

**APPROVED**

by decision of Exchange Committee  
of Commodity Exchange «Ukrainian Energy Exchange»  
Limited Liability Company

Minutes of the meeting №1016 dd. August «12» 2021

Chairman of the Exchange Committee

\_\_\_\_\_ /O. Dubovskyi /

**REGULATION**  
**of SECTION COUNCIL on**  
**Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company**  
**(new edition)**

*Ukraine, Kyiv*  
*2021*

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## **1. GENERAL PROVISIONS**

- 1.1. Regulation about Section Council on Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company (hereinafter - «Regulation») developed in accordance with the Law of Ukraine «On Commodity Exchange» and other regulations, Charter and internal documents of Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company (hereinafter - «Exchange») and is its internal part.
- 1.2. This Regulation determines procedure of Section Council forming on the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company, its tasks and functions, procedure of decision making by Section Council as well the requirements to the members of Section Council.
- 1.3. Section Council is not an executive body of the Exchange and has no authority to represent interest on behalf of Exchange, Exchange Committee also legislative of Ukraine.
- 1.4. Section Council is guided by this Regulation in its operation, decision of Section Council, decision of General meeting of Exchange members, Exchange Committee, as well as legislation of Ukraine.
- 1.5. Section Council is a permanent consultative and advisory body established to ensure the effective participation of energy market participants in the formation, development and implementation of policy, as well as the legal regulation of activities in the areas defined by this Regulation.
- 1.6. Decisions of the Section Council are of a recommendatory and informative nature for the bodies of the Exchange during their decision-making on relevant issues.
- 1.7. Section Council can be created for each type of energy resources or for several. The initiator of the creation of the Section Council may be the Exchange, the bidder (participants), other persons by submitting a letter in any form to the Exchange. If necessary, the Exchange takes organizational measures to conduct a survey of energy market participants on the feasibility of establishing a Section Council and / or to organize and hold meetings of stakeholders in the established Section Council. The decision to establish the Section Council is made by the Exchange Committee.
- 1.8. This Regulation, as well as all changes and additions to it, are approved by the Exchange Committee of the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company and come into force from the date of a positive decision by the Exchange Committee, unless otherwise established by the General Meeting of Exchange members.
- 1.9. The initiator of amendments to this Regulation, as well as to the principles of establishment and functioning of Section Council, may be the Exchange, as well as the Section Council or a member of the Section Council by submitting proposals to the Exchange Committee.
- 1.10. If necessary, the Section Council may develop a separate Regulation on the Section Council, based on the principles set forth in this Regulation, with the submission of such regulations for approval by the Exchange Committee after the Section Council adopts a decision. Also, if necessary, the Section Council develops other regulations to perform the tasks and functions assigned to it.
- 1.11. Regulations on the Section Council, changes or additions to it are published on the official website of the Exchange on the Internet at: [www.ueex.com.ua](http://www.ueex.com.ua).

## 2. TASKS AND FUNCTIONS OF THE SECTION COUNCIL

### 2.1. The main tasks of Section Council are:

- representation of the interests of bidders, as well as other participants in the energy market, on issues related to the organization of exchange trading (including dispute resolution), membership, clearing, settlements, risk management system for bidders to fulfill their obligations under agreements concluded and / or registered on the Exchange, introduction of new products and services by the Exchange, and in relation to other initiatives and the current state of affairs;
- ensuring effective interaction of the Exchange with the participants of the energy resources market in identifying their problems and needs and developing joint efforts to help solve them;
- dialogue with the government, business in the energy sector and related industries that are consumers of energy resources, expert environment on business transparency, pricing, manipulation, taxation, competition, energy reform in Ukraine, new strategic initiatives;
- consideration of the above-mentioned issues within its competence, development of proposals on them and adoption of recommendations for the authorized bodies of the Exchange.

