

**REGULATION**

**«ON ACTIVITY OF THE CENTRAL PURCHASING AUTHORITY  
of IDGC of Centre, JSC»**

**in a new edition**

**POU 31-03/2013**

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## 1. General provisions

1.1. This regulation «On activity of the Central Purchasing Authority of IDGC of Centre, JSC» is developed with a view of a regulation of activity of a joint purchasing activity management body of IDGC of Centre (hereinafter – the Company).

1.2. The Central Purchasing Authority of IDGC of Centre (hereinafter - the CPA) – a joint constantly acting body created for the control and coordination of purchasing activity. «The Central Purchasing Authority» is a functional, but not an organizational concept; such body carries out the functions fixed to it, thus, depending on the management system accepted in the Company, can be called as «the Central Tender Committee» etc. The membership of the CPA is personal.

1.3. The main objectives of the CPA's activity are:

- provision of forming and carrying out of a uniform policy of purchases for needs of the Company, financed in full or in part at the expense of the Company's funds;
- provision of the maximum cost efficiency of purchases for of the Company.

1.4. For realisation of the specified purposes the CPA is obliged to be guided by the following principles:

- decision making on the basis of trustworthy information about activity of the Company;
- exclusion of restrictions of the rights of members of the CPA on participation in management of purchasing activity of the Company;
- accepting by the CPA as much as possible objective decisions in interests of the Company.

1.5. The CPA performs the activity according to the legislation of the Russian Federation, the Articles of Association of the Company, decisions of the Boards of Directors of the Company, orders, instructions and other decisions of executive powers of the Company, the Regulations on the procedure of the regulated purchase of goods, works and services of the Company (hereinafter – the Regulation about purchases), and also this Regulation.

## 2. Standard references

At development of this Regulation the requirements of actual versions of the following standard documents were considered:

- the Regulations on the procedure of the regulated purchase of goods, works and services for IDGC of Centre;
- Federal law «About purchases of goods, works, services by separate kinds of legal entities» dated 18.07.2011 # 223-FZ;
- Government Resolution of 22.11.2012, #1211 «On the maintenance of the register of unfair suppliers, under the Federal Law «About purchases of goods, works, services by separate kinds of legal entities»;
- Legal acts, adopted in the development of the Federal Law «About purchases of goods, works, services by separate kinds of legal entities» dated 18.07.2011 # 223-FZ;
- the Articles of Association IDGC of Centre;
- Procedure regulations «Preparation of materials for sessions of the Board of Directors, Committees under the Board of Directors, Management Board of the Company

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and executions of the decisions accepted by the Board of Directors, Committees under the Board of Directors and the Management Board of the Company».

### 3. Terms, definitions and abbreviations

3.1. In this Regulation the terms and definitions according to Appendix # 1 are used.

3.2. In this Regulation the following abbreviations are used:

Abbreviation	Decoding
Internal standard document	Internal standard document
Annual integrated purchasing program	Annual integrated purchasing program of IDGC of Centre
Company	IDGC of Centre
Management Bodies	Management Bodies
Regulated purchasing procedure	Regulated purchasing procedure
the CPA	Central Purchasing Authority (Central Tender Committee)
the CPC of Russian Grids	Central Purchasing Commission of JSC «Russian Grids»

### 4. Structure of the CPA:

- Chairperson of the CPA;
- Deputy Chairperson of the CPA;
- Members of the CPA;
- Executive secretary of the CPA.

### 5. The primary goals of the CPA

5.1. Forming of a policy of purchases in the conditions of the competitive environment specially created by provision of competitiveness of offers of participants of the Regulated purchasing procedure.

5.2. Development and approval provision when due hereunder of standard-methodical base of purchases.

5.3. Provision of due level of a competition at purchases, objectivity, impartiality and transparency of procedures of purchases, the fair and equal attitude to all participants of the regulated purchasing procedures.

### 6. Functions of the CPA

6.1. The organisation of development of necessary standard and methodical documents on planning and organisation of the Regulated purchasing procedure, according to the Regulation about purchases.

