

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.** When considering what action you should take, you are recommended to seek your own personal advice from your stockbroker, bank manager, solicitor, accountant or from an independent financial adviser who is authorised under the Financial Services and Markets Act 2000. If you have sold or transferred some or all of your preference shares of 1p each with ticker RUSP (“Preference Shares”) in Raven Russia Limited, you should consult your stockbroker or other agent through whom the sale or transfer was effected without delay for advice as to how to proceed.

**RAVEN RUSSIA LIMITED**  
(Registered No. 43371)  
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St Peter Port  
Guernsey GY1 6EH

22 February 2018

Dear Preference Shareholder

## **INTRODUCTION**

The purpose of this Circular is to set out the details of the Scrip Dividend Alternative for holders of Raven Russia preference shares of 1p each with ticker RUSP (“Preference Shares”). The actions required will depend on whether you hold your Preference Shares in certificated form or in CREST and are set out in Appendix 1 for holders in certificated form and in Appendix 2 for holders in CREST.

## **TERMS OF ELECTION**

Pursuant to the articles of incorporation of Raven Russia, the directors are offering to holders of Preference Shares, the opportunity to elect to receive new Preference Shares instead of cash in respect of the dividend for the period from 31 December 2017 to (but excluding) 31 March 2018. Preference Shareholders who elect for this Scrip Dividend Alternative will receive 1 new Preference Share for every 49.6666 Preference Shares registered in their name at the close of business on 16 February 2018. This entitlement has been determined on the basis of the cash dividend of 3p per Preference Share and a value of 149p for each new Preference Share. The value of each new Preference Share has been determined by the directors of the Company using the discretion afforded to them under the articles of incorporation of the Company.

The Scrip Dividend Alternative will enable certain Preference Shareholders to increase their total preference shareholding in the Company without incurring dealing costs or stamp duty. To the extent that Preference Shareholders elect for the Scrip Dividend Alternative, there is also a benefit to the Company from the retention of cash that will otherwise be paid out as a Preference Share dividend.

Fractions of Preference Shares cannot be issued. In accordance with the articles of incorporation of the Company, any residual entitlement will be retained by the Company. No residual entitlements will be carried forward to future scrip dividends nor will they be paid or payable to the relevant Preference Shareholders.

The election may be made by Preference Shareholders in respect of all or part of their holding of Preference Shares, but not in respect of fewer than 49.6666 Preference Shares. The right to elect is not transferable. The election should be in respect of a multiple of 49.6666 Preference Shares. A cash dividend will be paid on any holding of Preference Shares for which an election to receive new Preference Shares is not made.

Preference Shareholders with a registered holding of fewer than 49.6666 Preference Shares at the close of business on 16 February 2018 are not entitled to make an election. The manner in which elections will be dealt with will be governed by the form in which holdings of Preference Shares are held at the record date.

If you hold your Preference Shares in CREST, please note mandate forms will not be accepted in respect of CREST shareholdings. You will need to submit a CREST Dividend Election Input

Message each time you wish to participate in a Scrip Dividend Alternative offered by the Company. A CREST Dividend Election Input Message must be received by the Company's Registrars by no later than 5.00pm on the Election Date for the relevant dividend to be effective.

## **TAXATION**

**The taxation consequences of an election to receive new Preference Shares in lieu of a cash dividend depend on the individual circumstances of Preference Shareholders. A summary of the likely tax consequences for Preference Shareholders who are resident in the United Kingdom is set out in Appendix 3. The information is not exhaustive and if you are in any doubt as to your tax position, you should consult your professional adviser before taking any action. Tax laws and their interpretation can change and, in particular, the level and bases of, and reliefs from, taxation may change and such changes may alter the benefit of investments in the Company.**

## **OVERSEAS SHAREHOLDERS**

The opportunity to elect to receive new Preference Shares in place of a cash dividend is not being offered to, or for the account of, any citizen, national or resident of the United States, Canada or Australia, any corporation, partnership or other entity created or organised in, or under the laws of, the United States, Canada or Australia, or any political sub-division of these countries, or with a registered address in any of these countries or any estate or trust, the income of which is subject to United States federal or Canadian or Australian income taxation regardless of its source. "United States" means the United States of America (including the District of Columbia). Reference to the United States, Canada and Australia include their territories, possessions and all areas subject to their jurisdiction.

