

JOINT-STOCK COMPANY
"SPECIAL ECONOMIC INDUSTRIAL ZONE "ALABUGA"

REGULATIONS
on the Grant Competition "Alabuga Start"

1. Terms and Definitions

1.1. As part of the implementation of the grant competition "Alabuga Start" (hereinafter referred to as the Grant Competition), the following terms and definitions are used:

- 1.1.1. Grant Competition – a competitive programme for awarding Grants aimed at supporting Partners;
- 1.1.2. Partner – legal entity or individual cooperating with JSC "SEZ IPT "Alabuga" on a gratuitous basis within the framework of the "Alabuga Start" programme;
- 1.1.3. Grantor – JSC "SEZ IPT "Alabuga";
- 1.1.4. Applicant – legal entity or individual that submitted an application to participate in the Competition;
- 1.1.5. Application – document sent via email by the Applicant to confirm their intention to participate in the competition, prepared in accordance with the requirements of the Regulations;
- 1.1.6. Candidate – foreign citizen, potential participant of the "Alabuga Start" programme;
- 1.1.7. "Alabuga Start" programme – an international programme aimed at employing foreign citizens within the territory of SEZ "Alabuga";
- 1.1.8. Executive Committee – a consultative body of the Grantor responsible for reviewing Applications submitted for the competition and determining Grant Recipients;
- 1.1.9. Grant Recipient – an Applicant recognized as the winner of the Grant Competition;
- 1.1.10. Grant – monetary remuneration provided to Grant Recipients as part of the Grant Competition;
- 1.1.11. Participating Countries – countries for which job positions are allocated under the Grant Competition (Appendix No. 1).

2. General Provisions

2.1. These Regulations establish the general procedure for conducting competitive procedures as part of the organization and implementation of the Grant Competition.

2.2. The organizer of the Competition is Joint Stock Company "Special Economic Zone

of Industrial-Production Type 'Alabuga'" (JSC "SEZ IPT "Alabuga")

2.3. The Competition is considered open after the information regarding the start of the Application submission is posted on the website of the "Alabuga Start" programme <https://startworld.alabuga.ru/>.

2.4. The Regulations and any amendments thereto are approved by an order of the Deputy General Director for HR.

2.5. The allocation of Grants is carried out on a competitive basis to provide financial support to the most effective Partners.

2.6. All stages of the Grant Competition are conducted within the timeframes established by the order of the Deputy General Director for HR in the form specified in Appendix No. 2.

2.7. The Grant Competition is held in the following nominations:

2.7.1. Competitive award:

2.7.1.1. Nomination "Partner of the Year."

2.7.2. Motivational award:

2.7.2.1. Nomination "Full Support";

2.7.2.2. Nomination "Employment Leader";

2.7.2.3. Nomination "Outstanding Contribution."

2.8. Changes to the list of nominations of the Grant Competition are made through the approval of an order by the Deputy General Director for HR.

3. Subject and Objectives of the Grant Competition

3.1. The subject of the Grant Competition is to increase the number of effective Partners.

3.2. The objectives of the Grant Competition are:

3.2.1. To establish a system of Partners and incentivize the most effective ones;

3.2.2. To strengthen existing partnerships by improving the material and technical resources of the Partners.

4. Functions of the Executive Committee within the Grant Competition

4.1. The responsibility for organizing the Grant Competition in accordance with its objectives and tasks is entrusted to the Executive Committee.

4.2. The composition of the Executive Committee is approved by the Deputy General Director for HR of AO "Special Economic Zone "Alabuga," in accordance with Appendix No. 7.

4.3. The main functions of the Executive Committee include:

- 4.3.1. Receiving and processing Applications;
 - 4.3.2. Conducting the selection of Applications;
 - 4.3.3. Verifying the compliance of Applicants with the mandatory requirements for participation in the Grant Competition;
 - 4.3.4. Organizing the monitoring of the Applicants' performance results by verifying the data received from the Candidates;
 - 4.3.5. Providing informational and consultative support to the Applicants;
 - 4.3.6. Organizing the monitoring of results and determining the Grant Recipients in accordance with this Regulation;
 - 4.3.7. Awarding the Grant Recipients;
 - 4.3.8. Accepting reports on the expenditure of funds received as a result of awarding the Grant Recipients in the form of Appendix No. 8.
- 4.4. The decision to allocate the Grant is made by the Executive Committee based on the criteria fulfilled by the Grant Recipient, as defined in Appendix No. 6.

