

## **The Set of the Initial Documents Required for Maintenance of the Registry of the Shareholders of the Company**

1. **Charter of the Company**
2. **Issuance Prospectus**
3. **The Certificate of the Registration in the State Registry**
4. **The Certificate of the Registration of the Securities**
5. **The Zero Option of the securities**
6. **The Protocol of the First Meeting of shareholders of the Joint Stock Company, and all protocols of the Meetings at which actions were taken affecting the ownership and other rights and privileges of share owners**
7. **Information Concerning the Shareholders**

To open or to precise “The Registration of the Holders of the Registered Securities”  
(JSC has not maintained the registry or maintained it partially)

- The lists based on the registration book of the placement of the registered securities (the information is provided by the Auction Center and other lists with the more corrected information is possible in JSC-s).
- The personal filing or, the lists if the filing does not exist, opened in the accounting division of the JSC concerning the staff participated (according to the order defined for the partially free privatization) in the “partially” free privatization (20%).

Here it is possible that the ownership of the employees has been increased before the full privatization takes place (on the account of the enterprise profits or as they say – investment privatization) or occurrence of the new owners.

It is possible also that trade, donation or inheritance transactions occurred (before the issuance), which should have been registered in the above mentioned documents. (In order to check the information may be it will be necessary to co-operate with the JSC-s registrars, accounting division, Personnel Department, auction Center, in case of the possibility – with the passport Department of the Ministry of the Internal Affairs, the Ministry of the relevant branch, local management bodies).

The above mentioned documents should provide availability of the following information:

- √ the account number (for each owner of the RS a personal account is opened);
- √ data concerning the owner of RS (authorized owner) specifying:
  - For the physical person – name, surname, father’s name, address, passport data;
  - For enterprises which have the status of the juridical person and do not have the status of the juridical person- the full name, mailing address;
  - Information on their representatives
- √ in case when the owner is more than one person, the data are registered for everybody;

- √ Data concerning the payment of the dividends – accounting number opened in the bank, the full name of the institution, address, number of the mailing transfer etc.
- √ data concerning the size of the registered dividends and spent amount;
- √ the quantity of the registered securities according to the types and forms, including the full paid;
- √ data concerning the SR changes, specifying the number of the registration in the Registration Book of the transactions carried out through RS-s
- √ data concerning the collateral and its cancellation specifying the changes of the quantity of the SR;

The personal account opened for the pledgee, which includes:

Data concerning the source of the collateral and its cancellation specifying the registration number and date in the Registration Book of the transactions carried out through RS-s and the quantity of RS.

If there are several persons – data about their sequence, personal accounts number of the RS holder;

- Number of the RSO -s, etc.;
- √ The number of the registration of the transactions carried out through the given RS, transaction date and basic documents;
- √ Number of the RS certificate, issue date;
- √ Can be included other data as well.

**8. Opening of the “Transactions Carried out through Registered Securities” Registration Book or how to Make Corrections in it** (transactions carried out in the secondary market of the securities)

- √ Application for the registration;
- √ Document verifying the grant or inheritance approved by the notary;
- √ Certificate approved by the notary order (in case of the certificate management);
- √ Contract concluded between the RSO and RS nominees (in case of the authorized in the name of the RS holder);
- √ Pledge contract;
- √ Contract on RS trade (off exchange market);
- √ Receipt of the payment defined in the RS trade contract;
- √ Certificates of the RS which are considered to be the subjects of the transaction or RS certificates;
- √ Authorization given to the authorized owner.

The following information should be included in the above mentioned documents:

- √ Data of the transactions accomplishment;
- √ Sequence number;
- √ Type;
- √ Names of the parties;
- √ Information on the payment;

√ Date of the registration in the Registration Book of the transactions carried out through RS-s

8. **On Opening “Provision and Cancellation of the Registered Securities Certificates”** (For each certificate)

√ “Provision or Cancellation of the Registered Securities” registration book or lists which replace it

The above mentioned documents should ensure the existence of the following information:

√ Data/name on the RSO-s.../;

√ Number and series of the certificate;

√ Issue date;

√ Verified number of the RS;

√ Date of the return and repayment;

√ The sequence numbers and series of the new certificates verifying the RS ownership;

√ Date of the new certificate issuance;

Note: RS – Registered securities;  
RSO – Registered Securities Owner;  
JSC – Joint stock Company