

**BYLAW**  
on Procedure for Preparation and Delivery of Information Materials to Mass Media

**1. General Provisions**

1.1. The present Bylaw specifies the procedure, obligatory for all divisions of PIK Group (hereinafter referred to as the "Company"), for preparation and delivery of information materials for publishing in periodic printed publications, public presentation and public appearance in radio, television and video programs, documentary programs, including Internet / Intranet networks (hereinafter referred to as "Mass Media"), and for holding international conferences, discussion groups, scientific and technical councils, exhibitions, fairs, placement in PIK Group's publications, use in information and advertising materials and other forms of public presentation of information on the activity of PIK Group.

1.2. The present Bylaw has been prepared with due consideration of:

- Law of the Russian Federation "On Mass Media";
- Decree of President of the Russian Federation No. 188 dated March 6, 1997 "On Approval of the Confidential Information List";
- Law of the Russian Federation "On Commercial Secret";
- Regulatory documents of PIK Group.

1.3. Coordination of work related to preparation and delivery of information materials of PIK Group to Mass Media shall be performed by an approving member (the Chairman) of the Board of Directors.

1.4. Preparation of information materials intended for delivery to Mass Media shall be performed by divisions of PIK Group according to their areas of activity.

1.5. Deputy Director of the Economic Expertise Department of PIK Group shall preliminary approve the materials prepared for delivery to Mass Media.

1.6. For the purposes of control over compliance with the requirements of confidentiality regime in PIK Group, upon making the decision on delivery of information materials to Mass Media, an obligatory notification on delivery of the specified materials shall be sent to the Economic Expertise Department.

**2. Procedure for Preparation and Delivery of Information Materials  
to Mass Media**

2.1. Applications (requests) of Mass Media received by PIK Group shall be submitted by a member (the Chairman) of the Board of Directors of PIK Group for processing to divisions of the Company as per their areas of activity.

2.2. Heads of divisions of PIK Group shall ensure preparation of information materials for their subsequent delivery to Mass Media within the time period specified by a member (the Chairman) of the Board of Directors.

2.3. Information materials for Mass Media prepared on the initiative of heads of divisions of PIK Group shall be delivered to a member (the Chairman) of the Board of Directors for consideration or approval.

2.4. When preparing press conferences, presentations and other events with Mass Media attendance, heads of divisions of PIK Group not later than 3 business days before the date of the abovementioned events shall deliver script interviews and speeches, as well as information about time, a place and a purpose of the event, a form of attendance of journalists, or reasoned objections against their attendance to a member (the Chairman) of the Board of Directors and an advisor to President – Director (Deputy) of the Economic Expertise Department of PIK Group for preliminary approval.

2.5. Information materials intended for delivery to Mass Media should not include data containing commercial secret and other data of confidential nature which is subject to protection according to the current legislation of the Russian Federation and bylaws of PIK Group.