

Text approved by the Annual General Shareholders Meeting of Open Joint Stock Com

(Minutes No.1), with amendments approved by the Extraordinary General Shareholders Meeting on 03 December 2019 (Minutes No.2), by the Extraordinary General Shareholders Meeting on 05 December 2022 (Minutes No.3) and by the Annual General Shareholders Meeting on 25 May 2023 (Minutes No.1)

REGULATIONS

On the Procedure for Preparing and Holding the General Shareholders Meeting of

1. General provisions

1.1. These *Regulations on the Procedure for Preparing and Holding the General Shareholders Meeting of* (hereinafter the “Regulations”) have been drafted in accordance with the effective legislation of the Russian Federation and the Charter of Public Joint Stock Company “Oil company “LUKOIL” (hereinafter the “Company”), and regulate the procedural issues involved in the preparations for, and holding of, a general shareholders meeting of the Company.

1.2. The General Shareholders Meeting (hereinafter the “Meeting”) is the Company’s supreme governance body, and acts within its authorities, as defined by the legislation of the Russian Federation and the Company Charter.

1.3. The issues related to preparing, convening and holding the Meeting that are not regulated by the norms of the Company Charter and these Regulations will be resolved in accordance with the legislative norms of the Russian Federation.

1.4. The Company provides equal opportunity for meaningful participation of all shareholders in the Meeting.

2. Procedure for making proposals and requests

2.1. Proposals on introducing items to the agenda of the Meeting, proposals on nominating candidates for the Company’s Board of Directors and requests on holding an extraordinary Meeting will be made according to the procedure stipulated by the Federal Law *On Joint Stock Companies*, the Federal Law *On the Securities Market*, regulatory acts of the Bank of Russia, the Company Charter and these Regulations.

(Amendments adopted by decision of the Extraordinary General Shareholders Meetings on 03 December 2019, Minutes No.2, and on 05 December 2022, Minutes No.3)

2.2. Proposals on introducing items to the agenda and proposals on nominating candidates for the Company’s Board of Directors ~~governing and other bodies~~ (hereinafter jointly referred to as a “Proposal”) and requests on holding an extraordinary Meeting (hereinafter a “Request”) can be submitted as follows:

(Amendments adopted by decision of the Extraordinary General Shareholders Meetings on 03 December 2019, Minutes No.2, and on 05 December 2022, Minutes No.3)

delivery by post or courier service to the address of the Company: 11, Sretensky Bulvar, Moscow, 101000 Russian Federation;

delivery against signature to the person holding office (acting in the capacity) of a single-person executive body of the Company (

translation certified according to the procedure established by the laws of the Russian Federation. Such power of attorney should be legalized or have an apostille put down thereon, unless otherwise provided by an international agreement of the Russian Federation.

2.10. If a Proposal or Request was signed by a shareholder (a representative thereof) whose rights to shares are recorded by the nominee holder, such Proposal (Request) should be accompanied by the securities account statement of the shareholder (document of a foreign nominee holder or a foreign organization which is entitled to keep records and transfer the title to securities under its governing law) confirming the number of the Company shares owned by the shareholder as of the date no earlier than seven business days to the date of sending this Proposal of Request. The document of a foreign nominee holder or the said foreign organization drafted in a foreign language should be accompanied by its translation into Russian certified according to the procedure established by the laws of the Russian Federation.

If a Proposal or Request was provided by the nominee holder by sending a declaration of the Company shareholder's intent according to the instruction (directive) received therefrom, such declaration should contain the date of its sending by the nominee holder, the number of the Company shares owned by the shareholder, and the date as of which the number of such shares was indicated.

The number of the Company shares owned by the shareholder is indicated in the declaration of the shareholder's intent as of the date such declaration is sent by the nominee holder, if the instruction (directive) received from the shareholder does not indicate another date or provide for a different procedure for its determining, with such date occurring no earlier than the date of receipt

The Board of Directors of the Company may determine additional methods of sending voting ballots and also resolve that the Meeting procedure shall permit persons entitled to participate in the Meeting to complete the voting ballots electronically, through a website on the information and telecommunications network Internet, by establishing the URL of such a website.

(Wording of the last paragraph as approved by the agraph

the procedure for reviewing the information (materials) to be provided when preparing for

6.10. The representative of a shareholder may also act at a Meeting in accordance with the authorities established by the provisions of federal laws or acts of the duly authorized state or local government bodies.

6.11. A shareholder will have the right to replace its authorized representative at any time or to exercise the rights conferred by the shares in person, having terminated the effect of the power of attorney according to the procedure established by law, with account taken of the ramifications of the termination of the effect of the power of attorney established by law.

6.12. If Company shares are in common ownership of several persons, the authority to vote

requirements of the Federal Law *On Joint Stock Companies* is obligated to make a mandatory offer but has not sent a mandatory offer to the Company, and also its affiliates;

shares canceled after the date on which persons entitled to participate in the Meeting are determined (formalized) but before the date when the Meeting is held;

~~shares owned by the members of the Board of Directors of the Company or persons holding positions in the governing bodies of the Company, when a quorum is determined for the election of the members of the Audit Commission of the Company;~~

(Fifth paragraph deleted by decision of the Extraordinary General Shareholders Meeting on 03 December 2019, Minutes No.2)

shares not taken into account when determining a quorum in other cases stipulated by federal laws and regulatory acts of the Bank of Russia.