### 2.2. The Section Council in accordance with the tasks assigned to it performs the following functions:

- 1) cooperates with the Exchange on the organization and development of exchange trade and other services of the Exchange in the relevant Section;
- 2) develops proposals and adopts recommendations for the authorized bodies of the Exchange, in particular, regarding:
  - current issues related to the organization of Exchange trade, clearing, the order of settlements and deliveries, risk management mechanisms, etc.;
  - development and implementation of new technologies of trading, clearing, settlements and Exchange instruments and mechanisms for supply and settlement risk management;
  - development and implementation of new products, services of the Exchange, in particular, at the request of energy market participants, the state or society;
  - training programs for the training of Exchange market specialists;
  - making changes and additions to the rules of exchange trading;
  - making changes and additions to legislative and regulatory acts;
- 3) promotes the consideration by public authorities of the opinion of the Section Council during the formation and implementation of state policy in the energy sector, in the field of exchange trade, clearing and settlement activities, etc.;
- 4) prepares and submits proposals on joint events and discussions with the Exchange, in accordance with the assigned tasks, and the plan for their implementation;
- 5) collects, summarizes and submits information on proposals of civil society institutions and professional associations to address issues in the energy market that are of public importance;
- 6) organizes public events to discuss topical issues of energy sector development;
- 7) considers and carries out expert assessment of new projects of the Exchange and adopts recommendations on them for the authorized bodies of the Exchange;

- 8) develops proposals aimed at preventing price manipulation on the Exchange and other abuses, and adopts recommendations on them to the authorized bodies of the Exchange;
- 9) solves other issues to perform the tasks.

2.3. In addition to these functions, the Exchange Committee of the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company may delegate to the Section Council functions and powers in the part not prohibited by the Charter of the Exchange.

2.4. Section Council at the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company to perform the above tasks and functions **has a right:**

- 1) to form permanent and temporary working bodies (board, secretariat, committees, commissions, expert groups, etc.);
- 2) if necessary, involve as experts or consultants representatives of government agencies, research institutions and other organizations, domestic and international civil society institutions, associations and organizations (with the consent of their leaders), as well as independent experts (with their consent);
- 3) organize and conduct seminars, conferences, discussions and meetings in the form of "round tables" and other events;
- 4) receive in the prescribed manner from the executive authorities, local governments the information necessary to ensure the implementation of the Section Council of its tasks and functions;
- 5) receive in the prescribed manner from the executive authorities, local governments information on draft regulations on issues related to the energy market, Exchange trading, clearing and settlement activities, etc.

2.5. Members of the Section Council or its working bodies may not act on behalf of the Section Council or its working bodies without obtaining the appropriate authority to do so.

2.6. Authorized representatives of the Section Council may be invited to meetings of the Exchange commissions and committees, other authorized bodies of the Exchange, in particular, the Quotation Commission, the Exchange Arbitration, Exchange Committee of the the Exchange, with the right of an advisory vote.

### **3. PROCEDURE OF FORMING SECTION COUNCIL**

3.1. The Section Council consists of members of the Council. The Section Council is formed by the decision of the Exchange Committee of the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company in the manner prescribed by this Regulation, from among the candidates proposed by the Exchange, bidders and other participants in the energy market for a period set by such fees, but not more than two years. The General Meeting of the Exchange members has the right to terminate the powers of the entire Section Council or its individual members before the expiration of the term for which they were elected.

3.2. The quantitative composition of the Section Council is determined by the decision of the Exchange Committee of the Exchange and may not exceed 32 (thirty two) persons. If the composition of the Section Council is formed in the number of 32 (thirty two) persons, the Exchange Committee may decide to increase the number of members of the Section Council and elect a new member (s) to its composition.

3.3. Participation in the Section Council is voluntary and personal. Participation is free of charge. Any other expenses of the Section Council, including for the decision of organizational questions, are carried out by the decision of the Exchange committee according to item 3.16. of the Regulations.

3.4. Section Council may include representatives of public and professional associations, unions and their associations, business associations, organizations and their associations, chambers of commerce in Ukraine, which are duly registered and operate in Ukraine, as well as independent experts.

The personnel of the Section Council shall be published by the Exchange on its official website within five working days from the date of the relevant decision in accordance with this Regulation.

