

**APPROVED**

Board of Directors

National Company

Kazakhstan Temir Zholy JSC

dated February 15, 2021(Minutes No. 2)

Amended and supplemented by the decision

of the Board of Directors of JSC NC KTZ

dated October 28, 2022 (Minutes No. 14)

Agenda item No. 16

**The Regulations on the Corporate Secretary of the National Company  
Kazakhstan Temir Zholy JSC and his Office**

**1. General provisions**

1. This Regulations on the Corporate Secretary of the National Company Kazakhstan Temir Zholy JSC and his Office (hereinafter – the Regulations) were developed in accordance with the legislation of the Republic of Kazakhstan (hereinafter – the Legislation), the Code of Corporate Governance of the National Company Kazakhstan Temir Zholy Joint-stock company (hereinafter – the Company) approved by the Decision of the Management Board of NWF Samruk-Kazyna JSC (hereinafter – the Fund) dated May 27, 2015, minutes No. 22/15) (hereinafter – the Code), the Charter and internal documents of the Company taking into account the corporate governance practices developing in Kazakhstan and the world.

2. The Regulations are an internal document of the Company and defines the status, competence, tasks, functions, authority, rights and obligations, responsibility of the Corporate Secretary of the Company (hereinafter – the Corporate Secretary) and the employees of the Corporate Secretary’s Office (hereinafter – the Office), and the procedure for appointing and removing the Corporate Secretary and establishing his Office.

3. The position of the Corporate Secretary shall be introduced in order to effectively organize the activities of the Board of Directors of the Company (hereinafter – the Board of Directors) and the interaction of the Board of Directors, the executive body with the Sole Shareholder of the Company (hereinafter – the Sole Shareholder), ensure compliance by the Company’s bodies and officials with corporate governance rules and procedures, ensuring the implementation of the rights and interests of the Sole Shareholder, facilitate the timely and high-quality adoption of corporate decisions by the Board of Directors and the Sole Shareholder.

4. The Corporate Secretary and employees of the Office are full-time employees of the Company; perform their duties on a full-time basis for full-time work.

5. The Corporate Secretary is accountable to the Board of Directors in his activities and is independent from the Company's executive body, as well as is vested with powers and provided with resources to perform his obligations.

6. The Corporate Secretary and employees of the Office carry out their activities in accordance with the Legislation, the Code, the Charter, these Regulations and other internal documents of the Company, as well as decisions of the Sole Shareholder and the Board of Directors.

7. The Corporate Secretary and employees of the Office shall not have the right to combine their activities with the performance of other functions in the Company, as well as to work in other organizations without prior coordination with the Board of Directors.

## **2. The procedure for appointing and dismissing the Corporate Secretary**

8. The Corporate Secretary shall be appointed by a decision of the Board of Directors adopted by simple majority votes of the members of the Board of Directors upon the proposal of the Chairman of the Board of Directors or members of the Board of Directors.

9. The issue on the appointment of the Corporate Secretary shall be submitted to the Board of Directors meeting in person. The presence of a candidate (s) for the position of the Corporate Secretary at a specified meeting is obligatory.

10. The term of office, the amount of official salary and the terms of remuneration for the Corporate Secretary are determined by the decision of the Board of Directors.

11. The recruitment and appointment of the corporate secretary is carried out on the basis of open and transparent procedures in accordance with the internal documents of the Company.

12. Proposals for candidates to the post of Corporate Secretary may be submitted by members of the Board of Directors.

13. With respect to each candidate to the Board of Directors, the following documents must be submitted on electronic and hard copy:

- 1) information on the candidate in accordance with Appendix 1 of these Regulations;
- 2) information on the availability (absence) of affiliation to the Company;
- 3) two letters of recommendation from officials of organizations in which the candidate previously worked and, if possible, from authoritative members of professional organizations;
- 4) written consent of the candidate for appointment to the post of Corporate Secretary.

The Committee on Human Resources and Remuneration of the Board of Directors reviews the submitted documents and submits its recommendations to the Board of Directors on the candidate(s) to the position of the Corporate Secretary.

14. The Board of Directors and/or the Committee on Human Resources and Remuneration of the Board of Directors may request additional information that may influence the decision to appoint an appropriate candidate to the position of the Corporate Secretary.