6.2. Consideration of the specified in item 6.1 of this Regulation documents and also their submission when due hereunder for approval by Management Bodies of the Company.

6.3. Operational management of purchases of the Company, including questions of their planning, organisation, and also control over purchasing activity realisation, according to the Regulation about purchases.

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6.4. Consideration of contracts conclusion or their conclusion rejection, in the cases determined by the Regulation about purchases.

6.5. Formation and coordination (if necessary) of requirements for participants in the procurement.

6.6. Establishment of requirements and (or) recommendations for conducting and (or) not conducting separate procurement processes and (or) in a separate form (with special procedures) in quantitative and (or) price terms.

6.7. Determination of the order of coordination and approval of Chairperson and members of purchasing commissions, as well as the procedure of the purchasing commissions operation.

6.8. Coordination of an electronic trading platform, planned for use in the Company and other than the determined one by the Regulation about purchases.

6.9. Modification and/or cancellation (if necessary) of previously accepted decisions by the CPA.

6.10. The organisation of forming, coordination (including the approval procedure by the CPC of Russian Grids in the prescribed manner) and direction for approval by the Board of Directors of the Company of an annual integrated purchasing program.

6.11. Consideration and approval of current changes of the annual integrated purchasing program.

6.12. Decision making about realisation of the regulated procedures on purchase of the goods, works and services according to actual requirements of the Company in case of need carrying out of the purchases which have been not provided by the approved annual integrated purchasing program.

6.13. Consideration of a quarterly Report on the performance of an annual integrated purchasing program of the Company.

6.14. Coordination as part of the preparation of decision to the Board of Directors of the Report on the performance of the annual integrated purchasing program, approved by the Board of Directors of the Company in the manner and within the timeframe established by the Regulation about purchases (including the approval procedure by the CPC of Russian Grids in the prescribed manner).

6.15. Initiation of consideration by the Management Bodies of the Company a question on bringing to a disciplinary responsibility of officials guilty of poor-quality planning of purchases, persons, who have violated the documents governing the procurement activities of the Company, as well as those, who have caused the failure to perform decisions and instructions of the CPA.

6.16. Consideration of disputed issues and complaints, according to the Regulation about purchases, arising during purchases realisation.

6.17. Decision making about expediency of the conclusion of amendments to contracts concluded following the results of the Regulated purchasing procedure.

6.18. Consideration and coordination, according to the Regulation about purchases, of purchases planned to be made with the method «purchase from a single source», within the competence.

6.19. Consideration of documents for entering participants of purchases into the Register of unfair suppliers maintained according to the procedure, determined by Government Resolution of 22.11.2012, #1211 «On the maintenance of the register of unfair suppliers, under the Federal Law «About purchases of goods, works, services by separate kinds of legal entities».

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6.20. Initiation of carrying out of internal audit, office investigations and representation of offers to General Director of the Company on bringing to a disciplinary responsibility of employees of the Company for a failure to perform or inadequate execution of norms of the Regulation about purchases and the documents accepted in its development.

6.21. Rendering of methodological support to all persons participating in purchasing activity, including preparation of recommendations, generalisation of «the best practices», explanations of the provisions of the Internal standard document of the Company on purchases.

6.22. Realisation of other functions on purchasing activity according to orders, instructions and other decisions of executive powers of the Company, and also the Internal standard document of the Company.

## **7. Principles of forming of the composition of the CPA and organisation of its activity**

7.1. The composition of the CPA is approved by the decision of the Board of Directors of the Company consisting of at least 5 (five) persons.

7.2. The CPA performs the activity by carrying out of sessions.

7.3. The decisions, accepted at sessions of the CPA, are obligatory for execution by all structural divisions of the Company after approval of the Minutes of session by Chairperson of the CPA.

7.4. The chairperson of the CPA.

7.5.1. The CPA management is performed by its chairperson. Chairperson of the CPA, as well as Deputy Chairperson of the CPA, in a post not below Deputy General Director of the Company, are approved by the Board of Directors of the Company.

