



APPROVED by
Decision of General meeting of
Noncommercial partnership
“Sakhalin regional association of constructors”

Protocol No. 7 of 01June 2009

REGULATION
On informational transparency and register
procedures
OF NONCOMMERCIAL PARTENRSHIP
“SAKHALIN REGIONAL ASSOCIATION OF CONSTRUCTORS”

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1. PURPOSE AND AREA OF APPLICATION OF THE REGULATION

- 1.1. The regulation determines the questions of informational transparency of activity, creation and maintaining the register of candidate members and the register of members of Noncommercial partnership "Sakhalin regional association of constructors".
- 1.2. Dispositions of the document extend on Partnership and all its members and candidate members.
- 1.3. The Regulation is developed in compliance with legislation of the Russian Federation and the Charter of the Partnership

2. TERMS, DEFINITIONS AND ABBREVIATIONS

Administration – administrative and managerial apparatus of Partnership, consisting of structural subdivisions (departments, services), forming and leading by General Director

Activity type (types) – type or types of activity, which impact on security of objects of capital construction

General Director – sole executive authority of Partnership

General meeting – general meeting of Partnership members, superior authority of Partnership

Partnership – noncommercial partnership "Sakhalin regional association of constructors" (NP "Sakhalinstroy")

Governing board – permanently acting collegial authority of Partnership

Registers – register of members of Partnership and register of candidate members of Partnership

Competency certificate – competency certificate is a document that permits certain type or types of activity, delivered by the Partnership, and confirms the work permit for the member of the Partnership.

3. NORMATIVE DOCUMENTS

This Regulation is developed in compliance with provisions of following documents:

- Town-planning Code of the Russian Federation No.190-Ф3 of 29.12.2004
- Federal Law "On self-regulating organizations" No. 315-Ф3 of 01.12.2007
- Federal Law "On introduction of changes in Town-planning Code of the Russian Federation and other legal acts of the Russian Federation" No148-Ф3 of 22.07.2008
- Government of Russian Federation decree of 29.09.2008 No 724 р. "Regulations on state register of self-regulating organization"
- Charter of NP "Sakhalinstroy"

4. PROVIDING OF INFORMATIONAL TRANSPARENCY

- 4.1. Partnership provides the informational transparency about its activities for free access, described in item 1 of Article 7 of Federal Law "On self-regulating organization" and Article 55.9 of Town-planning Code of the Russian Federation. Including:

- 1) name, address (place of business) and contact telephone numbers of Partnership;
 - 2) name, address and contact telephone numbers of the supervisory authority for activities of Partnership;
 - 3) name, address (place of business) and contact telephone numbers of noncommercial organizations in which Partnership is a member;
 - 4) list of types of activities, which impact on security of objects of capital construction and in which the decision about delivery of competency certificate is assumed by General meeting to the sphere of activity of Partnership;
 - 5) register of members of Partnership, data about members, who are no longer membership in Partnership, and about reasons for termination of membership;
 - 6) amount and procedure of forming of compensation fund for Partnership, listing of payments from the resources of the fund, made for liabilities of its members;
 - 7) amount of entrance and membership fees and procedure of their payment;
 - 8) conditions, methods and procedures of liability control of members of self-regulating organization for produced goods (work, services) against customers and third parties;
 - 9) conditions of membership in Partnership;
 - 10) content of standard and rules of Partnership;
 - 11) structure and competency of authorities and specialized bodies of Partnership;
 - 12) decisions taken by General meeting of Partnership and by permanently acting collegial authority of Partnership;
 - 13) composition of permanently acting collegial authority of Partnership;
 - 14) any claims and matters filed by Partnership in the court concerning the subject of self-regulation;
 - 15) composition and value of property of compensation fund of Partnership;
 - 16) procedure and results of legal reviews, which Partnership participated in;
 - 17) annual accounting report of Partnership and its audit results.
- 4.2. Partnership provides transparency of information about its members, including:
- 4.2.1. information, which must be added to the register of members of Partnership in compliance with the part 2 of Article 55.17 of the Town-planning Code of the Russian Federation, and which is described in section 5 of this Regulation;
 - 4.2.2. amount of insurance of contracts of personal and (or) group liability insurance (subitem "н" of item 5 of "Regulations on state register of self-regulating organization");
 - 4.2.3. results of audit of activities of members of Partnership (item 13 of part 1 of Article 7 of Federal Law "On self-regulating organizations");
 - 4.2.4. information about prosecution of members of Partnership (item 8 of part 1 of Article 7 of Federal Law "On self-regulating organizations");
 - 4.2.5. information about certificates of members of Partnership (item 11 of part 1 of Article 7 of Federal Law "On self-regulating organizations") in case when Partnership is providing an evaluation of the employees of members of such self-regulating organization;
 - 4.2.6. other information, access to which is obligatory for Partnership in compliance with legislation and documents of Partnership.

