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|  | APPROVED:by the decision of the Annual General Meeting of PJSC "Lenenergo"June 14, 2017 (Minutes No. \_\_\_ dated \_\_\_\_\_\_\_2017) |

## THE REGULATION

on the Audit Commission

of the Public Joint Stock Company of power and electrification "Lenenergo"

(new edition)

Saint Petersburg

2017

**1. General provisions**

* 1. The present Regulation on the Audit Commission of the Public Joint Stock Company of power and electrification "Lenenergo" (hereinafter – the Regulation) is an internal document of PJSC "Lenenergo" (hereinafter - the Company), developed in accordance with the Federal law "On joint stock companies" and the Charter of the Company, it determines the tasks and procedures of activities of the Audit Commission, regulates questions of interaction with management bodies of the Company and heads of structural and separate subdivisions of the Company.
	2. The Сompany's Audit Commission is constantly acting as an elected body of internal control of the Company, carrying out periodic control over financial and economic activities of the Company, its separate subdivisions, officials of management bodies and structural subdivisions of the executive apparatus of the Сompany by documentary and actual audits of:
1. legality, economic justification and effectiveness (expediency) entered into by the Сompany in the reporting period of economic and financial operations;
2. completeness and correctness of reflection of economic and financial transactions in the documents of the Company.
	1. The Audit Commission acts in the interests of shareholders and is accountable to the General Meeting of shareholders.
	2. While implementing its activities the Audit Commission is independent of officers of management bodies of the Company.
	3. The Company's Audit Committee is responsible to the General Meeting of shareholders for the integrity and objectivity of the results of the inspections.
	4. In its activities the Audit Commission is guided by the legislation of the Russian Federation, the Company's Charter, this Regulation and other internal documents of the Company approved by the General Meeting of shareholders.
3. **Responsibilities of the Audit Commission of the Company**
	1. The Audit Commission of the Company has the following responsibilities:
4. controlling the financial and economic activities of the Company;
5. carrying out the independent assessment of the data contained in the Company's annual report and annual accounting (financial) statements.
6. **The order of election, composition and term of office**

**of the Audit Commission of the Company**

* 1. The Company's Audit Commission is elected by the General Meeting of shareholders to serve until the next Annual General Meting of shareholders in the order stipulated by the Federal law "On joint stock companies" and the Charter of the Company.

In the case of election of the Audit Commission at the Extraordinary General Meeting of shareholders, the members of the Audit Commission are considered elected for the period up to the date of the Annual General Meeting of shareholders.

