

## Dear Shareholder!

**Novolipetsk Steel (NLMK)**, 2, Metallurgov sq., Lipetsk, 398040, hereby notifies of the convocation of NLMK's Extraordinary General Meeting of Shareholders in the form of absentee voting, with the deadline for accepting the voting ballots (the date of holding the Extraordinary General Meeting of Shareholders in the form of absentee voting) being 26 November 2021, in line with the following agenda:

1. *Payment (declaration) of 9M 2021 dividends.*

Owners of NLMK's registered uncertified common stock (state registration number 1-01-00102-A dd. 09.04.2004, ISIN RU0009046452) are entitled to vote on all the agenda items of the Extraordinary General Meeting of Shareholders.

The date upon which the persons entitled to participate in NLMK's Extraordinary General Meeting of Shareholders are determined (assigned) is set as 1 November 2021.

The mailing address for filled-in voting ballots is NLMK Corporate Secretary Office at 2, Metallurgov Sq., Lipetsk, 398040, Russia.

Website address where the persons entitled to participate in the Meeting can do so by filling in an e-form of the ballot: [www.nlmk.com/en/about/governance/meeting-of-shareholders/](http://www.nlmk.com/en/about/governance/meeting-of-shareholders/).

Access to the e-form of the ballot will be granted to shareholders registered on the Public Services Portal of the Russian Federation or to those who obtained access by filing a request with the office of the keeper of NLMK's shareholder register, the Regional Independent Registrar Agency (10 B, 9 Maya St., Lipetsk, 398017, Russia, phone: (4742) 443-095, e-mail: [info@a-rnr.ru](mailto:info@a-rnr.ru)):

- Those who have registered their share rights in NLMK's Shareholder Register will get access to the voting ballots on 6 November 2021;
- Those who are clients of the nominee shareholders will get access to the voting ballots when the nominee shareholder submits the data on the persons entitled to participate in the Meeting to the Regional Independent Registrar Agency, keeper of NLMK's Shareholder Register, but not earlier than on 6 November 2021.

Only ballots received by NLMK before the deadline shall be taken into account when determining the meeting quorum and voting results.

In case the voting ballot is signed by a shareholder's representative, it shall be supplemented with a document (a proxy executed as per the requirements of the Federal Law "On Joint-Stock Companies", copy of a proxy, notarized according to the established procedure, or another document as the law requires) confirming the representative's authority:

- *A representative of a private shareholder shall present a proxy issued by that private shareholder and copies of the representative's personal identity document(s); and a legal representative of a private shareholder shall present copies of their credentials;*
- *A representative of a corporate shareholder acting without a proxy by operation of law or incorporation documents shall present a copy of the corporate shareholder's incorporation documents and (a) document(s) confirming their powers (copy of resolution on their election or appointment, etc.), and a copy of their personal identity document(s);*
- *A representative of a corporate shareholder shall present a proxy issued by that corporate shareholder and a copy of the representative's personal identity document(s);*
- *A representative of a government or municipal shareholder acting without a proxy by operation of federal laws or regulatory acts by competent government agencies or local authorities shall provide (a) document(s) confirming their respective powers (official ID, voting instructions, etc.) and a copy of their personal identity document(s);*
- *Heirs and assigns of the persons included into the list of those entitled to participate in the General Meeting of Shareholders shall provide documents confirming their succession rights as statutorily required in the Russian Federation.*

The information (materials) provided ahead of the Extraordinary General Meeting of Shareholders will be available from 26 October 2021 (on workdays from 10 a.m. to 4 p.m.) at: 2,

Metallurgov sq., Lipetsk, NLMK Head Office, rooms: 531, 603 (tel.: (4742) 444-463, 444-989), as well as at NLMK's website: [www.nlmk.com](http://www.nlmk.com).

## NLMK Board of Directors

### **\*We would like to bring the following information to the attention of private shareholders whose share rights are registered in the NLMK Shareholder Register:**

When a resolution on dividend payment on NLMK's outstanding common shares is passed, **the payment shall be effected by cashless settlement only.** We strongly advise you to specify your bank details for receiving dividends through bank transfer. **Benefits of receiving dividends by bank transfer are:**

- **Significantly shorter dividends delivery time compared to the delivery by money order;**
- **Dividends are received at a time convenient for the shareholder (dividends are not returned, as is the case when dividends are sent by money order, if a shareholder does not receive cash funds at the post office before the expiration date).**

If a shareholder provides invalid bank details, the dividends shall be sent to the shareholder by money order.

