

APPROVED

by Rosneft Order

dated «19» September 2018 № 564

Put into effect on «19» September 2018

BUSINESS-PROCESS SCHEDULE OF ROSNEFT

PROVISION OF INFORMATION TO ROSNEFT SHAREHOLDERS

№ P3-01.05 RGBP-0002 UL-001

VERSION 3.00

(with amendments effective as of 09.03.2020 by Rosneft Order № 169)

(with amendments effective as of 21.12.2021 by Rosneft Order № 693)

MOSCOW
2018

CONTENTS

INTRODUCTORY PROVISIONS	3
PURPOSE	3
APPLICATION	3
VALIDITY AND AMENDMENT PROCEDURE	3
1. TERMS AND DEFINITIONS.....	4
2. DESIGNATIONS AND ABBREVIATIONS.....	5
3. GENERAL PROVISIONS	6
4. PROCEDURE FOR PROVISION OF INFORMATION BY THE COMPANY TO ITS SHAREHOLDERS.....	7
4.1. LIST OF DOCUMENTS THE ACCESS TO WHICH IS ENSURED BY THE COMPANY	7
4.2. PROCEDURE AND TIME FRAMES FOR PROVIDING SHAREHOLDERS WITH ACCESS TO THE COMPANY’S DOCUMENTS	8
4.3. GROUNDS FOR REFUSAL TO MEET THE SHAREHOLDER’S REQUESTS TO PROVIDE THE ACCESS TO INFORMATION.....	12
5. PROVIDING SHAREHOLDERS WITH ACCESS TO THE COMPANY’S DOCUMENTS	14
6. PROCEDURE FOR MEETING REQUIREMENTS FOR PROVISION OF COPIES OF DOCUMENTS.....	15
7. REFERENCES	17
8. REGISTRATION OF CHANGES TO THE LOCAL NORMATIVE DOCUMENT	18

Rosneft shall reserve all rights for this Local Normative Document (LND). This LND or any part thereof may not be reproduced, replicated or disseminated without the express consent by Rosneft.

INTRODUCTORY PROVISIONS

PURPOSE

This Business-process schedule is aimed to ensure the rights of the shareholders of Rosneft for receiving information and determines the order and deadlines for providing Rosneft shareholders with the information required under the applicable laws of the Russian Federation.

This Business-process schedule has been developed on the basis of:

- Federal Law of 26.12.1995 № 208-FZ “On Joint Stock Companies”;
- The Russian Federation laws and regulations which establish the procedure for providing shareholders with the access to the information of business entities;
- Rosneft Oil Company Charter;
- Local normative documents of Rosneft defining the principles and approaches of Rosneft Oil Company to provision and disclosure of information, protection of confidential information, and prevention of unlawful use of insider information;
- Position of the supreme judicial agencies of the Russian Federation with respect to provision of information to the participants of business entities.

APPLICATION

This Business-process schedule shall be binding upon the employees of Rosneft structural units engaged in the process of preparation and provision of information to the shareholders of Rosneft.

This Business-process schedule shall not apply to the procedure of information provision to Rosneft shareholders by Rosneft as part of preparation and conduct of the General Shareholders Meeting of Rosneft Oil Company. This procedure as well as the list of information to be provided and the deadlines for its provision shall be governed by the Regulation on the General Shareholders Meeting of Rosneft Oil Company.

VALIDITY AND AMENDMENT PROCEDURE

The Business-process schedule is a local regulatory standing document.

1. TERMS AND DEFINITIONS

CORPORATE GLOSSARY TERMS AND DEFINITIONS

CONFIDENTIAL INFORMATION (SENSITIVE DATA) - is data containing information that constitutes a trade secret, represents information with restricted access, includes personal data, and insider information.

