

APPROVED

by the decision of the Board of Directors
of Joint Stock Company
«National Company
«Kazakhstan Temir Zholy»
as of October 24, 2018
(Minutes No. 7)

Regulations “On the Corporate Secretary of Joint Stock Company «National Company «Kazakhstan Temir Zholy»

1. General provisions

1. These Regulations “On the Corporate Secretary of Joint Stock Company «National Company «Kazakhstan Temir Zholy» (hereinafter referred to as “the Regulations”) were developed in accordance with the legislation of the Republic of Kazakhstan (hereinafter referred to as “the Law”), the Corporate Governance Code of Joint Stock Company «National Company «Kazakhstan Temir Zholy» (hereinafter referred to as “the Company”) approved by the decision of the Management Board of Samruk-Kazyna JSC (hereinafter referred to as “the Fund”) as of May 27, 2015, Minutes No. 22/15 (hereinafter referred to as “the Code”), the Charter and the internal documents of the Company taking into account the developing corporate governance practice in Kazakhstan and the world.

2. The Regulations are an internal document of the Company and determine the status, competence, tasks, functions, powers, rights and obligations, responsibilities of the Corporate Secretary of the Company (hereinafter referred to as “the Corporate Secretary”) and the procedure for appointing and terminating the powers of the Corporate Secretary and forming the Office of the Corporate Secretary (hereinafter referred to as “the Office”).

3. The position of the Corporate Secretary is introduced in order to effectively organize the activities of the Board of Directors of the Company (hereinafter referred to as “the Board of Directors”) and the interaction of the Board of Directors, the executive body with the Sole Shareholder of the Company (hereinafter referred to as “the Sole Shareholder”), ensuring compliance with corporate governance rules and procedures, which guarantee implementation of the rights and interests of the Sole Shareholder, assistance in timely and high-quality corporate decision-making 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; they perform their duties on a permanent basis in full-time mode.

5. The Corporate Secretary is accountable in his/her activities to the Board of Directors and is independent of the executive body of the Company, and is also

empowered and provided with the resources necessary to fulfill his/her duties.

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 may not combine his/her activities with the performance of other functions in the Company, as well as work in other organizations without prior approval of the Board of Directors.

2. Appointment and dismissal procedure for the Corporate Secretary

8. The Corporate Secretary is appointed by a decision of the Board of Directors, adopted by a simple majority of votes of members of the Board of Directors, upon submission by the Chairman of the Board of Directors or members of the Board of Directors.

9. The issue of appointing a Corporate Secretary is submitted to an in-person meeting of the Board of Directors. The presence of a candidate(s) for the position of Corporate Secretary at this meeting is mandatory.

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

11. The search and appointment of a 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 for the position of Corporate Secretary may be made by members of the Board of Directors.

13. In respect of each of the candidates, the following documents shall be submitted to the Board of Directors in hard and soft copy:

- 1) information about the candidate in accordance with Appendix 1 to these Regulations;
- 2) information on the availability (unavailability) of affiliation to the Company;
- 3) two letters of recommendation from officers of previous places of work and, if possible, from authoritative members of professional organizations;
- 4) written consent of a candidate for the appointment to the position of Corporate Secretary.

The Committee for Personnel and Remuneration of the Board of Directors shall review the submitted documents and submit to the Board of Directors its recommendations on candidate(s) for the position of the Corporate Secretary.

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

15. The position of the Corporate Secretary shall be assigned to a person who meets the qualification requirements established in the job description approved by the Board of Directors.

16. Labor relations between the Company and the Corporate Secretary shall be governed by law, the Charter and an employment contract. Employment contract on behalf of the Company with the Corporate Secretary shall be signed by the head of the executive body based on the decision of the Board of Directors of the Company.

17. The Board of Directors may decide on early termination of the powers of the Corporate Secretary and termination of the contract concluded with him/her in accordance with the procedure established by the Law and the employment contract, including in accordance with clause 3, Article 50 of the Labor Code (if provided for in the employment contract with the Corporate Secretary).

18. The decision to appoint a new Corporate Secretary shall be made by the Board of Directors no later than one month from the date of the decision to terminate the powers of the Corporate Secretary. The decision to appoint a new Corporate Secretary may be taken at the same time as a decision is made to early termination of the powers of the current Corporate Secretary.

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

20. The newly appointed Corporate Secretary shall be transferred the files, documents and database of documents in electronic and (or) paper media from his/her predecessor.

The transfer of cases shall be organized and carried out by the Office no later than five working days from the date of appointment of a new Corporate Secretary in accordance with the transfer and acceptance certificate, which shall indicate the basis for the transfer of cases, the date of transfer, the name and composition of the transmitted documentation, the list of activities, requests), which are in the process of execution and shall be executed by the newly elected Corporate Secretary.

21. Within one month from the date of appointment, the newly appointed Corporate Secretary shall pass the induction program, including introduction with the rules of the Board of Directors and other bodies of the Company, information about officers and the organizational structure of the Company, its internal documents and other information relevant to proper performance by the Corporate Secretary of his/her duties, as well as introduction meetings with the bodies and heads of the Company's units. The induction shall be organized and carried out by the Office.

