

Providing Information on General Meetings of Shareholders

The right to access documents that the Company is required to provide under its Regulation on Information Policy is an important safeguard for the shareholder right to participate in managing the Company.

The Company publicly discloses the following:

- notices of general meetings of shareholders and agenda materials (including voting ballots) at least 30 days prior to the meeting;
- the Board of Directors' recommendations on agenda items for the general meeting of shareholders in the form of press releases, material facts, and extracts from the Board of Directors meeting minutes;
- a record date (at least seven days in advance in line with the recommendations of the Corporate Governance Code);
- minutes of the General Meeting of Shareholders and minutes of the Counting Board.

If needed, shareholders may send a written request for additional information and materials to the Company's Corporate Secretary. Contact details and the relevant procedure are available on the corporate website.

Information about the General Meeting of Shareholders and agenda materials are provided to shareholders in the Russian and English languages.

Holding General Meetings of Shareholders

Persons with substantial shareholdings (at least 2% of the charter capital) may propose items for the general meeting agenda and nominate candidates to the Company's governance and supervisory bodies. Proposed items for the agenda of an annual general meeting of shareholders (together with any supplementary materials) should be submitted in writing within 60 days after the end of the calendar year.

At the general meeting, shareholders have the opportunity to meet members of the Company's governance and supervisory bodies and ask them questions. The Annual General Meeting of Shareholders held in May 2018 was attended by the Deputy Chairman of the Board of Directors, the Company's CEO, CFO, representatives of the external auditor, Head of the Internal Audit Service, and Chief Accountant.

TransContainer is among the first businesses in Russia to have adopted telecommunications solutions to provide remote access for shareholders wishing to attend general meetings (streamed live on its website) and give an opportunity to ask questions in real time.

In the run-up to the general meeting of shareholders, the Company creates a forum for shareholders on its official website, which, among other things, gives an opportunity to ask the Company's management questions about the general meeting of shareholders. On top of that, the Company provides a dedicated hotline to answer questions on preparation and holding of the general meeting of shareholders. The above communication channels become available at least 30 days prior to the date of the general meeting of shareholders.

At the general meeting, shareholders are invited to vote on proposed draft resolutions for each item of the agenda. The voting ballots enable shareholders to express their opinions on the agenda items and vote for or against the proposed draft resolution or abstain from voting. The voting results are announced before the end of the meeting and disclosed as required by the Russian laws.

Since 2010, the Company's registrar, Registrar Society STATUS, Joint-Stock Company (STATUS), has been acting as the counting board during general meetings of shareholders.