TERMS AND DEFINITIONS FOR THE PURPOSE OF THIS DOCUMENT

CONTROLLED LEGAL ENTITY – is a legal entity directly or indirectly controlled by the controller entitled to directly or indirectly (via controlled legal entities) manage by virtue of participation in the controlled organization and/or under a trust management agreement, and/or partnership agreement, and/or agency agreement, and/or shareholder agreement, and/or any other agreement on exercise of rights certified by the controlled company's shares, and/or more than 50 percent of votes in the highest management body of controlled organization or the right to appoint (elect) a single executive body and/or more than 50 percent of members of the controlled entity's collegial management body.

2. DESIGNATIONS AND ABBREVIATIONS

BOARD OF DIRECTORS – Board of Directors of Rosneft Oil Company.

COMPANY – is a group of legal entities with various organizational and legal forms, including Rosneft Oil Company, with respect to which the latter is the main or predominant (participating) company.

COMPANY – shall mean Rosneft Oil Company.

DEPOSITARY – is the securities market professional participant operating as a Depository.

EXECUTIVE BODY OF THE COMPANY – shall mean the Chief Executive Officer of Rosneft Oil Company.

EXPANDED BOARD TERMS OF REFERENCE – shall mean the TOR of the Board of Directors of Rosneft as defined by the Charter of Rosneft Oil Company, which are not stipulated by the current legislation of the Russian Federation as the TOR of the Board of Directors/ Supervisory Board of a joint-stock company (matters assigned to the BoD of Rosneft from the TOR of executive bodies of the Company in accordance with Federal Law dated 26.12.1995 № 208-FZ “On Joint Stock Companies”, including the matters subject to review by the BoD of Rosneft as part of the corporate governance of the Group subsidiaries).

FEDERAL LAW ON JOINT STOCK COMPANIES – Federal Law dated 26.12.1995 № 208-FZ “On Joint Stock Companies”.

GROUP ENTITY – a business entity where Rosneft directly and (or) indirectly holds shares or equity stakes of 20 percent and more.

MANAGEMENT BOARD – the Management Board of Rosneft Oil Company.

OFFICIAL SITE – the official Internet web-site of Rosneft Oil Company at: www.rosneft.ru / www.rosneft.com.

ROSNEFT MANAGEMENT BODIES – shall mean the General Shareholders Meeting, Board of Directors, Management Board, and the Chief Executive Officer of Rosneft.

SHAREHOLDER – is a shareholder of Rosneft.

STRUCTURAL UNIT – a structural unit of Rosneft Oil Company which has its own functions, objectives and responsibility within a designated scope of authority determined by the Structural Unit Regulations.

TERMS OF REFERENCE OF THE BOARD OF DIRECTORS PRESCRIBED BY THE LAW – the matters related to the TOR of the Board of Directors directly referred by Federal Law dated 26.12.1995 № 208-FZ “On Joint Stock Companies” to the TOR of Board of Directors/ Supervisory Board of a joint-stock company.

3. GENERAL PROVISIONS

3.1. The shareholders enjoy the right to access the documents of the Company under the terms of equal opportunity and fairness. The information shall be provided to the shareholders in accordance with the principles set out in the Corporate governance code of Rosneft № P3-01 KS-01 and Information policy of Rosneft № P3-01.04 P-01 UL-001, as placed on the official web site.

3.2. The Company shall take all the required measures so that the shareholders have the access to the documents without the unreasoned complications.

3.3. When providing the shareholders with access to the information, the Company shall ensure the reasoned balance between the interests of the shareholders and the Company itself which is interested in preserving the confidential information and other information protected by the law which exert material influence on its competitive advantage.

3.4. This Business-process schedule shall determine the procedure for provision of information to the shareholders in the following forms:

- provision of access to the documents envisaged by the Law On Joint Stock Companies for examination at the premises of the executive body of the Company (at the address of the executive body of the Company) in the manner and under the conditions established by the Federal Law On Joint Stock Companies, the Company's Charter and this Business-process schedule;
- upon request of the shareholders, provide them with copies of documents envisaged by the Federal Law On Joint Stock Companies in accordance with the procedure and on the terms set out in the Federal Law On Joint Stock Companies, Charter of the Company and this Business-process schedule.

