



APPROVED

at the Board meeting

of the Joint Stock Company "Latvijas Gāze"

on April 29, 2010, minutes No.15 (2010)

**Report on observance of corporate governance
principles for the year 2009**

Joint Stock Company “Latvijas Gāze”
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PRINCIPLE		Commentary of the Joint Stock Company “Latvijas Gāze” (hereinafter – the Company)
SHAREHOLDERS’ MEETING		
1. Ensuring shareholders’ rights and participation at shareholders’ meetings		
<p>1.1. It shall be important to ensure that all the holders of shares of one category have also equal rights, including the right to receive a share of the Issuer’s profit as dividends or in another way in proportion to the number of the shares owned by them if such right is stipulated for the shares owned by them.</p>	<p>The Company ensures observance of this principle. All 39 900 000 shares of the Joint Stock Company “Latvijas Gāze” (hereinafter – the Company) give their holders equal rights, in particular: rights to receive dividend and liquidation quota, as well as to vote in a shareholders’ meeting (hereinafter – the Shareholders’ meeting).</p>	
<p>1.2. The Issuer shall prepare a policy for the profit distribution. In the preparation of the policy, it is recommended to take into account not only the provision of immediate benefit for the Issuer’s shareholders by paying dividends to them but also the expediency of profit reinvesting, which would increase the value of the Issuer in future. It is recommended to discuss the policy of profit distribution at a shareholders’ meeting thus ensuring that as possibly larger a number of shareholders have the possibility to acquaint themselves with it and to express their opinion on it. The information on the policy of profit distribution of the Issuer shall be included in the Report and published on the Issuer’s website on the Internet.</p>	<p>The Company ensures observance of this principle. The project of profit distribution is developed by the Board of the Company (hereinafter – the Board), reviewed by the Council of the Company (hereinafter – the Council) and approved by the shareholders. When preparing the project of profit distribution, the Board takes into account the long-term investment program and the financial position of the Company. Information on the investment programme in mid-term and other conditions affecting the profit distribution can be found in the Annual report of the Company.</p>	
<p>1.3. In order to protect the Issuer’s shareholders’ interest to a sufficient extent, not only the Issuers but also any other persons who in compliance with the procedure stipulated in legislative acts call, announce and organise a shareholders’ meeting are asked to comply with all the issues referred to in these Recommendations in relation to calling shareholders’ meetings and provision of shareholders with the required information.</p>	<p>The Company ensures observance of this principle.</p>	

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<p>1.4. Shareholders of the Issuers shall be provided with the possibility to receive in due time and regularly all the required information on the relevant Issuer, participate at meetings and vote on agenda issues. The Issuers shall carry out all the possible activities to achieve that as many as possible shareholders participate at meetings; therefore, the time and place of a meeting should not restrict the attendance of a meeting by shareholders. Therefore, it should not be admissible to change the time and place of an announced shareholders' meeting shortly before the meeting, which thus would hinder or even make it impossible for shareholders to attend the meeting.</p>	<p>The Company ensures observance of this principle. Place and time of shareholders' meetings is announced not later than 30 days before the planned Shareholders' meeting through all channels provided by the law and used in good practice. Place and time does not hinder shareholders from attending meetings.</p>
<p>1.5. The Issuers shall inform their shareholders on calling a shareholders' meeting by publishing a notice in compliance with the procedure and the time limits set forth in legislative acts. The Issuers are asked to announce the shareholders' meeting as soon as the decision on calling the shareholders' meeting has been taken; in particular, this condition applies to extraordinary shareholders' meetings. The information on calling a shareholders' meeting shall be published also on the Issuer's website on the Internet, where it should be published also at least in one foreign language. It is recommended to use the English language as the said other language so that the website could be used also by foreign investors. When publishing information on calling a shareholders' meeting, also the initiator of calling the meeting shall be specified.</p>	<p>The Company ensures observance of this principle. The Company announces Shareholders' meetings in compliance with the procedure provided by legislations. The information is distributed through all channels provided by the law and used in good practice.</p>
<p>1.6. The Issuer shall ensure that comprehensive information on the course and time of the meeting, the voting on decisions to be adopted, as well as the agenda and draft decisions on which it is planned to vote at the meeting is available in due time to the shareholders. The Issuers shall also inform the shareholders whom they can address to receive answers to any questions on the shareholders' meeting and the agenda issues and ensure that the required additional information is provided to the shareholders.</p>	<p>The Company ensures observance of this principle. In the announcement to shareholders, which is published, firm and legal address of the Company, venue, date and time of the Shareholders' meeting, type of the Shareholders' meeting, institution convoking the Shareholders' meeting, actions to be performed for them to participate and vote, regulations of the Articles of Association on participation of shareholders' representatives at the Shareholders' meeting, agenda of the Shareholders' meeting is specified, also denoting when and at whom shareholders can get acquainted with draft resolutions on the issues included in the agenda as well as others to be reviewed at the Shareholders' meeting.</p>

