

**APPROVED by**  
General Meeting of Founders  
Minutes № 2 dd October 15, 2020

**RULES OF ADMISSION OF NEW MEMBERS AND TERMINATION OF MEMBERSHIP**  
**Association of producers of solid fuel from wood waste and wood working industries**  
**“Russian Pellet Union”**

**Moscow**  
**2020**

## **1. GENERAL TERMS OF ADMISSION OF NEW MEMBERS**

- 1.1. The Rules of admission of new members and termination of membership in the Association of producers of solid fuel from wood waste and wood working industries “Russian Pellet Union” (hereinafter referred to as the Association) was developed according to the Charter of the Association. The Rules establishes the terms and procedure of admission of new members to the Association.
- 1.1. Legal entities or individuals being the subjects of entrepreneurial activity admitted to the Association according to the Charter of the Association and the present Rules (hereinafter referred to as the Members) can be the members of the Association.
- 1.2. Entities whose activity is related to the production of solid fuel from wood waste and wood working industries can be the members of the Association.
- 1.3. The members of the Association shall observe the Charter of the Association and other internal documents of the Association.

## **2. GENERAL TERMS OF TERMINATION OF MEMBERSHIP**

- 2.1. The membership in the Association is terminated in case of:
  - 2.1.1. Voluntary resignation from members of the Association;
  - 2.1.2. Expulsion of a member from members of the Association.
- 2.2. The membership in the Association is terminated since the date of introduction of the corresponding changes in the Register of the members of the Association by the Executive Director.
- 2.3. Since the date of termination of the membership in the Association for such entity (hereinafter referred to as the Ex-member) all rights and obligations are terminated except for the obligations to pay the membership fees, other payments, transfer of the assets of the Association as well as the obligations to compensate the losses incurred to the Association and other obligations incurred before the membership termination.
- 2.4. At termination of the membership in the Association the Ex-members do not obtain any property belonging to the Association or the rights for it. In case of membership termination in the Association the paid entry fees, target contributions and membership fees are not subject to reimbursement.
- 2.5. On the date of receiving of the application of the Member regarding its resigning from the Association or the resolution of the Supervisory Board about the expulsion of the entity from the members of the Association by the Executive Director or any other authorized person of the Association the debt acknowledgment agreement of such entity is composed containing the information about the payment of membership fees, the payments, transfer of the property of the Association as well as the obligation to reimburse the losses incurred to the Association (hereinafter referred to as the Debt acknowledgment agreement). A hard copy of the Debt acknowledgment agreement is sent to the address of the Ex-member of the Association.
- 2.6. In case of membership fees in arrears, other payments, transfer of other property of the Association as well as the obligations to reimburse the losses incurred to the Association, the Ex-member is obliged to pay the available debt according to the Debt acknowledgment agreement during 10 days since the date of its receiving.
- 2.7. In case of non-fulfilment of the obligation specified in the cl. 2.4 of the Rules by the Ex-member, the Association has the right to file a lawsuit to the Arbitration Court of Moscow to cover the debt of membership fees, other payments, transfer of the property of the Association as well as the obligation to reimburse the losses incurred to the Association. The sending of the Debt acknowledgment agreement to the Ex-member according to the cl.2.4 of the Rules will be considered the proper observation of the pre-trial settlement procedure.
- 2.8. When terminating the membership in the Association the Ex-member has the obligations of making entry in the Unified Federal Register of Legal Information on the Facts of Operations of Legal Entities, Individual Entrepreneurs and Other Subjects of Economic Activity about termination of membership in the Association specifying the name of the Ex-member of the Association, its identifiers, contact address for correspondence, name of the Association, its identifiers.

### **3. PROCEDURE OF FILLING AN APPLICATION FOR ADMISSION INTO MEMBERS OF ASSOCIATION**

- 3.1. Legal entities and individuals wishing to become a Member of the Association (hereinafter referred to as the Candidate) are filling an application for admission to the Association according to the form set by the Association (hereinafter referred to as the Application). The following documents shall be attached to the Application:
  - 3.1.1. a form filled in according to the form set by the Association;
  - 3.1.2. a filled form of the representative - an individual authorized to participate on behalf of the legal entity in the activity of the Association according to the form set by the Association;
  - 3.1.3. a copy of the document confirming the state registration of the Candidate;
  - 3.1.4. a copy of documents confirming the powers of the representative of the legal entity who signed the Application.
- 3.2. The Application submitted by the Candidate and the attached documents shall be numbered, bound and sealed (if available) and signed by the authorized person.
- 3.3. The Application and the attached documents are sent by the Candidate to the address of the Association to the name of the Executive Director or delivered to the Association by courier.
- 3.4. The Application and the attached documents can be sent by the Candidate to the email of the Association with the following sending of the original of the Application and the attached documents by the method specified in the cl. 2.3 of the Rules.