3.5. The Charter of the Company, list of its affiliates, quarterly reports of the Company and other documents subject to the mandatory disclosure alongside with the mandatory disclosure per the applicable legislation of the Russian Federation shall be also placed for information on the official web-site in accordance with the requirements of applicable legislation of the Russian Federation.

3.6. The rules provided by this Business-process schedule for the shareholders shall also apply to their representatives and other persons exercising rights on shares, unless otherwise provided by the current legislation of the Russian Federation or this Business-process schedule.

3.7. This Business-process schedule shall be placed on the official web-site.

4. PROCEDURE FOR PROVISION OF INFORMATION BY THE COMPANY TO ITS SHAREHOLDERS

4.1. LIST OF DOCUMENTS THE ACCESS TO WHICH IS ENSURED BY THE COMPANY

4.1.1. In order to ensure the balance of rights and legitimate interests of the Company and its shareholders the Company has the following regime of availability of information:

4.1.1.1. Shareholders (shareholder) shall have the right to access documents listed in the Federal Law On Joint Stock Companies.

4.1.1.2. Shareholders (shareholder) holding not less than 1 (one) percent of the Company's voting shares shall have the right of access to the following documents and information:

1. information relating to transactions (unilateral transactions) that are major transactions and/or related party transactions, including the type, subject, content and size of such transactions, the date of their execution and the date of obligations performance thereon, information on decisions to obtain consent for the execution or further approval of such transactions;
2. minutes of meetings of the Company's Board of Directors;
3. reports of appraisers on the valuation of property in respect of which the Company made transactions that are major transactions and (or) related party transactions.

Minutes of meetings of the Company's Board of Directors shall be submitted on matters within the terms of reference of the Board of Directors as provided by the Federal Law On Joint Stock Companies.

If the minutes of BoD meetings contain information both on the matters within the TOR of BoD prescribed by the Federal Law On Joint Stock Companies and the matters within the expanded TOR of BoD, the minutes of BoD meetings shall be provided to the shareholders (shareholder) holding less than 25 (twenty-five) percent of the voting shares of the Company, except for the information about the matters within the expanded TOR.

4.1.1.3. The shareholders (shareholder) holding 25 (twenty-five) or more percent of the voting shares of the Company shall have the right to access the following documents specified in the Federal Law on Joint Stock Companies (without limitations set out in clause 4.1.1.2 hereof):

1. minutes of the Management Board meetings;
2. accounting records.

4.1.2. The Company shall provide information on activities of controlled entities within the framework and on the basis defined by the applicable law of the Russian Federation.

4.1.3. If requested by the shareholder the Company shall not provide the documents pertaining to other organizations, unless otherwise stated by the law of the Russian Federation.

4.1.4. If the Company does not have the documents requested by the shareholder, the Company shall within the time lines established by the current legislation of the Russian Federation inform him or her that the Company does not have the requested documents and also provide this shareholder with other information prescribed by the RF legislation.

The Company shall notify the shareholder about the recovery or reissuance of the missing documents of the Company if this condition appeared in the claim of a shareholder or was submitted after the notification from the Company about the lack of such requested documents (except for cases when the shareholder has requested documents which storage is not envisaged by the Company or those that are not available to the Company after the expiry of the storage period).

4.1.5. The Company has the right to refuse to comply with the claim of the shareholder regarding provision of the documents and/or information materials which issuance is required only in virtue of the claim of the shareholder given that the legislation of the Russian Federation does not require such document to be provided.

4.2. PROCEDURE AND TIME FRAMES FOR PROVIDING SHAREHOLDERS WITH ACCESS TO THE COMPANY'S DOCUMENTS

4.2.1. Access of the shareholders to the information about the Company shall be ensured by the Corporate Secretary of the Company.

The Corporate Secretary of the Company shall preliminary review the received claim and coordinate preparation and prompt provision of the documents requested by the structural units of the Company.