5. Procedure for Receiving and Reviewing Applications

5.1. Procedure for Submission of Applications:

- 5.1.1. Both legal entities and individuals are entitled to participate in the Grant Competition. Participation of these entities is carried out based on specific Application forms. The procedures and sample Applications are provided in Appendix No. 3 and Appendix No. 4 to this Regulation.

5.2. Applications for participation in the Grant Competition shall be submitted to the Executive Committee via email at ASGrant@alabuga.ru.

5.3. Applications for participation in the Grant Competition must be submitted no later than 60 calendar days before the conclusion of the Grant Competition.

5.4. The following documents must be attached to the Application:

- 5.4.1. Basic information about the Applicant: constituent documents or a copy of the Applicant's passport;
- 5.4.2. Consent to the processing of personal data of the Applicant in the form of Appendix No. 5;
- 5.4.3. Bank details of the Applicant.

5.5. The review of Applications for compliance with the participation requirements in the Grant Competition shall be conducted within 3 working days from the date of their receipt by the Executive Committee.

5.6. The Applicant shall be informed of the results of the review of the correctness of the application submission within 3 working days after the review is conducted.

5.7. In the event that Applications are identified as non-compliant with the requirements of the Regulation, the Executive Committee shall notify the Applicant of the violation of application submission rules. The Applicant has the right to make corrections to the application and provide the missing documents within 5 days from the date of receipt of the notification regarding the non-compliance of the submitted application.

5.8. Notification of the Applicant regarding the results of the review of the correctness of the application submission shall be conducted via the email provided by the Applicant when submitting the application.

5.9. If necessary, the deadlines for the submission and processing of Applications may be extended.

5.10. An Applicant may submit no more than one application.

6. Criteria for Distribution of Nominations and Awards

6.1. The award system includes competitive and motivational awards.

6.2. The competitive award is granted in the nomination "Partner of the Year" for achieving the highest percentage of established job placements in the country, as outlined in Appendix No. 1, within the shortest possible timeframe. The minimum requirement for fulfilling the established job quota in the participating country must be at least 70%.

6.2.1. Grants are divided into four categories based on the number of job placements designated for a specific participating country in one of three regions:

6.2.1.1. Africa Region:

- Grant I: from 200 Candidates – 1 winner;
- Grant II: from 100 to 200 Candidates – 1 winner;
- Grant III: from 60 to 100 Candidates – 1 winner;
- Grant IV: up to 60 Candidates – 1 winner.

6.2.1.2. Latin America Region:

- Grant II: from 100 to 200 Candidates – 1 winner;
- Grant III: from 60 to 100 Candidates – 1 winner;
- Grant IV: up to 60 Candidates – 1 winner.

6.2.1.3. Southeast Asia Region:

- Grant II: from 100 to 200 Candidates – 1 winner;
- Grant III: from 60 to 100 Candidates – 1 winner;
- Grant IV: up to 60 Candidates – 1 winner.

6.3. The motivational award includes two nominations:

6.3.1. The first nomination "Full Support" represents an award contingent upon the Candidate providing the responsible HR officer with a complete package of documents, which includes:

6.3.1.1. A photograph and video business card of the Candidate;

6.3.1.2. Confirmation that the Candidate has scored 1 point in the business simulation "Alabuga Start" and 0.75 points in the business simulation "Business Cats," located on the Grantor's platform at the link <https://hr.alabuga.ru/>;

6.3.1.3. Results of the interview demonstrating knowledge of 100 words in Russian, approved by the Regulation of the corporate programme "Alabuga Start";

6.3.1.4. A certificate of medical examination conducted in the territory of the participating country (testing for HIV/AIDS, Hepatitis A, B, C, D, E, tuberculosis, syphilis, pregnancy);

6.3.1.5. A scanned copy of all pages of the foreign passport.

6.3.2. The second nomination "Employment Leader". A monetary reward for each employed Candidate is provided based on the Candidate's fulfillment of the following requirements:

6.3.2.1. Obtaining a visa to enter the Russian Federation;

6.3.2.2. Arrival in the Russian Federation;

6.3.2.3. Undergoing a medical examination in the territory of the Russian Federation (testing for HIV, syphilis, infectious diseases threatening the health of others, narcotic and psychotropic substances, passing fluorography, toxicological testing, vaccinations against measles);

6.3.2.4. Successfully passing an examination to obtain a certificate of proficiency in the Russian language, knowledge of Russian history, and fundamental legislation of the Russian Federation at the level corresponding to the purpose of obtaining a work permit;

6.3.2.5. Obtaining a work permit in JSC "SEZ IPT "Alabuga";

6.3.2.6. Signing an employment contract with JSC "SEZ IPT "Alabuga";.

6.4. The third nomination "Outstanding Contribution." A monetary reward for demonstrating unique initiatives implemented by the Partner that were not stipulated in the initial terms of this Competition.

