

**Limited Liability Company  
TTB Invest Production**

Location: 23 Osennyaya St., premises 1, room 16, Moscow, 121609, OGRN (Primary State Registration Number): 5147746208605

Moscow

31 December 2014

**ORDER No. 3112/14/2**

On Approving the Regulation on the Accounting Policy for Tax Accounting Purposes for 2015

In accordance with the Tax Code of the Russian Federation and other legislative acts on taxes and charges, I HEREBY ORDER:  
to approve the Regulation on the Accounting Policy for Tax Accounting Purposes for 2015 in accordance with the annex hereto.

Director General  
TTB Invest Production LLC

*Signature* Stukalova, T.A.

Seal: TTB INVEST PRODUCTION LIMITED LIABILITY COMPANY \* Moscow \* OGRN  
5147746208605

**The Regulation on the Accounting Policy for  
Tax Accounting Purposes for 2015  
of TTB Invest Production LLC**

**GENERAL PROVISIONS**

1. When starting to carry out new types of activity, an organization must determine the principles and procedure of reflecting these types of activity for tax purposes in the tax accounting policy.
2. The tax accounting is a system of summarizing the information to determine the tax base for a specific tax based on the source documents' data that are grouped in accordance with the procedure provided for by the relevant Chapter of the Tax Code of the Russian Federation and (or) other legislative acts on taxes and charges that determine the procedure of calculating a certain tax.
3. The Accounting Policy is a document that reflects the specific methods of maintaining tax accounting records and (or) calculating taxes and (or) paying taxes in the following cases:
  - 1) the tax legislation contains the provisions that allow selecting from several options provided for by the standards and (or) not provided for by the standards directly but not contradicting them;
  - 2) the tax legislation contains general provisions only but does not contain the specific methods to maintain the tax accounting records or the procedure for calculating and (or) paying taxes;
  - 3) the tax legislation contains vague or ambiguous or contradictory norms or insurmountable doubts;
  - 4) the tax legislation makes it possible (or does not prohibit) in any other way for a taxpayer to apply the accounting methods established by the accounting policy.
4. The document is drawn up in accordance with the general provisions on the fundamental principles of the tax and charge legislation stipulated by Part 1 of the Tax Code of the Russian Federation and on the basis of other acts of the applicable laws.
5. The rules of maintaining the tax accounting records determined in the Accounting Policy for tax purposes remain the same throughout the whole tax period. The exceptions may only occur in cases where any amendments to the tax accounting procedure are allowed by the Tax Code of the Russian Federation. Any amendments and supplements to the Accounting Policy are introduced by an administrative order of a company; all employees of departments involved in forming the tax accounting are to familiarize themselves with such amendments and supplements.

Profit Tax Accounting Policy

Depreciable Asset Accounting

*Method of Accrual of Depreciation*

6. Facilities which comply with the requirements of Articles 256 and 257 of the Tax Code of the Russian Federation and the useful life of which exceeds Twelve (12) months are accounted as depreciable property. The facilities that are put in operation in 2015 are accounted as depreciable property in case their initial value exceeds Forty thousand (40,000) rubles.

*Ground: Article 257 of the Tax Code of the Russian Federation*

The straight-line method is used for calculating depreciation on all fixed assets.

*Ground: Article 259 of the Tax Code of the Russian Federation (Clauses 1, 3)*

***Depreciation of used fixed assets***

7. The rate of depreciation of purchased fixed assets that were used by previous owners is determined on

the basis of the useful life established in accordance with the Classification of Fixed Assets without taking into account the utilization of the property by previous owners (using the straight-line method of accrual of depreciation).

*Ground: Article 258 of the Tax Code of the Russian Federation (Clause 7)*

### **Formation of Reserves**

#### ***Reserve for future repairs of fixed assets***

8. The reserve for future expenses on fixed asset repairs is not formed.

*Ground: Articles 260 and 324 of the Tax Code of the Russian Federation*

#### ***Reserve on Doubtful Debts***

9. No reserve on doubtful debts is formed.

*Ground: Article 266 of the Tax Code of the Russian Federation*

#### ***Reserve for future vacation payment expenses***

10. No reserves for future vacation payment expenses are formed.

*Ground: the Tax Code of the Russian Federation, Article 324.1*

### **Accounting other income and expenses**

#### ***Income from and expenses on leasing property***

11. Income from and expenses on leasing property are considered to be non-operating income and expenses.

*Ground: the Tax Code of the Russian Federation, Articles 250 (Clause 4), 265 (Clause 1, Subclause 1)*

#### ***Value of securities that are disposed of***

12. When securities are sold or otherwise disposed of, their value is determined on the basis of the unit value.

*Ground: the Tax Code of the Russian Federation, Article 280 (Clause 9)*

#### ***Expenses under late source documents***

13. Expenses under source documents that are received after the end of the reporting (tax) period are written off in the period when they are received.