4.2.2. Access of the shareholders to the information on the Company (provision of document copies) shall be provided upon presentation of the relevant written claim.

4.2.3. The shareholder claim for presentation of documents or copies of documents for examination shall contain:

- information about the family name, given name and patronymic (where available) of a physical person or the full legal name and the Main State Registration Number (OGRN) (other identification number if a claim is sent by a foreign legal entity) of the shareholder - legal entity;
- mailing address for correspondence with the shareholder in the name of whom the claim is sent;
- specified by types and period of creation list of the Company's documents to be presented;
- form of presentation of the Company's documents;
- in case of selecting the copy of documents as a form of provision of Company's documents - a specific type of receipt (personally at the premises of the executive body of the Company at the address of location of the executive body of the Company), by mail, by courier service, e-mail, or otherwise as specified by the Charter of the Company or its internal documents);
 - ♦ if certified copies of documents are selected as a form of the Company's documents provision - indicate whether it is necessary to certify them;
 - ♦ in case of selecting the familiarization with the documents as a form of provision of Company's documents - indicate whether the shareholder is able to independently copy the Company's documents (if the shareholder intends to copy them);
- date of signing the claim and shareholder's signature.

4.2.4. A request of the shareholder (shareholders) owning less than 25 (twenty five) percent of the voting shares of the Company to provide documents and information must indicate the business purpose for which the following documents / information are requested:

1. information relating to transactions (unilateral transactions) that are major transactions and/or related party transactions under the Federal Law on Joint Stock Companies, including the type, subject, content and size of such transactions, the date of their execution and the date of obligations performance thereon, information on decisions to obtain consent for the execution or further approval of such transactions;
2. minutes of meeting of the Board of Directors;
3. reports of appraisers on the valuation of property in respect of which the Company made transactions that are major transactions and (or) related party transactions under the Federal Law on Joint Stock Companies.

The business purpose shall mean the legitimate interest of the shareholder in obtaining information and documents that are objectively necessary and sufficient for the proper exercise of the shareholder's rights provided for by the Federal Law On Joint Stock Companies. A business purpose shall not be deemed reasonable, in particular if:

- The Company has information about actual circumstances that testify to the shareholder's bad faith;
- there is an unreasonable interest in the receipt of documents or information by the shareholder;
- the shareholder is a competitor of the Company or an affiliate of a competitor and the document requested by it contains confidential information relating to the competitive area and its distribution may damage the commercial interests of the Company.

When requesting provision of information, the shareholder shall determine the subject of request, specifying the list and types of requested information or documents. Using generalized turns of speech when specifying the requirements for presentation of documents cannot be treated as sufficiently explicit request. The request shall contain the period for which the shareholder requires the documents.

The request may contain additional information specifying the Company's documents to be provided, or additional information on specific form of the documents submission.

4.2.5. If the request is submitted collectively by several shareholders to ensure the required number of shares needed to get access to the information, the access to which is subject to the specific number of shares by virtue of the current law of the Russian Federation, such request shall be signed by all shareholders unless otherwise provided by the current legislation of the Russian Federation.

This request shall be also underpinned with all documents required according to this Business-process schedule, which are specified separately for each of these shareholders.

4.2.6. The shareholder's request shall be underpinned with the original excerpt from the shareholder's personal account in the register of shareholders confirming his or her status as the holder of the number and category (type) of shares specified in the request as of the date of sending the request or not later than 3 (three) business days before sending the request.

4.2.7. If the request is signed by the shareholder (shareholder representative) whose rights to the shares are accounted for on the custody account at the depository, this request shall be underpinned with the excerpt from the custody account of the shareholder issued by the respective depository. If the shareholder's rights to the shares are accounted for in a foreign depository, the request shall be attached by a similar document of a foreign nominal holder or foreign organization that confirms the number of shares of the company held by the eligible person as of the date not earlier than 7 (seven) business days prior to the date of the Request.