3.5. The Exchange forms a list of candidates for election to the members of the Section Council from the persons specified in clauses 3.1. and 3.4. of the Regulations from which applications for inclusion in the Section Council (hereinafter - the Application) were received, as well as the list of candidates elected from among the candidates by the Exchange Committee to the members of the Section Council.

3.6. The application must be made on the official form (if any) of the person specified in paragraphs 3.1. and 3.4. of the Regulations, in the form provided for in Annex № 1 to the Regulations, and signed by the head of such person or other authorized person, for independent experts - in any form. The application shall be accompanied by the written consent of the candidate's representative (as an authorized representative of a member of the Section Council) for the processing of personal data and the obligation of confidentiality in the forms provided for in Annexes № 2 and №3 of the Regulations.

3.7. The powers of a member of the Section Council are valid from the moment of his election by the Exchange Committee.

3.8. The Section Council may include only one representative of a member of the Section Council.

In case of replacement of the authorized representative of a member of the Section Council, the powers of the recalled representative shall be terminated, and the new authorized representative of the member of the Section Council shall take effect upon the Exchange Committee's decision on such representative.

3.9. Members of the Section Council must have the qualifications, knowledge and experience necessary to perform the tasks and functions of the Section Council in accordance with this Regulation.

3.10. The Chairman of the Section Council and, if necessary, one or more of his deputies are elected by the Exchange Committee of the Ukrainian Energy Exchange Limited Liability Company from among the candidates for election to the Section Council.

3.11. In order to ensure the smooth operation of the Section Council, if it is not possible to ensure the participation of a representative of a member of the Section Council (illness, business trip, vacation, or for other objective reasons) in the work of the Section Council, another representative will provide its duties in timely manner (timely representative). A member of the Section Council must notify the Exchange in advance by providing relevant information on the representative who will temporarily act as a member of the Section Council. This information is provided to the Exchange in the form of an application (Annex № 4 of the Regulations), to which is attached the written consent of the temporary representative for the processing of personal data and the obligation of confidentiality in the forms provided in Annexes № 2 and № 3 of the Regulations.

3.12. A member of the Section Council may be expelled from the Section Council by the decision of the Exchange Committee of the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company in the following cases:

1) on the basis of its own application for expulsion from the Section Council, submitted to the Chairman of the Exchange Committee;

- 2) if a member of the Section Council did not participate in 3 (three) or more meetings of the Section Council; also such a person may not be nominated (nominated) to the members of the Section Council when forming a new composition of the Section Council;
- 3) if special economic and other restrictive measures (sanctions) are applied to a member of the Section Council in accordance with Art. 5 of the Law of Ukraine «On Sanctions»;
- 4) death of a member of the Section Council - a natural person or liquidation of a member of the Section Council - a legal entity;
- 5) in case of violation by a member of the Section Council of the requirements of this Regulation and / or other internal documents of the Exchange and / or decisions of the Section Council and / or current legislation;
- 6) in other cases.

3.13. The powers of a member of the Section Council shall be deemed terminated after the Exchange Committee of the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company decides to expel such a member.

3.14. Documentary and technical support of the activities of the Section Council is provided by the Secretary of the Section Council, who is appointed by the Exchange from among the employees of the Exchange.

3.15. The Section Council has the right to form working groups (committees, commissions, etc.) from among the members and involved experts, whose activities will be aimed at considering certain issues within the performance of the Section Council functions.

3.16. Financing of expenses related to the performance of the functions of the Section Council may be carried out at the expense of the Exchange by the decision of Exchange Committee on the basis of the calculation of expenses for the necessary organizational events, conferences, etc. or prepared budget.

#### **4. CHAIRMAN OF SECTION COUNCIL AND HIS DEPUTIES**

4.1. The Section Council is headed by the Chairman, who is elected from among the members of the Section Council by the decision of the Exchange Committee. The Chairman of the Section Council has deputies who are elected from among the members of the Section Council. The Deputy Chairmen may simultaneously perform the functions of the heads of the committees of the Section Council, commissions, working groups, etc.