No person receiving a copy of this Circular and/or a Form of Election and/or an Entitlement Advice in any territory other than the United Kingdom may treat the same as constituting an invitation to him unless in such territory such an invitation could lawfully be made to him without compliance with any registration or other legal requirements. It is the responsibility of any such person wishing to elect to receive new Preference Shares, either in respect of this invitation or by way of mandate under the scrip dividend mandate scheme, to satisfy himself as to the full observance of the laws of such territory, including obtaining any governmental or other consents which may be required and observing any other formalities needing to be observed in such territory.

## **IF YOU HAVE RECEIVED MORE THAN ONE FORM OF ELECTION/ ENTITLEMENT ADVICE**

If your Preference Shares are registered in more than one holding and as a result you have received more than one Form of Election/Entitlement Advice, they will be treated for all purposes as separate holdings and you should complete each form accordingly. If you have holdings of Preference Shares in certificated and uncertificated form, they will be treated for all purposes as separate holdings and, again, you should complete a form and/or make an election through CREST accordingly.

## **IF YOU HAVE RECENTLY BOUGHT PREFERENCE SHARES**

If you bought Preference Shares in the Company before 15 February 2018 (the date on which the quotation for such Preference Shares became ex-dividend), but those Preference Shares are not included in the number shown in Box 1 on the Form of Election or the Entitlement Advice and you wish to elect to receive new Preference Shares instead of the cash dividend in respect of such Preference Shares, you should consult your stockbroker or other adviser without delay.

## **IF YOU HAVE RECENTLY SOLD PREFERENCE SHARES**

If you have sold all of your holding of Preference Shares before 15 February 2018 (the date on which the quotation for such Preference Shares became ex-dividend), you should pass this Circular to your stockbroker or other adviser without delay. If you have sold some of your holding of Preference Shares but those Preference Shares are nevertheless included in the number shown in Box 1 on the Form of Election or the Entitlement Advice, you should contact your stockbroker or other adviser without delay who will advise you how the Form of Election or Entitlement Advice should be dealt with.

## SETTLEMENT OF PREFERENCE DIVIDEND

Applications will be made to the Financial Conduct Authority, the London Stock Exchange and The International Stock Exchange Authority Limited respectively for admission of the new Preference Shares to be allotted pursuant to valid elections for the Scrip Dividend Alternative to (i) the Official List of the UK Listing Authority, (ii) trading on the main market of the London Stock Exchange and (iii) admission to the Official List of The International Stock Exchange. The new Preference Shares will on issue rank *pari passu* in all respects with the existing issued Preference Shares (including the right to receive any future dividends on such Preference Shares, on the basis that such new Preference Shares are issued on 3 April 2018).

Subject to satisfaction of the conditions set out below, definitive share certificates for the new Preference Shares are expected to be posted, at the risk of the persons entitled thereto, to Preference Shareholders who hold their Preference Shares in certificated form. Preference Shareholders who held their Preference Shares in uncertificated form, the Company will request its Registrars to instruct Euroclear UK & Ireland Limited to credit CREST stock accounts on 3 April 2018. Dividend cheques/bank transfer instructions (in respect of Preference Shareholders who have validly set up a bank mandate) for any cash dividend due are expected to be posted/given on or before the same day. Dealings in the new Preference Shares are expected to begin on 3 April 2018.

## CONDITIONS

The Scrip Dividend Alternative is subject to the new Preference Shares, to be allotted pursuant to elections for the Scrip Dividend Alternative in lieu of the cash dividend, being admitted to (i) the Official List of the UK Listing Authority, (ii) trading on the main market of the London Stock Exchange and such admission becoming effective and (iii) admission to the Official List of The International Stock Exchange. The value of a Preference Share to be issued for the purposes of the scrip dividend will be determined by the relevant provisions of the articles of incorporation as in force from time to time. In this instance, the value of each new Preference Share has been determined by the directors of the Company using the discretion afforded to them under the articles of incorporation of the Company.

## SCRIP DIVIDEND TIMETABLE

Shares quoted ex-dividend	15 February 2018
Record date for dividend	16 February 2018
Posting of Forms of Election	22 February 2018
Final date for receipt by the Company's Registrars of Forms of Election	5.00pm on 9 March 2018
Posting of dividend cheques and new Preference Shares certificates	3 April 2018
CREST stock accounts credited with new Preference Shares	3 April 2018
Dividend payment date	3 April 2018
Dealings commence in new Preference Shares	3 April 2018

A general guide to the taxation effect of scrip dividend election for residents of the United Kingdom is set out in Appendix 3. Appendix 4 contains details of the scrip dividend mandate scheme.