15. A person who meets the qualification requirements established in the job description approved by the Board of Directors, is appointed to the position of Corporate Secretary.

16. Employment relations between the Company and Corporate Secretary are regulated by the legislation, the Charter and an employment contract. The employment contract is signed with Corporate Secretary by the head of the executive body on behalf of the Company based on the decision of the Board of Directors of the Company.

17. The Board of Directors has the right to decide on the early termination of the powers of the Corporate Secretary and termination of the agreement concluded with him in the manner prescribed by law and the employment contract.

18. The decision on the appointment of a new Corporate Secretary shall be made by the Board of Directors no later than one month after the decision to terminate the powers of the Corporate Secretary has been taken. The decision to appoint a new Corporate Secretary may be taken simultaneously with the decision to terminate the powers of the current Corporate Secretary.

19. When selecting and appointing a new Corporate Secretary, members of the Board of Directors review the results of open and transparent procedures, as well as the succession plan of the Corporate Secretary.

20. To the newly appointed Corporate Secretary, his predecessor must hand over files, documents and a database of documents on electronic and (or) hard copy.

The handover of responsibilities is organized and implemented by the Office within a period of not more than five working days from the date of appointment of the new Corporate Secretary under the act of delivery and acceptance, in which the grounds for the handover of responsibilities, the date of handover, the name and composition of the handover documents, the list of responsibilities (events, actions, inquiries), which are at the execution stage and must be executed by the newly elected Corporate Secretary.

21. Within one month from the time of appointment, the newly appointed Corporate Secretary shall go through the induction program, including familiarization with the rules of the Board of Directors and other bodies of the Company, information on officials and the organizational structure of the Company, its internal documents and other information relevant for the proper performance by the Corporate Secretary of his own duties, as well as introductory meetings with the bodies and heads of the Company's structural divisions. The introduction into the post is organized and implemented by the Office.

22. Corporate Secretary for a period of temporary absence (business trip, leave, temporary incapacity for work, etc.) is replaced by one of the employees of the Office according to the job description.

### **3. The Corporate Secretary's Office**

23. To ensure the performance of his functions by the Corporate Secretary, in the Company, the Office is established, which is a structural subdivision of the Company.

24. The Office is created and abolished by the decision of the Board of Directors. The staff size and staffing table of the Office are approved by the decision of the Board of Directors and are included in the staffing table of the Company. The materials on the agenda of the meeting of the Board of Directors on the relevant issues shall contain the recommendation of the Nomination and Remuneration Committee of the Board of Directors and the opinion of the Corporate Secretary.

25. The relationship between employees of the Office and the Company is governed by the current labor legislation of the Republic of Kazakhstan.

26. The Corporate Secretary leads the Office; he distributes responsibilities among employees, reports to the Board of Directors for the results of the Office. Employees of the Staff report directly to the Corporate Secretary.

27. Employees of the Office are appointed and dismissed by the head of the executive body of the Company on the initiative and/or in agreement with the Corporate Secretary in accordance with the labor legislation of the Republic of Kazakhstan.

28. The size of the salary, terms of remuneration and bonuses for employees of the Office are determined by the Nomination and Remuneration Committee of the Board of Directors.

*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

29. Social support, guarantees and compensation payments for the employees of the Office are carried out in accordance with the internal documents of the Company.

30. Employees of the Office act in accordance with labor contracts, job descriptions, job descriptions and other documents drawn up on the basis of these Regulations.

31. Employees of the Office must have knowledge, experience, relevant qualifications and skills necessary and sufficient to perform the tasks, functions, duties and rights assigned to them.

#### **4. Tasks of the Corporate Secretary and his Office**

32. The Corporate Secretary of the Company within his own activities is responsible for ensuring:

- 1) compliance with Legislation in the field of corporate governance, the Charter, the Code and internal documents of the Company by the bodies and officials of the Company;
- 2) effective performance of the Board of Directors and its committees;
- 3) accurate and effective interaction in the field of corporate governance between the bodies of the Company, as well as between the Company and its subsidiaries;
- 4) implementation of activities (within his competence) aimed at introducing good corporate governance practices, improving the level of corporate governance, and improving corporate governance policies and practices in the Company and subsidiaries;
- 5) procedure for the storage, disclosing and providing material

information about the Company, as well as maintaining a high level of information transparency in the Company in the field of corporate governance;

6) creation of an effective system of control over the confidentiality of insider information.