7.5.2. At absence of Chairperson of the CPA his or her functions are performed by Deputy Chairperson of the CPA.

7.5.3. In exceptional cases, in the absence of Chairperson of the CPA and Deputy Chairperson of the CPA, a member of the CPA can perform as Chairperson of the CPA, designated by Chairperson of the CPA in private capacity.

7.5. Members of the CPA.

– are appointed from heads and officials of the Company. Representatives of superior organisations can be appointed as members of the CPA;

– are approved by the Board of Directors of the Company.

7.6. The Executive Secretary of the CPA.

– is appointed from employees of the structural division responsible for the Company's purchasing activity;

– is approved by the Board of Directors of the Company as a member of the CPA. The approval of a nominee of the Executive secretary of the CPA is possible both with the voting right, and without it. The Executive Secretary, whose candidacy was approved with the voting right, refers to Members of the CPA;

– an employee of the structural division responsible for the Company's purchasing activity may be approved as part of the CPA to be charged with the duties of the Executive Secretary of the CPA for the period of his or her absence. The candidacy is approved without the voting right.

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## 8. The rights of the CPA

### 8.1. The CPA has the right:

- to perform analysis, control and operational management of the Company's purchasing activity;
- to confirm the schedule of carrying out of sessions of the CPA;
- to initiate consideration by the Management Bodies of the Company a question on bringing to a disciplinary responsibility of officials guilty of poor-quality planning of purchases and their improper conducting;
- to initiate identification of persons responsible for the coordination of issues for consideration by the CPA;
- to initiate carrying out of internal audit, office investigations and representation of offers to General Director of the Company on bringing to a disciplinary responsibility of employees of the Company for a failure to perform or inadequate execution of norms of the Regulation about purchases and the documents accepted in its development;
- to consider in the first instance disputed issues and complaints, according to the Regulation about purchases, arising during purchases realisation;
- to accept management decisions regarding the Company's purchasing activity;
- to request and receive information to solve issues in its competence, and to make decisions on them;
- to make offers on cancellation or suspension of validity of decisions of the CPA;
- to place for consideration to General Director of the Company offers on purchasing activity enhancement of the Company;
- for accomplishment of its tasks and realisation of the above-stated activity the CPA has the right to enquire necessary documents and information from divisions of the Company, to give instructions to departments of the Company, within its competence, in cases where it is necessary for the resolution of issues relating to the organization of procurement, to employ specialists of the Company, and also external consultants and experts according to the established order of the Internal standard document of the Company;
- to invite for participation in session persons who are not members of the CPA.

### 8.2. The decision of the CPA is obligatory for all personnel of the Company.

## 9. The main functions of members of the CPA

### 9.1. Functions of Chairperson of the CPA:

- determines the form of carrying out of sessions;
- agrees with schedules of carrying out of sessions;
- confirms the agenda of sessions;
- determines the list of persons invited for review of individual questions of agendas of sessions;
- supervises agenda observance;
- puts on voting on first come drafts of decisions;
- signs Minutes of sessions, notifications of carrying out of sessions, questionnaires upon decision making concerning the agenda;
- has the right of a casting vote in case of equality of the votes given for alternative variants of a decision of the CPA;

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- makes decisions on carrying out of extraordinary meetings of the CPA, and also changes of terms of their convocations and reduction of terms of direction of materials concerning the agenda of such sessions;
- initiates consideration of items not included in the agenda of the meeting in consultation with the members of the CPA;
- carries out other functions provided by the Regulation about purchases.

#### 9.2. Functions of Deputy Chairperson of the CPA:

- carries out functions of Chairperson of the CPA in his or her absence;
- carries out other functions at level of members of the CPA.

#### 9.3. Functions of members of the CPA:

- when due hereunder offer questions to the agenda of sessions;
- in coordination with the Chairperson invite to sessions persons who are not members of the CPA for participation in review of items of the agenda;
- take part in review of questions within the limits of the competence of the CPA and development of the agreed joint decision on cases in point by voting;
- have the right of access to all working materials concerning agendas of sessions of the CPA;
- perform the control over realisation of decisions within the limits of their competence;
- perform the decisions accepted at session.