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<p>1.7. The Issuer shall ensure that at least 14 (fourteen) days prior to the meeting the shareholders have the possibility to acquaint themselves with the draft decisions on the issues to be dealt with at the meeting, including those that have been submitted additionally already after the announcement on calling the meeting. The Issuer shall ensure the possibility to read a complete text of draft decisions, especially if they apply to voting on amendments to the Issuer’s statutes, election of the Issuer’s officials, determination of their remuneration, division of the Issuer’s profit and other issues.</p>	<p>The Company ensures observance of this principle. In an announcement to shareholders it is specified when and at whom shareholders can get acquainted with draft resolutions on the issues included in the agenda as well as others to be reviewed at the Shareholders’ meeting. The information is available before the meeting.</p>
<p>1.8. In no way may the Issuers restrict the right of shareholders to nominate representatives of the shareholders for Supervisory Board elections. The candidates to the Supervisory Board and candidates to other offices shall be nominated in due time so that the information on the said persons would be available to the shareholders to the extent as stipulated in Clause 1.9 of this Section as minimum 14 (fourteen) days prior to the shareholders' meeting.</p>	<p>The Company ensures observance of this principle. The Company does not restrict the shareholders’ rights to nominate shareholders’ representatives for election in the Council. Candidates of Council members and other officials are nominated in compliance with the procedure established by the Commercial Law and the Articles of Association of the Company (hereinafter – Articles of Association).</p>
<p>1.9. Especially, attention should be paid that the shareholders at least 14 (fourteen) days prior to the shareholders' meeting have the possibility to acquaint themselves with information on Supervisory Board member candidates whose approval is planned at the meeting. When disclosing information on Supervisory Board member candidates, also a short personal biography of the candidates shall be published. Since the nomination of Supervisory Board member candidates has to be very careful, it is recommended that the Issues disclose the said information as soon as possible.</p>	<p>The Company ensures observance of this principle. Candidacies of Council members and other officials are nominated in compliance with the procedure established by the Commercial Law and the Articles of Association. The professional biography of the candidates for Council membership is published via information channels available for interested persons.</p>
<p>1.10. The Issuer may not restrict the right of shareholders to consult among themselves during a shareholders' meeting if it is required in order to adopt a decision or to make clear some issue.</p>	<p>The Company ensures observance of this principle. The shareholders’ rights to debate and consult among themselves during the Shareholders’ meeting are not restricted.</p>

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<p>1.11. To provide shareholders with comprehensive information on the course of the shareholders' meeting, the Issuer shall prepare the regulations on the course of shareholders' meeting, in which the agenda of shareholders' meeting and the procedure for solving any organisational issues connected with the shareholders' meeting (e.g., registration of meeting participants, the procedure for the adoption of decisions on the issues to be dealt with at the meeting, the Issuer's actions in case any of the issues on the agenda is not dealt with, if it is impossible to adopt a decision etc.). The procedures adopted by the Issuer in relation to participation in voting shall be easy to implement.</p>	<p>The Company ensures observance of this principle. The course of the Shareholders' meeting of the Company is determined by the course regulations of the meeting. Draft regulations are developed before the Shareholders' meeting and approved at the Shareholders' meeting.</p>
<p>1.12. The Issuer shall ensure that during the shareholders' meeting the shareholders have the possibility to ask questions to the candidates to be elected at the shareholders' meeting and other attending representatives of the Issuer. The Issuer shall have the right to set reasonable restrictions on questions, for example, excluding the possibility that one shareholder uses up the total time provided for asking of questions and setting a time limit of speeches.</p>	<p>The Company ensures observance of this principle. Observing the rights of all shareholders, there is procedure for asking questions and shareholders' rights to speak out established in the course regulations of the Shareholders' meeting.</p>
<p>1.13. Since, if a long break in a meeting is announced, the right of shareholders to dispose of freely with their shares is hindered for an undetermined time period, it shall not be recommended to announce a break during a shareholders' meeting. The conditions upon which it is possible to announce a break shall be stipulated also in the regulations on the course of meeting. A break of meeting may be a lunch break, a short break (up to 30 minutes) etc.</p>	<p>The Company ensures observance of this principle. The Shareholders' meetings are held without announcing breaks. In case a break is planned, it will be included in the course regulations of the Shareholders' meeting, approved by the Shareholders' meeting itself.</p>
<p>1.14. When recording the course and contents of discussions on the agenda issues to be dealt with at the shareholders' meeting in the minutes, the chairperson of the meeting shall ensure that, in case any meeting participant requires it, particular debates are reflected in the minutes or that shareholder proposals or questions are appended thereto in written form.</p>	<p>The Company ensures observance of this principle. Shareholders' meetings are minuted observing the norms of the Commercial Law.</p>

