

3.5.4. Corporate Secretary

The function of ensuring that the Company's bodies and officials comply with the rules and procedures of corporate governance that guarantee the rights and interests of shareholders, as well as organizing interaction between the Company and its shareholders is discharged by the Corporate Secretary.

The Corporate Secretary of PJSC NCSP acts on the basis of the Regulation on the Corporate Secretary and reports to the Chairman of the Board of Directors, which provides the necessary degree of independence within the context of organizing the work of management bodies. The Company has established an administrative office for the Corporate Secretary.

The main duties of the Corporate Secretary include:

- Organizing preparations and support for holding General Shareholder Meetings in accordance with current legislation, and the Charter and other documents of the Company
- Supporting the work of the Board of Directors
- Organizing cooperation between the Company and its shareholders
- The position of Corporate Secretary at PJSC NCSP has been held since February 2009 by Vladimir Matveev

Year of birth: 1948

Education: graduated from the Krasnodar Polytechnic Institute in 1972 with a degree in mechanical engineering; earned a second degree, in economic and social planning, from Kuban State University in 1993; also attended the Advanced Management Institute of the National Economy Academy of the Russian Government.

Work experience: in 2007-2009 he upgraded his qualifications at the Higher School of Economics with a course on Information Disclosure in the Corporate Governance System.

Mr. Matveev has been working at PJSC NCSP since 1996, first as a supervisor in the property department until 2006 and then as head of this department from 2006 to 2009.

Mr. Matveev was PJSC NCSP's corporate secretary from 2009 to March 26, 2019. He did not own shares in PJSC NCSP or shares in its subsidiaries and affiliates in 2018, and he does not have family ties with other individuals who serve in the management bodies and/or financial and business control bodies of PJSC NCSP.

3.5.5. Remuneration of Board of Directors

The Company has a Regulation on Remuneration and Compensation paid to members of the Board of Directors of PJSC NCSP that was approved at a General Shareholder Meeting on December 25, 2017 (Minutes No. 52–OSA NCSP, dated December 28, 2017). The regulation was developed in accordance with Federal Law No. 208-FZ of December 26, 1995 on Joint-stock Companies, other regulations and PJSC NCSP's Corporate Governance Code. No changes were made to the regulation in the reporting year. The regulation is posted on PJSC NCSP's website.

Main provisions of PJSC NCSP policy for remuneration and compensation of Board of Directors:

- Remuneration for members of the Board of Directors is calculated and paid from the date the Board members are elected at the AGM to the date of the next AGM (hereinafter, "corporate year"). In the event of early dismissal and election of Board members at an EGM, the amount of remuneration is calculated proportionately for the actual period of time that these Board members served
- The following types of remuneration are established for serving as a member of the Company's Board of Directors:
 - Base remuneration
 - Additional remuneration
- Base and/or additional remuneration is not paid to a member of the Board if they did not participate in the work of more than half of the meetings of the Board and/or Board committees held in the quarter following the end of which such payment is made
- Board members have the right to receive additional remuneration, which is paid for:
 - Serving as Chairman of the Board of Directors or serving as Chairman of any one of the Board's committees or participating in the work of two or more Board committees, in an amount equal to 50% of the base remuneration for the corporate year
 - Participating in the work of a Board committee at amount equal to 25% of the base remuneration for the corporate year prescribed in Point 3.1, Article 3 of the Regulation

Remuneration paid to members of the PJSC NCSP Board of Directors who are not government officials totaled 1.217 million RUB in 2018. Companies that are part of the NCSP Group did not provide credit (loans) to members of PJSC NCSP's Board of Directors in the reporting year.

Board director	Paid during 2018	Base remuneration	Variable part, additional remuneration for work on Board committees
Sergei Andronov	224	149	75
Maxim Grishanin	224	149	75
Leyla Mammadzada	224	149	75
Alexander Tikhonov	321	235	86
Rashid Sharipov	224	149	75
Total	1,217	831	386