

Working Procedures, Technical committees, EGM 13 / 01.14.2016

1. Technical Secretary for the attendance
2. Technical Secretary for vote counting
3. Commission that deals with gathering the votes¹ expressed prior to the general meeting (through voting by correspondence and special powers), with the verification and centralization of the votes.

The appointment of members of the Technical Commissions shall be done by a Decision of appointment issued by the Chairman of the Board of SIF Moldova. Those members of the Technical Commission have been informed and have learned the procedures for carrying out the specific responsibilities of the EGMS. The Technical Committees are made up of employees of the Company.

1. The Technical Secretary for the attendance - its members have the following responsibilities:

- Prepares the presence list of the shareholders - natural and legal persons present in the meeting directly and through representatives; it takes the data related to the presence of the shareholders with votes previously expressed from the "Commission dealing with gathering the votes previously expressed", with the verification and centralization of votes (through voting by correspondence and special powers); it elaborates the nominal and centralized status of the present shareholders, which hands it to the EGMS Secretariat;
- The members of this Secretary are aware about their responsibilities and their obligations under the Convening notice and working procedures for conducting the EGMS;
- The operators access - members of the Technical Secretary for the presence - is based on the username and password, assigned on the day of the general meeting, individually received, under signature;
- The members of the Technical Secretary for the presence are assisted by the provider's representatives of IT applications, SC SITI SA Bucharest, who is also a shareholder of SIF Moldova.

2. The Technical Secretariat for vote counting- performs: collecting votes expressed in the hall, counting and centralization of votes with a computer application managed by employees assisted by the SIF software applications provider's representatives.

It receives and centralizes the voting options received by the minute on the situation of votes previously received, EGMS², drawn up by the Commission which was especially constituted by CA, which will add the valid votes of the shareholders present in the room. The Minutes shall be subject to verification and validation bodies elected by the EGMS.

The Commission (Technical Secretary) for vote counting has access to information on the votes previously expressed of the General Meetings as those points on the agenda are put to vote.² The Secretariat will prepare the *"Minutes of the Technical Secretariat for the counting and centralization the votes"*.

3. The Commission that deals with gathering the votes expressed before³ the General Meeting (by voting ballots and special powers), with the verification and centralization of votes, according to the Law 297/2004.

¹Law 297/2004, art 243, paragraph (9)

²Idem 1

³Idem 1

Duties and powers:

1. The members of the Commission signed the "Confidentiality Agreement" (Appendix) which bind them to keep safe and to ensure the confidentiality and non-disclosure of the personal data, the shareholders' holdings and the votes sent.
2. The Individuals of the Commission will ensure the preservation of the personal data in accordance with Law No. 677/2001 on the protection of individuals with regard to the processing of personal data and the free movement of such data and of Law No. 506/2004 concerning the processing of personal data and privacy in the electronic communications sector.
3. The staff nominated in the committee is trained on the application of procedures for gathering information on the Ballots by Correspondence, Special Power of Attorney, and keeping the secret about their activity and the manipulated documents; it will keep safe and ensure the confidentiality of votes until the resolution drafts included on the agenda are voted.
4. The access to the electronic application is made on access levels based on password and it is strictly monitored.
5. The operators designated operate starting with the date of EGMS convocation until the last day of voting before expressed through Special Powers or Voting by Correspondence (at the latest 48 hours before the day of EGMS).
6. The operators charged with the vote data entry *have no access* to information on: the total number of votes recorded, the votes entered by other operators, summary data or other information centralized on the outcome of the vote.
7. According to the internal legal Proceedings, it is forbidden to anyone, employees and directors, to request data or information on the cases submitted to the database.
8. The synthesis information on the vote (open and secret) before expressed (through voting by print correspondence, electronic or special power of attorney) are disclosed only in the EGMS on the basis of a report, after they have also collected/entered the votes expressed in the committee room with adequate responsibilities.
9. The minutes will include information on: the electronic votes recorded, the situation of the printed ballots collected, on operators, the situation of special powers votes collected on operators, consolidated report of the votes expressed.
10. Verification of the shareholders' identity electronically voting and validation step by step of the correctness in filling the electronic ballot according to the voting procedure, is done automatically, not registering in the system votes that could be canceled for procedural flaws.
11. The electronic means of voting allow the subsequent verification of how it was voted⁴ before or during the General Meeting, and it also ensures that each shareholder present at the meeting is able to verify the vote exercised.
12. As the special powers forms and ballots printed (paper format) are received in the mail or submitted at the *documentation points mentioned in the Convening Note*, the committee members are required to verify the completion of forms and to introduce the voting options in the electronic system of votes to centralize them.
13. At the end of each day the operator completes a report where the operations performed and the number of operated voting forms are recorded; the forms must be

