

APPROVED

by the decision of the Board of Directors of  
Joint-Stock Company

“Moscow United Electric Grid Company”

as of November 8<sup>th</sup>, 2006

(minutes No. 35 as of November 10<sup>th</sup>, 2006)

**REGULATIONS**  
**for the order of material assistance rendering**  
**to the personnel of**  
**Joint-Stock Company**  
**“Moscow United Electric Grid Company”**

## **1. GENERAL PROVISIONS**

1.1. Regulations for the order of material assistance rendering to the personnel of Joint-Stock Company "Moscow United Electric Grid Company" (hereinafter referred to as - Regulations) is developed to implement the decision of the Board of Directors of Joint-Stock Company "Moscow United Electric Grid Company" (hereinafter referred to as - the Company) as of July 12, 2006 (Minutes as of July 14, 2006 № 28) and define the order and conditions of material assistance rendering to the Company employees .

1.2. Consideration of material assistance rendering issues for the Company personnel and unemployed pensioners (Company's former workers) shall be carried out by the Company's Corporate Board (hereinafter referred to as - the Board), created on the basis of the Order as of August 26, 2005 № 409-142, within the limits of means allocated in the Company's budget for these purposes.

1.3. The Board, according to Regulations on the Board, approved by the Order as of August 26, 2005 № 409-142, shall carry out the preliminary consideration of applications on the order of material assistance rendering with the subsequent recommendations presentation for the Company's General Director consideration.

## **2. ORDER OF APPLICATIONS CONSIDERATION ON MATERIAL ASSISTANCE RENDERING**

2.1. The issue on material assistance rendering shall be considered by the application of the worker and the petition of the branch manager or structural division of the executive office where the applicant works (worked).

Information on the applicant's work experience, the family financial condition and absence of labor discipline violation facts shall be specified in management petitions.

2.2. Applications for material assistance rendering shall be addressed to the Company's Human Resources Director.

2.3. The maximum amount of material assistance rendered under one application by the decision of the General Director, shall not exceed RUR 500,000 (Five hundred thousand rubles). On separate occasions under the decision of the Company's General Director the above-stated amount of material assistance can be increased, at most, by RUR 500,000 (Five hundred thousand rubles). The decision on material assistance rendering in the amount exceeding RUR 1,000,000 (One million rubles), shall be accepted by the Company's Board of Directors.

2.4. The applicant has the right to address to the Board applying for the material assistance rendering no more than twice a year, irrespective of the application grounds.

2.5. First of all, the Board shall consider:

- applications from personnel for material assistance rendering connecting with the necessity of treatment (including surgery) of the employee or his/her relatives under vital importance conditions (in noninsurance cases which are not the part of the voluntary medical insurance program);

- applications from employees for material assistance rendering in connection with the difficult financial situation;

- application of nonworking pensioners (Company's former workers) for material assistance rendering for treatment and medicine, and also in connection with the difficult financial situation.

2.6. The documents proving difficult financial situation shall be enclosed into applications (income inquiries, medical treatment agreements, and etc.).

2.7. The application of the worker (pensioner) with the management petition and the enclosed documents after registration, in the department of the executive office documentary provision and consideration by the Human Recourses Director shall be transferred to the Board Secretary for his/her registration in the applications record book and presentation to the Board consideration.

2.8. The Board Secretary registers applications in the record book and together with the correspondent subdivisions of the Company' executive office carries out check of correctness, completeness and reliability of the application and documents enclosed into it, forms an order of consideration of the arrived applications in the agenda of the Board planned meeting, co-ordinates the documents with the Company's Corporate Governance Head and presents the prepared materials for the Board consideration.

2.9. During the issue consideration concerning the material assistance rendering the representatives of branches management (structural subdivisions) shall be invited to the Board meeting by the applicant working place (former work).

2.10. Applications for material assistance rendering shall be considered at the Board planned meetings. In case of emergency, the issue of material assistance rendering can be considered in absentia on the Board extraordinary meeting with registration of the accompanying questionnaire.

### **3. DECISION-MAKING ORDER ON MATERIAL ASSISTANCE RENDERING**

3.1. The decision on material assistance rendering shall be accepted by the majority of votes of the Board members and designed in the form of the report which shall be signed by the Board Secretary, as well as by all the Board members and approved by the Board Chairman (Company's General Director).

3.2. Decisions on material assistance rendering, accepted within the limits of the budget for the present period, in the form of an extract from the Board meeting Minutes with copies of applications and petitions shall be accepted to be carried out by the treasurer's office, financial department and bank group of accounts department signed by the Board Secretary with the visa of Human Resources Director.

3.3. After documents receiving concerning the sums to be transferred to branches by the working address of the applicant (payment order copy), the notification with an extract from the Board meeting Minutes shall be signed by the Board Secretary and send to the applicant.

3.4. The Memorandum on the decision execution made by the Board and concerning material assistance rendering shall be transferred to the Company's Corporate Governance Head.

3.5. In case the decision on material assistance rendering is not accepted, the applicant shall know reasons for refusal which shall be presented in the written form and signed by the Human Resources Director.

### **4. ORDER OF MATERIAL ASSISTANCE RENDERING FINANCING**

4.1. During working out of the project of the Company's economic indicators plan for the next year, the Board Secretary together with financial department shall include the demand for expenses concerning the corresponding item of the budget.

4.2. Financial means for execution of the Board's decisions concerning the material assistance rendering shall be provided in the established order in the plan of economic indicators and Company's budget.

4.3. If such means are insufficient, the Board shall address to the Company management with the offer concerning economic indicators' and the budget plan updating.

## **5. FINAL PROVISIONS**

5.1. The present Regulations shall be approved by the Company's Board of Directors decision.

5.2. All amendments introduced in the present Regulations shall be approved by the Company's Board of Directors decision.