



**NATIONAL  
SETTLEMENT  
DEPOSITORY**  
MOSCOW EXCHANGE GROUP

**PROCESSING OF INSTRUCTIONS  
FOR PARTICIPATION  
IN A GENERAL MEETING  
OF SECURITIES HOLDERS**

# GENERAL PROVISIONS

1. With effect from 1 July 2016, lists of persons authorized to exercise the rights attached to securities, for the purposes of holding a general meeting of securities holders, will be drawn up by collecting voting instructions from securities holders ("instructions").
2. Instructions may be given for the following purposes:
  - To put the instructing person on the list of persons authorized to exercise the rights attached to the securities;
  - To put the instructing person on the list of persons authorized to exercise the rights attached to the securities, and to take account of the person's voting instructions;
  - To put the instructing person on the list of persons authorized to exercise the rights attached to the securities, and to take account of any restrictions imposed on the person's right to vote (mandatorily for bonds; optionally for other financial instruments).
3. A single ISO 20022 message may contain any number of instructions. The number of instructions in a ISO 15022 message is limited to the number of characters per message, which may not exceed 10,000.
4. A single ISO 15022 message may contain more than one instruction only if information is provided for the purpose of putting the securities holder on the list of persons authorized to exercise the rights attached to the securities.

# INSTRUCTION TYPES

INSTRUCTIONS FOR THE PARTICIPATION IN A MEETING MAY BE OF THE FOLLOWING TYPES:

An instruction containing identification details of the person authorized to exercise the rights attached to the securities

## Instruction 1

A.I. Ivanov Passport: XXXX  
XXXXXX  
Quantity of securities: 400

An instruction containing the person's identification details and voting instructions

## Instruction 2

A.Yu. Smirnov Passport:  
XXXX XXXXXX  
Quantity of securities: 300  
Agenda item 1.1. "For" - 300  
Agenda item 2.1. "For" - 300  
Agenda item 3.1. "For" - 300

An instruction containing the person's identification details and information on the restrictions imposed on the right to vote

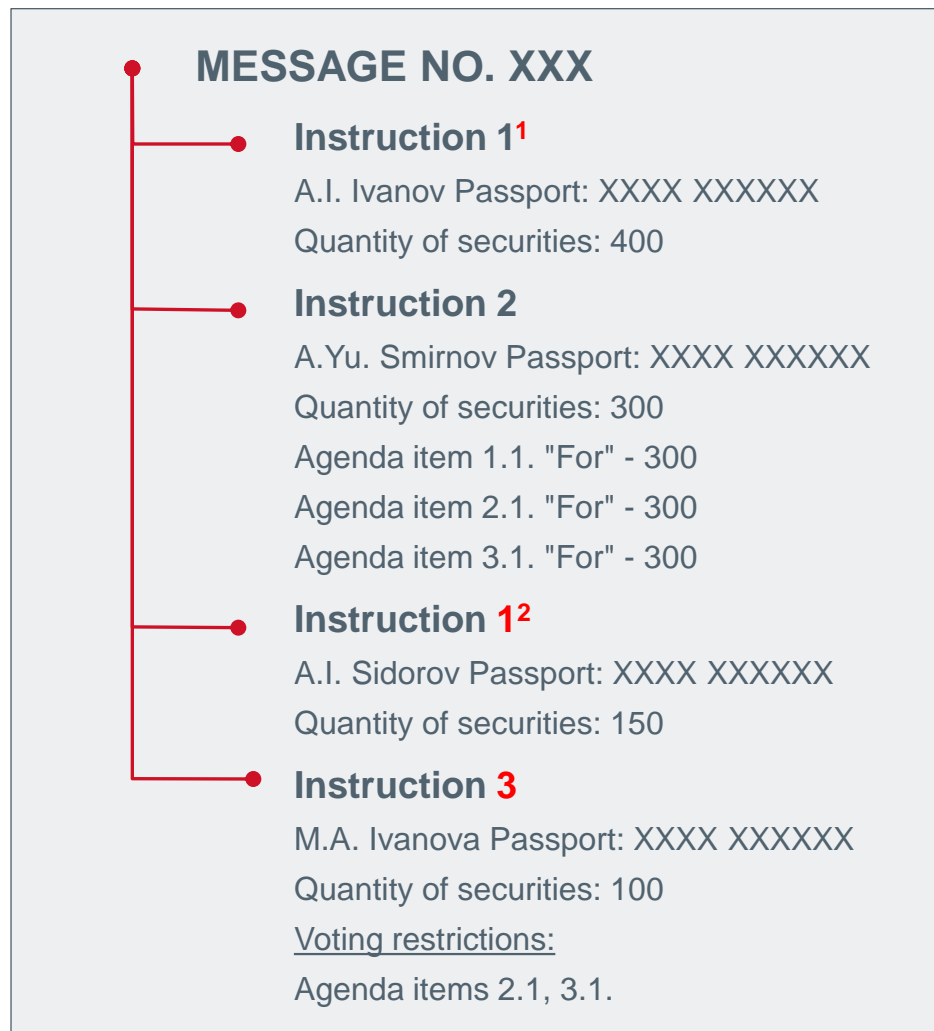
## Instruction 3

M.A. Ivanova Passport:  
XXXX XXXXXX  
Quantity of securities: 100  
Agenda item 1.1. "For" - 100  
Voting  
restrictions:  
Agenda items 2.1, 3.1.

The securities holder will be put on the list upon receipt of the first instruction concerning the holder.

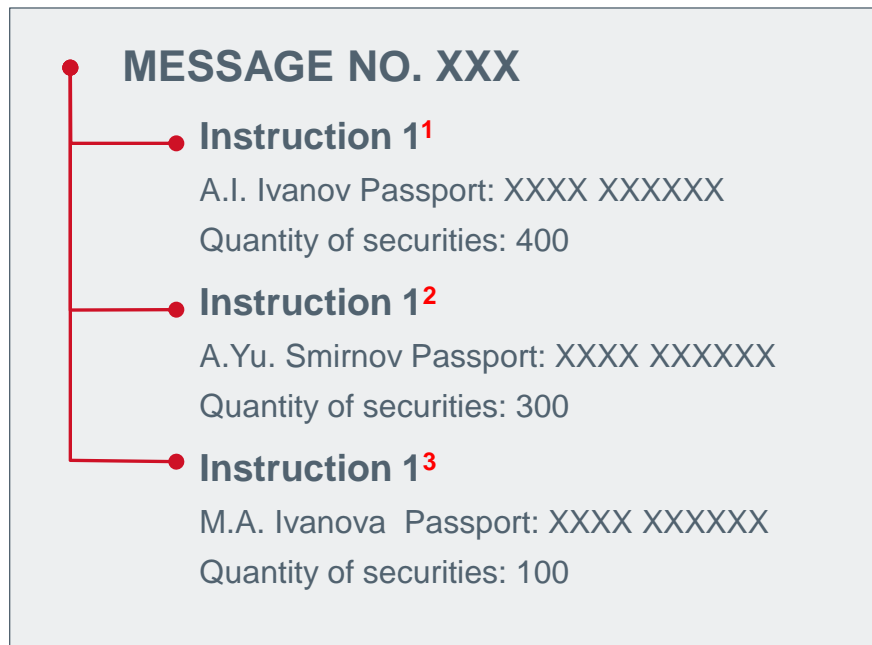
# ISO 20022 MESSAGE GENERATION

The ISO 20022 format may be used to send a single message that contains various combinations of instructions described on slide 3.