* 1. In accordance with the Charter of the Company, the Cudit Commission consists of 5 (Five) persons (members of the Audit Committee).
	2. The shareholders in preparing their proposals for nomination of candidates for election to the Audit Commission aspire to consider to the proposed Members of the Audit Commission could not be elected consecutively for more than 3 (three) terms, unless other limitations for the election not established by the legislation of the Russian Federation, the Company's Charter and this Regulation.
	3. A member of the Audit Commission of the Company may voluntarily resign at any time by a written notice to the Chairman of the Audit Committee of the Company.
	4. The authority of individual members or all members of the Audit Commission may be early terminated by a decision of the General Meeting of shareholders.
	5. The Chairman of the Audit Committee shall mandatory initiate the issue of termination of powers of a member of the Auditing Commission of the Company in case he commits any unfair actions or cause harm to the Company, expressed in:
1. destruction, intentional damage or tampering of documents and materials;
2. concealment of information on revealed abuses of officers or other employees;
3. conscious deception of officials or other employees, shareholders on the activities of the Company;
4. disclosure of state secret and confidential information on the activities of the Company;
5. other acts causing harm to Company.
	1. In the event of early termination of powers of a member of the Audit Commission, the powers of the remaining members of the Audit Commission are not terminated.
	2. In the case where the number of members of the Audit Commission becomes less than half of the members of the Auditing Commission of the Company of the total number of its members established by the Charter of the Company, the Chairman of the Audit Commission of the Company may apply to the Board of Directors to initiate to convene an Extraordinary General Meeting of shareholders for the election of members of the Auditing Commission of the Company by the resolution of the Board of Directors.
	3. When nominating the candidates to the Auditing Commission of the Company, the following requirements of the professional experience and knowledge of the candidates shall be met:
6. higher economic, financial or legal education;
7. experience in internal audit, control and auditing bodies;
8. knowledge of Economics, Finance, Accounting, knowledge of commercial law, knowledge of the spheres of activities of the Company.
	1. When preparing their proposals for nomination for election to the Company's Audit Commission, the Company's shareholders aspire to consider the following principles of forming the lists of nominees:
9. do not include the candidates whose powers were terminated prematurely on the grounds specified in paragraph 3.6 of this Regulation, including when working in Audit Commissions of other legal persons;
10. do not include the candidates who are employees of the Company.
	1. Candidates to the Auditing Commission of the Company must confirm in writing their consent for election to the Audit Commission of the Company.
	2. The members of the Audit Commission cannot simultaneously be members of the Board of Directors of the Company or hold other positions in the management bodies of the Company.
11. **The Chairman and the Secretary of the Audit Commission**
	1. The Chairman of the Audit Commission is elected by the members of the Audit Commission from their number by the majority of votes of the total number of the elected members of the Audit Commission of the Company. The members of the Audit Commission of the Company shall be entitled at any time to reelect the Chairman of the Audit Commission by a majority vote of the total elected members of the Audit Commission of the Company.
	2. The Secretary of the Audit Commission is elected by the members of the Audit Commission from their number by the majority of votes of the total number of the elected members of the Audit Commission of the Company. The members of the Audit Commission at any time may reelect the Secretary of the Audit Commission by the majority vote of the total elected members of the Audit Commission of the Company.
	3. The Chairman and the Secretary of Audit Commission of the Company elected in a new composition must be elected not later than 15 (fifteen) working days since the election of the corresponding members of the Audit Commission of the Company.
	4. The Chairman of the Audit Commission of the Company:
12. convenes and conducts meetings of the Audit Commission of the Company;
13. approves the agenda of the meeting of the Audit Commission and also solves all necessary questions connected with preparation and holding of meetings of the Auditing Commission of the Company;
14. organises the current work of the Audit Commission of the Company;
15. represents the Audit Commission of the Company at the General Meeting of shareholders and the meetings of the Board of Directors;
16. signs the Minutes of the meeting of the Audit Commission and other documents issued on behalf of the Audit Commission of the Company.
	1. The Secretary of the Audit Commission of the Company:
17. organises taking minutes of the meetings of the Audit Commission of the Company;
18. provides timely informing of the management bodies on the results of conducted audits by the provision of the Act, the Report of the Audit Commission of the Company in accordance with the requirements of this Regulation;
19. prepares and signs minutes of meetings of the Audit Commission of the Company;
20. organises record keeping, document circulation and storage of documents of the Audit Commission of the Company;
21. organises the notification of the members of the Audit Commission of the Company of the meetings of the Audit Commission, scheduled and unscheduled inspections of the Company;
22. performs other functions under this Regulation.
23. **The rights and responsibilities of the Audit Commission**
	1. The Audit Commission of the Company is entitled to:
24. independently determine the methods and forms of verification guided by the current legislation of the Russian Federation and the present Regulation;