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2. Participation of members and member candidates of the Issuer’s management institutions at shareholders' meetings	
2.1. The attendance of members of the Issuer’s management institutions and auditor at shareholders' meetings shall be necessary to ensure information exchange between the Issuer’s shareholders and members of management institutions as well as to fulfil the right of shareholders to receive answers from competent persons to the questions submitted. The attendance of the auditor shall not be mandatory at shareholders' meetings not discussing the finances of the Issuer. By using the right to ask questions shareholders have the possibility to obtain information on the circumstances that might affect the evaluation of the financial report and the financial situation of the Issuer.	The Company ensures observance of this principle. In compliance with the Commercial Law, the Shareholders’ meeting is attended by the members of the Board and, if necessary, an auditor.
2.2. Shareholders' meetings shall be attended by the Issuer’s official candidates whose election is planned at the meeting. This shall in particular apply to Supervisory Board members. If a Supervisory Board member candidate or auditor candidate is unable to attend the shareholders' meeting due to an important reason, then it shall be admissible that this person does not attend the shareholders' meeting. In this case, all the substantial information on the candidate shall be disclosed before the shareholders' meeting.	The Company ensures observance of this principle. In the cases when a candidate is unable to attend the Shareholders’ meeting, all the substantial information on the candidate is available before the Shareholders’ meeting.
2.3. During shareholders' meetings, the participants must have the possibility to obtain information on officials or official candidates who do not attend the meeting and reasons thereof. The reason of non-attendance should be entered in the minutes of shareholders' meeting.	The Company ensures observance of this principle.

MANAGEMENT BOARD

3. Obligations and responsibilities of the Management Board	
3.1. The Management Board shall have the obligation to manage the business of the Issuer, which includes also the responsibility for the realisation of the objectives and strategies determined by the Issuer and the responsibility for the results achieved. The Management Board shall be responsible for the said to the Supervisory Board and the shareholders' meeting. In fulfilment of its obligations, the Management Board shall adopt decisions irrespective of their personal interests or interests of the shareholders that control the Issuer and be guided by interests of all the shareholders, taking into account the common interests of the Issuer and its associated companies (or affiliates).	The Company ensures observance of this principle. Obligations, spheres of responsibility and supervision authorities (Council and Shareholders’ meeting) are stipulated in the Board Regulations.

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<p>3.2. The powers of the Management Board shall be stipulated in the Management Board Regulations or a similar document, which is to be published on the website of the Issuer on the Internet. This document must be also available at the registered office of the Issuer.</p>	<p>The Company ensures observance of this principle. The powers of the Board are stipulated in the Board Regulations, which have been developed on the basis of the Articles of Association and in compliance with the norms of the Commercial Law. The Board Regulations are available at the Office of the Company.</p>
<p>3.3. The Management Board shall be responsible also for the compliance with all the binding regulatory acts, risk management, as well as the financial activity of the Issuer.</p>	<p>The Company ensures observance of this principle. The Board manages and controls all affairs of the Company, represents the Company and manages the property of the Company in compliance with normative acts, the Articles of Association and resolutions of the Shareholders' meeting.</p>
<p>3.4. The Management Board shall perform certain tasks, including:</p> <p>1) corporate strategies, work plan, risk control procedure, assessment and advancement of annual budget and business plans, ensuring control on the fulfilment of plans and the achievement of planned results;</p> <p>2) selection of senior managers of the Issuer, determination of their remuneration and control of their work and their replacement, if necessary, complying with the personnel policy adopted by the Issuer;</p> <p>3) timely and qualitative submission of reports, ensuring also that the internal audits are carried out and the disclosure of information is controlled.</p>	<p>The Company ensures observance of this principle. The tasks of the Board are stipulated in the Board Regulations.</p>
<p>3.5. In annual reports, the Management Board shall confirm that the internal risk procedures are efficient and that the risk management and internal control have been carried out in compliance with the said control procedures throughout the year.</p>	<p>The Company ensures observance of this principle.</p>
<p>3.6. It shall be preferable that the Management Board submits decisions that determine the objectives and strategies for achievement thereof (participation in other companies, acquisition or alienation of property, opening of representation offices or branches, expansion of business etc) to the Issuer's Supervisory Board for approval.</p>	<p>The Company ensures observance of this principle. In the Articles of Association, the range of issues, requiring consent of the Board for settlement, is stipulated.</p>

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4. Management Board composition and requirements for Management Board members	
<p>4.1. In composing the Management Board, it shall be observed that every Management Board member has appropriate education and work experience. The Issuer shall prepare a summary of the requirements to be set for every Management Board member, which specifies the skills, education, previous work experience and other selection criteria for every Management Board member.</p>	<p>The Company ensures observance of this principle. Board members are nominated and elected in compliance with the procedure stipulated in the Commercial Law.</p>
<p>4.2. On the Issuer’s website on the Internet, the following information on every Issuer’s Management Board member shall be published: name, surname, year of birth, education, office term, position, description of the last three year’s professional experience, number of the Issuer’s or its parent companies/subsidiaries shares owned by the member, information on positions in other capital companies.</p>	<p>The Company organizes observance of this principle, observing the rules of the Physical entity data protection law.</p>
<p>4.3. In order to fulfil their obligations successfully, Management Board members must have access in due time to accurate information on the activity of the Issuer. The Management Board must have the possibility to provide objective evaluation on the activity of the Issuer. Management Board members must have enough time for the performance of their duties.</p>	<p>The Company ensures observance of this principle. The members of the Board are duly provided with all the necessary information and they have enough time for fulfilling their obligations. The members of the Board fulfil their obligations in compliance to what has been approved in the Board Regulations.</p>
<p>4.4. It is not recommended to elect one and the same Management Board member for more than four successive terms. The Issuer has to evaluate whether its development will be facilitated in the result of that and whether it will be possible to avoid a situation where greater power is concentrated in hands of one or a number of separate persons due to their long-term work at the Issuer. If, however, such election is admitted, it shall be recommended to consider to change the field of work of the relevant Management Board member at the Issuer.</p>	<p>The Company ensures observance of this principle. Election of Board members complies with the Commercial Law and the Articles of Association.</p>
5. Identification of interest conflicts in the work of Management Board members	
<p>5.1. It shall be the obligation of every Management Board member to avoid any, even only supposed, interest conflicts in his/her work. In taking decisions, Management Board members shall be guided by the interests of the Issuer and not use the cooperation offers proposed to the Issuer to obtain personal benefit.</p>	<p>The Company ensures observance of this principle.</p>