# ISO 15022 MESSAGE GENERATION

A ISO 15022 message may contain a list of instructions only in the event of submission of identification details of persons authorized to exercise the rights attached to securities.  
It is always required to include instruction numbers.



# SUBMISSION OF A PERSON'S VOTING INSTRUCTIONS USING A ISO 15022 MESSAGE

Where it is necessary to submit a person's voting instructions or information on the restrictions imposed on the person's right to vote, a message has to contain a single instruction.  
In this case, it is not required to include an instruction number.

## MESSAGE NO. XXX

A.I. Ivanov Passport: XXXX XXXXXX

Quantity of securities: 300

Agenda item 1.1. "For" - 300

Agenda item 2.1. "For" - 300

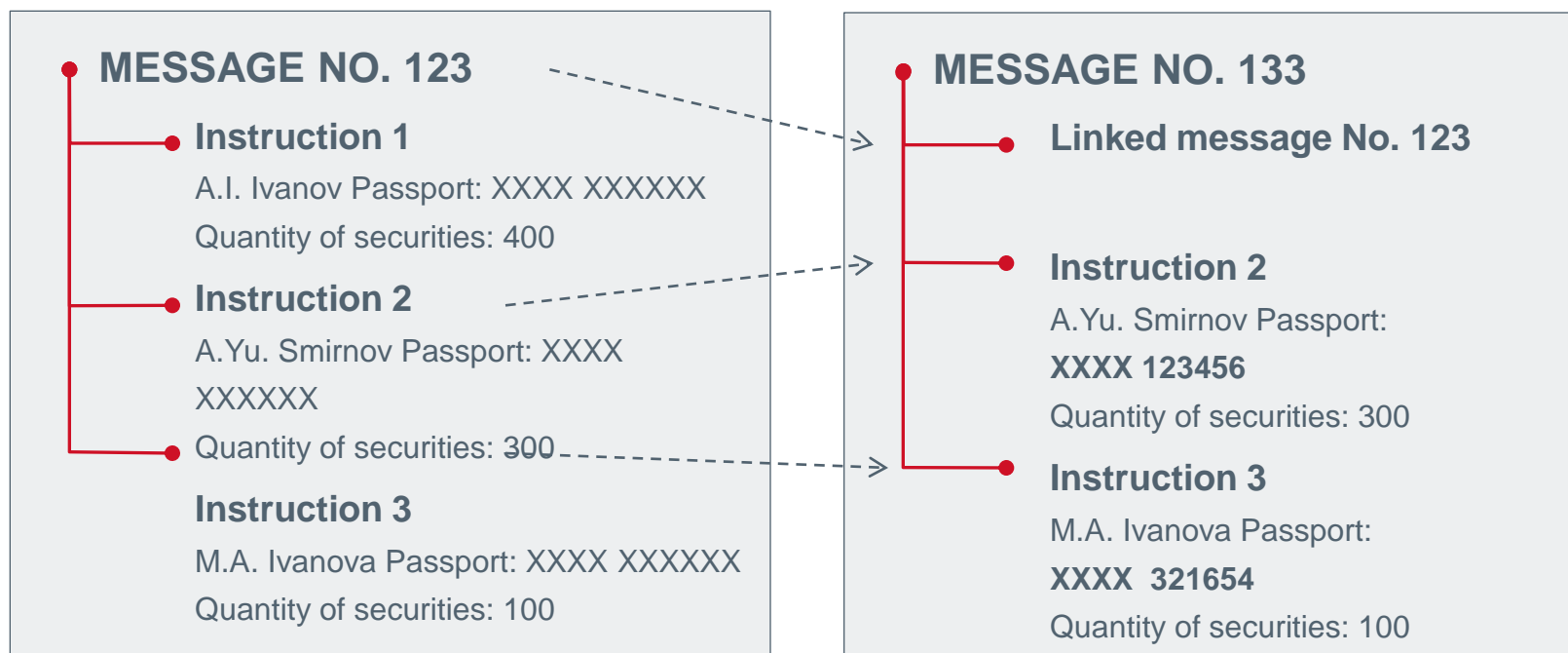
Voting restrictions:

Agenda item 3.1.