4.2. The powers of the Chairman of the Section Council may be terminated upon the submission of the Section Council by a decision of the Exchange Committee ahead of schedule in case of distrust by the Section Council, as well as in other cases provided by this Regulation. In case of termination of the powers of the Chairman of the Section Council until the election of a new Chairman, his duties shall be performed by the Deputy Chairman of the Section Council determined by the decision of the Exchange Committee of the Exchange, unless otherwise provided in this decision.

4.3. The Chairman of the Section Council organizes the work of the Section Council and performs the following functions:

4.3.1. Manages the activities of the Section Council, including:

- convenes meetings of the Section Council and organizes the discussion of issues at the meetings of the Section Council;
- approves the agenda, as well as determines the date, time, place and form of meetings;
- determines the list of persons invited to participate in the meeting of the Section Council;
- presides at meetings of the Section Council;

- organizes the keeping of minutes of the meetings of the Section Council and signs the minutes of the meetings of the Section Council;
- establishes the rules of procedure of the Section Council and monitors its observance;
- participates in the meetings of the Section Council and has the right to a casting vote in case of equal distribution of votes.
- gives instructions to committees, commissions, working groups;

4.3.2. Represents the Section Council in cooperation with the authorized bodies of the Exchange and /or its representatives as well as other subject, including:

- represents the Section Council at the meetings of the General Meeting of the Exchange, the Exchange Committee of the Commodity Exchange «Ukrainian Energy Exchange» in considering the issues related to the work of the Section Council;
- submits to the authorized bodies of the Exchange recommendations on the work of the Sections;
- represents the Section Council in relations with public authorities, committees and departments, associations of citizens, local governments, the media, etc.

4.3.3. Performs other functions related to the activities of the Section Council in accordance with this Regulation and current legislation of Ukraine.

4.4. In the absence of the Chairman of the Section Council, his functions are performed by the Deputy Chairman of the Section Council, and in case of election of several deputies - the list of issues and powers, as well as the order of acquisition of powers by one or another deputy, are determined by the Exchange Committee at the request of the Section Council.

4.5. In the absence of both the Chairman and his deputies at the meeting of the Section Council, the members of the Section Council elect the Chairman from among those present at the meeting.

## **5. RIGHTS AND OBLIGATIONS OF SECTION COUNCIL**

5.1. Section Council members has a right:

- make proposals on the inclusion of issues in the agenda, taking into account the tasks and functions of the Section Council, specified in section 2 of this Regulation;
- in case of impossibility to take part in the meeting of the Section Council to provide a written opinion on the issues of the agenda, taking into account the requirements provided for in paragraph 8.4. of this Regulation in the form provided for in Annex № 4 to this Regulation;
- receive information on the activities of the Section Council;
- submit an application for expulsion from the Section Council.

5.2. Section Council members obliged:

- to take part in the meetings of the Section Council held in person or to vote in absentia when making decisions at the meetings held in absentia;
- comply with the requirements of this Regulation and the decisions adopted by the Section Council;
- exercise their rights and obligations in relation to the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company honestly and reasonably;
- not to use the granted rights for purposes contrary to the interests of the Exchange and capable of damaging the business reputation of the Exchange;



- to refrain in order to prevent conflicts of interest in the implementation of the Exchange's activities from actions that may cause property or other damage to the Exchange and / or bidders;
- not to disclose and not use in their own interests or in the interests of third parties information that became known and constitutes a commercial and / or other legally protected secret of the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company, the list of which is determined by internal documents of the Exchange, as well as other information, access to which it is limited in accordance with the internal documents of the Commodity Exchange «Ukrainian Energy Exchange» Limited Liability Company;
- perform other duties provided by this Regulation.

## **6. PROCEDURE OF PREPARATION OF THE SECTION COUNCIL MEETING**

6.1. Meetings of the Section Council are held as needed, but at least once a quarter.

Meetings of the Section Council may be held in the following forms:

- in person (offline) - takes place in person in a furnished room;
- in absentia (online) - takes place remotely through the Internet on the platform «ZOOM» or «Skype» or other resource, as well as by e-mail (by absentee voting on the agenda);
- in a combined form - occurs through the simultaneous use of offline and online forms.