## GENERAL

This Circular is available on the Investors page of the Company's website, [www.ravenrussia.com](http://www.ravenrussia.com). Further copies of this Circular and the Form of Election may be obtained from the Company's Registrars, Link Asset Services, The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU up to 5.00pm on 9 March 2018.

Yours sincerely

Benn Garnham  
Secretary

## APPENDIX 1

### ACTION TO BE TAKEN: HOLDERS OF SHARE CERTIFICATES

#### **This section relates only to Preference Shareholders who hold share certificates for their Preference Shares**

If you do not hold your Preference Shares through CREST and have not already elected to participate in the Scheme or if you have revoked your election to participate in such scheme, a Form of Election showing your scrip dividend entitlement and enabling you to elect for the scrip dividend mandate scheme was posted to you on 22 February 2018. The options available to you are as follows:

To receive the Preference Share dividend from 31 December 2017 to (but excluding) 31 March 2018 entirely in cash:

- (a) take no action on the Form of Election; and
- (b) if you wish to set up a bank mandate to receive the cash dividend by bank transfer rather than cheque, please refer to the enclosed bank mandate request form and guidance notes.

To receive your maximum entitlement to new Preference Shares in respect of the Preference Share dividend for the period from 31 December 2017 to (but excluding) 31 March 2018 (but not to elect for the scrip dividend mandate scheme in respect of all future Preference Share dividends):

- (a) sign and date the Form of Election and return it to the Company's Registrars.

To receive your maximum entitlement to new Preference Shares in respect of the Preference Share dividend for the period from 31 December 2017 to (but excluding) 31 March 2018 and for all future Preference Share dividends (the scrip dividend mandate scheme):

- (a) read the notes in Appendix 4 carefully (which explain the effect of the scrip dividend mandate scheme);
- (b) mark Box 5 on the Form of Election with an "X"; and
- (c) sign and date the Form of Election and return it to the Company's Registrars.

To receive the Preference Share dividend for the period from 31 December 2017 to (but excluding) 31 March 2018 in a combination of new Preference Shares and cash:

- (a) insert in Box 4 on the Form of Election the number of Preference Shares on which you wish to receive new Preference Shares instead of the cash dividend. The number inserted must be a multiple of 49.6666 Preference Shares.
- (b) sign and date the Form of Election and return it to the Company's Registrars; and
- (c) if you wish to set up a bank mandate to receive the cash dividend by bank transfer rather than cheque, please refer to the enclosed bank mandate request form and guidance notes.

**ALL FORMS MUST BE RECEIVED BY THE COMPANY'S REGISTRARS, LINK ASSET SERVICES, THE REGISTRY, 34 BECKENHAM ROAD, BECKENHAM, KENT BR3 4TU, NO LATER THAN 5.00PM ON 9 MARCH 2018.** No acknowledgement of receipt of Forms of Election or bank mandate forms will be given. If your Form of Election is not received by the Company's Registrars by this time and date, the Preference Share dividend will be paid in cash in respect of all the Preference Shares registered in your name on 16 February 2018. As appropriate, if your bank mandate form is not received by the Company's Registrars by this time and date, any Preference Share dividend to be paid in cash will be settled by way of cheque.

#### **SCRIP DIVIDEND MANDATE SCHEME**

In order to simplify arrangements for those Preference Shareholders who hold share certificates for their Preference Shares and wish to elect in full for the Scrip Dividend Alternative rather than the full cash dividend, not only on this occasion but for all future occasions, a scrip dividend mandate scheme is in place, details of which are set out in Appendix 4. You should read Appendix 4 carefully before deciding whether or not you wish to take advantage of the Scheme.

If you do not hold your Preference Shares through CREST and have already elected to participate in the Scheme and have not revoked your election to participate in such scheme, to receive your maximum entitlement to new Preference Shares in respect of the Preference Share dividend for the period from 31 December 2017 to (but excluding) 31 March 2018, you need take no further action. An Entitlement Advice setting out your entitlement to new Preference Shares was posted to you on 22 February 2018.