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<p>5.2. On the occurrence of any interest conflict or even only on its possibility, a Management Board member shall notify other Management Board members without delay. Management Board members shall notify on any deal or agreement the Issuer is planning to conclude with a person who has close relationship or is connected with the Management Board member in question, as well as inform on any interest conflicts occurred during the validity period of concluded agreements.</p> <p>For the purposes of these recommendations the following shall be regarded as persons who have close relationship with a Management Board member: spouses, a relative, including kinship of second degree or brother-in-law of first degree, or persons with whom the Management Board member has had a common household for at least one year.</p> <p>For the purposes of these recommendations the following shall be regarded as persons who are connected with a Management Board member: legal persons where the Management Board member or a closely related to him/her person is a Management Board or Supervisory Board member, performs the tasks of an auditor or holds another managing office in which he or she could determine or affect the business strategy of the respective legal entity.</p>	<p>The Company ensures observance of this principle. The principle is included in the Board Regulations.</p>
<p>5.3. Management Board members should not participate in taking decisions that could cause an interest conflict.</p>	<p>The Company ensures observance of this principle.</p>
SUPERVISORY BOARD	
6. Obligations and responsibilities of the Supervisory Board	
<p>6.1 The functions of the council shall be set forth in the council regulation or a document equated thereto that regulates the work of the council, and it shall be published on the Issuer’s website on the Internet. This document shall be also available at the Issuer’s office.</p>	<p>The Company ensures observance of this principle. The functions of the Council are set forth in the Articles of Association and the Council regulation. The Council regulation is available at the Office of the Company.</p>
<p>6.2 The supervision carried out by the council over the work of the board shall include supervision over the achievement of the objectives set by the Issuer, the corporate strategy and risk management, the process of financial accounting, board’s proposals on the use of the profit of the Issuer, and the business performance of the Issuer in compliance with the requirements of regulatory acts. The council should discuss every of the said matters and express its opinion at least annually, complying with frequency of calling council meetings as laid down in regulatory acts, and the results of discussions shall be reflected in the minutes of the council’s meetings.</p>	<p>The Company ensures observance of this principle. The Council meetings are held regularly, in compliance with the procedure established by the Commercial Law and the Council regulation.</p>

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<p>6.3. The council and every its member shall be responsible that they have all the information required for them to fulfill their duties, obtaining it from board members and internal auditors or, if necessary, from employees of the Issuer or external consultants. To ensure information exchange, the council chairperson shall contact the Issuer’s board, inter alia the board chairperson, on a regular basis and discuss all the most important issues connected with the Issuer’s business and development strategy, business activities, and risk management.</p>	<p>The Company ensures observance of this principle. The principle is included in the Articles of Association.</p>
<p>6.4. When determining the functions of the council, it should be stipulated that every council member has the obligation to provide explanations in case the council member is unable to participate in council meetings. It shall be recommended to disclose information on the council members who have not attended more than a half of the council meetings within a year of reporting, providing also the reasons for non-attendance.</p>	<p>The Company ensures observance of this principle.</p>

7. Supervisory Board composition and requirements for Supervisory Board members

<p>7.1. The Issuer shall require every Supervisory Board member as well as Supervisory Board member candidate who is planned to be elected at a shareholders’ meeting that they submit to the Issuer the following information: name, surname, year of birth, education, office term as a Supervisory Board member, description of the last three year’s professional experience, number of the Issuer’s or its parent companies/subsidiaries shares owned by the member, information on positions in other capital companies. The said information shall be published also on the Issuer’s website on the Internet, providing, in addition to the said information, also the term of office for which the Supervisory Board member is elected, its position, including also additional positions and obligations, if any.</p>	<p>The Company ensures observance of this principle in compliance with the Physical entity data protection law. The information is distributed through all channels provided by the law and used in good practice.</p>
<p>7.2. When determining the requirements for Supervisory Board members as regards the number of additional positions, attention shall be paid that a Supervisory Board member has enough time to perform his or her duties in order to fulfil their duties successfully and act in the interests of the Issuer to a full extent.</p>	<p>The Company ensures observance of this principle. Requirements for the Council members and candidates are determined in compliance with the Commercial Law and the Articles of Association.</p>