6.2. The decision on the form of the meeting is made by the Chairman of the Section Council or his deputy, and is notified to the members of the Section Council by sending a notice of the meeting by the Secretary of the Section Council.

6.3. Notice of the meeting shall be sent to the members of the Section Council (and its representatives) to their e-mail address (and, if necessary, to the postal address) and shall contain:

- the form of the meeting (in person, in absentia or combined);
- the date, place and time of the meeting or, in the case of a meeting in the form of absentia voting, the closing date for the receipt of ballots and the e-mail / postal address to which the completed ballots are to be sent;
- issues on the agenda of the meeting, put to the vote;
- other information necessary for the meeting;
- signature of the Chairman of the Section Council or his deputy.

6.4. Along with the notice of the meeting, the materials necessary for consideration of these issues send to the members of the Section Council (if any), and in case of a meeting in absentia - also ballot papers containing draft decisions on issues put to the vote.

6.5. Meetings of the Section Council are convened by the Chairman of the Section Council (or his deputy) on his own initiative, and / or at the request of the Exchange Committee of the Ukrainian Energy Exchange, another body of the Exchange, or at the proposal of at least three members of the Section Council.

6.6. The Chairman of the Section Council or his deputy has the right to refuse to convene a meeting of the Section Council, if the issues do not relate to the tasks and functions specified in section 2 of this Regulation.

6.7. In preparation for the meeting of the Section Council, the Secretary of the Section Council shall, on behalf of the Section Council Chairman, notify the Chairman of the Exchange Committee or the

Exchange representative coordinating the interaction with the Section Council or his acting person of a proposal for a date and agenda required for the meeting.

6.8. The Chairman of the Exchange Committee or a representative of the Exchange, who coordinates the interaction with the Section Council, or a person acting in his duties, instructs the heads of structural divisions of the Exchange to take the necessary measures to prepare materials on the agenda.

6.9. Questions for consideration by the Section Council shall be submitted to the Secretary of the Section Council. Simultaneously with the proposals on the issues of the agenda, the Secretary of the Section Council is provided with all the necessary materials.

On the basis of the received questions, the Secretary of the Section Council forms and submits for approval to the Chairman of the Section Council the agenda of the meeting.

The Secretary shall send the members of the Section Council a notice of the meeting and the necessary materials (if any) no later than 1 working day before the date of the meeting of the Section Council.

6.10. In case the Chairman of the Section Council decides to hold a meeting of the Section Council in absentia, in addition to the agenda, options for voting and materials or documents necessary for decision-making (if any) are attached.

6.11. If it is necessary to resolve the issues immediately by the Section Council, the deadline for submission of the relevant notification with the necessary materials and documents set by paragraph

6.9. of this section of the Regulations may be abbreviated.

6.13. In the event of circumstances that make it impossible or difficult to hold a meeting of the Section Council, which were notified to the members of the Section Council, the date of the meeting on the scheduled agenda may be postponed by decision of the Chairman of the Section Council.

## **7. HOLDING PROCEDURE OF THE SECTION COUNCIL MEETING**

7.1. A meeting of the Section Council is valid if at least half of its members participate in it. In case of early termination of powers of one or more members of the Section Council and re-election of the entire Section Council, the meetings of the Section Council are competent to resolve issues in its competence, in case that the number of members of the Section Council whose credentials are valid, are equal at least half of its participants.

7.2. The Chairman of the Section Council organizes the meetings of the Section Council in accordance with the agenda of the meeting agreed by him.

7.3. At the meeting of the Section Council, with the consent of all present members of the Section Council, issues not previously included in the agenda of the meeting may be considered.