*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

33. The Office, within the framework of its activities, is called upon to ensure:

1) Monitoring and implementation of measures aimed at improving the corporate governance rating in the Company;

2) Introduction of advanced corporate governance practices in the Company and subsidiaries of the Company and control over their implementation;

3) Organization of the activities of the Board of Directors and its committees;

4) Effective interaction between the Board of Directors, Sole Shareholder, Management Board and subsidiaries;

5) Information support for the entire Company and subsidiaries of the Company in the field of corporate governance.

*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

34. In order to effectively implement the above tasks, the corporate secretaries/secretaries of the Supervisory Boards of subsidiaries are functionally subordinate to the Corporate Secretary.

*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

34-1. The Office, within its competence, coordinates the issues of appointment and early termination of powers of corporate secretaries/secretaries of the Supervisory Boards of the Company's subsidiaries.

*(the regulation has been supplemented with a new clause by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

#### **4. Functions and Powers of the Corporate Secretary and his Office**

35. To perform its functions, the Corporate Secretary and his Office shall have the following powers:

1) request and receive from the bodies, officials and employees of the Company and its subsidiaries the documents and information necessary for making decisions at meetings of the Board of Directors and its committees;

*(the sub clause has been amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

2) take measures to organize meetings of the Board of Directors and its Committees, to deliver information on decisions taken to the Company's officials, as well as their subsequent execution;

3) directly interact with the Chairman and members of the Board of Directors, the first head and members of the executive body, employees of the Company, the Sole Shareholder, and subsidiaries of the Company.

36. The Executive Body (Management Board) of the Company and subsidiaries of the Company provide full cooperation to the Corporate Secretary while performing his powers.

37. To fulfill the task of ensuring compliance by the bodies and officials of the Company with legislation in the field of corporate governance, Listing Rules, the Charter, the Code and internal documents of the Company, the Corporate Secretary and his Office shall be assigned the following functions:

1) monitoring the execution, compliance with Legislation in the field of corporate governance, Listing Rules, the Charter, the Corporate Governance Code and internal documents of the Company by the bodies and officials of the Company and its subsidiaries;

2) providing and organizing consultations to the officials of the Company and its subsidiaries in terms of the Charter, the Code, internal documents, and on issues related to the requirements of state bodies, Listing rules, provisions of legislation in the field of corporate governance;

3) monitoring and analysis of the ongoing practices, trends, development perspectives in corporate governance in the Republic of Kazakhstan and abroad;

4) participation in the development, observance and periodic review of the Company's corporate governance policies and practices;

5) analysis of the expectations of the Sole Shareholder and persons interested in the Company's activities in the field of corporate governance.

38. To fulfill the tasks related to ensuring the effective operation of the Board of Directors and its committees, the Corporate Secretary and his Office are assigned the following functions:

1) organization of the induction program for the newly elected members of the Board of Directors, including clarification to the newly elected members of the Board of Directors of the operating rules of the Board of Directors and other bodies of the Company operating in the Company, provision of information on officials and the organizational structure of the Company, its internal documents and other information relevant for the proper performance by members of the Board of Directors of their duties, as well as organization of introductory meetings for newly elected members of the Board of Directors with the bodies and heads of structural units of the Company;

2) assistance in the organization of the professional development program for each member of the Board of Directors approved by the decision of the Board of Directors of the Company (educational seminars, programs, assistance in trainings for members of the Board of Directors, arranging the training for members of the Board of Directors and attracting experts);

3) organization of meetings of the Board of Directors and its committees;

4) providing members of the Board of Directors with relevant, timely and qualitative information, materials and documents for meetings of the Board of Directors and committees of the Board of Directors necessary for making decisions on all issues on the agenda and within the competence of the Board of Directors across the entire Company Group;

5) informing the Chairman of the Board of Directors about all facts, which impede the Corporate Secretary and the employees of the Office to perform their functions and duties;

6) acting as an advisers for members of the Board of Directors on all matters related to their activities and applying the provisions of the Code;

7) developing together with the members of the Board of Directors the draft work plan of the Board of Directors with the schedule for holding meetings for the relevant year and submitting for approval by the Chairman of the Board of Directors and subsequent approval by the Board of Directors of the Work Plan of the Board of Directors of the Company;

8) organization of preparation and submission of documents (information) by the executive bodies of the Company at the request of members of the Board of Directors;

9) periodic discussion with the executive bodies and members of the Board of Directors of the Company the completeness and usefulness of the materials presented to the members of the Board of Directors.