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<p>7.3. In establishing the Issuer’s Supervisory Board, the qualification of Supervisory Board members should be taken into account and assessed on a periodical basis. The Supervisory Board should be composed of members whose knowledge, opinions and experience is varied, which is required for the Supervisory Board to fulfil their tasks successfully.</p>	<p>The Company ensures observance of this principle. The Council is composed in compliance with the Commercial Law and the Articles of Association.</p>
<p>7.4. Every Supervisory Board member in his or her work shall be as possibly independent from any external circumstances and have the will to assume responsibility for the decisions taken and comply with the general ethical principles when taking decisions in relation to the business of the Issuer.</p>	<p>The Company ensures observance of this principle.</p>
<p>7.5. It is impossible to compile a list of all the circumstances that might threaten the independence of Supervisory Board members or that could be used in assessing the conformity of a certain person to the status of an independent Supervisory Board member. Therefore, the Issuer, when assessing the independence of Supervisory Board members, shall be guided by the independence criteria of Supervisory Board members specified in the Annex hereto.</p>	<p>The Company ensures observance of this principle. The Council members are nominated for election at the Council and act in compliance with the rules of the Commercial Law, according to which the Council members are independent and non-amenable in the process of making decisions.</p>
<p>7.6. It shall be recommended that at least a half of Supervisory Board members are independent according to the independence criteria specified in the Annex hereto. If the number of Supervisory Board members is an odd number, the number of independent Supervisory Board members may be one person less than the number of the Supervisory Board members who do not conform to the independence criteria specified in the Annex hereto.</p>	
<p>7.7. As independent shall be considered persons that conform to the independence criteria specified in the Annex hereto. If a Supervisory Board member does not conform to any of to the independence criteria specified in the Annex hereto but the Issuer does consider the Supervisory Board member in question to be independent, then it shall provide an explanation of its opinion in detail on the tolerances permitted.</p>	
<p>7.8. The conformity of a person to the independence criteria specified in the Annex hereto shall be evaluated already when the Supervisory Board member candidate in question has been nominated for election to the Supervisory Board. The Issuer shall specify in the Report who of the Supervisory Board members are to be considered as independent every year.</p>	

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8. Identification of interest conflicts in the work of Supervisory Board members		
	<p>8.1. It shall be the obligation of every Supervisory Board member to avoid any, even only supposed, interest conflicts in his/her work. When taking decisions, Management Board members shall be guided by the interests of the Issuer and not use the cooperation offers proposed to the Issuer to obtain personal benefit.</p>	<p>The Company ensures observance of this principle.</p>
	<p>8.2. On the occurrence of any interest conflict or even only on its possibility, a Supervisory Board member shall notify other Supervisory Board members without delay. Supervisory Board members shall notify on any deal or agreement the Issuer is planning to conclude with a person who has close relationship or is connected with the Supervisory Board member in question, as well as inform on any interest conflicts occurred during the validity period of concluded agreements.</p> <p>For the purposes of these recommendations the following shall be regarded as persons who have close relationship with a Supervisory Board member: spouses, a relative, including kinship of second degree or brother-in-law of first degree, or persons with whom the Supervisory Board member has had a common household for at least one year.</p> <p>For the purposes of these recommendations the following shall be regarded as persons who are connected with a Supervisory Board member: legal persons where the Supervisory Board member or a closely related to him/her person is a Management Board or Supervisory Board member, performs the tasks of an auditor or holds another managing office in which he or she could determine or affect the business strategy of the respective legal entity.</p>	<p>The Company ensures observance of this principle.</p>
	<p>8.3. A Supervisory Board member who is in a possible interest conflict should not participate in taking decisions that might be a cause of an interest conflict.</p>	<p>The Company ensures observance of this principle.</p>

DISCLOSURE OF INFORMATION

9. Transparency of the Issuer’s business		
	<p>11.1. The structure of corporate governance shall be established in a manner that ensures provision of timely and exhaustive information on all the substantial matters that concern the Issuer, including its financial situation, business results, and the structure of owners.</p>	<p>The Company ensures observance of this principle. Two employees of the Company have the responsibility of due preparation and distribution of important information.</p>

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<p>9.2. The information disclosed shall be checked, precise, and unambiguous and prepared in compliance with high-quality standards.</p>	<p>The Company ensures observance of this principle. The Company prepares and checks in compliance with high-quality standards and discloses precise information.</p>
<p>9.3. The Issuers should appoint a person who would be entitled to contact the press and other mass media on behalf on the Issuer, thus ensuring uniform distribution of information and evading publication of contradictory and untruthful information, and this person could be contacted, if necessary, by the Stock Exchange and investors.</p>	<p>The Company ensures observance of this principle. The Company has a press secretary who is entitled to contact the media, the Exchange and investors.</p>
<p>9.4. The Issuers should ensure timely and compliant with the existing requirements preparation and disclosure of financial reports and annual reports of the Issuer. The procedure for the preparation of reports should be stipulated in the internal procedures of the Issuer.</p>	<p>The Company ensures observance of this principle. The Company publishes financial reports in compliance with the requirements set by the laws.</p>
<p>10. Investor relations</p>	
<p>10.1. The main objectives of the IR are the provision of accurate and timely information on the business of the Issuer to participants of finance market, as well as the provision of a feedback, i.e. receiving references from the existing and potential investors and other persons.</p> <p>In the realisation of the IR process, it shall be born in mind that the target group consists not only of institutional investors and finance market analysts. A greater emphasis should be put on individual investors, and more importance should be attached to informing other interested parties: employees, creditors and business partners.</p>	<p>The Company ensures observance of this principle.</p>
<p>10.2. The Issuer shall provide all investors with equal and easily accessible important information related to the Issuer's business, including financial position, ownership structure and management. The Issuer shall present the information in a clear and understandable manner, disclosing both positive and negative facts, thus providing the investors with a complete and comprehensive information on the Issuer, allowing the investor to assess all information available before the decision making.</p>	<p>The Company ensures observance of this principle.</p>

