



Annex 16

**MODEL MINUTES FOR A SUPERVISORY BOARD MEETING**

**MINUTES**

**FOR THE MEETING OF THE SUPERVISORY BOARD**

**OF THE OPEN JOINT STOCK COMPANY**

« \_\_\_\_\_ »

Date of the meeting: « \_\_\_\_ » \_\_\_\_\_ 200\_\_

Time of the meeting: From \_\_: \_\_ to \_\_: \_\_\_\_

Place of the meeting: \_\_\_\_\_

Chairman of the meeting: \_\_\_\_\_

Supervisory Board members participating in the meeting as observers:

- 1. \_\_\_\_\_;
- 2. \_\_\_\_\_;
- 3. \_\_\_\_\_;
- 4. \_\_\_\_\_; and
- 5. \_\_\_\_\_.

The meeting has a quorum.<sup>140</sup>

<sup>140</sup> The Federal Commission for the Security Market’s Code of Corporate Conduct (FCSM Code) Chapter 3, Section 4.3.1 recommends that the company charter have a provision which addresses the issue of taking into account the written opinions of directors who did not attend the Supervisory Board meeting. However, the votes of those directors who submitted their written opinion shall not be counted for the purposes of determining whether or not a quorum exists at the meeting.



## The Russia Corporate Governance Manual

---

Persons and advisors invited to the meeting:

\_\_\_\_\_  
\_\_\_\_\_; and  
\_\_\_\_\_.

### Meeting Agenda

**Item No. 1:** \_\_\_\_\_

**Item No. 2:** \_\_\_\_\_

**Item No. 3:** \_\_\_\_\_

**Item No. 1:** \_\_\_\_\_

#### 1. Discussed

Item No. 1 of the agenda of the Supervisory Board meeting on the \_\_\_\_\_  
\_\_\_\_\_.

#### 2. Presenters:

\_\_\_\_\_  
\_\_\_\_\_; and  
\_\_\_\_\_.

**3. Decision** to approve the following \_\_\_\_\_ :

Voting results on this item:

№ p/p	Full name of the director	Voting options		
		«FOR»	«AGAINST»	«Abstained»
1.				
2.				
3.				
4.				
5.				

**Annex 16. Model Minutes for a Supervisory Board Meeting**

---

**Item No. 2:** \_\_\_\_\_

**Item No. 3:** \_\_\_\_\_

Date of the minutes «\_\_» \_\_\_\_\_ 200\_\_.

The Supervisory Board Chairman \_\_\_\_\_

Director 1 \_\_\_\_\_

Director 2 \_\_\_\_\_

Director 3 \_\_\_\_\_

Director 4 \_\_\_\_\_

Director 5 \_\_\_\_\_

The Corporate Secretary \_\_\_\_\_