*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

39. To perform tasks in terms of ensuring effective interaction between the Company and the Sole Shareholder, as well as between the bodies of the Company, the following functions are assigned to the Corporate Secretary:

1) ensuring effective interaction between the Board of Directors, the executive body and the Sole Shareholder, including assistance in providing information to requests from the Sole Shareholder on issues related to the Board of Directors on a timely basis;

2) assistance in the creation and effective use of information exchange channels between the bodies of the Company, as well as the Sole Shareholder;

3) informing the relevant bodies of the Company about potential and real cases of corporate conflicts and conflicts of interest and participation in their prevention and resolution in the manner prescribed by the internal document of the Company on the settlement of corporate conflicts and conflicts of interest, subject to receiving information about corporate conflicts.

40. To carry out tasks in the field of implementation and improvement of corporate governance practices in the Company, the following functions are assigned to the Corporate Secretary and his Office:

1) overseeing good corporate governance practices;

2) preparation of a report on compliance/non-compliance with the principles and provisions of the Corporate Governance Code, which is included in the annual report of the Company;

3) informing the Board of Directors about violations of corporate governance revealed in the Company;

4) informing the Board of Directors about the course of implementation of measures and procedures to improve the corporate governance of the Company;

5) assistance in improving the corporate governance system of the Company.

41. In order to fulfill the tasks of interaction with subsidiaries of the

company, the Corporate Secretary and his Office shall be assigned the following functions:

- 1) determination of uniform standards on corporate governance issues in order to ensure the efficient operation of the boards of directors/supervisory boards of the Company's subsidiaries and their committees;
- 2) formation of the Boards of Directors/Supervisory Boards of the Company's subsidiaries;
- 3) monitoring of the corporate governance process of subsidiaries and legal entities, the blocks of shares (participation interests) of which have been transferred to the Company for trust management;
- 4) implementation of measures aimed at introducing good practice and increasing the level of corporate governance of subsidiaries;
- 5) analyzing the effectiveness of corporate governance in the Company's subsidiaries by monitoring the implementation of plans to improve corporate governance, consolidating reports on compliance with the principles and provisions of the Code, as well as when forming the composition of the Boards of Directors/Supervisory Boards of the Company's subsidiaries;
- 6) interaction with external and internal consultants on diagnostics of corporate governance of subsidiaries and implementation of the recommendations presented in terms of increasing the rating of the corporate governance system of subsidiaries;
- 7) coordination of the activities of the structural divisions of the Company and subsidiaries on issues of interaction with the Sole Shareholder as part of the development of the corporate governance system;
- 8) providing methodological assistance to subsidiaries in organizing work on the implementation of the Code in subsidiaries and a medium-term program to improve corporate governance in subsidiaries;
- 9) methodological support for the activities of the Boards of Directors/Supervisory Boards of the Company's subsidiaries, Corporate Secretaries/Secretaries of the Supervisory Boards of the Company's subsidiaries and on other issues of corporate governance;
- 10) preparation of proposals for improving the corporate governance of subsidiaries;
- 11) implementation and monitoring of the implementation by subsidiaries of plans to improve the corporate governance system of subsidiaries, including based on the results of external/internal diagnostics;
- 12) introduction of corporate governance tools in the Company and subsidiaries;
- 13) provision of consulting support to the Representatives of the Company in the Boards of Directors/Supervisory Boards of the Company's subsidiaries on issues of corporate governance;
- 14) coordination of the issues of appointment and early termination of powers of the Corporate Secretaries of subsidiaries;
- 15) settlement and prevention of corporate conflicts and conflicts of interests of subsidiaries.”.