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<p>10.3. A number of channels shall be used for the information flow in the IR. The IR strategy of the Issuer shall be created using both the possibilities provided by technologies (website) and relations with mass media and the ties with the participants of finance market. Considering the development stage of modern technologies and the accessibility thereof, the Internet is used in the IR of every modern company.</p> <p>This type of media has become one of the most important means of communications for the majority of investors.</p>	<p>The Company ensures observance of this principle. A separate section for the IR goals has been created on the website of the Company.</p>
<p>10.4. The basic principles that should be observed by the Issuers in preparing the IR section of their websites:</p> <p>1) the IR section of website shall be perceived not only as a store of information or facts but also as one of the primary means of communication by means of which it is possible to inform the existing and potential shareholders;</p> <p>2) all the visitors of the IR section of website shall have the possibility to obtain conveniently all the information published there. Information on websites shall be published in all the foreign languages in which the Issuer normally distributes information so that in no way would foreign investors be discriminated, however, it shall be taken into account that information must be disclosed at least in Latvian and English;</p> <p>4) it shall be recommended to consider a solution that would allow the existing and potential investors to maintain ties with the Issuer by using the IR section of website – submit questions and receive answers thereto, order the most recent information, express their opinions etc.;</p> <p>5) the information published on websites shall be updated on a regular basis, and the news in relation to the Issuer and its business shall be published in due time. It shall not be admissible that outdated information that could mislead investors is found on websites;</p> <p>6) after the website is created the creators themselves should assess the IR section of the website from the point of view of users – whether the information of interest can be found easily, whether the information published provides answers to the most important questions etc.</p>	<p>The Company ensures observance of this principle in a separate section of the Company’s website dedicated to the IR goals.</p>

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<p>10.5. The Issuer shall ensure that at least the following information is contained in the IR section of website:</p>	<p>The Company ensures partial observance of this principle. The Regulations of the Board and the Council of the Company mentioned in Article 7 are available at the Office of the Company.</p>
<p>1) general information on the Issuer - history of its establishment and business, registration data, description of industry, main types of business;</p> <p>2) Issuer’s Report (“<i>comply or explain</i>”) on the implementation of the principles of corporate governance;</p> <p>3) number of issued and paid financial instruments, specifying how many of them are included in a regulated market;</p> <p>4) information on shareholders’ meetings, draft decisions to be examined, decisions adopted – at least for the last year of report;</p> <p>5) Issuer’s statutes;</p> <p>7) Issuer’s Management Board or Supervisory Board regulation or a document equated thereto that regulates its work, as well as the Issuer’s remuneration policy and the shareholders’ meeting procedure regulation, if such has been adopted;</p> <p>8) description of the tasks of Supervisory Board committees, if such have been established, as well as information on the work performed by the committees;</p> <p>9) information on present Issuer’s Supervisory Board and Management Board members (on each individually): work experience, education, number of the Issuer’s shares owned by the member (as at the beginning of year; the information shall be updated as required but at least annually), information on positions in other capital companies, and the term of office of Management Board and Supervisory Board members;</p> <p>10) Issuer’s shareholders which/who own at least 5% of the Issuer’s shares; and information on changes of shareholders;</p> <p>11) financial reports and annual reports of the Issuer prepared in compliance with the procedure specified in legal acts and the Stock Exchange regulations;</p>	

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12) Any other information to be disclosed by the Issuer, e.g. information on any substantial events, Issuer’s press releases, archived information on Issuer’s financial and annual reports on previous periods etc.	
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INTERNAL CONTROL AND RISK MANAGEMENT	
11. Principles of the Issuer’s internal and external control	
11.1. To ensure successful operation, the Issuer shall control its work on a regular basis and define the procedure of internal control.	The Company ensures observance of this principle. Work control has been ensured – independent and objective work of internal audit, independent work of external audit and auditor.
11.2. The objective of risk management is to ensure that the risks connected with the commercial activity of the Issuer are identified and supervised. To ensure an efficient risk management, it shall be necessary to define the basic principles of risk management. It is recommended to characterise the most essential potential and existing risks in relation to the business of the Issuer.	The Company ensures observance of this principle. Risk exploration and evaluation has been performed.
11.3. Auditors shall be granted access to the information required for the fulfilment of the auditor’s tasks and the possibility to attend Supervisory Board and Management Board meetings at which financial and other matters are dealt with.	The Company ensures observance of this principle. Auditor is granted access to all necessary and its required information.
11.4. Auditors shall be independent in their work and their task shall be to provide the Issuer with independent and objective auditing and consultation services in order to facilitate the efficiency of the Issuer’s business and to provide support in achieving the objectives set for the Issuer's management by offering a systematic approach for the assessment and improvement of risk management and control processes.	The Company ensures observance of this principle. The work of auditor is independent and it provides an independent and objective audit report
11.5. It shall be recommended to carry out an independent internal control at least annually in order to assess the work of the Issuer, including its conformity to the procedures approved by the Issuer.	The Company ensures observance of this principle. Every year, an independent internal control is carried out by an independent auditor company and the internal audit of the Company, assessing the work of the Company and conformity to the approved procedures.