#### Are obliged:

- personally to participate in sessions; substitution of a member of the CPA by another person is not allowed;
- to promote realisation of decisions;
- to carry out orders of the CPA.

#### 9.4. Functions of the Executive secretary of the CPA.

- performs technical (information, documentary, protocolary, secretarial) activity provision of the CPA's activity, on the basis of the Regulation about purchases, this Regulation, other Internal standard documents of the Company and according to orders of the Chairperson of the CPA;
- forms and submits for approval to the Chairperson of the CPA schedules of carrying out of sessions;
- forms and submits for approval to the Chairperson of the CPA drafts of the agenda of the next session of the CPA on the basis of offers which have arrived when due hereunder from members of the CPA, structural divisions of the Company;
- conducts work on the organisation of sessions of the CPA: provides preparation and timely mailing of the documents (materials) necessary for the organisation and carrying out of session of the CPA (the notification of carrying out of sessions, drafts of decisions concerning the session agenda, drafts of documents for familiarity, etc.);
- has the right to enquire and receive the information necessary for work of the CPA, including according to inquiries of members of the CPA, from divisions of the executive office and branches of the Company;
- prepares inquiries about granting of the information (materials) concerning the agenda of sessions of the CPA to divisions of the Company;
- performs the control over correctness of the official registration of papers, placed for consideration by the CPA;

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- performs collection of the questionnaires filled in by members of the CPA, as it should be, as specified by this Regulation;
- organises recording of a course of sessions of the CPA, including, with the consent of present members, on magnetic carriers;
- arranges Minutes of sessions of the CPA;
- communicates decisions of the CPA to contractors in the form of statements from Minutes of sessions of the CPA;
- systematises and bears responsibility for storage of documents and materials of the CPA;
- organises the control over a course of accomplishment of decisions of the CPA;
- carries out other functions provided by this Regulation, orders of the Chairperson and Deputy Chairperson of the CPA.

## **10. Carrying out of sessions of the CPA**

10.1. Sessions of the CPA are conducted according to the confirmed schedule of sessions of the CPA (if such schedule has been confirmed), and also as required, but at least once a quarter.

10.2. Sessions of the CPA can be conducted in the form of:

- joint presence of members of the CPA (meeting in presentia);
- correspondence voting regarding items of the agenda of session (correspondence session);
- on-site and off-site form.

10.3. In case of need the Chairperson of the CPA can make the decision on extraordinary meeting of the CPA, or transfer term of carrying out of the planned session of the CPA.

10.4. At the initiative of members of the CPA, in coordination with the Chairperson, the persons, who are not members of the CPA, can be invited to session, for participation in discussion of individual items of the agenda of sessions.

10.5. Session of the CPA is convened by sending notifications to members of the CPA of the CPA's session carrying out.

10.6. The notification of the CPA's session carrying out should contain:

- complete company name of the Company and its location;
- the session agenda;
- the form of carrying out of session;
- date, place and time of carrying out of session (date and time of the end of acceptance of questionnaires for correspondence voting regarding items of the agenda of session).

10.7. The notification of session carrying out is arranged by the Executive secretary of the CPA and signed by the Chairperson of the CPA or Deputy Chairperson of the CPA (in the cases provided by this Regulation).

10.8. The notification of session carrying out should be directed to members of the CPA, and also to the persons invited for participation in internal session of the CPA, not later than 3 (three) working days prior to date of carrying out of session of the CPA (expiry dates of acceptance of questionnaires at correspondence sessions).

10.9. Materials and information concerning the agenda are sent to members of the CPA, and also to the persons invited for participation in internal session of the CPA, not

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later than 2 (two) working days prior to date of carrying out of session (expiry dates of acceptance of questionnaires at correspondence session).

10.10. The notification of the CPA's session carrying out and materials (information) concerning the agenda can be given (directed) to members of the CPA, and also to the persons invited for participation in internal session of the CPA personally, by facsimile message, by means of e-mail or another resource of information exchange officially accepted in the Company.