*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

42. To fulfill the tasks of ensuring storage, disclosure and provision of material information about the Company, as well as maintaining a high level of information transparency, the following functions are assigned to the Corporate Secretary and his Office:

1) assistance in ensuring compliance with the requirements for the procedure for storing and disclosing (providing) information about the Company (including posting on the website), as well as exercising control over the timely disclosure by the Company of information that is subject to disclosure in the manner prescribed by law, Listing Rules, The Charter and internal documents of the Company;

2) assistance in ensuring, in accordance with the legislation and internal documents of the Company, accounting and storage of documents of the Company subject to mandatory storage, access to them, provision of their copies;

3) assistance in ensuring the timely provision of information to the Sole Shareholder that affects his interests in accordance with the legislation, the Charter, internal documents of the Company, decisions of the Sole Shareholder;

4) assistance in exercising control over the timely and high-quality content of the Company's website, making relevant proposals (information) to the Board of Directors and the executive body to improve its quality and information content;

5) compliance with the requirements of the legislation of the Republic of Kazakhstan and local acts of the Company in terms of maintaining the confidentiality of insider information;

6) restriction of access to insider information by third parties and their employees, who do not need this information to perform their official duties;

7) ensuring immediate notification of the direct manager and the Corporate Security Service of the Company in the event of a threat or the fact of loss of documents, files, unauthorized access and/or disclosure of insider information of the Company.

*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

43. Implementation of other functions related to the provision and organization of the activities of the Boards of Directors and their committees across the entire Company Group in accordance with the current legislation of the Republic of Kazakhstan, the Charter of the Company, these Regulations, Regulations on the Committees of the Board of Directors of the Company and decisions of the Board of Directors:

1) within the limits of its competence, as well as on behalf of members of the Board of Directors and the Sole Shareholder, conducting business correspondence with officials, bodies of the Company, heads of structural divisions of the Company;

2) participation in building relationships with investors;

3) participation in the preparation of the Company for the IPO;

4) preparation and participation in the preparation of draft internal documents of the Company, the approval of which falls within the competence of the Board of Directors;

5) assistance in monitoring the implementation of decisions of the Sole Shareholder;

6) rendering assistance in the work of corporate secretaries/secretaries of the Supervisory Boards of the Company's subsidiaries and improvement of the corporate governance system of subsidiaries organizations of the Company;

*(the clause was amended by the decision of the BoD of JSC "NC "KTZ" dated October 28, 2022 (Minutes No. 14)*

7) assistance in the implementation of the corporate strategy of the Company, including assistance in ensuring the proper implementation and transmission of decisions and instructions of the Board of Directors to the responsible structural divisions and bodies of the Company.

The imposition of other duties on the Corporate Secretary should be carried out taking into account the current workload of the corporate secretary. The imposition of new responsibilities should not contribute to the poor-quality performance of the functions set forth in the Regulations. New functions should not duplicate the functions of other structural divisions and officials. In case of duplication, it is necessary to revise the executor of such functions.

44. The performance of the functions provided for by the Regulations is carried out by the Corporate Secretary both independently and by issuing appropriate instructions/instructions to the employees of the Office and/or distributing functions among them in accordance with their job descriptions.

## **6. Rights and Obligations of the Corporate Secretary and his Office**

45. The Corporate Secretary has the right (powers) to:

1) request for and receive from all officials of the Company, its subsidiaries and related institutions, heads of Internal Audit Service, departments of the Company any materials and data, information and documents required for executing functions of the Corporate Secretary and taking resolutions by the Board of Directors and the Sole Shareholder;

2) check completeness of the provided materials on items included in the agenda of the meeting of the Board of Directors and put before the committees of the Board of Directors, the Sole Shareholder, with the right of giving feedback or rejections and returning for corrections as well turning aside materials of low quality and/or not corresponding with the set requirements or request of the Corporate Secretary;

3) request for and receive from members of the Board of Directors and head of the executive body a report on implementing/complying with resolutions of the Sole Shareholder, the Board of Directors and, in case of failure or non-compliance with deadlines, request for circumstantial letter to explain the reasons for failure or untimely performance;

4) request from members of the Board of Directors and head of the executive body for information and clarifications on violating the rights of the Sole

Shareholder or the situation causing corporate conflicts and colliding interests;

5) take measures on organizing and preparing meetings of the Board of Directors and general meeting of shareholders, informing officials of the Company on made resolutions as well as further monitoring their execution;

6) cooperate directly with the Chairman and members of the Board of Directors and members of the executive body, the Sole Shareholder, including personal meeting, business correspondence, etc.;

7) send notifications for preparing by departments of the Company materials on items pertaining to the competence of the Board of Directors of the Company, the committees of the Board of Directors of the Company in accordance with Legislation, Corporate Charter, internal regulations, guidelines and methodical recommendations of the Company;

8) when preparing the agenda, reports, materials for meetings of the Board of Directors, should be guided by internal rules for compliance with the deadlines for the provision, preparation and execution of materials, in case of violation of these requirements, reject the submitted materials;

9) exclude from the agenda of a meeting of the Board of Directors items, materials provided after the deadline or failing to meet the set requirements;

10) request departments and the executive body of the Company for additional information on items of the agenda relevant for making resolutions by members of the Board of Directors.