⁴*CNVM R 6/2009, Art. 12 (1) The Trade Companies may allow to their shareholders any form of participation in the general meeting by electronic means, notably any or all forms of participation below:*

a) real-time transmission of the general meeting;

b) two-way communication in real time, enabling the shareholders to address the general assembly from the distance;

c) a voting system, before or during the general meeting, that does not need to appoint a representative to be physically present at the meeting.

sealed and safely stored. The report mentions the incidents occurred during the data collection period (voting by correspondence, power of attorney) and how to solve them.

14. The Daily Activity Reports, the processed forms are given based on reports to the secretary elected by EGMS.

15. The Company undertakes to keep the copies of the power of attorney and the submitted ballots by mail filed and recorded, safely and confidentially.

(Technical) measures to ensure security, confidentiality and integrity:

- a. Ensuring the internal network security SIF Moldova and database server - hardware firewall, the server room is secured and the access is allowed only to the system administrators.
- b. The use of backup equipment and insurance copies for the database + recovery plan in case of disaster.
- c. Encrypting the passwords for the application users (internal and external) – the database administrator does not have access to passwords.
- d. SSL encryption of the communications on the web server - **CertSign certificate**.
- e. Monitoring of any operation on the database.
- f. It is assured the secret of the choice ballot when voting electronically. The software application does not allow the punctual viewing of the voting options by the internal users in case of ballot voting by electronic mail. The shareholder-user can check the voting options after the vote (it is also permitted the printing of the vote options expressed by the shareholder).
- g. Testing the functionality of the system on a database test, completely separated from the production base that contains no actual data. With uploading the consolidated register of the General Assembly, the programmers do not have access to the real data, the access to the application being made in accordance with the working procedures.

The computer system is conducted in cooperation with the specialized company that certified that the management IT application and deployment of EGMS meets the regulations in force⁵, namely:

- *The summary information on the vote before expressed (through ballot, by print mail, electronic or special power of attorney) are disclosed only in the EGMS, after they also collected/entered the votes expressed in the room to the Committees with appropriate abilities.*
- *The operators charged with the vote data entry have no access to information on: the total number of votes recorded, the votes entered by other operators, data summarizing the outcome of the vote.*
- *When disclosing the summary information for the vote the centralized report of the votes before expressed (by ballots, printed correspondence, electronic and special powers) is given to the members of the technical secretary within EGMS. The minute will include information on: the electronic votes recorded, the printed ballots collected on operators, the situation of the special powers votes collected on operators, the centralized report of the votes expressed.*
- *In case of exercising voting by remote electronic means, where the shareholders participate in the EGMS by electronic means in accordance with Art. 12⁶ of CVM Regulation No. 6/2009, the*

⁵Law 297/2004 updated by GEO 32/2012, CNVM Reg 6/2009, Directive 2007/36 / EC of the European Parliament and the European Council

⁶Regulation 6/2009, Art. 12 (1) The Trade Companies may allow to their shareholders any form of participation in the general meeting by electronic means, notably any or all forms of participation below:

a) real-time transmission of the general meeting;

b) two-way communication in real time, enabling the shareholders to address the general assembly from the distance;

c) a voting system, before or during the general meeting, that does not need to appoint a representative to be physically present at the meeting.

electronic means of voting allow the subsequent verification of how it was voted before or during the General Meeting.

SIF Moldova has implemented the Information Security Management (ISO 27001), certified by United Registrar of Systems Ltd UK (accredited by the United Kingdom Accreditation Service).

The procedures are agreed by the Board of Directors in its meeting of 16/11/2015.

Commission:

Georgiana DOLGOS

Cecilia MANTA

Michaela PUSCAS

Cristina Sorina PETREA