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**United Company RUSAL, international public joint-stock company**

**2024 Extraordinary General Meeting (“EGM”)**

**User Guide**

Dear Shareholders,

**Introduction**

United Company RUSAL, international public joint-stock company (the “**Company**”) will be conducting an EGM on **2 February 2024 at 10:00 a.m.** **Kaliningrad time (4:00 p.m. Hong Kong time)** at Hotel «Kaiserhof», Oktyabrskaya street, 6a, Kaliningrad, Russian Federation.

* **In case your rights to shares are registered by the joint-stock company "Interregional Registration Center"** (hereinafter referred to as – **JSC “IRC”**”or the“**Registrar**”), you are requested to (1) submit to the Company or the Registrar a completed and signed voting ballot in accordance with the Company’s instructions, or (2) access the online portal at https://online.e-vote.ru which will allow you to virtually attend the EGM and vote by completing the electronic form of the ballot (for shareholders whose rights to shares are registered through a nominee holder, completion of the electronic form of the ballot will be available after the nominee holder discloses information about such a shareholder as a person entitled to participate in the EGM (provides the information to JSC “IRC”) or (3) if the registered person in the register of shareholders is a nominee holder, and not the shareholder himself, to vote by giving instructions to the nominee holder.

For detailed instructions please refer to the following [link](https://rusal.ru/investors/info/docs/)

* **In case of registration of rights to shares in Hongkong Managers and Secretaries Limited** (hereinafter referred to as **“HKMS**”), you are requested to complete and submit a proxy form in the manner described by the Company in its circular dated 13 December 2023 (the “**Circular**”). Any shareholder whose rights to shares are registered with HKMS and who wishes to view and listen to the EGM online is required to send his/her full name (as appears on his/her identification document) and phone number to the following email address: registrar@hkmanagers.com, not later than 48 hours before the appointed time and date of the EGM. Shareholders whose rights to shares are registered with HKMS may be required to present identification documents (sufficient for the Company and/or HKMS in their sole discretion to verify their identity against shareholders’ records) prior to being provided with the link to view the EGM online. Shareholders whose rights to shares are registered with HKMS should be able to access the live webcast of the EGM using such link from the start of the EGM until its conclusion.

Please refer to pages 2 to 3 of this user guide for instructions for the online webcast.

**FOR RIGHTS TO SHARES IN HKMS**

If registered shareholders of the Company choose to view and listen to the meeting online and/or submit questions in written form (please refer to the ‘To Ask Questions’ section below), they may do so after sending an email and completing identity verification procedures as described above. For non-registered shareholders, if you choose to attend in person, please contact your bank, broker, custodian or nominee whom your shares are held through, asking them to register your attendance with HKSCC Nominees Limited for the EGM enabling you to attend.

The online link **will not enable shareholders to vote on any resolutions at the EGM online** and therefore shareholders may only vote on any resolution of the EGM in advance by proxy in accordance with the procedure as set out in the Circular and EGM notice dated 13 December 2023.

**Some tips to note:**

1. You will need a reliable Internet connection fast enough to support video streaming (for example, as if you are watching a YouTube video).
2. However, if your Internet connection is not fast enough to keep pace with the proceedings, parts of the EGM online broadcast may be skipped. You may not receive the broadcast on a delayed basis.
3. If your Internet connection is inadequate or interrupted, you may be unable to view the EGM online. This will not affect the physical EGM itself which will continue and will remain effective.
4. If your Internet connection is restored, you may not be able to repeat any part of the EGM proceedings that you may have missed.

**Getting Started**

1. The online EGM can be accessed from any location with access to the internet, preferably by using a computer/laptop with a big screen. Alternatively, you could also attend by using a tablet device or smart phone.

 **To access and view the webcast**

1. Shareholders who have completed the emailing and verification procedures as mentioned above will have been provided with a link to view the EGM online. Enter the aforementioned link on your web browser.
2. We recommend that you keep your browser open for the duration of the meeting. If you close your browser, you may not be able to access the link again.

**To Ask Questions**

1. Shareholders whose rights to shares are registered with HKMS who would like to raise questions in relation to the business of the EGM can do so by sending questions via email to the following email address: registrar@hkmanagers.com. Shareholders whose rights to shares are registered with HKMS are required to send his/her full name (as appears on his/her identification document) when submitting the questions, and only questions submitted by shareholders the identification of which have been verified by the Company and/or HKMS against shareholders’ records (the sufficiency of which is at their sole discretion) will be accepted. Shareholders whose rights to shares are registered with HKMS are encouraged to submit questions in advance of the EGM in order for the Company to facilitate their moderation. The Secretary of the EGM will use reasonable effort to arrange for as many of the questions relevant to the business of the EGM to be addressed at the EGM.

1. Questions submitted according to the procedure mentioned above will be moderated before being sent to the chairperson of the EGM to avoid repetition and remove anything inappropriate as mentioned below. All questions and messages will be presented with the full name and identity of the shareholder raising the question.
2. The Company will not address questions that are, *inter alia*:

• **irrelevant** to the business of the Companyor **to the business of the EGM**;

• related to material non-public information of the Company;

• out of order or not otherwise suitable for the conduct of the EGM.

**For Assistance**

Please call our Hong Kong Share Registrar’s general hotline on +852 3528 0290 from 2:00 pm to 6:00 pm (Hong Kong time) on 2 February 2024if you require assistance. Please note that the hotline cannot verify your identity or record your vote(s) over the telephone.

18 January 2024