When determining a quorum and counting votes, the parts of the votes granted by fractional shares are summed up without rounding.

Quorum for the Meeting (for items on the agenda of the Meeting) is determined with due

the options for voting on each agenda item, expressed as “for”, “against”, or “abstain”, and opposite each option a field for indicating the number of votes cast for each voting option;

a field for the signature of the shareholder (representative thereof) and a reminder that the ballot should be signed by the shareholder (representative thereof);

the number of votes owned by the person entitled to participate in the Meeting. At the same time, if such a ballot is used to vote on two or more agenda items of the Meeting and the number of votes that the person entitled to participate in the Meeting may cast on various items on the agenda of the Meeting does not agree, then this ballot should indicate the number of votes that may be cast by the person entitled to participate in the Meeting for each agenda item of the Meeting.

10.4. The ballot should contain the following explanations:

if voting is held in accordance with the instructions of the persons that acquired shares after the date when persons entitled to participate in the Meeting were determined (formalized) or pursuant to the instructions of owners of depository securities and other persons exercising their rights under depository securities, the voter is entitled to choose (select) more than one voting option; in other cases the voter is entitled to choose (select) only one voting option;

if more than one voting option is chosen (selected) on a ballot, the voter must also indicate the number of votes given for a corresponding voting option in the fields for indicating the number of votes given for each option, and a note should be made indicating that voting is being performed pursuant to the instructions of the persons that acquired shares after the date when persons entitled to participate in the Meeting were determined (formalized), or pursuant to the instructions of owners of depository securities and other persons exercising their rights under such securities;

if voting is held based on a proxy issued in respect of shares transferred after the date when persons entitled to participate in the Meeting were determined (formalized) but before the date of holding the Meeting (hereinafter the “transferred shares”), the voter should indicate the number of votes given for the chosen (selected) voting option in the field opposite the chosen (selected) voting option, and make a note indicating that voting is being performed on the basis of a voting proxy issued in respect of the transferred shares;

if not all shares were transferred after the date when persons entitled to participate in the Meeting were determined (formalized), the voter should indicate the number of votes given for a chosen (selected) voting option in the field opposite the chosen (selected) voting option and make a note indicating that part of the shares was transferred after the date when persons entitled to participate in the Meeting were determined (formalized). If instructions of the buyers are received in relation to the transferred shares and these instructions correspond to the chosen (selected) voting option, then these votes are summed up.

10.5. The ballot used for cumulative voting on the election of members of the Board of Directors of the Company, in addition to explaining the substance of cumulative voting, should contain explanations that the fraction of a vote received as a result of multiplying the number of votes owned by the shareholder owning a fractional share by the number of persons who will be elected to the Board of Directors of the Company may be cast only for a single candidate.

In the ballot used for cumulative voting, the voting options “for”, “against”, or “abstain” are indicated once in respect of all candidates included on the list of candidates for election to the Board of Directors of the Company, and opposite each candidate on this list there should be a field for indicating the number of votes cast for this candidate.

The number of candidates among which votes are allocated in cumulative voting may exceed the number of persons who are to be elected to the Board of Directors of the Company.

10.6. A person that has opened a securities account for depository programs must vote on shares rights to which are certified by depository securities strictly in accordance with the instructions received from owners of depository securities and other persons exercising their rights under such securities.

~~10.7. Members of the Board of Directors and persons holding positions in other governing bodies of the Company may not take part in voting to elect members of the Audit Commission.~~

(Point deleted)

the mailing address (addresses) to which completed ballots were (could be) sent when the Meeting is held through absentee voting, and also when the Meeting is held in mixed form, if voting on items included on the agenda of the Meeting could be performed by sending completed ballots to the Company, and if the Meeting procedure allowed for electronic completion of voting ballots through the website on the information and telecommunications network Internet – also such website's URL;

the number of votes owned by the persons included on the list of persons entitled to participate in the Meeting for each agenda item of the Meeting;

the number of votes attributable to the voting shares of the Company on each agenda item of the Meeting, as determined with due account for the provisions of point 9.5 of these Regulations;

the number of votes owned by the persons that took part in the Meeting for each agenda item of the Meeting, with an indication of whether there was a quorum for each item;

the number of votes cast for each of the voting options ("for", "against", and "abstained") for each agenda item of the Meeting for which there was a quorum;

the wording of the decisions taken by the Meeting, for each agenda item of the Meeting;

key points of the speeches and the names of the speakers for each agenda item of the Meeting held in mixed form;

the Chairman (Presidium) and the Secretary of the Meeting;

the person who confirmed the fact of taking decisions by the Meeting and the composition

The excerpt may also include other requested information contained in the minutes of the Meeting/protocol on the results of voting at the Meeting.

13. Approval and amendment of these Regulations

13.1. These Regulations and all amendments and addenda thereto must be approved by the General Shareholders Meeting of the Company by a majority vote of the shareholders participating in the Meeting.

13.2. Proposals on amendments and addenda to these Regulations must be made pursuant to the procedure stipulated by the Company Charter for making proposals to the agenda of an annual or extraordinary General Shareholders Meeting.

13.3. If as a result of a change in the legislation of the Russian Federation or the Company Charter certain points of these Regulations come into conflict therewith, these points will become inoperative, and until such time as amendments are made to these Regulations the said issues must be governed by the laws of the Russian Federation or the Charter of the Company.