*Ground: the Tax Code of the Russian Federation, Article 272*

### **Procedure for recognition of income and expenses and tax calculation**

#### ***Frequency of filing the tax returns***

14. The reporting periods for company profit tax are the first quarter, six months, and nine months of a calendar year.

*Ground: the Tax Code of the Russian Federation, Article 285 (Clause 2)*

#### ***The Method of Recognizing Income and Expenses***

15. Income and expenses are recognized on the accrual basis.

*Ground: the Tax Code of the Russian Federation, Article 272*

#### ***Distribution of income and expenses related to several reporting (tax) periods***

16. Income and expenses related to several reporting (tax) periods are distributed on a quarterly basis.

*Ground: the Tax Code of the Russian Federation, Article 272 (Subclause 3, Clause 1)*

17. Income and expenses related to several reporting (tax) periods are distributed based on the information in certificates for services rendered or other similar documents.

*Ground: the Tax Code of the Russian Federation, Article 272 (Subclause 3, Clause 1)*

## **Procedure for Maintaining the Tax Accounting Records**

### ***Tax Accounting Registers***

18. Tax accounting records are maintained on the basis of accounting registers that are supplemented as and when needed.

*Ground: the Tax Code of the Russian Federation, Article 313*

## **Value Added Tax Accounting Policy**

### **Separate Accounting of Taxable and Non-Taxable Transactions**

#### ***Separate accounting of transactions taxable at the rate of Ten (10) and Eighteen (18) per cent and of tax-exempt transactions***

19. Separate VAT accounting of transactions taxable at the rate of Ten (10) and Eighteen (18) per cent and of tax-exempt transactions is maintained in the accounting and tax accounting registers.

*Ground: the Tax Code of the Russian Federation, Articles 149 (Clause 4), 153 (Clause 1), 166*

#### ***The method of calculating the deductible tax amount for fixed assets and intangible assets***

20. With regard to fixed assets or intangible assets used in transactions taxable and non-taxable for VAT that are accounted in the first or in the second month of a quarter, the amount of the deduction is determined similar to goods (works, services) or property rights used in transactions taxable and non-taxable for VAT.

*Ground: the Tax Code of the Russian Federation, Article 170 (Clause 4)*

#### ***Using the Five Per Cent Rule***

21. In case the aggregate costs on producing goods (works, services), property rights, or transactions, the expenses on implementing which are not subject to VAT, do not exceed Five (5) per cent of the total aggregate production costs, the input tax is completely accepted for deduction.

*Ground: the Tax Code of the Russian Federation, Article 170 (Clause 4)*

### **Separate Accounting of Transactions Taxable at a Rate of Zero (0) Per Cent**

#### ***Method of Maintaining Separate Accounting Records***

22. Separate accounting of transactions taxable at a rate of zero (0) per cent and other transactions is maintained in the accounting and tax accounting registers.

*Ground: the Tax Code of the Russian Federation, Articles 153 (Clause 1), 165 (Clause 10)*

### **Other Elements of the VAT Accounting Policy**

#### ***The Numbering Scheme for Advance and Adjustment Invoices***

23. Consecutive numbering is used for invoices upon sale and received advances.

*Ground: the Tax Code of the Russian Federation, Article 169.*

24. Consecutive numbering with identifying index [Ап5\yer508."e233221"] is used for adjustment VAT invoices.

*Ground: the Tax Code of the Russian Federation, Article 169.*

#### ***The Procedure for Confirming the Invoice Receipt Date***

25. The invoice receipt date is the following:

- the date of making an entry in the incoming correspondence log if the company receives the invoice by post

*Ground: Decree of the Government of the Russian Federation No. 1137 dated 26/12/2011*

***The Procedure for Drawing Up Uniform Adjustment VAT Invoices***

26. If the cost or quantity of goods, works, or services under several shipments are changed simultaneously, general adjustment or uniform adjustment VAT invoices are drawn up under a verbal or written agreement with a buyer.

*Ground: Clause 5.2, Article 169 of the Tax Code of the Russian Federation.*

***The Procedure of Keeping Sales and Purchase Ledgers***

27. Sales and purchase ledgers are to be kept on electronic media. In case of submitting ledgers to the inspectorate, to certify with an enhanced encrypted and certified digital signature of a head of a company or a person authorized by a head of a company.

*Ground: Decree of the Government of the Russian Federation No. 1137 dated 26/12/2011*

***The Procedure of Keeping the Received and Issued VAT Invoice Ledger***

28. In order to register invoices, a Received and Issued VAT Invoice Ledger is to be kept on an electronic medium.

*Ground: Decree of the Government of the Russian Federation No. 1137 dated 26/12/2011*

**Accounting Policy for Personal Income Tax Accounting**

**Personal Income Tax Accounting Register**

***The form and the procedure of keeping the Personal Income Tax Accounting Register***

29. The company uses the following register to account personal incomes: 1C Accounting Program

*Ground: Clause 1, Article 230 of the Tax Code of the Russian Federation.*