The document of a foreign nominal holder or foreign organization specified in this paragraph, drawn up in a foreign language and being similar to the extract from the authorized person's depo account, shall be attached by the translation into Russian and certified in accordance with the procedure established by the legislation of the Russian Federation.

4.2.8. If the request is signed by the shareholder representative acting based on the power of attorney, this request shall be underpinned with the PoA (PoA copy certified as required by law of the Russian Federation) containing information on the principal and the representative, TOR of the principal, which is issued as required by applicable Russian Federation law.

4.2.9. If this request is signed by the authorized representative of a person exercising the trust management of the Company's shares under the agreement, this request shall be underpinned with the copy of the trust agreement certified in accordance with the procedure established by the legislation of the Russian Federation (an excerpt from the trust agreement as related to the rights transferred to the manager certified as required by law of the Russian Federation) confirming the authority of this person to exercise the respective rights of the shareholder.

4.2.10. If this request is signed by the arbitration manager of the legal entity - shareholder of the Company in bankruptcy proceedings, such request shall be underpinned with the arbitration court ruling (copy of the court ruling certified as required by law) on approval of the respective person as the arbitration manager exercising the authority of the debtor's manager.

4.2.11. The request may be submitted to the Company in the following ways:

- by mail or courier to the postal address/ address of actual location of the executive body of the Company: Russian Federation, 115035 Moscow, 26/1 Sofiyskaya embankment;
- handing in against a written acknowledgment of receipt to the Corporate Secretary of the Company or other person authorized to take delivery of written communications addressed to the Company (courier service) at the following address: Russian Federation, 115035 Moscow, 26/1 Sofiyskaya embankment;
- issuance of guidance (instructions) to the client nominal holder by a shareholder whose rights to the shares of the Company are accounted for by the nominee holder (client nominal holder), if stipulated in the contract with him, and sending of a message on the will of the eligible person by the client nominal holder in accordance with the guidance (instruction) received from him;
- sending an e-mail using electronic signature or other method which allows to clearly identify the sender of such request¹.

4.2.12. The documents indicated in the request shall be provided by the Company for information within the term established under the Federal Law On Joint Stock Companies from the date of submission of the relevant request for examination of documents at the premises of the executive

¹ This way of sending the request is available from the date of introducing the system of personal electronic cabinet of the Company's shareholder.

body of the Company (at the actual address of the executive body of the Company) unless otherwise specified by the Charter of the Company.

4.2.13. If the received request does not contain any mandatory information specified in item 4.2.3 of this Business-process schedule, including the details which do not allow to identify the documents the access to which is requested by the shareholder or it does not contain the documents indicated in items 4.2.5-4.2.9 of this Business-process schedule, the Company within the term prescribed by the applicable law of the Russian Federation shall send to the shareholder who signed the request the letter with a proposal to provide the missing information and/or send the missing documents and/or to specify more exactly the requested documents. In this case the term for provision of documents established by the applicable law of the Russian Federation shall start from the date of receipt of the full information and all the required documents envisaged by this Business-process schedule.

4.2.14. Alongside with execution of actions specified in item 4.2.12 of this Business-process schedule, in the absence of the document confirming the status of shareholder, the rights to whose shares are accounted for by the registrar, the Company is entitled to take the required measures as provided by the effective legislation of the Russian Federation and in line with the requirements of reasonableness and good faith for conformation of status of this shareholder via sending an inquiry to the registrar.

In this case the term for provision of information upon the request of such shareholder is calculated from the date of receipt by the Company of confirmation of the status of this shareholder from the registrar. At that, the shareholder bears negative consequences of failure to provide documents confirming his or her right to request the respective information resulting in refusal to provide the requested information. If it is impossible to confirm the status of the shareholder whose rights to the shares are accounted for directly by the registrar, as a result of reasonable and fair actions of the Company, the Company shall inform the shareholder about impossibility to provide the requested information in accordance with the procedure established by this Business-process schedule.