Private shareholders whose payment details are not in the Shareholder Register or are outdated shall submit updated bank and other details for a wire transfer before 1 December 2021 to JSC Regional Independent Registrar Agency, keeper of NLMK's Shareholder Register. For more details on the submission procedure and forms of documents, please contact NLMK's Registrar (JSC RIR Agency) at 10B, 9 Maya Str., 398017, Lipetsk, tel.: (4742) 443-095; website: [www.a-rnr.ru](http://www.a-rnr.ru).

**Please note that a person registered in NLMK's Shareholder Register is required to inform the Register keeper in time in case their details change.**

### **\*\*We would like to bring the following information to the attention of corporate shareholders whose share rights are registered in NLMK's Shareholder Register:**

When a resolution on dividend payment on NLMK's outstanding common shares is approved with regard to a corporate shareholder, **preferential taxation may be applied to the income paid in the form of dividends** (for this purpose it is necessary to submit documents /confirmation/ as statutorily required in the Russian Federation before 13 December 2021 to NLMK Corporate Secretary Office at 2, Metallurgov sq., Lipetsk, 398040, Russia).

According to the operating Russian Tax Law, the documents to be submitted shall be in Russian and duly certified by consular legalization or apostilled, if necessary. The documents (besides those to be notarized) shall be certified by the signature of an authorized person (persons) and stamp of the company and powers of respective signatories shall be verified (certified copies of resolutions (orders) on election (appointment), powers of attorney and/or other documents shall be submitted). Documents containing several pages shall be bound securely and pages shall be numbered.

#### **Non-resident legal entities shall submit:**

a) In case the owner of NLMK's shares is a non-resident legal entity, they shall submit confirmation that at time of income distribution they have permanent domicile in the state, with which Russia has an international taxation treaty in place (if entered into), which must be certified by a competent body of the respective foreign state, as well as confirmation that such an entity is in fact entitled to the respective income, and other documents providing for the possibility of using reduced tax rates or exemption from taxes in accordance with Article 312 of the Russian Tax Code. In case this confirmation is in a foreign language, it shall be translated into Russian (Art. 312 of the Russian Tax Code).

b) If dividends on NLMK's shares are to be received by a permanent establishment of a non-resident legal entity:

- A notary-certified copy of the Certificate on Tax Registration with the Russian Tax Authorities, as executed not earlier than within the preceding tax period (if the distributed income is related to the permanent establishment of the income recipient in Russia);
- A notice indicating that the distributed income refers to its permanent establishment.

Please note that according to the Russian Law exemption from taxes at source or withholding of taxes at source at lower rates shall be performed in cases when **documents that govern tax exemptions have been delivered to a tax agent that will be paying the income before that income payment date**, i.e. the documents must be submitted as soon as possible after the General Meeting of Shareholders approves the resolution on payment, but not later than 13 December 2021.

**In case of failure to submit the above documents or their untimely submission, NLMK shall not be held liable for the respective tax rates not being applied. Owners of NLMK shares and their authorized representatives shall control the completeness and relevance of the details required for the payment (transfer) of dividends (including bank account details) provided by them to the Registrar maintaining NLMK's Shareholder Register. In case of failure to submit the details or their untimely submission, NLMK shall not be held liable for delays in the payment (transfer) of dividends.**

#### **\*\*\*Advice to shareholders on protection of their rights:**

Some cases were reported when shareholders were approached with solicitations to sell their NLMK shares or asked for an update of their personal details. Such solicitations may come from dishonest participants of the securities market.

In these cases, NLMK shareholders should follow the following guidelines:

1. For the purpose of selling your shares, engage the services of investment or broker companies that have a high professional standing in the securities market. We recommend that you check the information received from potential buyers, including on the websites of respective investment or broker companies.
2. To avoid possible fraud, never disclose your passport, bank card details, and other personal details to unknown persons.
3. When a shareholder needs to change (update) their personal details recorded in the place of registration of shares (a shareholders register or a depository), they should notify the Registrar keeping NLMK's Shareholders Register /please inquire about the procedure of submission and forms of necessary documents from NLMK's Registrar (RIR Agency) at 10B, 9 Maya street, 398017, Lipetsk, tel.: (4742) 443-095; website: [www.a-rnr.ru](http://www.a-rnr.ru)/ or a respective depository. NLMK also recommends updating the e-mail addresses whereto the required information may be sent.