7.4. The following may be invited to participate in the meetings of the Section Council with the right of an advisory vote (to participate in the discussion of issues at the meetings, without the right to vote), including, but not limited to:

- members of the Exchange's governing bodies;
- employees of the Exchange, including those who have prepared materials and documents on the issues proposed for consideration at the meeting;
- temporary representatives (defined in paragraph 3.11. Regulations) - subject to the presence of an authorized representative of a member of the Section Council;

- other persons of a member of the Section Council, authorized by a member of the Council of Sections to represent his interests on certain issues of the agenda;
- representatives of the organizations specified in item 3.1. and 3.4. Position;
- other persons.

7.5. At a meeting of the Section Council, each member of the Section Council has one vote. The temporary representative shall exercise the right to vote only in the absence of an authorized representative of a member of the Section Council at the meeting.

In case of simultaneous participation in the meeting of the Section Council of the temporary representative and the authorized representative of the member of the Section Council from one and the same person, the only the authorized representative of the Section Council has the right to vote, and the temporary representative has a right of advisory.

7.6. At the end of consideration of each issue on the agenda of the meeting of the Section Council, the chairman of the meeting of the Section Council announces the results of voting and announces the decision taken on the issue.

7.7. In the absence of a quorum for a meeting of the Section Council, the Chairman of the Section Council shall decide to hold a second meeting with the same agenda or to include issues to be considered at the meeting that did not take place in the agenda of the next meeting of the Section Council.

7.8. Decisions of the Section Council may be made without the personal presence of a representative of a member of the Section Council at the meeting by absentee voting (remote participation by telephone or video conference, or by e-mail). The representative of a member of the Section Council who participates in the meetings of the Council of Sections by telephone or video conference, or by e-mail, is taken into account to determine the quorum when voting at such a meeting. Decisions made at such meetings of the Section Council (including the meeting at which the member (s) participated in the meeting by telephone or video conference, or by e-mail) shall be recorded in writing in the minutes of the meeting.

7.9. A meeting of the Section Council or consideration of a separate issue by its decision may be recorded by technical means.

7.10. The minutes of the meeting of the Section Council shall be signed by the Chairman or the person who chairs the relevant meeting of the Section Council. Extracts from the minutes of the meeting of the Section Council are drawn up by the Secretary of the Section Council.

## **8. SECTION COUNCIL'S DECISION MAKING PROCEDURE**

8.1. Decisions at a meeting of the Section Council are taken by a majority vote of its members present.

8.2. When resolving issues at a meeting of the Section Council, each member of the Section Council has one vote. Transfer of voting rights by a member of the Section Council to another person is not allowed. In case of equal distribution of votes of the members of the Section Council, the vote of the chairman at the meeting is decisive.

8.3. A member of the Section Council absent from a meeting of the Section Council has the right to send his written opinion on the agenda of the Section Council meeting in the form of Annex № 4 to this Regulation, which will be taken into account when determining the quorum and voting in case of this section of the Regulations.

8.4. In determining the presence of a quorum and the results of voting on the agenda, the written opinion of a member of the Section Council who was not present at the meeting shall be taken into account if the following conditions are met:

- a written opinion on the agenda was provided before the meeting in the original or by e-mail with the subsequent sending of the original;
- a member of the Section Council unequivocally defined his position on the agenda, indicating in writing one of the options for voting on the proposed draft decision – «yes», «not» or «abstained»;
- the written opinion must be signed with the name and initials of the member of the Council of the Section.

A written opinion containing amendments and remarks on the proposed draft decision shall not be taken into account in determining the quorum and voting results. If amendments to the draft decision are made at a meeting of the Section Council, the written opinion shall also not be taken into account in determining the quorum and voting results.

Written opinions are taken into account when determining the quorum and voting results on each issue of the agenda of the meeting separately, which is reflected in the minutes of the meeting of the Section Council.

8.5. In case the meeting of the Section Council is held by absentee voting by means of e-mail, the members of the Section Council within one working day after receiving the notice (if other term is not defined in the notice) shall report their opinion on the issue to be decided, indicating one of the possible voting options: «yes», «not» or «abstained». If a member of the Section Council does not receive a response within a certain period of time, it is considered that this member «abstained», which is noted in the minutes. Within the next working day after the day of receipt of notification from the last member of the Section Council, according to the deadline, all members of the Section Council are informed about the decision(s)

8.6. When voting on issues on the agenda, those votes are taken into account for which only one of the possible voting options is left in the ballot paper - «yes», «not» or «abstained».