4.2.15. If the shareholder's request for provision of access to the documents or provision of copies of documents contain misprints or other insignificant faults, the Company shall not refuse to meet the request.

4.2.16. The Company shall inform the shareholder about the time and location of familiarization with the documents by a telegram to the address indicated in the shareholder's request or using other means of communication which ensure possibility to confirm the receipt of notification by the shareholder.

4.2.17. If the documents requested by the shareholder contain confidential information, the Company shall indicate this in the notification, warn the shareholder about the need to sign a confidentiality agreement by sending him the required number of confidentiality agreement copies signed by the Company (an offer to enter into a confidentiality agreement – if copies of the agreement signed by the shareholder and his representative (if the shareholder acts through a representative) were not initially attached to the shareholder's request, and this shareholder / representative does not have a valid confidentiality agreement with the Company).

The documents containing confidential information about the Company's activities may be provided to the shareholder only subject to signing the confidentiality agreement. Terms and conditions of the confidentiality agreement shall be the same for all shareholders and posted on the official website.

In the case of a collective request of shareholders, the confidentiality agreement must be signed by each of them, and when providing access to the documents for a shareholder's representative by proxy, it must be signed both by the shareholder himself and his representative.

The deadline to provide documents containing confidential information shall be not earlier than the date of signing the confidentiality agreement between the Company and the shareholder who requests the access to the documents.

4.2.18. If the documents requested by the Company contain the personal data and the subject of personal data does not provide his or her consent for its disclosure to third parties, the Company shall provide to the shareholder the requested documents of the Company with the hidden respective personal data, except for the family name, given name and patronymic of the subject of personal data.

4.2.19. The documents which contain a state secret, a bank secret or other secret protected by law, except for the commercial secret and personal data secret, shall be provided without information which is a secret protected by law and with explanations containing a list of excluded information and grounds for referring information to a secret protected by law.

4.2.20. If the information requested by the shareholder is included in the list of insider information of the Company determined in line with Federal Law dated 27.07.2010 № 224-FZ "On Countering the Illegal Use of Insider Information and Market Manipulation and on Amending Certain Legislative Acts of the Russian Federation", the current legislation of the Russian Federation and the Regulation of Rosneft "Internal control rules for the prevention, detection and suppression of illegal use of insider information in Rosneft and (or) market manipulation" № P3-01 R-0049 UL-001, the shareholder who obtained access to the insider information under the established procedure shall acquire the status of insider and be obliged to meet responsibilities established by law and observe the bans and restrictions.

4.2.21. The Company has the right to prohibit the shareholder to independently copy the documents which the shareholder intends to familiarize with if these documents contain confidential information and information which contains the secret protected by law.

4.3. GROUNDS FOR REFUSAL TO MEET THE SHAREHOLDER'S REQUESTS TO PROVIDE THE ACCESS TO INFORMATION

4.3.1. The Company has the right to deny the request of a shareholder to provide access to the documents (copy the documents) if at least one of the following conditions is met:

1. the electronic version of the requested document at the time when the shareholder(s) applies the request is posted on the official website in free access or disclosed in the manner provided for by the Securities Law of the Russian Federation for information disclosure;
2. the document is requested repeatedly within three years given that the first request was duly met by the Company;
3. the document refers to the past periods of the Company's business (more than three years before the date of request), except for the information on transactions being executed at the time of the shareholder's request;
4. the request of the shareholder(s) for the submission of documents does not specify the business purpose for which the document is requested, if the indication of such purpose is required in accordance with the legislation of the Russian Federation, or the specified purpose

is not reasonable, or the composition and content of the requested documents do not evidently match the purpose specified in the request;

5. the person who has applied for access to documents does not have the right to access the relevant category of documents in accordance with the terms and conditions specified in clause 4.1.1 hereof;
6. the document refers to the periods not related to the period of the shareholder's ownership of the Company's shares confirmed by this shareholder with the relevant certificate on his personal account opened in the shareholder register or a custody account opened in the depository, with the exception of information on transactions executed during the period when the shareholder held the Company's shares;
7. the Company was given the right to refuse to provide the requested information by virtue of a regulation of the Government of the Russian Federation passed in accordance with the federal law of the Russian Federation;
8. the actions of the shareholder who filed the request contain signs of abuse of the rights to access to the Company's information (Article 10 of the Civil Code of the Russian Federation).