10.11. Materials on those items of the agenda of session of the CPA are sent to the persons invited for participation in internal session of the CPA, in which discussion their participation is supposed.

10.12. Materials (information) concerning the session agenda include:

- drafts of decisions of the CPA on the items included in the agenda of session of the CPA;
- the explanatory note to drafts of decisions the CPA on the items included in the agenda of session of the CPA;
- the materials confirming data, stated in drafts of decisions and explanatory notes;
- other information materials on the items included in the agenda of session of the CPA.

10.13. In a case of decision making about extraordinary meeting carrying out, when the items placed for consideration of the CPA have urgent character, terms of convocation of an extraordinary meeting and direction of materials concerning the agenda of such session can be reduced under the decision of the Chairperson of the CPA, without taking into account the requirements of point 10.10 of the is Regulation.

10.14. At session of the CPA, conducted in the form of joint presence (internal session), with the consent of all present members of the CPA the items, which have been not included in the agenda of session, can be considered.

## **11. Order of carrying out of internal session of the CPA**

11.1. Internal session of the CPA is opened by the Presiding over session – the Chairperson of the CPA, and in case of his or her absence – Deputy Chairperson of the CPA. In exceptional cases in the presence of quorum the presiding person can be chosen from members of the CPA, by open voting.

11.2. Members of the CPA and as well as the invited persons take part in internal session of the CPA.

11.3. Internal session of the CPA is competent (has quorum) in case not fewer than half from the number of the elected members of the CPA are present at the session.

11.4. The Executive secretary of the CPA determines availability of quorum for carrying out of internal session of the CPA.

11.5. Presiding over internal session reports the present about availability of quorum for the CPA's session carrying out and reads the session agenda.

11.6. In the absence of quorum the session is announced unauthorized. Thus Presiding over session accepts one of the following decisions:

- by consultations with the persons present at session determines the time of carrying over the beginning of session;
- determines date of repeated session with the same agenda;

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– includes items, which should be considered at the invalid session of the CPA, in the agenda of the following planned session of the CPA.

11.7. Session of the CPA includes the following stages:

- reporting of the Executive secretary of the CPA, and in case of the person invited on an agenda item, reporting of the invited person concerning the agenda;
- discussion of items of the agenda;
- offers under the decision formulation on each item of the agenda;
- voting on agenda items;
- counting of votes and voting summary;
- announcement of results of voting and the decision, accepted concerning the agenda;
- if necessary consideration and decision making on the items which are not included into the agenda.

11.8. Decisions at internal session of the CPA of the Company are accepted by majority of votes of the members present at session of the CPA.

11.9. At carrying out of internal sessions personal presence of members of the CPA is obligatory. Substitution of a member of the CPA with another official is not allowed.

## **12. Order of carrying out of correspondence session of the CPA**

12.1. The decision on the CPA's session carrying out in the form of correspondence voting (by poll) is accepted by the Chairperson of the CPA.

12.2. For decision making for correspondence voting each member of the CPA is sent a notification of carrying out of correspondence voting on agenda items, and also, simultaneously with materials (information) concerning the agenda, questionnaire for voting are forwarded (under the form according to Appendix 2) pursuant to the order and terms established by points 10.7.-10.10 of this Regulation.

12.3. At filling in the questionnaire for correspondence voting a member of the CPA on each item put on voting should leave not crossed out only one of the possible variants of voting («for», «against», «abstained»). The filled in questionnaire should be signed by the member of the CPA with indication of his or her surname and initials.

12.4. The filled in and signed questionnaire should be presented by a member of the CPA to the Executive secretary of the CPA not later than the date and time of the end of acceptance of the questionnaires specified in the questionnaire, in the original or by means of a fax communication with the subsequent direction of the original of the questionnaire to the address specified in the questionnaire.