### **4. PROCESSING OF APPLICATION FOR ADMISSION INTO ASSOCIATION**

- 4.1. The Executive Director registers the incoming Applications of the Candidates and submits them to the Supervisory Board for making a decision about admission or refusal to admit the candidate into the members of the Association.
- 4.2. The Meetings of the Supervisory Board for considering of the Applications are convened upon their receiving but not later than two months after the registration of the Application.
- 4.3. When the submitted Application and the documents attached to it correspond to the present Rules the Chairman of the Supervisory Board includes the issue of the consideration of such Application into the agenda of the meeting of the Supervisory Board.
- 4.4. During consideration of the Application the Supervisory Board estimates the capability of the Candidate that submitted the Application to promote the achievement of the purposes of the Association.
- 4.5. Following the results of the consideration of the Application the Supervisory Board makes a decision of admission of the Candidate into the members of the Association or of the refusal to admit the Candidate unto the members of the Association.
- 4.6. During five days since the date of meeting of the Supervisory Board of the Association that considered the Application, the data of the decision made are sent to the Candidate to the address specified in the form.

### **5. ACQUISITION OF STATUS OF MEMBER OF ASSOCIATION**

- 5.1. During fourteen days since the date of execution of the minutes of the Supervisory Board's resolution regarding the admission of the Candidate into the members of the Association the Candidate shall pay the entry fee and membership fee.
- 5.2. Candidate becomes the Members of the Association since the date of execution of the obligations specified in the cl.5.1 of the Rules.
- 5.3. The Members admitted to the Association gets the right to enter the data of the membership in the Association into the Unified Federal Register of Legal Information on the Facts of Operations of Legal Entities, Individual Entrepreneurs and Other Subjects of Economic Activity, specifying the name of

the Member of the Association, its identifiers, contact address for correspondence with the Member of Association, name of the Association, its identifiers, types of activity that can be performed due to the participation in such Association.

- 5.4. The Association has the right to use the company name, logo, trademark, other intellectual property items of the Applicant at the official site of the Association for the informational purposes.

## **6. VOLUNTARY TERMINATION OF MEMBERSHIP IN ASSOCIATION**

- 6.1. A Member of the Association wishing to terminate its membership in the Association is sending a corresponding letter of application to the address of the Association to the name of the Executive Director or is delivering the Application to the Association by courier.
- 6.2. On the date of receiving of the Application about the termination the Executive Director makes changes in the Register of the members of the Association and sends the corresponding notification to the address of the Ex-member.

## **7. EXPULSION FROM MEMBERS OF ASSOCIATION**

- 7.1. The issue of expulsion of the Member of the Association from the Association is processed by the Supervisory Board of the Association on the base of the received recommendations of the Disciplinary Committee by the Chairman of the Supervisory Board regarding the expulsion of the entity from the members of the Association (hereinafter referred to as – Recommendations on expulsion)
- 7.2. A member of the Association can be expelled from the members of the Association upon one of the following grounds:
  - 7.2.1. repeated violation of the obligations provided by the Charter including the non-payment of the membership fees;
  - 7.2.2. violation of the provisions of the Charter, standards and rules, other internal documents of the Association;
  - 7.2.3. non-fulfilment of the resolutions of the bodies of the Association made within their competence;
  - 7.2.4. conducting of the activity that makes material damage to the Association and/or its business reputation;
  - 7.2.5. non-participation in the activity of the Association.
- 7.3. During 30 days since the date of receiving of the Recommendations on expulsion the Chairman of the Supervisory Board of the Association convenes the meeting of the Supervisory Board for processing of such recommendations.
- 7.4. The information of the date, time, place of meeting of the Supervisory Board of the Association for processing of the Recommendations on expulsion are sent in advance to the emails of a Member of the Association. The Member of the Association has the right to be present and give explanations at the meeting of the Supervisory Board of the Association for processing the Recommendations on expulsion.
- 7.5. During the processing of the Recommendations on expulsion the Supervisory Board considers the objections of the Members, estimates the further possibility of the Member to promote the implementation of the object of activity of the Association.
- 7.6. During five days since the date of meeting of the Supervisory Board of the Association that processed the Recommendations on expulsion, the data of the decision made are sent to the corresponding entity to its email specified in the application form
- 7.7. The resolution of the Supervisory Board regarding the expulsion of the entity from the members of the Association is sent to the Executive Director who makes corresponding changes in the Register of the members of the Association.