6.4.1. A nominee may be a Partner who has undertaken significant actions or activities that considerably exceed the basic requirements of the Competition, resulting in exceptionally positive outcomes for the Grantor.

6.4.2. For awarding this nomination, the following may be considered:

- Effective collaboration between Partners and government authorities of the participating countries;
- Independent work on the organization and implementation of large-scale games in the field of financial literacy "Business Cats";
- Attraction of new Partners to the "Alabuga Start" programme within the participating countries;
- Conducting large-scale events aimed at engaging Candidates in the "Alabuga Start" programme;
- Other innovative and unconventional approaches used by the Partner to support the "Alabuga Start" programme.

6.4.3. Partners wishing to participate in this nomination must provide:

- A description of the implemented initiative in Word format;
- Evidence of achieved results (photo/video materials, reports, testimonials);
- Justification of the significance of this contribution to the "Alabuga Start" programme.

6.4.4. The award in this nomination includes a one-time cash reward, the amount of which is determined based on the assessment of the submitted materials by the Executive Committee.

6.4.5. The decision on awarding the victory in the specified nomination is made by the Executive Committee, taking into account all materials submitted by the Partner.

6.5. Grant distribution for all nominations is carried out based on the approved order as outlined in Appendix No. 9 of the Grant Competition.

7. Grant Provision Procedures

7.1. Mandatory requirements for considering the possibility of granting a Grant include:

- 7.1.1. Submission of an Application to participate in the Grant Competition by the Applicant in the form of Appendix No. 3 for legal entities and in the form of Appendix No. 4 for individuals;
- 7.1.2. Existence of a signed Memorandum of Understanding between the Grantor and the Applicant;

7.2. Following the conclusion of the Grant Competition and the identification of Grant Recipients, the awarding is carried out in the following manner:

- 7.2.1. The Executive Committee shall inform the Applicant of the successful completion of the criteria for each stage of the Grant Competition;
- 7.2.2. The Grantor and the Grant Recipient shall enter into a Grant Agreement following the results of the Grant Competition;
- 7.2.3. The disbursement of Grant funds shall be made in accordance with the terms of the agreement concluded between the Grantor and the Grant Recipient;
- 7.2.4. Contracts with the Grant Recipient shall be concluded after the official publication of the results on the Grant Competition website. The deadline for concluding the contract may be up to 30 calendar days from the date of official publication of the results;
- 7.2.5. The Grantor shall provide all Grant Recipients with a draft grant payment agreement via email;
- 7.2.6. The Grantor reserves the right to annul the victory of the Applicant in the competition, including after the official announcement of the winners, in the event of additional circumstances concerning the winner and/or the prospective winner of the Grant Competition;

7.3. Winners of the Grant Competition shall be responsible for complying with all norms, rules, and requirements established by legislation, as well as by international, federal, regional, and local regulatory bodies. In the event of a violation of these rules and norms by the winner, the Grantor reserves the right to annul the Grant Recipient's victory in the Grant Competition and terminate the agreement.

8. Reporting Procedures

8.1. The procedure and deadlines for the submission of reports shall be additionally specified in the agreement between the Grantor and the Grant Recipient.

8.2. A mandatory condition for receiving Grant funds as a result of participation in the Grant Competition is the targeted use of funds for:

- Renovating the premises that serve as the office for the "Alabuga Start" programme Partner, in order to create comfortable working conditions;
- Acquiring technical equipment necessary for the office's functioning, including

laptops, printers, and other equipment;

– Organizing events to attract Candidates to participate in the "Alabuga Start" programme.

8.3. The Grant Recipient undertakes to provide the Grantor with expenditure documents related to the acquisition of inventory for work purposes and/or expenditure documents related to the provision of services within the specified expenses, as well as documents pertaining to the disbursement of funds as bonuses for staff, no later than 3 months after the Grantor transfers Grant funds to the bank account of the Grant Recipient.

8.4. Reports shall be submitted electronically to ASGrant@alabuga.ru. The complete report package must include:

8.4.1. A completed financial report in the form prescribed in Appendix No. 8 to these Regulations regarding the targeted use of funds in accordance with the requirements of the agreement concluded between the Grantor and the Grant Recipient;

8.4.2. An annex to the financial report in the form of documents confirming the targeted use of the Grant amount.

8.5. In the event of violations of reporting rules by the winners, the Grantor reserves the right to disqualify violators from participating in future grant competitions.