12.5. The unsigned questionnaire, and also the questionnaire presented with infringement of terms, specified in the subparagraph 12.4 of this Regulation, is nullified, does not participate in determination of the quorum necessary for decision making by correspondence voting, is not considered at counting of votes and determination of results of voting.

12.6. Members of the CPA are considered taken part in correspondence session, whose questionnaires have been received by the Executive secretary of the CPA in the original or by means of a fax communication or e-mail not later than the date and time of the end of acceptance of questionnaires.

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12.7. Correspondence session of the CPA is considered competent (has quorum) if at least half of the elected members of the CPA have taken part in it.

12.8. Results of voting by items of the agenda of the session, which is conducted in the correspondence form, are summarized on the basis of filled in and signed by members of the CPA questionnaires received by the Executive secretary of the CPA in time, established in the notification of carrying out of correspondence voting. On the basis of the received questionnaires the Executive secretary of the CPA arranges Minutes of sessions of the CPA in the order established by this Regulation.

### **13. Order of carrying out of on-site and off-site session of the CPA**

13.1. The decision on the CPA's session carrying out in the form of on-site and off-site is accepted by the Chairperson of the CPA.

13.2. At the CPA's session organisation in the on-site and off-site form the session is conducted in the form of voting by show of hands of present members of the CPA. Following the results of voting at the session the Executive secretary makes a questionnaire (Appendix 3), which is sent in the original or by means of a fax communication or e-mail to members of the CPA, absent at the specified session.

13.3. At filling in the questionnaire for on-site and off-site voting a member absent at the session of the CPA on each item put on voting should leave not crossed out only one of possible variants of voting («for», «against», «abstained»). The filled in questionnaire should be signed by the member of the CPA with indication of his or her surname and initials.

13.4. The filled in and signed questionnaire should be presented by the member absent at the session of the CPA to the Executive secretary of the CPA not later than the date and time of the end of acceptance of the questionnaires specified in the questionnaire, in the original or by means of a fax communication with the subsequent direction of the original of the questionnaire to the address specified in the questionnaire.

13.5. The unsigned questionnaire, and also the questionnaire presented with infringement of requirements and terms, specified in subparagraphs 13.3 and 13.4 of this Regulation accordingly, is nullified (in case of infringements of requirements of filling in the variants of voting only regarding a corresponding item is nullified), does not participate in determination of the quorum necessary for decision making in on-site and off-site form, is not considered at counting of votes and determination of results of voting.

13.6. Members of the CPA are considered taken part in on-site and off-site session, whose questionnaires have been received by the Executive secretary of the CPA not later than the date and time of the end of acceptance of questionnaires in the original or by means of a fax communication or e-mail.

13.7. On-site and off-site session of the CPA is considered competent (has quorum) if at least half of the elected members of the CPA have taken part in it.

13.8. On the basis of results of voting at the session and received from members of the CPA questionnaires the Executive secretary of the CPA sums up voting by items of the agenda and arranges Minutes of sessions of the CPA in the order established by this Regulation.

13.9. The filled in questionnaires of members of the CPA, absent at sessions of the CPA, are attached to Minutes of sessions of the CPA.

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## **14. Registration of the decisions accepted at session of the CPA**

14.1. Decisions at session of the CPA are accepted by majority of votes of members of the CPA, participating in the session.

14.2. At the decision of items at session each member of the CPA possesses one voice. In case of equality of voices the voice of the Chairperson of the CPA is solving. The voice transfer by one member of the CPA to another member of the CPA is not allowed. In case, if the session is conducted with powers of the Chairperson of the CPA performed by the Deputy Chairperson of the CPA, a casting vote goes to him or her.

14.3. The Chairperson of the CPA (and in his absence, Deputy Chairperson of the CPA) has no right to abstain from voting on the item in the decision and shall vote last.

14.4. If the powers of the Chairperson of the CPA are performed by a member of the CPA (aka - the presiding person) appointed in the manner described in point 7.5.3 of this Regulation, the Commission's decisions are taken by simple majority vote, without the use of the Chairperson's casting vote. In this case, the presiding person shall vote with the requirements of point 14.3 of this Regulation.