## **8. REGISTER OF MEMBERS OF ASSOCIATION**

- 8.1. The Executive Director of the Association keeps the Register of the members of the Association (hereinafter referred to as the Register of members) according to the form attached to the present Rules.
- 8.2. The Register of the members contains the systematized information about the Members of the Association as well as the data of the entities who terminated its membership in the Association.
- 8.3. The data of the Member admitted to the Association are subject to the registration in the Register immediately after execution of the obligations provided by the cl.4.1 of the Rules by such Member.
- 8.4. A Member of the Association acquire all the rights and begin to bear responsibilities provided by the Charter of the Association and other internal documents of the Association since the date of registration of its data in the Register of members.
- 8.5. A Member is obliged to inform the Association in a written form or by sending an electronic document about changes of the information about it contained in the Register of members during three business days since the date when such changes occurred.

## **9. LIST OF APPENDICES**

- 9.1. Application form of a Candidate;
- 9.2. Inquiry form of an Applicant;
- 9.3. Inquiry form of a representative – an individual authorized to participate in the activity of the Association on behalf of the legal entity;
- 9.4. Register form of the members of the Association.

TO the Association of producers of solid fuel from wood waste and wood working industries "Russian Pellet Union"

**APPLICATION**  
**For admission into the members of the Association "Russian Pellet Union"**

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*(full and short name of applicant)*

in the person of

\_\_\_\_\_

*(position)*

\_\_\_\_\_

*(Name, surname)*

acting upon \_\_\_\_\_, ask you to consider the possibility of admission into the Association "RUSSIAN PELLET UNON" (hereinafter referred to as the Association).

The Applicant is familiarized with the Charter of the Association and is obliged to fulfill the requirements of the Charter and other internal documents of the Association, to promote by its activity the achievement of the purposes of the Association.

The Applicant is informed that the data it specified in the application forms attached to the present application are subjected to registration in the Register of members of the Association and confirms the reliability of these data.

The Applicant agrees to data processing specified by it in the application forms.

Enclosed:

1. Application of an applicant;
2. Application of a representative – an individual authorized to participate in the activity of the Association on behalf of the applicant;
3. A copy of certificate of state registration of the applicant;
4. A copy of documents confirming the powers of the representative of the legal entity who signed the Application.

\_\_\_\_\_ / \_\_\_\_\_ « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ .

Seal

**INQUIRY FORM OF APPLICANT**

Full and short name	
TIN/RRC	
OGRN	
Location (legal address)	
Address for correspondence	<input type="checkbox"/> The same as legal address
E-mail	
Telephone/fax	
BIK	
Bank	
Settlement account	
Correspondent account	

\_\_\_\_\_ / \_\_\_\_\_ « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ .

Seal

**INQUIRY FORM**

**Of representative – an individual authorize to participate in the activity of the Association on behalf of the**

Name, Surname	
Position	
Telephone	
E-mail	
Address	
Passport (series, №)	

I, \_\_\_\_\_,  
*(Name of the representative – an individual)*

admit to participate on behalf of the applicant \_\_\_\_\_  
*(name of applicant)*

in the activity of the Association “Russian Pellet Union” and give my consent for personal data processing.

\_\_\_\_\_ / \_\_\_\_\_ «\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_.



**REGISTER OF MEMBERS**  
**Association of producers of solid fuel from wood waste and wood working industries**  
**“Russian Pellet Union”**

Item №	Name / Name, Surname	OGRN/OGRNIP	TIN	Address	Status	Date of admission into Association	Registration №