## APPENDIX 2

### ACTION TO BE TAKEN: CREST SHAREHOLDERS

**This section applies only to Preference Shareholders who hold their Preference Shares in CREST. Terms defined in the CREST Manual and not otherwise defined herein shall bear the meanings attributed to them in the CREST Manual unless the context otherwise requires.**

#### ELECTION FOR NEW PREFERENCE SHARES

You can only elect to receive your dividend in the form of new Preference Shares by means of CREST procedures to effect such an election. No other form of election will be permitted and if received will be rejected and returned to you. If you are a CREST Personal Member, or other CREST Sponsored Member, you should consult your CREST sponsor, who will be able to take appropriate action on your behalf.

The CREST procedures require the use of the Dividend Election Input Message in accordance with the CREST Manual. The Dividend Election Input Message submitted must contain the number of Preference Shares on which the election is being made, whether this is all or part of your holding at the record date. An election for a scrip dividend mandate will not be permitted. The Dividend Election Input Message includes a number of fields which, for a valid election to be made, must be input correctly as indicated below:

- a. Dividend Election Reference - You must indicate here a reference for the dividend election which is unique to your CREST participant ID;
- b. Account I.D. - If you have more than one member account, you must indicate the member account I.D. to which the election relates;
- c. ISIN - This is GG00B55K7B92;
- d. Distribution type - You must enter "SCRIP" here;
- e. Corporate Action - You must enter here the Corporate Action number for the dividend on which your election is being made. A scrip dividend mandate cannot be made;
- f. Number of shares - You must enter here the number of Preference Shares over which your election is made whether this is all or part of your holding. If you leave this field blank or enter zero your election will be rejected. If you enter a number of Preference Shares greater than your holding in CREST on the record date, the election will be applied to the total holding in the relevant CREST member account at the record date; and
- g. Contact details - this field is optional, although you are asked to include details of whom to contact in the event of a query relating to your election.

The Company and/or the Registrars reserve the right to treat as valid an election which is not complete in all respects.

By inputting a Dividend Election Input Message as described above, you confirm your election to participate in the Scrip Dividend Alternative in accordance with the details input and the terms and conditions of the Scrip Dividend Alternative as amended from time to time.

There is no facility to amend an election which has been made by Dividend Election Input Message; if you wish to change your election details, you must first cancel the existing election as described below and then input a Dividend Election Input Message with the required new details.

#### PARTIAL ELECTIONS

You can elect to receive new Preference Shares in respect of part of your holding. You will then receive the balance as a cash dividend.

#### TIMING

If you wish to receive new Preference Shares in respect of some or all of your holding, you must make your election and ensure that it is received by the Company's Registrars by no later than 5.00 p.m. on the 9 March 2018 (the "Election Date.")

#### CANCELLING AN ELECTION

You may only cancel an election by utilising the CREST procedures for deletions described in the CREST Manual. Your deletion must be received and, in accordance with CREST procedures, accepted by 5.00 p.m. on the Election Date for it to be valid for the Scrip Dividend Alternative in respect of the dividend for the period from 31 December 2017 to (but excluding) 31 March 2018. It is recommended that you input any deletion message 24

hours in advance of the above deadline to give the Company and the Registrars sufficient time to accept the deletion.

### **BASIS OF ENTITLEMENT**

Once your new Preference Shares have been allotted an accounting statement will be sent to you showing the number of new Preference Shares allotted, the price for each new Preference Share and the total cash equivalent of the new Preference Shares for tax purposes.

### **RESIDUAL CASH BALANCE**

Fractions of Preference Shares will not be issued. In accordance with the discretion afforded to the Company under the Articles, any fractional entitlement will be retained by the Company. No fractional entitlements will be carried forward to future scrip dividends nor will they be paid or payable to the relevant Preference Shareholders.

### **FUTURE DIVIDENDS**

If you wish to receive new Preference Shares for future dividends where a Scrip Dividend Alternative is offered, you must complete a Dividend Election Input Message on each occasion. If you do not complete a Dividend Election Input Message then you will receive your dividend in cash.

## APPENDIX 3

### TAXATION OF SCRIP DIVIDENDS

The tax effect for a Preference Shareholder making an election to receive new Preference Shares instead of a cash dividend will depend upon the personal circumstances of that Preference Shareholder. Set out below is a summary of the likely tax consequences for United Kingdom resident Preference Shareholders making an election under current United Kingdom legislation.