## **9. SECTION COUNCIL MINUTES OF THE MEETING**

9.1. The minutes of the meeting of the Section Council shall be drawn up by the Secretary of the Section Council during 5 (five) working days from the date of its holding in one original copy and signed by the Chairman at the meeting of the Section Council.

9.2. The minutes of the meeting of the Section Council shall indicate:

- form, place and time of the meeting of the Section Council;
- list of persons present at the meeting;
- agenda of the meeting;
- questions put to the vote, proposals for the formulation of decisions and the results of voting on them;
- decisions made;
- the presence of written opinions of the members of the Section Council absent at the meeting, as well as the presence of opinions or recommendations of the persons invited to the meeting of the Section Council.

9.3. The originals of the minutes of the meetings of the Section Council shall be kept by the Secretary of the Section Council. Minutes of meetings are numbered in chronological order. Minutes and materials for the meeting of the Section Council shall be kept in accordance with the procedure established for documents containing information with limited access.

9.4. Copies of minutes of meetings of the Section Council or extracts from them shall be signed by the Secretary of the Section Council and by order of the Chairman of the Section Council may be handed over by the Secretary of the Section Council to members of the Section Council and interested structural subdivisions.

9.5. Copies of the minutes of the meetings of the Section Council shall be sent by the Secretary of the Section Council to the members of the Section Council in electronic form not later than 2 (two) working days from the date of their compilation, unless otherwise provided by the decision of the Section Council.

## **10. RESPONSIBILITY OF SECTION COUNCIL MEMBERS**

10.1. Members of the Section Council shall be liable for non-performance or improper performance of the duties assigned to them (including their representatives (authorized and temporary) and other persons in accordance with this Regulation), which caused the Exchange and / or members of the Section Council and / or to bidders of losses, in accordance with the current legislation of Ukraine and internal documents of the Exchange.

**Limited Liability Company**  
**«Ukrainian Energy Exchange»**

**APPLICATION**

**on inclusion in the number of candidates for election  
to the Section Council in the direction of «\_\_\_\_\_» at the Commodity Exchange – «Ukrainian  
Energy Exchange» Limited Liability Company**

Please choose \_\_\_\_\_

(name of organization)

\_\_\_\_\_

to the members of the Section Council at the Commodity Exchange – «Ukrainian Energy Exchange» Limited  
Liability Company in the direction of «\_\_\_\_\_» and  
include \_\_\_\_\_

(name, position)

to the authorized representatives of the members of the Section Council at the Commodity Exchange –  
«Ukrainian Energy Exchange» Limited Liability Company

in the direction of «\_\_\_\_\_»

Contacts of authorized representative:

Contact tel: \_\_\_\_\_

e-mail: \_\_\_\_\_

Position \_\_\_\_\_

(Head or any authorized person)

\_\_\_\_\_/\_\_\_\_\_/ (full name) (signature)

«\_\_\_» \_\_\_\_\_ 20\_\_\_

**Limited Liability Company**  
**«Ukrainian Energy Exchange»**

**Consent to the processing of personal data**

I am, signed below,

\_\_\_\_\_

(name)

passport \_\_\_\_\_

\_\_\_\_\_

(serial number, date of issue, name of issued authority)

in accordance with the requirements of the Law of Ukraine «On Personal Data Protection» dated 01.06.2010 №2297-VI (hereinafter - the Law №2297) I confirm my consent to the processing of my personal data in order to include in the list of representatives of the Section Council at Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company in the direction of

«\_\_\_\_\_»

(hereinafter - the Section Council), as well as to participate in the work of the Section Council / working group, etc., in accordance with the Regulations on the Section Council at the Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company.

The personal data for the processing of which consent is given include:

- identification data (surname, name, patronymic);
- passport data, registration number of the taxpayer's account card (identification number);
- place of residence;
- information on employment, education;
- electronic identification data (e-mail address, telephone) and others.