№	Country name	Number of job positions (8498)
1.	People's Democratic Republic of Algeria	158
2.	Arab Republic of Egypt	60
3.	Argentine Republic	75
4.	Bolivarian Republic of Venezuela	168
5.	Burkina Faso	141
6.	Oriental Republic of Uruguay	42
7.	Gabonese Republic	42
8.	Republic of Guinea	51
9.	State of Libya	57
10.	Democratic Republic of the Congo	122
11.	Democratic Socialist Republic of Sri Lanka	134
12.	Dominican Republic	63
13.	Hashemite Kingdom of Jordan	33
14.	Islamic Republic of Mauritania	57
15.	Islamic Republic of Pakistan	61
16.	Kingdom of Cambodia	90
17.	Kingdom of Lesotho	89
18.	Kingdom of Morocco	246
19.	Kingdom of Thailand	45
20.	Lao People's Democratic Republic	66
21.	Lebanese Republic	75
22.	Malaysia	45
23.	United Mexican States	69
24.	Plurinational State of Bolivia	57
25.	People's Republic of Bangladesh	78
26.	United Republic of Tanzania	218
27.	Republic of Angola	78
28.	Republic of Benin	195
29.	Republic of Botswana	111
30.	Republic of Burundi	75
31.	Republic of Guyana	60
32.	Republic of The Gambia	108
33.	Republic of Ghana	172
34.	Republic of Guinea-Bissau	125
35.	Republic of Honduras	72
36.	Republic of Djibouti	59
37.	Republic of Zambia	170
38.	Republic of Zimbabwe	170
39.	Republic of India	87
40.	Republic of Indonesia	51

41.	Republic of Cameroon	135
42.	Republic of the Congo	137
43.	Republic of Costa Rica	72
44.	Republic of Côte d'Ivoire	86
45.	Republic of Cuba	183
46.	Republic of Mauritius	39
47.	Republic of Madagascar	75
48.	Republic of Malawi	115
49.	Republic of Mali	158
50.	Republic of Mozambique	155
51.	Republic of Namibia	54
52.	Republic of the Niger	96
53.	Republic of Nicaragua	90
54.	Republic of Panama	36
55.	Republic of Paraguay	48
56.	Republic of Peru	60
57.	Republic of Senegal	117
58.	Republic of the Union of Myanmar	39
59.	Republic of Sierra Leone	157
60.	Republic of Uganda	543
61.	Republic of the Philippines	87
62.	Republic of Chad	119
63.	Republic of Chile	36
64.	Republic of Ecuador	54
65.	Republic of El Salvador	63
66.	Republic of South Sudan	307
67.	Republic of Rwanda	271
68.	Socialist Republic of Vietnam	75
69.	Republic of Tunisia	182
70.	Federal Democratic Republic of Nepal	54
71.	Federal Democratic Republic of Ethiopia	209
72.	Federative Republic of Brazil	183
73.	Federal Republic of Nigeria	247
74.	Federal Republic of Somalia	72
75.	Central African Republic	72
76.	Republic of South Africa	156
77.	Jamaica	41

APPROVED

Joint-stock company "Special
Economic Industrial Zone "Alabuga"

signature, signature interpretation

" ____ " _____ 2025__

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Schedule of the Grant Competition

1. Start of the Grant Competition:
 - Acceptance of applications;
 - Review of applications for compliance with participation requirements.
2. Partners' Work on Candidate Recruitment:
 - Candidates' completion of all selection stages.
3. Arrival of Candidates and employment at JSC "SEZ IPT "Alabuga".
4. Conclusion of the Grant Competition and announcement of results.

**APPLICATION
for legal entities**

Company name	
Main activity of the organization	
Actual address of the organization	
Registered office	
Registration number of the organization	
Bank account details	
Full name of the head of the organization	
E-mail	
Service number	
Mobile number	
Date of application submission	

Signature of the Applicant

_____ / _____ /

**APPLICATION
for individuals**

Full name	
Birth date	
National identity document	
Residential address	
Bank account details	
Main type of activity	
E-mail	
Mobile number	
Date of application submissio	

Signature of the Applicant

_____ / _____ /

**CONSENT
to personal data processing**

I, _____
(full name of the Personal Data Subject)

National identity document: _____

(the document type, number, information on the date of the document issue
and on the authority that issued the document)

Registered at the following place of residence:

for the purpose of registering an application to participate in the grant competition "Alabuga Start," aimed at stimulating and rewarding Partners who assist in attracting Candidates for participation in the "Alabuga Start" Programme and promoting the programme abroad, I hereby give my consent for the processing of my personal data to the Joint-Stock Company "SEZ Alabuga," located at: 423601, the Republic of Tatarstan, Yelabuga District, Sh-2 street (SEZ Alabuga territory), building 4/1.