**This summary is based on current United Kingdom legislation and HM Revenue & Customs practice. It is not exhaustive and does not deal with the position of any Preference Shareholder not resident in the United Kingdom for tax purposes. It does not apply to any Preference Shareholder who acquires or holds his Preference Shares as part of a trade. If you are in any doubt as to your position, you are strongly advised to consult your professional advisor before taking any action. Tax laws and their interpretation can change and, in particular, the level and bases of, and reliefs from, taxation may change and such changes may alter the benefit of investments in the Company.**

#### TAXATION OF INCOME

The issue of new Preference shares by a company for no payment would ordinarily be treated as income for UK tax purposes.

In the case of a non-UK resident company issuing a scrip dividend alternative this is not the case and no liability to income tax or corporation tax arises for UK resident shareholders.

The issue of new Preference Shares by the Company to Preference Shareholders for no payment will not be treated as giving rise to income in the hands of the recipients of the new Preference Shares. No liability to income tax or corporation tax will therefore arise for any UK resident Preference Shareholders who elect to receive new Preference Shares.

#### TAXATION OF CHARGEABLE GAINS

UK resident Preference Shareholders who elect to receive Preference Shares will not be treated as disposing of any asset on making that election or receiving their new Preference Shares. Accordingly, no charge to capital gains tax or corporation tax on chargeable gains will arise at that time.

The new Preference Shares issued by way of the scrip dividend and the existing holding of Preference Shares will be treated as a single holding acquired at the time of acquisition of the existing holding.

#### STAMP DUTY

No stamp duty or stamp duty reserve tax will be payable on the issue of new Preference Shares.

#### PENSION AND OTHER GROSS FUNDS

Gross funds will be unable to make any tax repayment claim as the receipt of new Preference Shares will not be treated as a qualifying distribution.

**If you are in any doubt as to your tax position or require more detailed information than the general advice above, you should consult your professional advisor before taking any action.**

## APPENDIX 4

### SCRIP DIVIDEND MANDATE SCHEME

#### **This Appendix 4 applies only to Preference Shareholders who hold Preference Shares in certificated form**

The Scheme is in place for the convenience of those Preference Shareholders who hold Preference Shares in certificated form and who would like to take Preference Shares instead of cash as a matter of routine and enables them to elect to receive new Preference Shares automatically in respect of all future dividends declared on the Preference Shares. The Scheme is entirely optional, but any scrip dividend mandate given will remain valid in respect of all dividends declared for which a Scrip Dividend Alternative is offered until revoked by the Preference Shareholder in writing.

If you wish to enter into a scrip dividend mandate scheme to authorise the Company to allot new Preference Shares in respect of all relevant dividends, you should complete the Form of Election by placing an "X" in Box 5 and return the Form of Election, signed and dated, to the Company's Registrars. To be valid for the proposed dividend for the period from 31 December 2017 to (but excluding) 31 March 2018, the Form of Election must be received by no later than 5.00pm on the 9 March 2018.

The Scheme is subject to the rules set out below.

#### **TERMS OF THE SCHEME**

Preference Shareholders on the register of members at the close of business on the record date for each dividend on the Preference Shares, may, subject to the rules set out below, by signing and returning a Form of Election with an election for the scrip dividend mandate duly completed, receive new Preference Shares, credited as fully paid instead of receiving dividends in cash. A Preference Shareholder who completes and returns a valid scrip dividend mandate is referred to as a "Participant". No acknowledgement of receipt of a scrip dividend mandate will be given.

A Preference Shareholder may only elect for the Scheme in respect of the whole of his/ her holding of Preference Shares. An election will apply to all Preference Shares in that Preference Shareholder's name at the record date for each Preference Share dividend. Accordingly, an election will also apply to any additional Preference Shares acquired by a Preference Shareholder, less any Preference Shares disposed of since the date on which the right of election was exercised. Separate registered holdings of a Participant will be regarded as separate holdings for the purposes of the Scheme. Participants can arrange for such holdings to be consolidated by contacting the Company's Registrars, except that where Participants' Preference Shares are registered partly in certificated and partly in un-certificated form, the Company will treat such holdings for all purposes as if they were separate holdings.

#### **FRACTIONS**

##### **No Participant can receive a fraction of a new Preference Share.**

No residual entitlements will be carried forward to future scrip dividend nor will they be paid or payable to Preference Shareholders. Any residual entitlement will be retained by the Company in accordance with the articles of incorporation of the Company.