25. check the full documentation on financial and economic activities of the Company, and the availability of sums of money and securities;
26. have the unimpeded access to all premises of the Company when performing the audits;
27. demand within its competence from officials of management bodies of the Company, heads of structural and separate subdivisions of the Company providing all the information necessary for the verification (documents and materials);
28. obtain upon a written request the necessary information from third parties, including with the assistance of the management bodies and shareholders of the Company, who requested to conduct an audit;
29. demand from officials of management bodies, managers and employees of structural and separate subdivisions of the Company the written explanations on issues arising during the inspections;
30. seal the vault cash, material warehouses, archives and other offices of the Company for the period of the inspection of the safety of their valuables and documents;
31. make copies of the documents and require from officers of the Company to certify the copies of documents by a signature of an authorised officer and a seal of the Company in case of the presence of erasures and other signs of tampering in the documents, as well as the emergence of reasonable doubts in the authenticity of the documents for the purpose of additional studying and analysis;
32. issue instructions to the Sole Executive Body of the Company on taking immediate measures in connection with the revealed violations if non-acceptance of such measures can entail loss of values, documents or promote the further abuses;
33. request to convene the Extraordinary General Meeting of shareholders, meetings of the Board of Directors of the Company in the order established by the legislation of the Russian Federation, the Company's Charter and this Regulation;
34. apply to the authorised persons with the offer on application of measures of responsibility stipulated by the legislation of the Russian Federation in case of revealing the facts of infringement of the legislation of the Russian Federation and internal documents of the Company by the Company's Audit Commission;
35. involve specialists, if necessary, in respective areas (Law, Economics, Finance, Accounting, Management, Economic security and other branches of knowledge), not occupying posts in the Company, and also specialised organisations, to request the Company about the conclusion of civil contracts with these professionals and organisations.
	1. The Audit Commission of the Company is obliged to:
36. carry out audits of financial and economic activities of the Company according to the annual results of the activities and at any time at its initiative, at the decision of the General Meeting of shareholders of the Company, the Board of Directors or at the request of a shareholder (shareholders) who own in aggregate at least 10 percent of voting shares.
37. timely notify the Sole Executive Body of the Company of the beginning of check;
38. promptly inform the governing bodies on results of conducted audits;
39. demand a convocation of the General Meeting of shareholders in the event of a real threat to the interests of the Company in accordance with the Charter of the Company;
40. submit to the Board of Directors a report on the results of the annual audit activities of the Company, including the assessment of the Annual Report not later than 45 (forty-five) days prior to the date of the Annual General Meeting of shareholders.
	1. The Chairman of the Audit Commission together with members (a member) of the Audit Commission at the invitation of the General Meeting of shareholders or the Board of Directors shall be present at the General Meeting of shareholders, meetings of the Board of Directors of the Company at consideration of the results of checks (audits) of activities of the Company.
	2. The members of the Audit Commission of the Company may not transfer their powers to other persons, including by a power of attorney.
	3. The members of the Audit Commission of the Company shall:
41. personally participate in the meetings of the Audit Commission of the Company in conducting the inspections of financial and economic activities of the Company;
42. ensure confidentiality of obtained information and prevent unauthorised disclosure of information obtained in the process of conducting audits.
	1. The members of the Audit Commission bear a responsibility in the order established by the legislation of the Russian Federation:
43. for non-performance or improper performance of their duties;
44. for failing to ensure the safety of the information, became known to them in the performance of their duties and constitutes a state, official and (or) commercial secret, personal data, other confidential information in accordance with the requirements of the current legislation of the Russian Federation;
45. in other cases established by the legislation of the Russian Federation and this Regulation.
46. **The rights and responsibilities of the Company**
	1. Within available competence employees of the Company are obliged:
47. to create for the members of the Audit Commission of the Company and engaged in the work of the Audit Commission specialists (experts) the conditions that provide the effective inspection; to provide all necessary information and documentation, as well as to give, upon their request (oral or written) explanations and clarifications in oral and written form. Requested documents and materials must be presented to the members of the Audit Commission of the Company within 2 (two) working days of receipt of the request;
48. to promptly eliminate all violations identified by Audit Commission of the Company, including violations of the maintenance of accounting records and preparation of accounting and other financial statements;
49. to prevent any actions during the audit aimed at the limitation of the range of issues subject to clarification during the audit;
50. to promote the respect for the rights of the Audit Commission of the Company.