46. The main obligations of the Corporate Secretary include:

1) performing in his activities standards and requirements of the Legislation, the Charter, these Regulations and other internal documents of the Company as well as executing orders of the Board of Directors;

2) contributing to taking adequate corporate resolutions by the Board of Directors on all items of their performance and the Sole Shareholder by the due date;

3) keeping secret the information about the Company and its affiliates, insider information which has become familiar within the period of performing the functions of the Corporate Secretary and at least of three years after terminating the powers as the Corporate Secretary;

4) providing effective management of the Office;

5) systematically (quarterly and annually) reporting to the Chairman and members of the Board of Directors on their performance and that of the Office.

47. The Corporate Secretary reports directly to the Chairman of the Board of Directors and the Board of Directors in general on issues concerning corporate management, performance of the Board of Directors and other executive or administrative obligations. The Corporate Secretary reports to the head of the Company or particular members of the Board of Directors only in case the mentioned obligations are pushed down by the Board of Directors. The Corporate Secretary shall not report on the mentioned issues to particular members of the Board of Directors (except for the Chairman of the Board of Directors) if responsibility in this regard has not been pushed down to a member of the Board of Directors by the Board of Directors and/or the Chairman of the Board of Directors.

## **7. Responsibility of the Corporate Secretary and Employees of the Office**

48. The Corporate Secretary and employees of the Office shall serve the interests of the Company and the Sole Shareholder by performing their obligations in good faith.

49. The Corporate Secretary and employees of the Office, in accordance with the Legislation and internal documents of the Company, are in charge of:

- 1) adequate execution of allotted tasks, functions, rights and obligations;
- 2) damages caused to the Company by their actions (inactions).

50. Responsibility of the Corporate Secretary and employees of the Office is fixed in their concluded employment contracts (or supplementary agreement to the labor contract) and/or their job description.

51. Refusal of members of the Board of Directors and/or the executive body of the Company to take measures on resolving corporate conflicts or preventing potential corporate conflicts, including failure to execute or improper execution of their functions set out in the Legislation and internal documents of the Company after they have been informed on these circumstances by the Corporate Secretary and / or employees of the Office release the latter from responsibility to organize resolution of corporate conflicts.

## **8. Organizational and Technical Support of the Corporate Secretary and the Office**

52. To support stable operation of the Board of Directors, the Corporate Secretary and the Office, the Company shall make provisions in the budget estimates for the respective items of expenditure, including translations of materials to meetings of the Board of Directors and the committees of the Board of Directors, translations / interpretations of meetings, transportation to the venue of meetings, accommodation and other trips within executing allotted obligations and other relevant expenditures.

53. The Company provides annual expenditures for training and development of the Corporate Secretary and the Office.

54. Expense budget for supporting performance of the Corporate Secretary and the Office is formed and sent to the respective department of the Company by the Corporate Secretary and/or the Office.

55. The Corporate Secretary and the Office shall be on a permanent basis provided with necessary organizational and technical conditions (scanners, printers, computers, software “computer-assisted legal research system “Lawyer”, Internet, periodicals, international publications in corporate management and performance of the Board of Directors and the Corporate Secretary, office supplies, image-building products, etc.), room, company vehicle, etc. for adequate and continuous execution of allotted tasks and functions.

## **9. Final Provisions**

56. These Regulations shall come into force after they are approved by the Board of Directors and shall remain in force before the Board of Directors makes a decision to repeal it. Amendments and additions to these Regulations can be introduced by a decision of the Board of Directors of the Company.

56. If due to amendments in Legislation, Corporate Charter or other internal documents of the Company some clauses and articles of these Regulations conflict with them, the Regulations shall be applicable to the extent allowed by the current Legislation and Corporate Charter and/or other internal documents of the Company.