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<p>11.6. When approving an auditor, it is recommended that the term of office of one auditor is not the same as the term of office of the Management Board.</p>	<p>The Company ensures observance of this principle. The term of office of the auditor is not the same as the term of office of the Board. Every year, the shareholders make a decision upon hiring a particular auditor, who acts till the next Shareholders' meeting.</p>
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12. The Issuer's auditing committee	
<p>12.1. The functions and responsibilities of the Auditing committee should be laid down in the regulations of the committee or an equivalent document.</p>	<p>The Company ensures observance of this principle as from 2010.</p>
<p>12.2. In order to ensure effective operation of the Auditing committee, it is recommended to have at least three members with sufficient knowledge in accounting and preparing financial accounts, as one of the main activity areas of the Auditing committee is issues related to the Issuer's financial reports and control.</p>	<p>The Company ensures observance of this principle as from 2010.</p>
<p>12.3. All members of the Auditing committee must have access to information on the methods of accounting used by the Issuer. The Management Board informs the Auditing committee on the methods used when assessing significant and extraordinary transactions where different methods of evaluation may be applied, as well as ensures that the Auditing committee has access to all information stipulated by the legislation.</p>	<p>The Company ensures observance of this principle as from 2010.</p>
<p>12.4. The Issuer must provide the possibility for the Auditing committee to obtain from the Issuer's officials, Management Board members and other employees the information necessary to ensure the operation of the committee, as well as the rights to perform independent investigation in order to reveal infringements in the Issuer's operation.</p>	<p>The Company ensures observance of this principle as from 2010.</p>
<p>12.5. The Auditing committee makes decisions within its terms of reference and accounts for its operation to the Shareholders' meeting.</p>	<p>The Company ensures observance of this principle as from 2010.</p>

REMUNERATION POLICY

13. The Issuer's auditing committee	
<p>13.1. The Issuers are called on to develop a remuneration policy in which the main principles for setting the remuneration, possible remuneration schemes and other essential related issues are determined. Without limiting the role and operations of the Issuer's management bodies responsible for setting remuneration to the board and council members, the drafting of the remuneration policy should be made a responsibility of the Issuer's board, which during the preparation of a draft policy should consult with the Issuer's council.</p>	<p>The Company ensures observance of this principle.</p>

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<p>13.2. Should the remuneration policy contain a remuneration structure with a variable part in the form of the Issuer's shares or share options, it should be linked to previously defined short-term and long-term goals. If remuneration depends on fulfillment of short-term goals only, it is not likely to encourage an interest in the company's growth and improved performance in the long-term. The scope and structure of the remuneration should depend on the business performance of the company, share price and other Issuer's events.</p>	<p>The Company ensures observance of this principle.</p>
<p>13.3. Remuneration schemes that include Issuer's shares as remuneration may theoretically cause loss to the Issuer's existing shareholders because the share price might drop due to a new issue of shares. Therefore, prior to the preparation and approval of this type of remuneration, it shall be required to assess the possible benefits or losses.</p>	<p>The Company ensures observance of this principle. The Company does not envisage schemes of remuneration where shares are provided as remuneration.</p>
<p>13.4. When preparing the remuneration policy where a variable part is in the form of the Issuer's shares or share options, the Issuer shall be obliged to disclose information on how the Issuer plans to ensure the amount of shares to be granted in compliance with the approved remuneration schemes– whether it is planned to obtain them by buying on a regulated market or by issuing new shares.</p>	<p>The Company ensures observance of this principle. The Company does not envisage schemes of remuneration where shares are provided as remuneration.</p>
<p>13.5. While drafting the remuneration policy and envisaging awarding options entitling to the Issuer's shares, the Stock Exchange rules regarding distribution of share options should be taken into account.</p>	<p>The Company ensures observance of this principle. The Company does not envisage schemes of remuneration where shares are provided as remuneration.</p>
<p>13.6. While setting remuneration principles with regard to board and council members, they should include general approach as to compensations, if any, in cases when contracts with the said officials are terminated.</p>	<p>The Company ensures observance of this principle.</p>