5) to promptly develop and implement activities of compensation and preventive measures aimed at elimination and prevention of occurrence of violations and shortcomings identified by the Audit Commission. The activity plans should contain the planned effect of the implementation of each activity;

6) to submit to the Audit Commission the report on the implementation of activity plans aimed at addressing and preventing the occurrence of violations and shortcomings identified by the Audit Commission with the evaluation of the effect of the measures implemented by the Company.

* 1. The Sole Executive Body is entitled to:
1. timely obtain information on the beginning of audits;
2. get acquainted with the results of the audits conducted by the Audit Commission of the Company;
3. get acquainted with the decisions of the Audit Commission of the Company.
4. **Organisation of work of the Audit Commission**
	1. The Company's Audit Commission makes decisions at its meetings.
	2. The first meeting of the Audit Commission of the Company after the election of its members shall be held not later than 15 working days from the date of the decision of the General Meeting of shareholders at the initiative of any member of the Audit Commission of the Company. At the first meeting of the Audit Commission of the Company, the issues of election of the Chairman and the Secretary of the Audit Commission of the Company shall be considered.
	3. At the meeting of the Audit Commission of the Company, which shall be held not later than 45 (forty-five) days from the moment of the election of new members of the Audit Commission of the Company at the Annual General Meeting of shareholders, the working plan of the Audit Commission of the Company is approved.
	4. Further meetings of the Audit Commission of the Company and implementation of the inspections of the Company are carried out in accordance with the approved annual plan of the Audit Commission of the Company.
	5. The working plan of the Audit Commission of the Company includes:
5. objects of audits (types of financial and economic activities of the Company, separate areas of activity);
6. determination of the form of validation for each object (documentary, audit at the location of the inspection object (on-site);
7. the period of holding of audits of the Company (annual, quarterly), approximate terms of conducting audits;
8. schedule of meetings of the Audit Commission on issues concerning the preparation and auditing of the activities of the Company, summarising the results of audits of the Company;
9. a list of financial and (or) economic documentation necessary for the verification of each of the inspection objects;
10. determination of the members of the Audit Commission responsible for preparation for audits, collecting information and necessary documents and materials;
11. other issues related to the organisation of meetings and inspections of the Audit Commission of the Company.
	1. At the initiative of the Chairman of the Audit Commission or at the suggestion of the members of the Auditing Commission of the Company an extraordinary meeting of the Audit Commission of the Company may be held convened by the Chairman of the Audit Commission of the Company.
12. **Procedure of organisation and holding the meetings**

**of the Audit Commission of the Company**

* 1. Meetings of the Audit Commission are held to solve organisational questions of activities of the Audit Commission of the Company, and also every time before inspections, and on the results of its implementation.
	2. The Chairman of the Audit Commission of the Company convenes a meeting in accordance with the approved working plan of the Audit Commission of the Company, at his own initiative or at the initiative of a member of the Audit Commission of the Company and on the basis of the decision of the General Meeting of shareholders, the Board of Directors or the shareholders of the Company (owning at least 10 (Ten) percent of voting shares of the Company) on carrying out an audit of financial and economic activities of the Company.
	3. When preparing for the meeting of the Audit Commission of the Company the Chairman of the Audit Commission of the Company:
1. determines the date, time and place of holding the meeting (summarising the absentee voting);
2. form of holding the meeting (joint presence, absentee voting);
3. approves (signs) the agenda of the meeting;
4. defines the list of materials and documents (information), issues necessary for consideration on the agenda of a meeting of the Audit Commission of the Company;
5. defines a list of persons invited to participate in the meeting of the Audit Commission (at joint presence);
6. solves other issues related to the preparations for the meetings of the Audit Commission of the Company.
	1. The notification of the members of the Audit Commission of the Company on holding a meeting of the Audit Commission of the Company is carried out by the Secretary of the Audit Commission of the Company in writing not later than 10 (ten) working days before the date of the meeting.

When conducting an absentee voting in cases stipulated by this Regulation, the materials on the agenda and the questionnaire are sent to the members of the Audit Commission together with the notification on holding an absentee voting not later than 15 (fifteen) working days prior to the voting.