I grant the Limited Liability Company «Ukrainian Energy Exchange» (hereinafter - LLC UEEX) the right to perform all actions (operations) with my personal data, including collection, systematization, accumulation, storage, update, use and distribution, depersonalization, destruction. UEEX LLC has the right to process my personal data by entering it into the database, inclusion in the lists (registers) provided for in the documents governing their conduct, and transfer personal data to third parties.

About the responsibility for the inaccuracy of the submitted information have been warned.

**I confirm that I am acquainted with the provisions of the Law of Ukraine «On Personal Data Protection» dated 01.06.2010 №2297-VI (hereinafter - the Law №2297), the rights and obligations in the field of personal data protection have been explained to me.**

**signature:**

**Name Date of filling:** «\_\_\_\_\_» 20\_\_\_\_\_

**Limited Liability Company  
«Ukrainian Energy Exchange»**

**Confidentiality obligation**

I am, \_\_\_\_\_,  
(name)

passport \_\_\_\_\_ № \_\_\_\_\_, issued by

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(when and whom issued)

Registered by the address:

\_\_\_\_\_  
participating in the work of the Section Council at the Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company in the direction of «\_\_\_\_\_» (hereinafter - the «Section Council») or in the work of the working group, committee etc. and within 3 years after participation in to the last of the meetings of the said Section Council (Working Group of the Section Council), **I undertake:**

1. Use information that is a commercial and other legally protected secret of the Limited Liability Company «Ukrainian Energy Exchange» (hereinafter - LLC UEEX), including insider information, information provided by bidders in accordance with the rules of LLC UEEX and other confidential information to which I have received access only for the performance of duties in connection with participation in the work of the Section Council, in the meetings of the Section Council in the interests of LLC UEEX, not to use it in order to obtain benefits for yourself personally or in the interests of third parties.
2. Ensure the preservation, not to provide and not to disseminate in any way without permission information that constitutes a commercial and other legally protected secret of LLC UEEX, to which I was given access or which will become known to me.
3. Not to take actions to get acquainted with the information that constitutes a commercial and other legally protected secret of LLC UEEX, except for the information to which I received access in connection with participation in the work of the Section Council and / or in meetings of Section Council.
4. Do not copy in any form and do not make extracts from documents containing information that constitutes a commercial or other legally protected secret of LLC UEEX.
5. Immediately inform the Chairman or Secretary of the Section Council the Information :



- on the loss of material media containing information that constitutes a commercial and other legally protected secret of LLC UEEX;
- on attempts to obtain such information from third parties.

I have been warned about the responsibility provided by the current legislation of Ukraine for non-compliance with the confidentiality of information constituting a commercial and other secret protected by law, which became known to me in connection with participation in the Section Council and / or meetings of the Section Council.

From the List of information that constitutes a commercial and other legally protected secret of LLC UEEX, acquainted (a). «\_\_\_\_» 20 \_\_\_\_\_

(signature, full name)

**Limited Liability Company**  
**«Ukrainian Energy Exchange»**

**APPLICATION**

**about temporary representation**

**in the meetings of the Section Council in the direction of " \_\_\_\_\_ " at the  
Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company**

For the period (if desired, you can specify the period) there is no opportunity to ensure participation

(indicate the name of the authorized representative of the member of the Section Council) in the meetings of the Section Council at the Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company in the direction

« \_\_\_\_\_ »,

(indicate the name of the person defined in paragraphs 3.1, 3.4. (*Regulations on the Section Council at the Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company*) temporarily authorizes the representation and performance of duties of a member of the Section Council at the Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company in the direction of « \_\_\_\_\_ » and the performance of all necessary actions specified in the Regulations on the Section Council at the Commodity Exchange – «Ukrainian Energy Exchange» Limited Liability Company:

*(indicate the name of the temporary representative, his passport data and details of the document (power of attorney) on the basis of which the representation of interests is made).*

Contacts of temporary representative:

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
(Signature, Seal)

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_