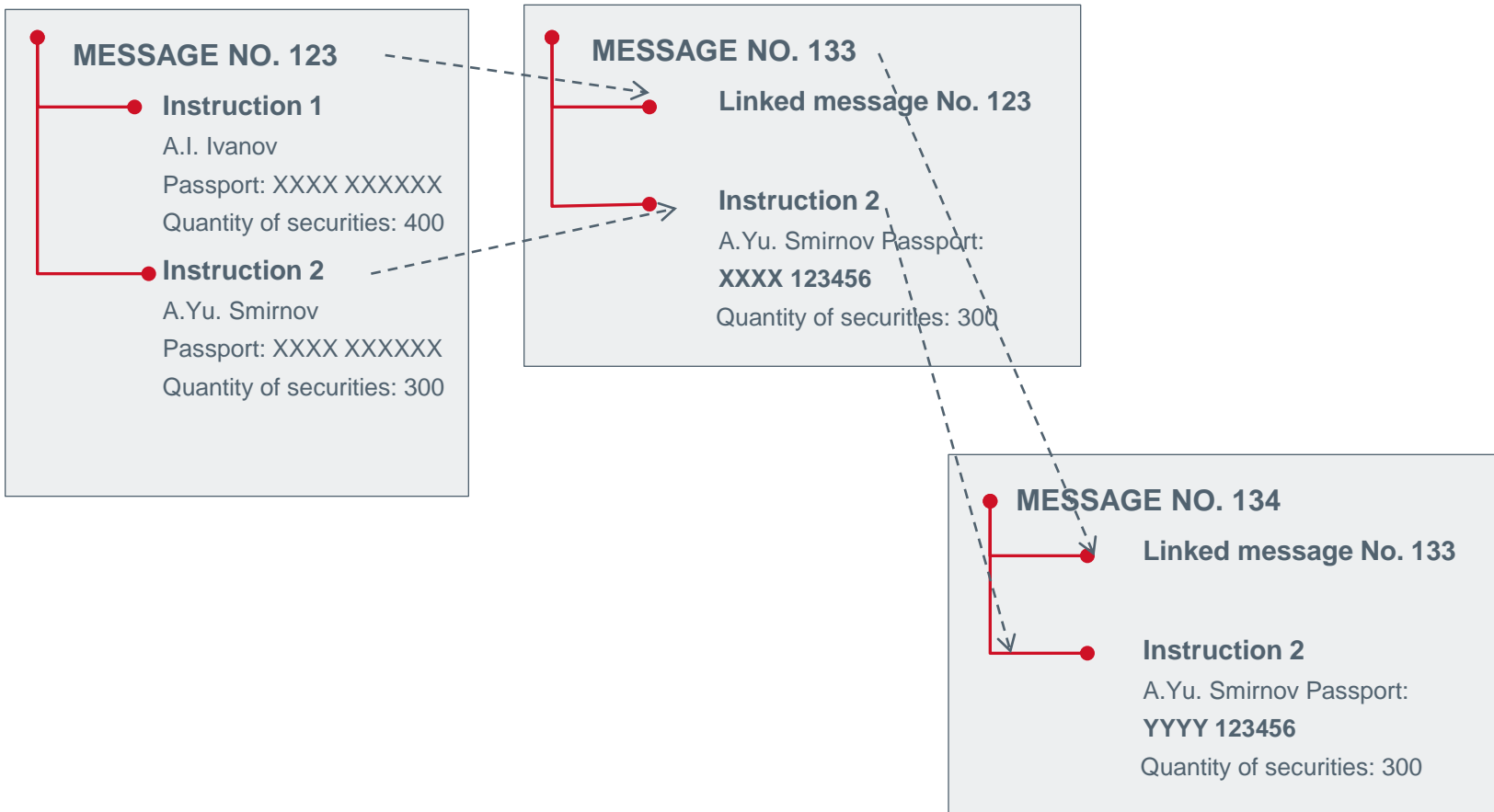
# CHANGING PERSON'S DETAILS

Where it is necessary to change any details of a person already put on the list, a change instruction has to be submitted. It is required to include the message number and the instruction number from the previous message (either ISO 15022 or ISO 20022 message). A single message may be used to change details of several persons from the previous message.



# RULES OF COMPLETING A REFERENCE TO THE INSTRUCTION TO BE REPLACED

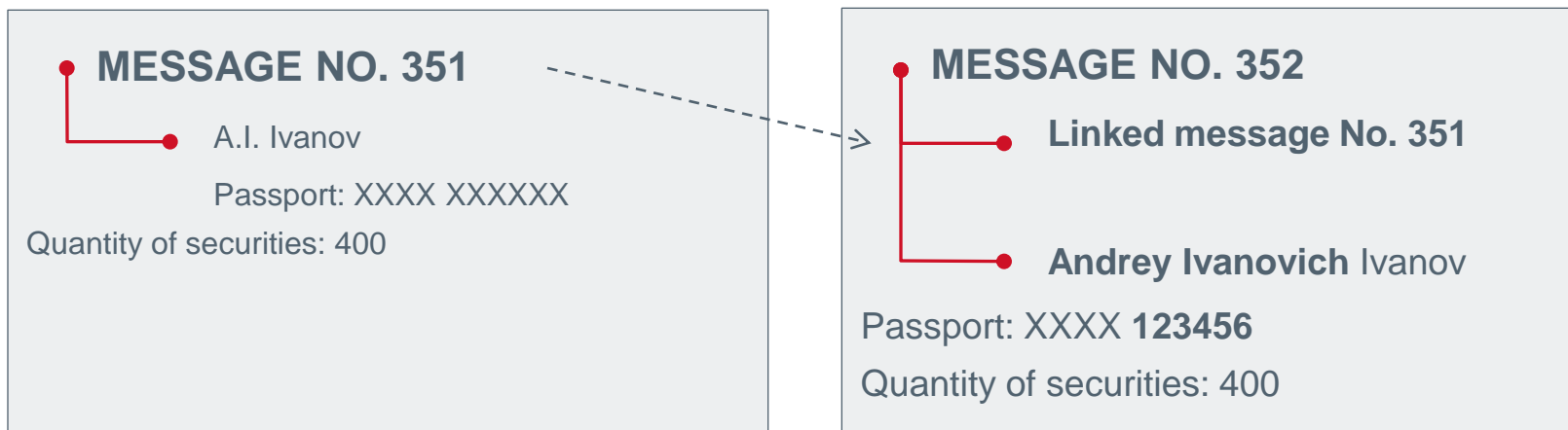
Where a replacement instruction is submitted, it is required to include a reference to the last accepted instruction.





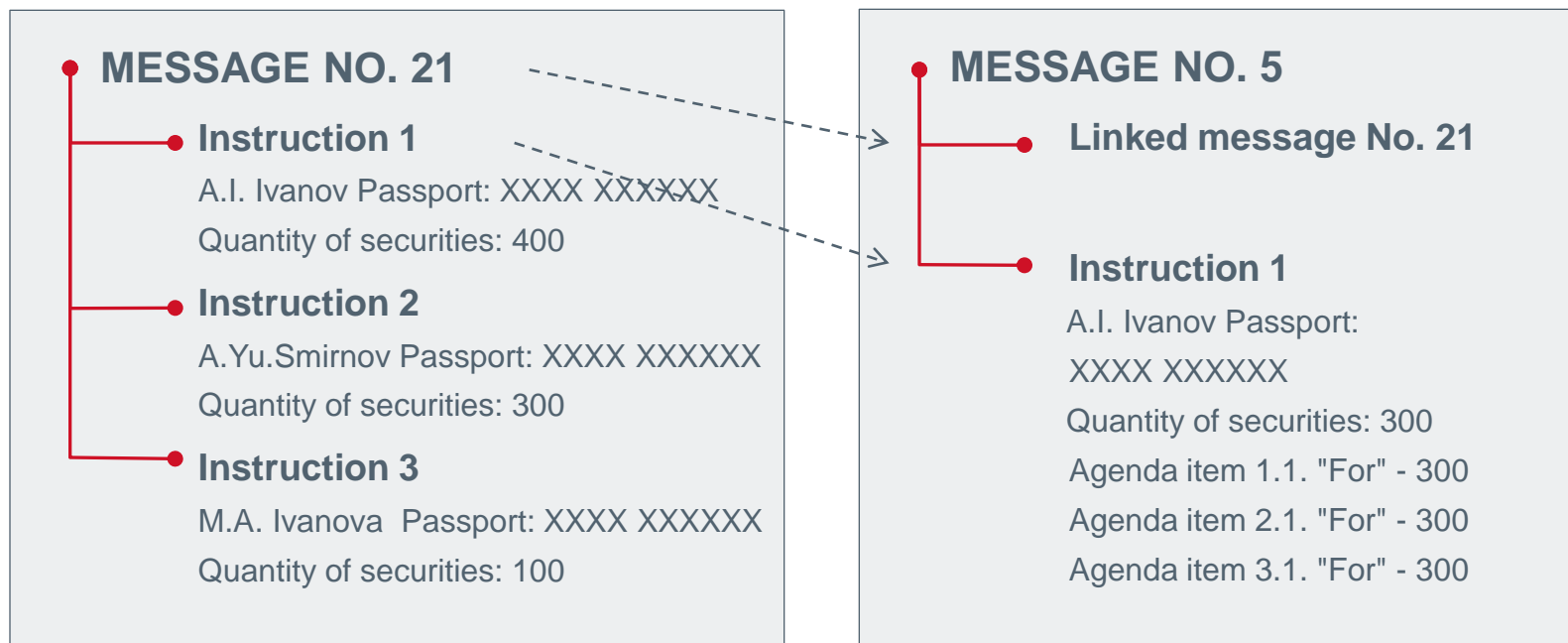
# CHANGING A PERSON'S DETAILS IN A ISO 15022 MESSAGE

Where the message to be replaced contained only one unnumbered instruction, in a replacement message it is required to include only the number of the message to be replaced, without the instruction number.