* 1. The notification of the members of the Audit Commission of the Company is performed at the place specified by a member of the Auditing Commission of the Company, including email address.
	2. A member of the Company's Audit Commission is considered notified from the date of receipt of the notice at the place specified in paragraph 8.5 of the Regulation.
	3. The invited person and the involved specialists (experts) can take part in the meetings by the decision of the members of the Audit Commission of the Сompany.
	4. The meeting of the Audit Commission of the Company shall be considered eligible if there are not less than a half of the total number of members of the Audit Commission of the Company participating in it or there are written opinions on the agenda issues of meetings of the Audit Commission of the Company received before the meeting.
	5. In order to speed up decision-making, coordination of draft decisions of the Audit Commission can be made until the meeting of the Audit Commission of the Company through the exchange of information, transmitted via facsimile, electronic mail or other agreed by the members of the Audit Committee means of communications.
	6. A decision on the issues of the agenda of the meeting of the Audit Commission of the Company is taken by a simple majority of votes of the total number of members of the Audit Commission of the Company.

When deciding on issues at the meeting of the Audit Commission of the Company, each member of the Audit Commission of the Company shall have one vote.

In case of equality of votes, the casting vote belongs to the Chairman of the Audit Commission of the Company.

* 1. The meeting of the Audit Commission is held in the form of joint presence of members of the Audit Commission of the Company. Holding the meeting in the form of absentee voting is allowed.
	2. In case of impossibility of personal participation in the meeting of the Audit Commission, a member of the Audit Commission of the Company may express their opinion by sending to the Chairman of the Audit Commission of the Company written opinions on all questions of the agenda of the meeting. The written opinion must be received by the Chairman of the Audit Commission of the Company not later than the date and time of the in-person meeting of the Audit Commission.
	3. Opinions of absent members of the Audit Commission of the Company expressed by sending a written opinion is disclosed to the Chairman of the Audit Commission of the Company at the meeting and in the minutes.
	4. The meeting of the Audit Commission of the Company held in the form of joint presence includes the following steps:
1. opening of the meeting by the Chairman of the Audit Commission of the Company;
2. determination of quorum of the meeting;
3. announcement of the issues on the agenda of the meeting;
4. presentations, messages and reports on the issues of the agenda, their discussion;
5. formulation by the Chairman of the Audit Commission of the Company the draft decision on the agenda issues;
6. voting on the issues of the meeting's agenda;
7. summarising the voting results;
8. announcement of the decisions of the Audit Commission of the Company on the agenda issues.
	1. The meeting of the Audit Commission of the Company held in the form of a questionnaire, includes the following steps:
9. receiving and counting of questionnaires from the members of the Audit Commission within the term established in the questionnaire for absentee voting;
10. determination of the quorum of meetings of the Audit Commission of the Company;
11. counting of votes in the questionnaires and summing up the results of voting;
12. keeping the minutes of meetings of the Audit Commission of the Company.
	1. At the meeting of the Audit Commission held before the commencement of each audit, the following issues of preparing and holding the forthcoming audit are considered:
13. determination of the object of the audit (accounting and statistical statements, etc.);
14. procedure, terms and volume of conducting an audit;
15. approval of the program of verification;
16. determination of a list of information and materials necessary for the audit, ways and sources of their obtaining;
17. determination of a list of persons who shall be involved for performing the audit (for explanations, clarification of individual questions);
18. appointment of a date of the meeting of the Audit Commission on summarising the results of the audit;
19. determination of a member of the Auditing Commission of the Company responsible for the preparation of the draft document, the Report of the Audit Commission for the meeting of the Audit Commission on summarising the results of the audit;
20. solving other issues.

The meeting of the Audit Commission of the Company on matters of preparation and inspection can be conducted without joint presence of the members of the Audit Commission by absentee voting (by poll).