4.3.2. If a decision is made to deny access to documents, the Company shall inform the shareholder(s) in a comprehensive manner of the grounds for such denial.

4.3.3. The reasonable refusal of the Company to provide access to the documents to the shareholder and/or make copies of documents shall be stated in writing and handed over (sent by mail or otherwise provided by the legislation of the Russian Federation) to the shareholder.

4.3.4. The Company shall account for the information requests. The period of storage of letter sent in response to the shareholders' requests for information, including refusals to provide information, shall be 3 (three) years from the date of sending refusal to the shareholder.

5. PROVIDING SHAREHOLDERS WITH ACCESS TO THE COMPANY'S DOCUMENTS

5.1. The shareholders may familiarize with the documents of the Company in the working days in the business hours established in the Company if the Company does not otherwise inform the shareholder.

5.2. The Corporate Secretary shall ensure the availability of premises appropriate for familiarization with the documents at the location of the sole executive body of the Company.

5.3. When familiarizing with the documents, the shareholder may individually using his or her own technical means make copies the documents provided to the shareholder for familiarization. At that, the notification of intention to individually make copies shall be indicated in the request for information. If the documents provided for familiarization contain confidential information and information protected by law, the shareholder may independently copy the documents only upon consent of the Company in accordance with the internal documents of the Company.

5.4. The shareholder may be granted the access to the documents for familiarization within the later time than it is established by law if the shareholder indicated this term in the request or expressed his or her consent for this later term in writing.

5.5. The shareholder shall be familiarized with the document upon presentation of his or her ID documents, and if required, other documents determined in this Business-process schedule which confirm his or her authority.

5.6. The shareholder shall familiarize with the documents in presence of the Company's representative. The Company shall maintain the registration log for the shareholders familiarizing with the Company's documents.

5.7. If the shareholder has not managed to familiarize with all documents within the time frame established for familiarization with documents, the shareholder has the right to keep familiarizing with the documents in consecutive days having preliminary agreed the date and time of his or her visit with the Corporate Secretary.

6. PROCEDURE FOR MEETING REQUIREMENTS FOR PROVISION OF COPIES OF DOCUMENTS

6.1. On demand of the shareholder entitled to have the access to the Company's documents, the Company is obliged to furnish copies of the above documents to this shareholder. The shareholder who filed a request for provision of copies of documents of the Company is not entitled to independently copy the documents of the Company.

6.2. The copy of documents shall be made and presented to the shareholder within the time frame established by the applicable law of the Russian Federation for provision of access to the information and documents of the Company, if a later term is not indicated in the shareholder's request or the shareholder has not expressed his or her consent for later term in writing.

6.3. If the shareholder arrived to received the issued copies of documents on the date which does not correspond to that established for this shareholder in the notification from the Company, or after expiration of the term indicated in his or her request or set out by the current law of the Russian Federation, the Company is entitled to refuse this shareholder the provision of this information having agreed a new date within the established deadlines.

6.4. If the request (requests received simultaneously) from the person are dealing with copies of significant number of documents (more than 10 documents and/or more than 200 pages) this term may be extended in order to ensure that this request is duly met, but not more than for 20 (twenty) business days. In this case the Company within the time frame established by law for providing a shareholder with access to the information and documents of the Company shall inform the shareholder about the extension of this term and reasons thereof. At that, as far as the requested copies are prepared the Company shall provide them in that order specified in the request.