- 4.3. Partnership in compliance with the part 3 of Article 7 of Federal Law "On self-regulating organizations" provides the free access to following information about its members (candidate members) in case of prior written authorization of the member (candidate member) of Partnership:
- phone number, fax;
 - web-site;
 - year of registration (creation);
 - availability of certificates for quality system;
 - main regions and spheres of activities;
 - other information about the member of Partnership, for which Partnership has a written authorization for its free access provision.
- 4.4. Partnership is obliged to stop the provision of free access to the information, written in item 4.3 of the Regulation at the members request.
- 4.5. Partnership is obliged to make changes in free access information about its member at the members request granting supporting documents.
- 4.6. The term of carrying-out of requirements of the member of Partnership described in item 4.4 and 4.5 of the Regulation is 3 working days.
- 4.7. Transparency of information, described in items 4.2 and 4.3 of the Regulation is provided by placing of the appropriate information on the web-site of Partnership.
- 4.8. Partnership provides security of information about its members using of which can cause moral and (or) property damages to members of Partnership or predetermine for such damages and (or) losses.

5. MAINTAINING THE REGISTERS IN PARTNERSHIP

- 5.1. Partnership maintains the register of candidate members and the register of members of Partnership.
- 5.2. The registers are maintained by Partnership Administration under control of General Director.
- 5.3. Register of members of Partnership is maintained electronically as a part of inner informational system of Partnership and is published on the web-site of Partnership <http://ssros.ru/>. Register of members of Partnership, which is published on the web-site of Partnership, has to contain information about every member of Partnership, described in Appendix 1 to this Regulation. The register of members of Partnership can contain other information about the member of Partnership, which is not a commercial secret and is specified in the item 4.3.
- 5.4. The register of candidate members of Partnership is maintained electronically as a part of inner informational system of Partnership and is also published on the web-site of Partnership <http://ssros.ru/>. The register of candidate members of Partnership contains information, specified in Appendix 1 to this Regulation.
- 5.5. If the reason for registration in the register of members of Partnership is the decision of the authority of Partnership or of specialized body of Partnership, the adequate data are filled in the register of members of Partnership on the date of taken decision. On the date of taken decision the following information is filled:

- 5.5.1. concerning delivery to a member of Partnership of a competency certificate for specified type or types of activities, which impact on security of objects of capital construction;
- 5.5.2. concerning making changes in this competency certificate;
- 5.5.3. concerning suspension, revival, refusal of revival or concerning certificate termination.
- 5.6. Simultaneously with registering data of members of Partnership specified in the item 5.5, General Director of Partnership gives a notice about specified data to supervisory authority for self-regulated organizations.
- 5.7. General Director of Partnership is obliged to provide extract from register of Partnership at request of any interested person within 3 (three) working days from the day of request.
- 5.8. The form of extract from register of members of self-regulated organization is defined by the supervisory authority for self-regulated organizations. If the form of extract from registry of members of Partnership is not already defined, the adequate extract should have a form as specified in Appendix 2 to this Regulation.
- 5.9. Procedure of filling, storing and using of data of members (candidate members) of Partnership in the inner informational system is defined by the rules and procedurs of working with informational system.

6. DOCUMENT MANAGEMENT

- 6.1. This Regulation is accepted (approved) by Governing board by majority of votes of Members of Governing board.
- 6.2. This Regulation is effective since moment of its acceptance (approval) by Governing board.
- 6.3. Maintenance of control copy of the Regulation is carried out by Administration.
- 6.4. After acceptance (approval) of the Regulation and made amendments the document may be published on the web-site of Partnership within 3 days after its acceptance.

7. LIST FOR REGISTRATION OF CHANGES

Edition No.	Date of edition approval	Changes
0	01.06.2009	Initial edition

Chairman of Governing Board of NP "Sakhalinstroy" _____ Zalpin A.P.

L.S.