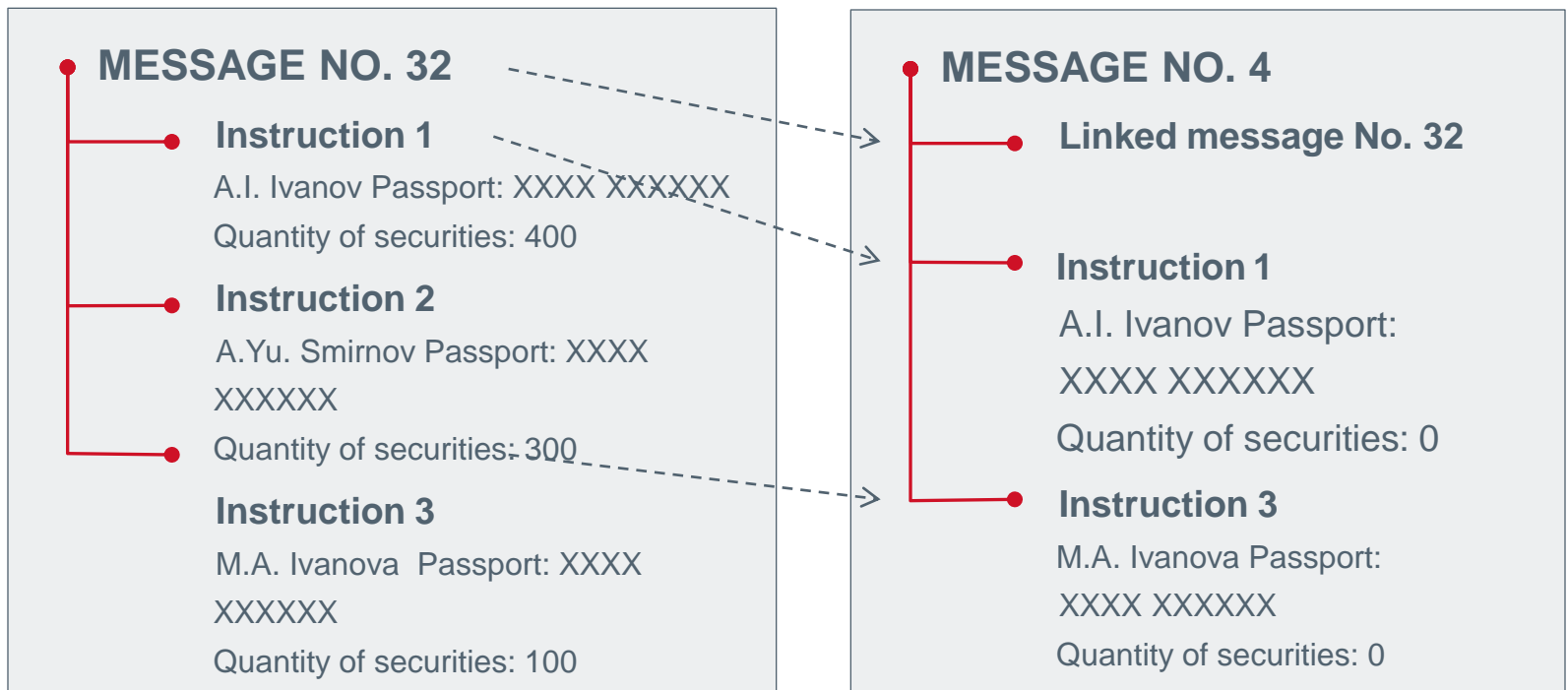
# SUBMISSION OF VOTING INSTRUCTIONS OF A PERSON WHOSE DETAILS WERE SUBMITTED EARLIER

Where a person was included in a message containing an instruction to put the person on the list, the message containing the person's voting instructions must include a reference to the previous message and instruction (both for ISO 15022 and ISO 20022 messages). A single ISO 20022 message may include more than one instruction containing voting instructions.



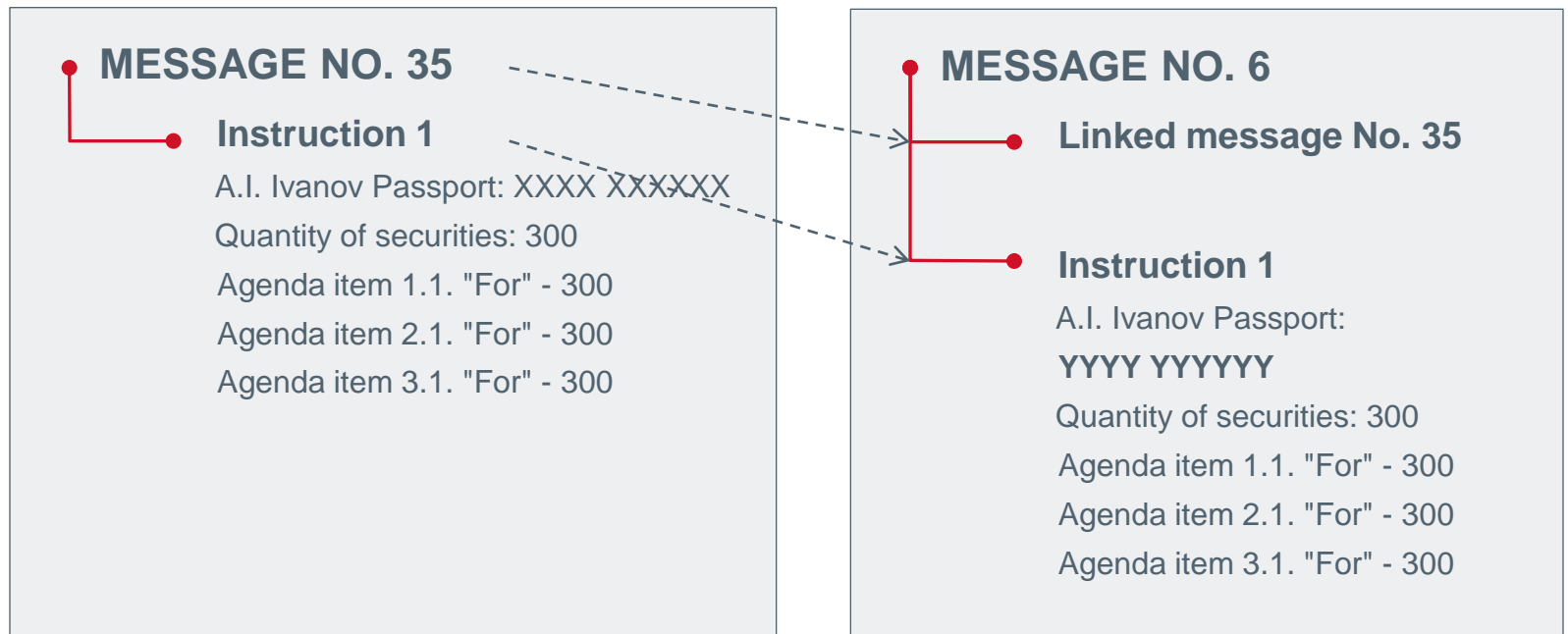
# REMOVAL OF A PERSON FROM THE LIST

To remove a securities holder from the list of persons authorized to exercise the rights attached to the securities, it is required to submit an instruction with a zero balance. A single message may be used to remove more than one person included in the previous message.