14. Remuneration Report

<p>14.1. The Issuer is obliged to make public the Remuneration Report – a complete report on the remuneration policy applied to the members of the Issuer's management bodies. Remuneration Report may be a separate document, or may be integrated in a special chapter of the Report prepared by the Issuer as recommended by Item 9 of the Introduction of the present Recommendations. The Remuneration Report should be posted on the Issuer's website.</p>	<p>The Company has not implemented this principle, as it sees such information as limited accessibility information. Information on the total amount paid to the members of the Board and the Council of the Company in salaries in 2009 is available in the audited Annual accounts for the year 2009.</p>
<p>14.2. Remuneration Report should contain at least the following information: 1) Information as to the application of the remuneration policy to board and council members in the previous financial year, specifying the material changes to the Issuer's remuneration policy compared to the previous</p>	<p>The Company has not implemented this principle, as it sees such information as limited accessibility information. Information on the total amount paid to the members of the Board and the Council of the</p>

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<p>reporting period;</p> <p>2) The proportion between the fixed and variable part of the remuneration for the respective category of officials;</p> <p>3) Sufficient information as to linking the remuneration with performance;</p> <p>4) Information about the Issuer's policy with regard to the contracts with the members of the Issuer's management bodies, the terms and conditions of the contracts (duration, notice deadlines about termination, including payments due in case of termination);</p> <p>5) Information about the incentive schemes and the specifications and reasons for awarding any other benefits;</p> <p>6) A description of any pension or early retirement schemes;</p> <p>7) An overview of the remuneration paid to or any benefits received by each individual that has been board or council member in the reporting period – disclosing at least the information required in Items 14.2, 14.5 and 14.7 below.</p>	<p>Company in salaries in 2009 is available in the audited Annual accounts for the year 2009.</p>
<p>14.3 To avoid overlapping of information, the Issuer, while preparing its Remuneration Report, may omit the information required in Items 14.2 1) to 7) above, provided it is a part of the Issuer's Remuneration Policy document. In such case, Remuneration Report should have a reference to the Remuneration Policy, together with an indication where it is made available.</p>	<p>The Company has not implemented this principle, as it sees such information as limited accessibility information. Information on the total amount paid to the members of the Board and the Council of the Company in salaries in 2009 is available in the audited Annual accounts for the year 2009.</p>
<p>14.4 If the Issuer believes that, as a result of following the provisions of Item 14.2 of these Recommendations sensitive business information might become public to the detriment of the Issuer's strategic position, the Issuer may not disclose such information and give the reasons.</p>	<p>The Company has not implemented this principle, as it sees such information as limited accessibility information. Information on the total amount paid to the members of the Board and the Council of the Company in salaries in 2009 is available in the audited Annual accounts for the year 2009.</p>
<p>14.5 The following remuneration and other benefits related information about each board and council member should be disclosed:</p> <p>1) Total amount paid or outstanding (salary) for the year;</p> <p>2) Remuneration and other benefits received from any company associated with the Issuer. For the understanding of this Item, "associated undertaking" is a company according to the definition in Paragraph 1 of the Law on the Financial Instruments Market;</p> <p>3) Remuneration paid as profit distribution or bonus, and the reasons for awarding such remuneration;</p> <p>4) Compensation for fulfillment of duties in addition to the</p>	<p>The Company has not implemented this principle, as it sees such information as limited accessibility information. Information on the total amount paid to the members of the Board and the Council of the Company in salaries in 2009 is available in the audited Annual accounts for the year 2009.</p>

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<p>regular job responsibilities; 5) Compensations and any other payments received by or to be received by board or council member who has left the position during the accounting period; 6) Total value of any other benefits apart from those listed under Items 1) to 5) received as remuneration.</p>	
<p>14.6 The following information should be disclosed with regard to the shares and/or share options or any other incentive schemes resulting in ownership of the Issuer's shares: 1) the number and holding conditions of shares or share options entitling to the Issuer's shares granted over the reporting period to the members of Issuer's management bodies; 2) The number of options exercised during the reporting period, entitling to the Issuer's shares, specifying the price and the number of shares obtained, or the unit value held by the member of the Issuer's management board in a share-related incentive scheme as at the end of the reporting year; 3) The number of non-exercised options entitling to the Issuer's shares as at the end of the reporting year, the share price in the contract, expiry date and the key rules for exercising the option; 4) Information changes, if any, introduced during the reporting period with regard to the provisions of the contracts on options entitling to the Issuer's shares (such as changes in the option exercising rules, change of expiry date etc.).</p>	<p>The Company ensures observance of this principle. The Company does not envisage schemes of remuneration where shares are provided as remuneration.</p>
<p>14.7. The following information should be disclosed with regard to savings or contributions to pension schemes of private pension funds: 1) the amount of contributions made by the Issuer, to the benefit of individuals, to a pension scheme or schemes, and the rules for disbursement of the pension capital; 2) the participation rules, including termination of participation, to the respective pension scheme, applicable the concrete individual.</p>	<p>The Company ensures partial observance of this principle. Information on the total payments in the pension plans of private pension funds made for the benefit of the Board and the Council is available in the audited Annual accounts for the year 2009.</p>
<p>14.8. Remuneration schemes involving awarding with the Issuer's shares, share options or any other tools resulting in ownership of the Issuer's shares shall be approved by the annual general meeting of shareholders. Shareholders' meeting, while resolving on approval of the remuneration scheme, need not resolve on its application to concrete individuals.</p>	<p>The Company ensures observance of this principle. The Company does not envisage schemes of remuneration where shares are provided as remuneration.</p>