14.5. Minutes of the session of the CPA is constituted not later than 3 (Three) days after its carrying out (summarising of correspondence, on-site and off-site voting) by the Executive secretary of the CPA.

14.6. Minutes of the session of the CPA specify as follows:

- the form of carrying out of session;
- the date, place and time of carrying out of session (date and time of the end of acceptance of questionnaires);
- the list of members of the CPA, who have taken part in consideration of the agenda items with indication of the form of voting (on-site or by a questionnaire direction (off-site)), and also the list of the invited persons;
- the information on availability of quorum;
- the session agenda;
- offers of members of the CPA concerning the agenda;
- the items put on voting, results of voting by them, with indication of character of voting of each member of the CPA;
- the made decisions.

14.7. Minutes of the session of the CPA are signed by the Presiding over session and the Executive secretary of the CPA. Signing of the Minutes of the session of the CPA can be if necessary performed by all members of the CPA, participating in the corresponding session of the CPA.

14.8. The Chairperson and the Secretary of the CPA bear responsibility for correctness of drawing up of the Minutes.

14.9. If preferred by a member of the CPA the summary of his or her opinion can be attached to the Minutes of the session of the CPA concerning the session agenda of the CPA. Such opinion is prepared by a member of the CPA and is transferred to the Executive secretary of the CPA.

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14.10. The Executive secretary of the CPA initials all appendices to Minutes of a session of the CPA (the Chairperson of the CPA initials appendices to Minutes of a session of the CPA in the event that it is provided by a format of the attached document).

14.11. The decisions, accepted by the CPA, are brought to the notice of interested persons in the form of statements from Minutes of a session of the CPA in time not later than 3 (Three) working days from the moment of signing the Minutes of the session of the CPA. The statement from the Minutes of the sessions of the CPA is sent in a format of a scanned copy by means of e-mail, a fax communication or other resource of the information exchange established in the Company.

14.12. Control over the implementation of the decisions taken by the CPA is provided by an operating unit of the Company, which initiated the item to be considered by the CPA.

## 15. Confidentiality

15.1. In execution of the obligations, and also within one year after the termination of a term of appointment in the CPA, the persons, being (were) members of the CPA, the Executive secretary of the CPA and the third parties employed in the CPA, are obliged to observe requirements of confidentiality concerning received by them in connection with their activity in the CPA information which is not publicly available. The concept of the information which is not publicly available with reference to the Company's activity, and its content is established by the decision of the authorised management body of the Company.

15.2. Members of the CPA, the Executive secretary of the CPA and the third parties employed in the CPA, have the right to receive the specified information under condition of their conclusion with the Company an agreement on use of the specified information.

15.3. All documents connected with the CPA's activity should be stored in the location of the Company according to the order of storage of documents established in the Company. The Executive secretary of the CPA is responsible for storage of the specified documents.

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**Terms and definitions**

Note: the basic terms and definitions concerning purchasing activity are determined in the Regulation on the procedure of the regulated purchase of goods, works, services for needs of IDGC of Centre.

Concept/term	Definition
Company (Customer)	Company (Customer)
Purchase	Acquisition by the customer of goods on the basis of an agreement
Organizer of purchase	The customer or the third party acting under the agreement with him - a specialised legal entity acting as the organizer of purchase or a physical person, registered when due hereunder and performing entrepreneurial activity without establishing a legal person (a private entrepreneur).
Participant of purchase	Any legal entity irrespective of the organization and legal form, pattern of ownership, the location and place of origin of the capital or any physical person, including a private entrepreneur, who have sent an application form for participation in procedure of purchase and passed a selection stage of tender evaluation according to the decision of the purchasing commission
Trading and purchasing procedure	The ordered set of actions which are carried out by the Organizer and participants of purchase at its carrying out (from the announcement to purchase summarising)
Regulated purchasing procedure	The trading and purchasing procedure which is conducted by a method and according to the procedure, established by the Regulation on the procedure of the regulated purchase of goods, works, services for needs of IDGC of Centre
Purchasing commission	The body in advance created by the Organizer of purchase for accepting of the major decisions during concrete purchase of goods (first of all — a choice of the successful tenderer)
Annual integrated purchasing program	the Plan of purchases of goods, works, services for a corresponding calendar year