# CHANGING DETAILS OF A PERSON FOR WHOM AN INSTRUCTION CONTAINING HIS VOTING INSTRUCTIONS HAS BEEN SUBMITTED

To change details of a securities holder's for whom an instruction containing his voting instructions has been submitted, it is required to submit an instruction repeating such voting instructions. A single ISO 2022 message may be used to change details of more than one person included in the previous message.



# SUBMISSION OF INFORMATION ON PERSONS WHOSE RIGHTS ARE RECORDED BY NSD

- NSD shall send to the registrar a message containing identification details of those clients who hold an owner account with NSD;
- To notify of a person's voting instructions, it is required to submit an instruction **that must include the number of the account held with NSD**;
- NSD shall submit a person's voting instructions to the registrar in the manner described on **slide 9**; the person's details shall be completed as per the information contained in NSD's recordkeeping system.



**MESSAGE NO. 71**

**MS0012456120**

Quantity of securities: 300

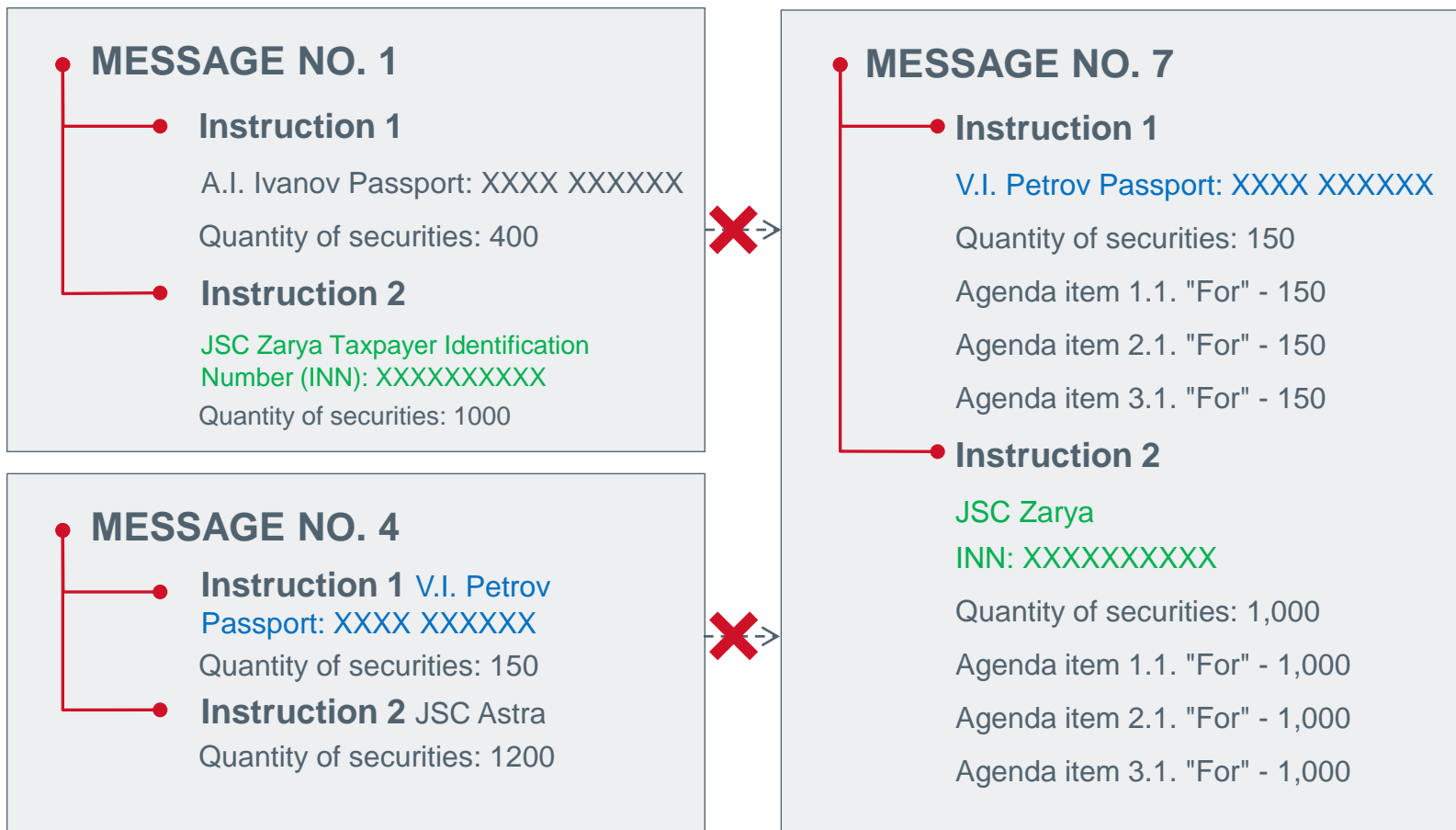
Agenda item 1.1. "For" - 300

Agenda item 2.1. "For" - 300

Agenda item 3.1. "For" - 300

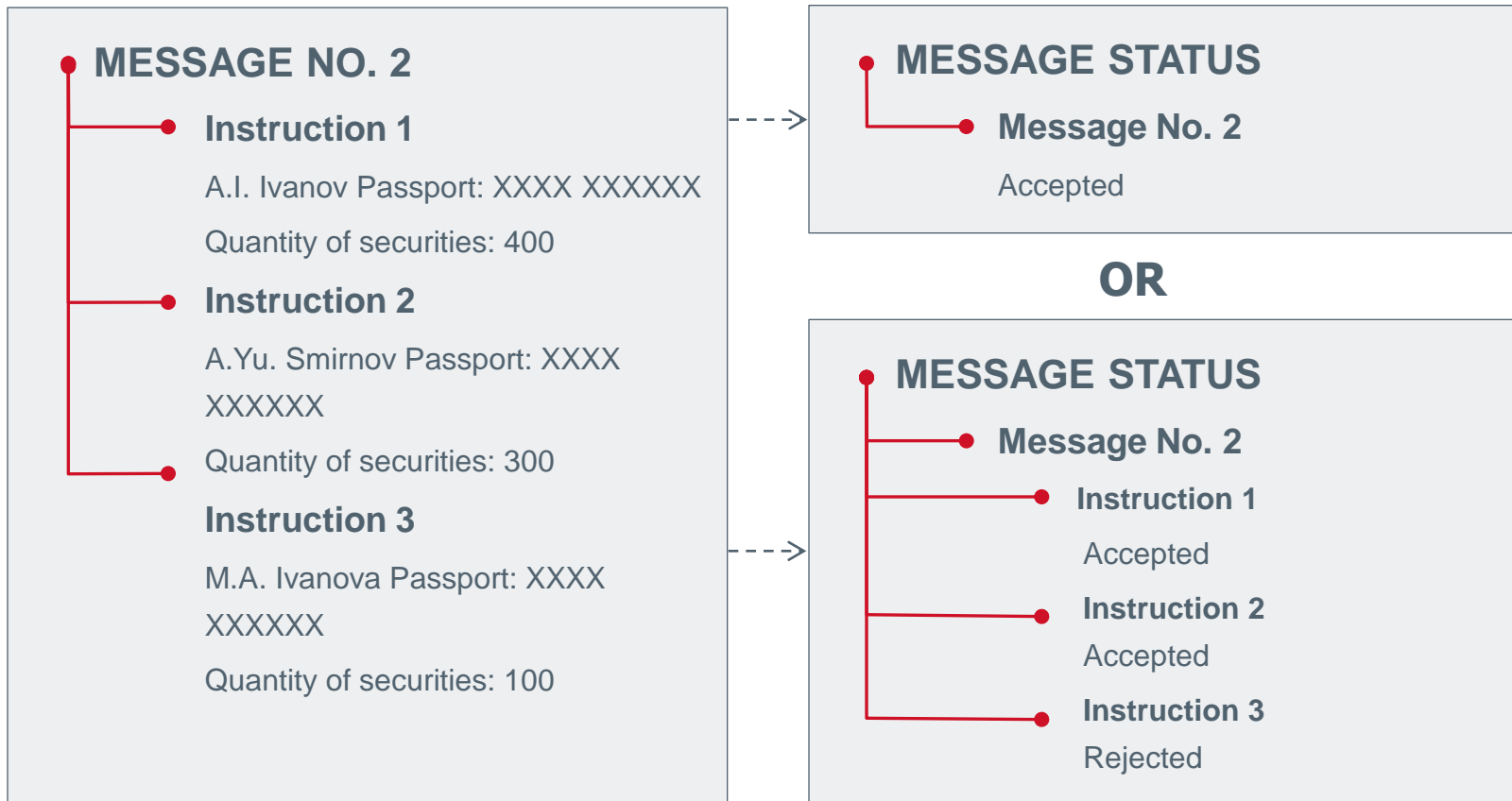
# SUBMISSION OF VOTING INSTRUCTIONS

It is not allowed to use a single message to submit voting instructions of persons whose instructions were earlier submitted in different messages.



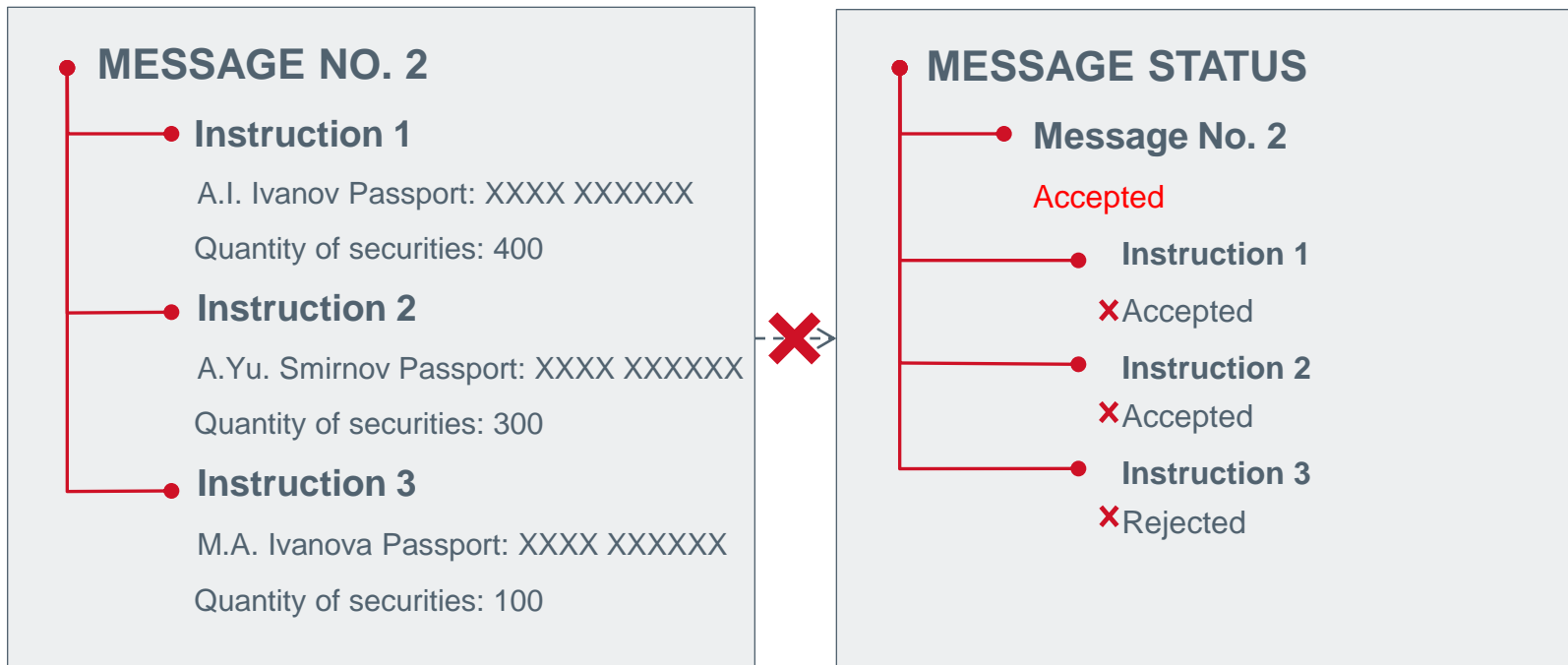
# INSTRUCTION STATUSES

It is possible to notify of the global status of a message, which relates to each instruction comprising the message,  
or a detailed status of each instruction comprising the message.



# DETAILED STATUS GENERATION RULE

If the global status is specified, detailed statuses will not be indicated.

