



Annex 21
**A MODEL NOTICE
 OF THE GENERAL MEETING OF SHAREHOLDERS**

**NOTICE OF THE GENERAL MEETING
 OF SHAREHOLDERS**

of the

Open Joint Stock Company

« _____ »

_____ [Enter address]

Dear Shareholder!

The Open Joint Stock Company « _____ » hereby notifies you that the General Meeting of Shareholders (hereinafter GMS) will be held with joint participation of shareholders on _____, 200_ , at __:__ local time at the following address: _____ [city, street (if applicable) location of holding the GMS].¹⁶⁶

The registration of shareholders shall start at __:__ local time on the day of the GMS at the address indicated above.¹⁶⁷

¹⁶⁶ An AGM should be held at a location and time that facilitates shareholder participation, and does not impose an undue hardship or expense upon them. Ideally, the AGM should be held where the company is located.

¹⁶⁷ The time of the beginning of the GMS minus the required minimum time for the registration as set forth by the charter or by-laws of the company. The Federal Commission for the Securities Market's Code of Corporate Conduct, Chapter 2, Section 2.2.3 recommends that the time set should allow sufficient time for registering all shareholders.



The Russia Corporate Governance Manual

The Agenda

1. _____
2. _____
3. _____

The list of persons entitled to participate in the GMS has been compiled on the basis of the data contained in the Company's shareholder register on _____, 200_.

Shareholders of record shall have access to the information and materials for the GMS from _____ to _____ [*date*] on weekdays, from 09.00 until 18.00 local time without interruption, at the following address: _____ [*address of the location of the executive body, including office number and the telephone number for inquiries*] or at the following address or addresses _____] [*if applicable*], as well as on the Company's website www._____.ru .

A shareholder (or shareholder's representative) has the right to vote on the agenda items indicated above by means of sending their completed voting ballots by registered mail to the attention of _____ [*name of office or person authorized to receive the voting ballots*] at the following address: _____ [*address*]. The deadline for the receipt of the voting ballots is _____, 200_ [*date*].

For additional information, please contact: _____ [*name of office or authorized person (Corporate Secretary)*] at _____ [*contact details*] .

Contact tel.: _____