas” PJSC,
Minutes No.4 dated 09.02.2026.

Amendments
to the Regulations on the Corporate Secretary of “Surgutneftegas” PJSC

Surgut
2026

To make the following amendments to the Regulations on the Corporate Secretary of "Surgutneftegas" PJSC, approved by Resolution of the Board of Directors of "Surgutneftegas" PJSC (Minutes No. 2 dated 05.10.2018, hereinafter – the Regulations):

To amend Clause 2.2 of the Regulations as follows:

"2.2. The nominee for the position of the Corporate Secretary shall be proposed to the Board of Directors by Director General of the Company, the chairperson of the Board of Directors or the members of the Board of Directors. The proposal to nominate for the position of the Corporate Secretary shall include the following details about the nominee: full name, date of birth, educational background, employment history for the last five years. The nominee and/or the nominator may provide additional details about the nominee at their discretion.

When adopting a resolution to approve the appointment of the Corporate Secretary, preference shall be given to the nominee who meets the majority of the following criteria:

higher education (legal, economic, business education) and/or vocational retraining in the sphere of corporate management and the specifics of the corporate secretary's activities;

work experience in the sphere of corporate management – at least three years;

knowledge of the industry specifics of the Company's activity;

organizational and analytical skills;

spotless reputation."

To amend Clause 3.6 of the Regulations as follows:

"3.6. In addition to the functions directly related to arranging and holding the general shareholders' meetings of the Company and the meetings of the Board of Directors, the Corporate Secretary shall perform the following functions:

in cooperation with the relevant services of the Company, shall archive and keep all documents of the Company related to the general shareholders' meetings of the Company, the Company's Board of Directors, the Committees of the Board of Directors and Auditing Committee;

compile and certify copies of the minutes and abstracts of the minutes of the general meetings of the Company, meetings of the Board of Directors, the Committees of the Board of Directors and Auditing Committee as well as copies and abstracts of the documents approved by the above-mentioned bodies of the Company and shall submit them to the concerned services of the Company, the shareholders of the Company, state authorities and other persons upon their request in the manner prescribed by the current legislation of the Russian Federation;

participate in the implementation of the Company's information disclosure policy;

ensure interaction of the Company and its shareholders and engage in prevention of corporate disputes;

ensure the implementation of the procedures as prescribed by the legislation and internal documents of the Company to facilitate the exercise of the rights and legal interests of the shareholders, and monitor compliance therewith;

participate in improvement of the Company's corporate governance system and practices."

The heading of Article 4 shall be amended to read as follows:

"Article 4. Rights and Responsibilities of the Corporate Secretary, Conditions and Procedures for Remuneration Payment to the Corporate Secretary"

To amend Clause 4.1 of the Regulations as follows:

“4.1. To perform his/her duties specified by these Regulations the Corporate Secretary shall have the right to:

request and receive information (documents, materials) from the Company’s officials that relates to the agendas of the meetings of the Board of Directors, including those requested by the members of the Board of Directors;

request and receive reports from the Company’s officials that relate to implementation of the resolutions of the Board of Directors and, if necessary, explanations for any failure to implement the resolutions of the Board of Directors;

submit the issues subject to review of the management body of the Company within his/her terms of reference;

monitor compliance of the Company’s officers and employees with the Charter and internal documents of the Company in terms of issues related to his/her functions;

interact with the chairperson of the Board of Directors and the chairpersons of the Committees of the Board of Directors”.

To amend Article 4 of the Regulations by adding Clause 4.5 as follows:

“4.5. The Corporate Secretary shall be paid remuneration in accordance with the terms and conditions of the employment contract. The employment contract shall be concluded for an indefinite term. Director General shall sign the employment contract on behalf of the Company on the basis of the resolution of the Board of Directors to approve the appointment of the Corporate Secretary. The Board of Directors shall have the right to adopt a resolution to pay additional remuneration to the Corporate Secretary.”