* 1. At the meeting of the Audit Committee of the Company held at the end of each audit, the following issues are considered:
1. discussion of information received when performing an audit and the sources of its receipt;
2. summarising the audit results;
3. summation of conclusions and formation of proposals on the basis of the results of the audit;
4. approval and signing of the Act, the Report of the Audit Commission on the results of the audit;
5. decision on issuing the Instruction of the Audit Commission;
6. establishment and analysis of the causes of violation of the legislation of the Russian Federation and the Company's Charter, and discussion of possible variants of their elimination and prevention in future;
7. taking a decision to appeal to the Company's governing bodies, their officials and heads of structural subdivisions of the executive office about the necessity of elimination of infringements revealed by the audit; recommendations of applying to persons who committed violations of the sanctions;
8. other issues related to summarising the results of the audit.
	1. The members of the Audit Commission of the Company participating in the meeting and having an opinion different from that taken at a meeting held following the results of the audit shall have the right to form a dissenting opinion. A dissenting opinion is an integral part of the Minutes of meetings of the Audit Commission of the Company.
	2. A member of the Audit Commission of the Company at revealing of infringements of the legislation of the Russian Federation, the Company's Charter and other internal documents of the Company in the implementation of activities of the Company must send the Chairman of the Audit Commission of the Company a written statement describing the nature of violations and persons who committed them within 3 (three) working days from the moment of their revelation.

The Chairman of the Audit Commission of the Company shall convene an emergency meeting of the Auditing Commission of the Company in the form of joint presence within 10 (ten) working days of receipt of information on detected violations.

* 1. At the meeting of the Audit Commission of the Company, the Secretary of the Audit Commission of the Company shall keep the Minutes.
	2. The minutes of the meeting of the Audit Commission of the Company shall contain:
1. the date, time and place of holding the meeting (summarising the voting results);
2. a list of the members of the Audit Commission and persons present at the meeting;
3. a list of the members of the Audit Commission of the Company voting by sending written opinions;
4. information about the quorum of the meeting;
5. the issues included in the agenda of the meeting;
6. the main provisions of the speeches, papers and reports on the agenda issues (only for sessions in the form of joint presence);
7. information on availability of separate opinions of members of the Audit Commission of the Company;
8. the questions put to the vote and voting results;
9. decisions of the Audit Commission of the Company.
	1. The minutes of the meeting of the Audit Commission of the Company shall be drawn up in two copies not later than 5 (five) working days from the date of the meeting (summarising the absentee voting) and signed by the Chairman and the Secretary of the Audit Commission of the Company.
	2. The minutes of the meeting contains materials (reports, acts and other documents) served as the basis for decision-making.
	3. If the coordination of the issues discussed was carried out by ballot, the questionnaires received from the members of the Audit Commission of the Company are applied to the minutes.
	4. The copies of the minutes of the Audit Commission are provided (sent) to all members of the Audit Commission of the Company.
	5. The Secretary of the Audit Commission of the Company is responsible for storage of the first copy of the minutes.

The second copy of the minutes shall be deposited into the Company. The Company shall keep the minutes of the meetings of the Audit Commission of the Company and to ensure their provision to the shareholders of the Company at their request.