The processing of personal data is carried out through the collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (provision, access), anonymization, blocking, deletion, or destruction of the following data: surname, first name, patronymic (if applicable), date of birth, number of the primary identity document, details on the issuance date of the mentioned document and the issuing authority, registered address of residence (stay), and information about the place of work..

I confirm that I am familiar with the provisions of the Federal Law of July 27, 2006, No. 152-FZ "On Personal Data."

This consent is granted by me on the «__» _____ 2025 and is valid until revoked in writing.

Signature place

_____/_____

Participation Criteria in the "Alabuga Start" Grant competition

№	Criteria
1	Submission of an Application for participation in the Grant Competition by the Applicant in the prescribed format;
2	Memorandum signing between the Grantor and the Applicant;
3	The Applicant must carry out its activities in a country that is included in the list of Participating Countries of the "Alabuga Start" Programme;
4	Submission of all documents required for participation in the Grant Competition (basic information about the Applicant, founding documents; consent to the processing of the Applicant's personal data, a copy of the Applicant's passport, banking details of the Applicant)
5	The Applicant's organization must not be in the process of liquidation or reorganization at the time of submitting the application for participation in the Grant Competition.

Executive Committee structure

№	Board Membership	Position
1.	Committee chairman	Head of Department - Project Manager Level 3 of HR Department
2.	Committee member	Senior specialist of the HR Department
3.	Committee member	Leading specialist of the HR Department
4.	Committee member	Leading specialist of the HR Department

FINANCIAL REPORTING FORM

on expenditures of the Grant Recipient, funded by Grant resources, regarding project implementation

« _____ »

N/O	Allocated under the Grant	Obligation - basis for payment (contract, agreement, etc.)	Document certifying the acceptance of goods (works, services)	Fund recipient (*)	Purpose of payment	Name, number and date of the payment document	Actually spent (**)	Remaining funds for project implementation
	TOTAL:							

Note:

(*) In this column, the organization (or individual) to whom the Grantor transfers funds according to the budget is indicated.

(**) The amounts in the "Actually Spent" column are provided for each payment document (if necessary, a separate register of expenses is formed), and a total is presented, including for each item.

Copies of primary documents confirming the targeted expenditure of Grant funds for the project implementation are attached to the financial report, including copies of primary documents confirming the purchase of goods (works, services), underlying documents for payments to individuals, insurance contributions, etc.

The financial report and the attached documents must be stitched, numbered, affixed with the seal of the Grant Recipient, and signed by a person acting with a power of attorney on behalf of the Grant Recipient.

From Grant Recipient

Head of the Organisation (Applicant)

Full Name _____ Signature _____

Chief Accountant of the Organisation

Full Name _____ Signature _____

Stamp here

GRANTOR

JSC IPT "SEZ "Alabuga"

Project Leader for HR

_____/_____/

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GRANT RECIPIENT

_____/_____/

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Order of Fund Distribution for the Grant Competition

The competitive award					
№	Name of nomination	Condition	Winners	Amount paid to one winner	Total amount of payments for the nomination
1	"Partner of the Year: Large, Medium, and Small Grants"	The highest percentage of established job placements in its region in the shortest possible time, but no less than 70%.	Grant I: one representative per Africa (from 200 Candidates) – 1 winner;	1 200 000 RUB	1 200 000 RUB.
			Grant II: one representative per region (from 100 to 200 Candidates) – 3 winners;	900 000 RUB	2 700 000 RUB
			Grant III: one representative per region (from 60 to 100 Candidates) – 3 winners;	600 000 RUB	1 800 000 RUB
			Grant IV: one representative per region (to 60 Candidates) – 3 winners;	300 000 RUB	900 000 RUB
Итого:					6 600 000 RUB
The motivational award					
№	Name of nomination	Conditions	Rewards	Total amount	
1	"Full Support"	Предоставление Кандидатом специалисту управления HR: - фото и видеовизитка Кандидата; - скриншот набранного <u>10,75</u> балла в симуляции "Алабуга Старт"; - скриншот набранного 0,75 балла в симуляции "Business Cats"; - результаты прохождения интервью на знание 100 слов на русском языке; - справка об отсутствии медицинских противопоказаний; - скан-копия всех страниц загранпаспорта.	2000 RUB per person	16 996 000 RUB	
2	"Employment Leader."	For an employed candidate	3000 RUB per person	25 494 000 RUB.	
Total:					42 490 000 RUB.
Total of 2 payments:					49 090 000 RUB