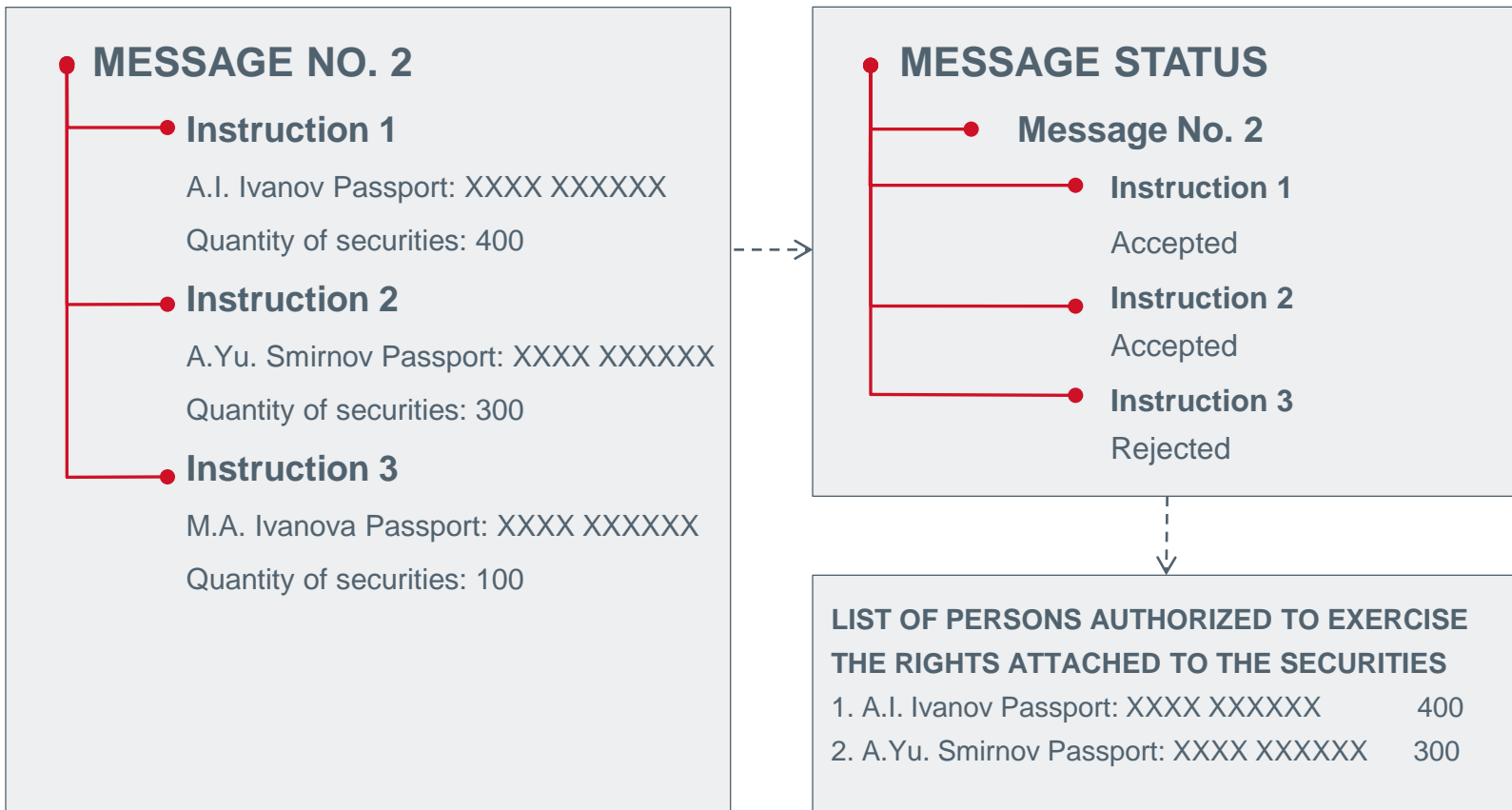


A detailed status may be generated by the ultimate recipient of the instruction only. Where the ultimate recipient is a registrar, NSD may specify the global status only.



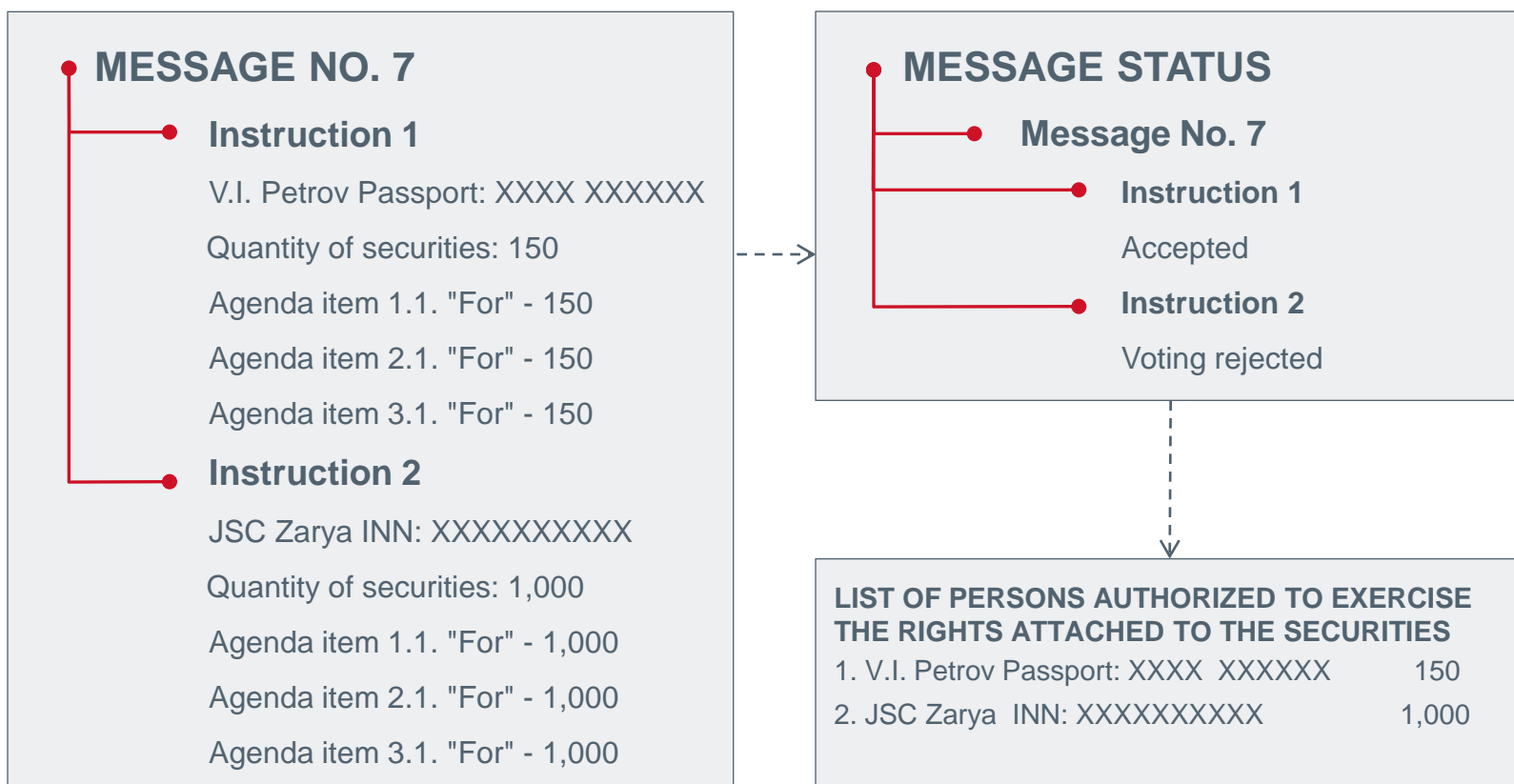
# DETAILED STATUS PROCESSING

Where one or more than one holder in an instruction (containing no voting instructions) has/have received a rejection, the details of such holders will not be reflected in the list.