1. **The procedure for conducting audit inspections**
	1. Inspection (audit) of financial and economic activities of the Company is carried out according to the annual results of the activity of the Company and at any time at the initiative of the Audit Commission of the Company, the General meeting of shareholders, the Board of Directors or at the request of a shareholder (shareholders) who own in aggregate at least 10 percent of voting shares of the Company.
	2. A scheduled audit of financial and economic activities of the Company is conducted in accordance with the approved Annual Plan of the Audit Commission of the Company.
	3. Unscheduled audit of financial and economic activities of the Company is carried out:
2. based on the decision of the Audit Commission of the Company;
3. based on the decision of the General Meeting of shareholders, the Board of Directors;
4. at the request of shareholders (a shareholder) owning in aggregate at least 10 (Ten) percent of voting shares of the Company.
	1. Unless otherwise provided by resolution of the Audit Commission of the Company, the General Meeting of shareholders of the Company on holding an unscheduled audit, the meeting of the Audit Commission of the Company that is to be held in accordance with paragraph 8.16 of this Regulation, shall be held not later than 30 (thirty) working days from the date of receipt of a written requirement or a decision specified in paragraph 9.3 hereof.
	2. Audit of financial and economic activities is carried out in accordance with the verification programme and the decisions taken at the meetings of the Audit Commission of the Company.
	3. During the audit of the Audit Commission of the Company the following activities are performed:
5. audit of financial, accounting, payment and settlement and other documents of the Company related to the implementation of the Company's financial and economic activities, in compliance with the legislation of the Russian Federation, this Charter, internal and other documents of the Company;
6. audit and analysis of the financial condition of the Company, its solvency, functioning of the internal control system and risk management system, liquidity of assets, ratio of the Company's own and borrowed funds, correctness and timeliness of accrual and payment of interest on bonds, revenue on other securities;
7. control over the expenditure of funds of the Company in accordance with the approved business plan and budget of the Company;
8. control over formation and use of reserve and other special funds of the Company;
9. checking the timeliness and correctness of conducting settlement operations with counterparts and the budget, and settlement operations on remuneration, social insurance, accrual and payment of dividends and other settlement transactions;
10. control over observance of the established order of write-off on losses of the Company of debt of insolvent creditors;
11. checking the economic operations of the Company which are carried out in accordance with concluded agreements;
12. verifying compliance when using material, labour and financial resources in financial and economic activities of the existing treaties, norms and standards, approved estimates and other documents regulating the activities of the Company;
13. monitoring safety and use of fixed assets;
14. audit of the cash and property of the Company, efficient use of assets and other resources of the Company, identification of causes of non-productive losses and expenses, revealing of reserves of improvement of financial condition of the Company;
15. revision of implementation of instructions on elimination of violations and deficiencies previously identified by the Audit Commission of the Company;
16. development of recommendations for management bodies of the Company;
17. performing other actions (measures) connected with the audit of financial and economic activities of the Company.
18. **Involvement of experts in the audits**
	1. The Audit Commission is entitled to involve specialists (experts) on the basis of concluded contracts between them and the Company. The terms of the contracts with the engaged specialists (experts) not being members of the Audit Commission are approved by the Board of Directors.
	2. As specialists (experts) can be both individuals and legal entities (specialised organisations). The involvement of specialised organisations is carried out in accordance with the applicable legislation and internal documents of the Company, governing procurement activities.
	3. The decision about the necessity of involving the specialists (experts) is accepted by the members of the Audit Commission of the Company at the meetings of the Audit Commission of the Company.
	4. The decision is included the minutes of the meeting of the Audit Commission of the Company, which should reflect the basis for the involvement of specialists (experts).
	5. According to the results of the decision, the Chairman of the Audit Commission ensures the inclusion in the agenda of the meeting of the Board of Directors of the relevant subject.
19. **The documents formed following the results of the audit**