**THE CENTRAL TENDER COMMITTEE**  
**Interregional Distribution Grid Company of Centre,**  
**Joint-Stock Company**  
**127018, Moscow, 2nd Yamskaya, 4**

**The questionnaire**  
for correspondence voting by agenda items  
of the session of the Central Tender Committee of IDGC of Centre (hereinafter – the CTC),  
conducted \_\_\_\_ year. (Minutes # \_\_\_\_).

Dear member of the CTC!

You can express the opinion on the items included in the agenda of the given session, **by leaving not crossed out the variant of the answer corresponding to your decision.**

**Item #1:** \_\_\_\_\_

**The decision on item # 1:**

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
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*(Leave not crossed out your variant of the answer)*

**The comment/Special opinion on the item:**

**Item # 2:** \_\_\_\_\_

**The decision on item # 2:**

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
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*(Leave not crossed out your variant of the answer)*

**The comment/Special opinion on the item:**

**Member of the Central Tender Committee  
of IDGC of Centre**

\_\_\_\_\_  
(signature is obligatory)

\_\_\_\_\_  
(Print name)

\* the questionnaire unsigned by the member of the CTC is void, is not considered at determination of quorum and voting summary.

**The filled in and signed questionnaire is to be sent by fax/e-mail: \_\_\_\_\_ / \_\_\_\_\_ not later  
\_\_\_\_. \_\_\_\_ year.**

**The questionnaire which has been received by the Company after the above-stated term, is not  
considered at counting of votes and summary of correspondence voting.**

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**THE CENTRAL TENDER COMMITTEE**  
**Interregional Distribution Grid Company of Centre,**  
**Joint-Stock Company**  
**127018, Moscow, 2nd Yamskaya, 4**

**The questionnaire**  
for on-site and off-site voting by agenda items  
of the session of the Central Tender Committee of IDGC of Centre (hereinafter – the CTC),  
conducted \_\_\_\_ year. (Minutes # \_\_\_\_).

Dear member of the CTC!

You can express the opinion concerning the decisions accepted at the session of the CTC on the items, included in the agenda of the given session, **by leaving not crossed out the variant of the answer corresponding to your decision.**

**Item #1:** \_\_\_\_\_

**The decision on item # 1, accepted at the session:**

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
------------	----------------	------------------

*(Leave not crossed out your variant of the answer)*

**The comment/Special opinion on the item:**

**Item # 2:** \_\_\_\_\_

**The decision on item # 2, accepted at the session:**

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
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*(Leave not crossed out your variant of the answer)*

**The comment/Special opinion on the item:**

**Member of the Central Tender Committee  
of IDGC of Centre**

\_\_\_\_\_  
(signature is obligatory)

\_\_\_\_\_  
(Print name)

\* the questionnaire unsigned by the member of the CTC is void, is not considered at determination of quorum and voting summary.

**The filled in and signed questionnaire is to be sent by fax/e-mail: \_\_\_\_\_ / \_\_\_\_\_ not later  
\_\_\_\_. \_\_\_\_ year.**

**The questionnaire which has been received by the Company after the above-stated term, is not  
considered at counting of votes and summary of on-site and off-site voting.**

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**The record of changes and additions**

Index number of the change/addition	Change/addition of the item	Content of the change (addition)	Reason (reference to organizational-administrative documentation)	Date of entering the change/addition	Surname, initials, post of the employee who has entered changes (additions)	Signature of the employee who has entered changes (additions)
1.	The entire document	Document updating	The Regulation on the procedure of the regulated purchase of goods, works, services for needs of IDGC of Centre (approved by the decision of the Board of Directors, Minutes dated 13.06.2013 # 15/13)			
2.	Sections 6-9, 14	Document updating	According to the results from the use of this document in the work			

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