# REJECTION OF VOTING INSTRUCTIONS

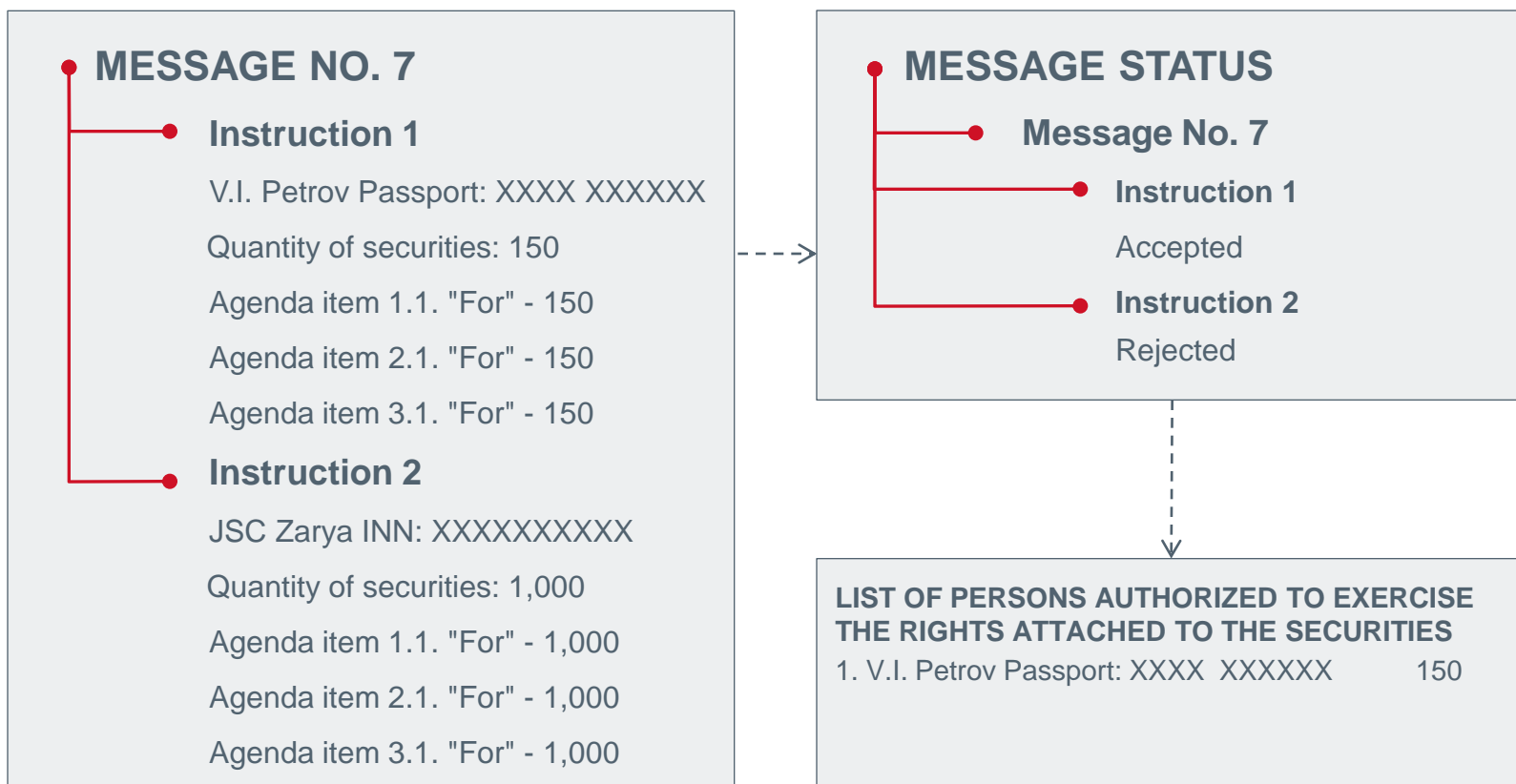
Where a message contains a person's voting instructions, a detailed rejection of the voting instructions may be notified. In this case, the person will still be put on the list.



# COMPLETE REJECTION OF AN INSTRUCTION CONTAINING VOTING INSTRUCTIONS

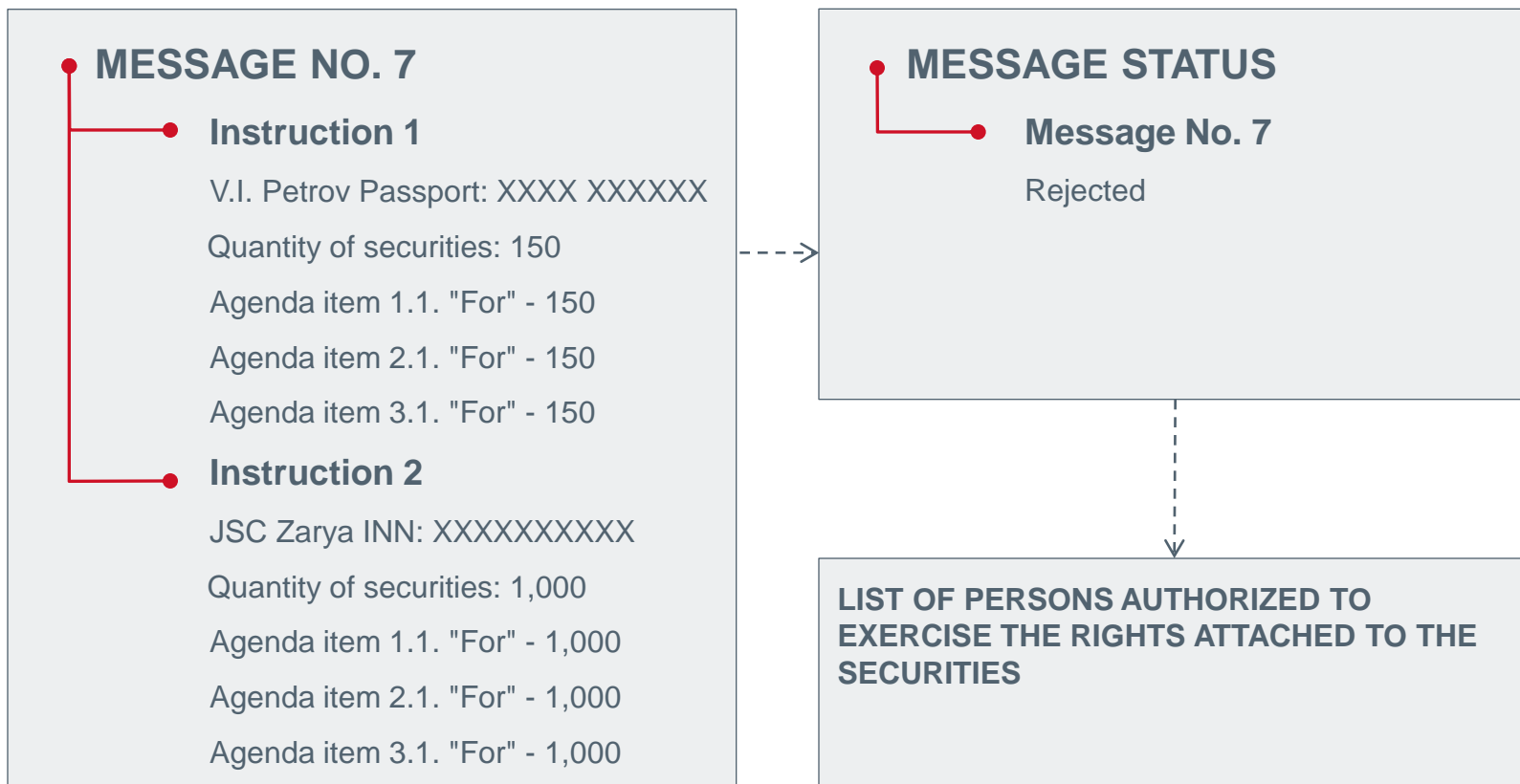
Where a message contains a person's details and voting instructions, a detailed rejection of the entire instruction may be notified.

In this case, the person will not be put on the list.



# GLOBAL REJECTION OF A MESSAGE

Where a global rejection has been received for an instruction, the person covered by the instruction will not be put on the list.



# CONTACTS

To submit any queries or to study additional materials concerning the corporate actions reform, please visit

<http://www.corpactions.ru/>



# THANK YOU!



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