

## GAZPROM OAO Level 1 Settlement Procedure

### 1. General information

DR CUSIP 368287207 L11  
CUSIPs: Level DR Ticker Symbols: OGZPY  
Ratio (DRs : Underlying Shares): 1 DR : 2 ORDs  
Sub-Custodian: (OAO Gazprombank) "GPB (OAO)"  
Account manager: AO RAIFFEISENBANK

Safekeeping for the underlying shares with the National Settlement Depository (NSD):

Name: OAO Gazprombank  
Account number: ML1302070023  
Sub-account number: DR0000000000000000  
Depositor code: MC0009800000

### 2. DR Issue – Settlement Process

- 2.1. Investor should transfer GAZPROM OAO shares to the account of the OAO Gazprombank opened with the NSD:

Name: OAO Gazprombank  
Account number: ML1302070023  
Sub-account number: DR0000000000000000  
Depositor code: MC0009800000  
PSET: NADCRUMM

The transfer of shares to be executed based only one Deliver Instruction (Note: The delivering party should use special type of the NSD instruction (MF010 or respective swift format).

- 2.2. Upon the transfer execution Investor should provide AO RAIFFEISENBANK with **copy of the NSD statement** confirming the transfer of the underlying shares to the account stated in 2.1. and **Transmittal Letter** (attached herewith) stating the following information:

- Settlement date
- Quantity of underlying shares
- ISIN of underlying shares
- Account number of the delivering party within the NSD
- Reference of the NSD transfer
- Name, address (or SWIFT address), phone and fax number, e-mail address of the DR Recipient
- Settlement Date and the place of settlement code (e.g., that of DTC, Euroclear Bank, or Clearstream Bank) and beneficiary account or beneficiary name of the DR Recipient

The copy of the NSD statement and Transmittal Letter should be sent with at least one person from the sending institution cc in the email; or from a group email address. The Transmittal Letter should be dated and duly signed by the authorized person. Transmittal letter can be also sent via MT599.

Settlement contact details:

SWIFT: RZBMRUMM

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### 3. DR Cancellation – Settlement Process

3.1. Investor should deliver DRs via DTC to the following account

Participant number: 2504  
Account number: 016201  
Type of delivery: Free of payment

3.2. Investor should send instruction via PDF file with at least one person from the sending institution cc in the email; or from a group email address to [drinstructions@bnymellon.com](mailto:drinstructions@bnymellon.com). The instruction from one person cannot be accepted. The following details should be included into the instruction.

- Security Name
- CUSIP Number
- Number of DRs
- Contact name, phone & email information
- Settlement details for the underlying shares delivery (2 options provided)

#### 1 option - Delivery of the underlying shares within NSD

- Corresponding local NSD delivery details to include Depositor's Code, Depositor's account, Depositor's sub account, Beneficiary Name, Reference number (to be used as matching field for the NSD settlement)
- The underlying securities will be delivered from the following account

Name: OAO Gazprombank  
Account number: ML1302070023  
Sub-account number: DR0000000000000000  
Depositor code: MC0009800000  
PSET: NADCRUMM

#### 2 option - Delivery of the underlying shares within OAO Gazprombank

- Corresponding OAO Gazprombank delivery details to include Name of the shares recipient, Depositor's account, number of the identifying document (passport for private person, OGRN or equal number for legal person).
- The underlying securities will be delivered from the following account

Name: The Bank of New York Mellon  
Account number: 835/1158930 (The credit of the local shares is available for accounts with the depository 101)  
PSET: GAZPRUMM

Note: BNY Mellon should instruct the delivery of the underlying shares with trade date equal to the date of DR receipt and settlement date the next business day in Russia.

- 3.3. The Investor should have instructions in place to accept the cancellation fee via DTC. The cancellation fee will be \$.05 per ADR rounding up to the next hundred + \$17.50 per instruction.
- 3.4. Investor should instruct local custodian to place receive free instruction to accept the underlying shares (stating the same Reference number mentioned in 3.2).