**of the Audit Commission of the Company**

* 1. Outcome documents of the Audit Commission on the results of the audits are the Act of the Audit Commission, the Report of the Audit Commission, the Instruction of the Audit Commission.
	2. At the end of each audit of financial and economic activities of the Company, the Audit Commission draws up the Act. The Act of the Audit Commission of the Company shall consist of three parts: introductory, analytical and final.
		1. The introductory part of the Act of the Audit Commission of the Company shall include:
1. the title of the document as a whole - "the Act of the Audit Commission of the Public Joint Stock Company of power and electrification "Lenenergo";
2. date and place of drawing up the act;
3. the date (period) and venue of the audit;
4. the basis of verification (resolution of the Audit Commission, the General Meeting of shareholders, the Board of Directors, the shareholders (a shareholder) of the Company);
5. the objective of the audit (determination of the legality of the activities of the Company, determination of the authenticity of accounting and other documentation, its compliance with the legislation of the Russian Federation, etc.);
6. an object of the audit (specific activity of the Company, financial and economic documentation including accounting and statistical statements, etc.);
7. a list of requirements on provision of information, declared during the check to the management bodies, heads of structural and separate subdivisions, branches and representative offices;
8. received denials of giving the information and reasons for its failure;
9. information on written explanations from the Sole Executive Body, members of the Board of Directors and the employees of the Company;
10. data on the involvement in the work of the Audit Commission of experts on specific issues of financial and economic activities not occupying posts in the Company, as well as the information about the conclusion of contracts with them and their performance of the contracts;
11. the list of the normative legal acts and other documents regulating the activities of the Company that were used during the audit.
	* 1. The analytical part of the Act of the Audit Commission of the Company shall contain an objective evaluation of the state of the audited object and include:
12. the overall results of the audit of the accounting documents and reports, and other documentation on the financial and economic activities of the Company;
13. description made by the Company of the violations of the requirements of the local normative acts, conditions of the concluded contracts and ongoing transactions, non-enforcement of decisions of the management bodies;
14. information on facts of violation of the order of accounting and preparation of financial statements and the order of implementation of financial and economic activities by the Company.
	* 1. The final part of the Act of the Audit Commission of the Company represents the reasoned conclusions of the Audit Commission of the Company on the results of the audit.
	1. The Report of the Audit Commission is formed following the results of the evaluation of the reliability of the data contained in the Company's Annual Report and financial statements; it shall consist of two parts: introductory and final.
		1. The introductory part of the Report of the Audit Commission of the Company shall include:
15. the title of the document as a whole - "the Report of the Audit Commission of the Public Joint Stock Company of power and electrification "Lenenergo";
16. date and place of drawing up the Report;
17. the date (period) and venue of the audit;
18. basis of the audit (decision of the Audit Commission)
19. the objective of the audit (determination of the authenticity of accounting and other documentation, its compliance with the legislation of the Russian Federation, etc.);
20. an object of the audit (financial and economic documentation including accounting and statistical statements, etc.);
	* 1. The final part of the Report of the Audit Commission of the Company shall include:
21. confirmation of authenticity of data contained in the Company's annual report and annual accounting (financial) statements;
22. information on facts of violation of the order of accounting and submission of financial statements and implementation of financial and economic activities.
	1. When detecting the violations and shortcomings, the Company's Audit Commission forms the Instruction to the Sole Executive Body of the Company which contains the recommendations and offers on elimination the revealed during the audit causes and consequences of the violations of the current legislation of the Russian Federation, the Charter and internal documents of the Company, conditions of the concluded contracts and performed transactions, carrying out of economically unreasonable and inefficient (inexpedient) economic and financial transactions, non-fulfilment of decisions of the management bodies of Companies.
	2. The Act and Report of the Audit Commission of the Company shall be prepared in 3 (three) copies not later than 10 (ten) working days from the date of inspection and signed by all members of the Audit Commission of the Company participating in the inspection (audit), at the meeting following the results of the audit of the Audit Commission of the Company.
	3. The involved in the audit experts do not sign the Act and the Report; the available expert materials are applied to the Act and the Report.
	4. The first copy of the Act and the Report is kept by the Secretary of the Audit Commission, the second one is sent to the President of the Board of Directors of the Company, the third one is sent to the Sole Executive Body of the Company.
	5. The Instruction of the Audit Commission of the Company shall be drawn up in 2 (two) copies in the terms established by the decision of the Audit Commission at the meeting following results of the audit of the Audit Commission of the Company, and signed by the Chairman of the Audit Commission.
	6. One copy of the Instruction is kept by the Secretary of the Audit Commission, another one is sent to the Sole Executive Body of the Company.
	7. The Company shall keep the Acts, Reports and Instructions of the Audit Commission of the Company and provide access to them in the order established by the legislation and internal documents of the Company.