6.5. The copies of documents requested by the shareholder shall be handed over to the shareholder at the location of the Company's executive body or sent by the registered mail with delivery notification to the address indicated in the shareholder's request, except for the documents containing confidential information about activities of the Company and/or commercial, official and/or other secret protected by law. The above documents may be handed over to the shareholder only in person in compliance with the requirements and conditions established by applicable legislation of the Russian Federation and internal documents of the Company on protection of confidential information.

If the documents requested by the shareholder contain the state and/or other secret protected by law, the Company shall provide the shareholder with the excerpt from such documents to the exclusion of the respective information.

6.6. If the shareholder's request does not expressly require otherwise, the provision of uncertified copies of documents by the Company shall be treated as proper fulfillment of the Company's obligation to provide information to the shareholder.

If the shareholder requested the Company to provide the certified copies of documents, the copies of such documents shall be certified by the Corporate Secretary or the official duly authorized to certify the copies of documents of the Company and based on the established procedure for using the respective seal of the Company.

If it is specified in the request that the copies of documents of the Company shall be certified and presented in electronic form, the documents shall be certified with the electronic signature of the Corporate Secretary or other authorized person.

6.7. The fee charged by the Company for the provision of such copies shall not exceed the necessary copying expenses.

The information on the cost of copies of documents to be presented to the shareholders upon their request and the banking details to pay for the document copying shall be placed on the official web-site of the Company.

6.8. Alongside with the copies of requested documents the Company shall furnish the shareholder with the invoice to pay for the copying services and the shipping costs if the shareholder requested to send the copies of documents by mail.

7. REFERENCES

1. Civil Code of the Russian Federation
2. Federal Law dated 26.12.1995 № 208-FZ “On Joint Stock Companies”.
3. Federal Law dated 27.07.2010 № 224-FZ “On prevention of unlawful use of insider information and market manipulations and on modifying certain legal acts of the Russian Federation”.
4. Bank of Russia Instruction dd. 28.06.2019 № 5182-U “On additional requirements to the procedure for the provision of documents or copies of such documents by joint-stock companies under Article 91 of the Federal Law “On Joint Stock Companies”.
5. Charter of Rosneft approved by the resolution of the General Shareholders’ Meeting of Rosneft Oil Company (unnumbered minutes dated 27.06.2014).
6. Corporate governance code of Rosneft № P3-01 KS-01 version 2.00, approved by the resolution of Rosneft BoD on 15.11.2017 (minutes dated 17.11.2017 № 6).
7. Information policy of Rosneft № P3-01.04 P-01 UL-001 version 3.00 approved by Rosneft Board of Directors on 15.11.2017 (minutes dated 17.11.2017 № 6), put into force by Rosneft Order dated 30.01.2018 № 53.
8. Regulation of Rosneft “Internal control rules for the prevention, detection and suppression of illegal use of insider information in Rosneft and (or) market manipulation” № P3-01 R-0049 UL-001 version 3.00, approved by the resolution of Rosneft Board of Directors 30.09.2019 (minutes dated 01.10.2019 № 6) and put into force by Rosneft Order dated 11.10.2019 № 553.

8. REGISTRATION OF CHANGES TO THE LOCAL NORMATIVE DOCUMENT

Table 1

List of changes to the Business-process schedule of Rosneft Oil Company

VERSION	TYPE AND NAME OF DOCUMENT	DOCUMENT NUMBER	DATE OF APPROVAL	VALID FROM:	DETAILS OF DIRECTIVE DOCUMENT
1	2	3	4	5	6
1.00	Regulation on provision of information to shareholders	unnumbered	15.04.2011	15.04.2011	Approved by Rosneft BoD resolution on 29.04.2010 (minutes dated 29.04.2010 № 6), put into effect by Rosneft Order dated 28.05.2010 № 236.
2.00	Regulation of Rosneft Oil Company on provision of information to Rosneft shareholders	P3-01.05 R-0018	01.12.2016	01.12.2016	Approved by Rosneft Order dated 01.12.2016 № 703