#### **EXERCISE AND CANCELLATION OF AN ELECTION**

Preference Shareholders may elect to participate in the Scheme by returning a Form of Election to the Company's Registrars with the election for the Scheme duly completed prior to the date stated on the Form. Sufficient time should be allowed for postal delivery. If the Form of Election is not received by this date, the election will only be effective for all future dividends on the Preference Shares for which a right of election is offered.

A Participant may at any time cancel the scrip dividend mandate by notification in writing to the Company's Registrars. If received by the Company's Registrars after the Election Date for a particular dividend on the Preference Shares, the cancellation will take effect from the next following dividend.

Receipt of notice of the death of a Participant will cancel his or her scrip dividend mandate unless the deceased was one of joint Participants in which case the scrip dividend mandate will remain valid. The



scrip dividend mandate relating to a holding of Preference Shares which is disposed of in its entirety will be cancelled upon registration of the transfer.

## **BASIS OF ALLOTMENT**

The entitlement of a Participant to new Preference Shares in respect of a particular dividend will be calculated on the basis of the amount of the dividend per Preference Share. The value of a Preference Share to be issued for the purposes of the scrip dividend will be determined by the relevant provisions of the articles of incorporation as in force from time to time. In respect of future Scrip Dividend Alternatives, the directors of the Company may continue to rely upon the discretion afforded under the articles of incorporation of the Company for the purpose of determining the value of the new Preference Shares to be issued pursuant to the Scrip Dividend Alternative, where they consider it would be appropriate to do so.

## **OVERSEAS SHAREHOLDERS**

The opportunity to elect for the Scheme is not being offered to, or for the account of, any citizen, national or resident of the United States, Canada or Australia, any corporation, partnership or other entity created or organised in, or under the laws of, the United States, Canada or Australia, or any political sub-division of these countries, or with a registered address in any of these countries or any estate or trust, the income of which is subject to the United States federal or Canadian or Australian income taxation regardless of its source. "United States" means the United States of America (including the District of Columbia). References to the United States, Canada and Australia include their territories, possessions and all areas are subject to their jurisdiction.

Preference Shareholders who are residents, citizens or nationals of any other country outside the United Kingdom or a nominee for such persons may only elect to receive new Preference Shares if the Scrip Dividend Alternative can lawfully be offered to them or accepted by them under the laws of the relevant jurisdiction and in both cases without the Company being required to comply with any governmental or regulatory procedures of any similar formalities. Such Preference Shareholders should inform themselves about and observe any applicable legal requirements, including the obtaining of any governmental or other consents which may be required, and comply with any other necessary formalities.

Participation in the Scheme is subject to a Participant continuing to meet the above conditions. Participants who no longer meet such conditions are responsible for cancelling their participation in accordance with the paragraph above immediately their eligibility to participate in the Scheme ceases.

The Company reserves the right to suspend or terminate the operation of the Scheme in respect of a Participant if it considers that the above conditions have not been satisfied in connection with the relevant Participant's election for or continuing participation in the Scheme.

The receipt of a Form of Election will not constitute an invitation to make such an election in those jurisdictions in which it would be illegal to extend such an invitation and, in such circumstances, a Form of Election is sent for information only.

## **ISSUING AND LISTING OF NEW PREFERENCE SHARES**

The Company will apply to the Financial Conduct Authority, the London Stock Exchange and The International Stock Exchange Authority Limited for all new Preference Shares allotted to be admitted to (i) the Official List of the UK Listing Authority, (ii) trading on the main market of the London Stock Exchange and (iii) admission to the Official List of The International Stock Exchange.

Subject to the admission of the new Preference Shares to (i) the Official List of the UK Listing Authority, (ii) trading on the main market of the London Stock Exchange and (iii) admission to the Official List of The International Stock Exchange becoming effective and the satisfaction of any other conditions, share certificates for the new Preference Shares will be issued and posted to Participants who hold their Preference Shares in certificated form at the relevant record date, at their risk, at or about the same time as the cheques in respect of cash dividends. Similarly, Participants who hold their Preference Shares in uncertificated form on the relevant record date will, at their risk, have their CREST stock accounts credited with the new Preference Shares at that time. Dealings in the new Preference Shares will normally begin shortly after the due date for the payment dividends.

The new Preference Shares will, on issue, rank pari passu in all respects with the then existing issued Preference Shares (save that the right to receive a dividend shall accrue only from the date of issue of such Preference Shares).

#### **ENTITLEMENT STATEMENTS**

All Preference Shareholders who have given the Company a scrip dividend mandate will receive an entitlement advice setting out their entitlement to new Preference Shares a few weeks before the relevant dividend payment date. Unless a mandate is revoked by the relevant Election Date, new Preference Shares will automatically be allotted in lieu of cash in respect of that Preference Share dividend.

#### **AMENDMENT, SUSPENSION OR TERMINATION**

The Scheme described in these rules may be amended, suspended or terminated by the directors of the Company at any time without notice to Participants individually although advice of any such action will normally be sent to all Preference Shareholders. In the case of amendment, a Participant will be deemed to have elected to continue under the amended Scheme unless the Company's Registrars receive written notice of cancellation pursuant to the paragraph above.

## APPENDIX 5

### DEFINITIONS

"Company" or "Raven Russia" Raven Russia Limited

"Election Date" the latest date for receipt by the Company's Registrar of Forms of Election or CREST Dividend Election Input Messages

"Entitlement Advice" a letter to those Preference Shareholders who have elected to participate in the Scheme which sets out the entitlement of new Preference Shares with respect of the dividend period

"Form of Election" a letter setting out the scrip dividend entitlement and enabling Preference Shareholders the option to elect for the Scrip Dividend Alternative and/or Scheme

"Preference Shares" the preference shares of £0.01 each in the capital of the Company with ticker RUSP

"Preference Shareholder" a holder of Preference Shares

"Scheme" the Scrip Dividend Alternative scheme

"Scrip Dividend Alternative" the opportunity to elect to receive new Preference Shares as an alternative to the cash dividend

## Request for payment of interest or dividends guidance notes

### 1 Name of the company in which the shares are held

Enter the name of the company you have invested in and your investor code, as stated on your share certificate, tax voucher or other documentation from the company. **If you leave this box blank, the form will have to be rejected.**

### 2 Full name and address of the first named holder

Clearly print your name and address as it appears on the share certificate, tax voucher or other documentation from the company. **If you leave this box blank the form will have to be rejected.**

#### Account Designation (if any)

Enter the designation you have given your a/c or leave blank.

### 3 Full name(s) of other holders (including deceased if applicable)

If your shares are held jointly, state the second and any subsequent names as they appear on your share certificate, tax voucher or any other documentation from the company. **If you are a sole holder, leave this section blank.**

### 4 Signatures of shareholder(s)

You must sign and date the form. If you are signing on behalf of someone else using a Power of Attorney, for example, you must ensure that the registrar has seen and noted your authority in its records.

**OR**

When completed on behalf of a corporate body each signatory should state their representative capacity e.g. Company Secretary, Director.

### 5 Name and address of bank, building society or person

Clearly print the name of the institution or person you wish to pay your dividends to. If you are paying dividends into a bank account for example you should write the address of the branch where the account is held.

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#### Notes

- 1 Where shares are in the name of a deceased holder, instructions signed by the executor(s) or administrator(s) should state the name of the deceased.
- 2 Payment in accordance with these instructions discharges the company and registrar from any further liability.
- 3 The registrar reserves the right to require additional confirmation of the signature.

## Request for payment of interest or dividends

Please complete in BLOCK CAPITALS with **either blue or black ink** and return to the address below.

### 1 Name of the company in which the shares are held

Investor code (e.g. 00000999999)

This can be found on your share certificate or tax voucher

### 2 Full name and address of the first named holder (See note 2)

Where shares are in the name of a deceased holder, instructions signed by the executor(s) or administrator(s) should indicate the name of the deceased.

First named holder

Address

  
  


Account designation (if any)  
Maximum of 8 digits

Post code

Daytime telephone number  
(In the event of a query)

### 3 Full name(s) of other holders (including deceased if applicable)

Second named holder

Fourth named holder

Third named holder

Name of deceased (if applicable)



### 4 Signatures of shareholder(s) (The registrar reserves the right to require additional confirmation of the signature(s))

First named holder

Third named holder

Second named holder

Fourth named holder

In the case of corporate bodies, signatories should state their representative capacity (e.g. Director)

### 5 Name and address of bank, building society or person

Please pay future interest or dividends for the above company directly to the following or to any other bank/building society which that organisation may instruct.

Name of institution/person you wish to pay your dividends to

Address

  
  


Account name

Branch sort code

Account number

  


Post code

Building society reference/roll number (if applicable)

Payment in accordance with these instructions discharges the company and registrar from any further liability.

**Return form to: The Registry, 34 Beckenham Road, Beckenham, Kent BR3 4TU**