22. During the period of temporary absence (business trip, leave, temporary disability, etc.), the Corporate Secretary shall be replaced by one of the employees of the Office according to the job description.

3. Tasks of the Corporate Secretary

23. Within the framework of his/her activities, the Corporate Secretary of the Company shall ensure:

1) compliance by the bodies and officers of the Company with the Legislation in the field of corporate governance in terms of the activities of the Board of Directors, the Charter, the Code and the internal documents of the

Company;

- 2) effective operation of the Board of Directors and its committees;
- 3) clear and effective interaction between the Company and the Sole Shareholder, as well as between the Company's bodies;
- 4) implementation of measures (within the framework of competence) aimed at introducing good corporate governance practices, increasing the level of corporate governance, as well as improving the policy and practice in the field of corporate governance in the Company;
- 5) the procedure for storing, disclosing and providing material information about the Company, as well as maintaining a high level of information transparency.

4. Functions and powers of the Corporate Secretary

24. In order to perform his/her functions, the Corporate Secretary shall be vested with the following powers:

- 1) requesting and receiving from the bodies, officers and employees of the Company of the documents and information necessary for making decisions at meetings of the Board of Directors;
- 2) taking the measures to organize meetings of the Board of Directors, to inform the Company's officers about the taken decisions, as well as their subsequent implementation;
- 3) directly interacting with the Chairman and members of the Board of Directors, the head and members of the executive body, employees of the Company, the Sole Shareholder.

25. The executive body (the Management Board) of the Company shall provide the corporate secretary with all-round assistance in the performance of his/her powers.

26. In order to perform the task of ensuring compliance by the bodies, officers of the Company of legislation in the field of corporate governance, the Listing Rules, the Charter, the Code and the internal documents of the Company, the Corporate Secretary is entrusted with the following functions:

- 1) monitoring the implementation, compliance by the bodies and officers of the Company with the Legislation in the field of corporate governance, the Listing Rules, the Charter, the Corporate Governance Code and the internal documents of the Company;
- 2) providing and organizing consultations for officers and employees of the Company on matters of the Charter, the Code, the internal documents on issues related to the requirements of state bodies, the Listing Rules, provisions of legislation in the field of corporate governance;
- 3) monitoring and analysis of existing practices, trends, development prospects in the field of corporate governance in the Republic of Kazakhstan and abroad;
- 4) participating in the development, compliance 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.

27. In order to perform tasks in terms of ensuring the effective operation of the Board of Directors and its committees, the Corporate Secretary is entrusted with the following functions:

1) organization the introduction of newly elected members of the Board of Directors into office, including explanation of the Company's operating rules for the Board of Directors and other bodies of the Company, provision of information about officers and the organizational structure of the Company, its internal documents and other information relevant to the fulfillment by members of the Board of Directors of their duties, as well as organization of introduction meetings with officers and heads of structural units of the Company;

2) assistance in organizing a professional development program for each member of the Board of Directors approved by a decision of the Board of Directors of the Company (educational seminars, programs, assistance in raising the qualifications of members of the Board of Directors, organizing training for members of the Board of Directors);

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

4) insurance of preparation and submission to the Board of Directors of relevant, timely and high-quality 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;

5) informing the Chairman of the Board of Directors and the Board of Directors about all the facts that prevent the Corporate Secretary from performing his/her functions and duties;

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

7) development, jointly with members of the Board of Directors, of a draft plan of work of the Board of Directors with a schedule of meetings for the relevant year and submission for approval by the Chairman of the Board of Directors and the subsequent approval by the Board of Directors of the Plan of Work of the Board of Directors of the Company.

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

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

28. In order to perform tasks in terms of ensuring effective interaction between the Company and the Sole Shareholder, as well as between the Company's bodies, the Corporate Secretary is entrusted with the following functions:

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

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

3) informing about potential and real cases of corporate conflicts and conflicts of interests of the relevant bodies of the Company and participation in their prevention and resolution in accordance with procedure established by the Company's internal document on settlement of corporate conflicts and conflicts of interest, subject to receiving information about corporate conflicts;

29. In order to carry out tasks in the field of implementation and improvement of corporate governance practices in the Company, the Corporate Secretary is entrusted with the following functions:

1) supervision of 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 Company's annual report;

3) informing the Board of Directors of violations in the field of corporate governance identified in the Company;

4) informing the Board of Directors on the implementation of measures and procedures for improving the corporate governance of the Company;

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

30. In order to perform tasks on ensuring storage, disclosure and provision of material information about the Company, as well as maintaining a high level of information transparency, the Corporate Secretary is entrusted with the following functions:

1) assistance in ensuring compliance with the requirements for storing and disclosing (providing) information about the Company (including posting on the website), as well as monitoring the Company's timely disclosure of information subject to disclosure in accordance with the procedure established by the Law, the Listing Rules, the Charter and the internal documents of the Company;

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

3) assistance in ensuring timely provision of information to the Sole Shareholder affecting its interests in accordance with the Law, the Charter, the 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.

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

1) conduction of business correspondence with officers, bodies of the Company,

heads of units of the Company, within own competence, as well as on behalf of members of the Board of Directors and the Sole Shareholder;

- 2) participation in building relationships with investors;
- 3) participation in preparation of the Company for an IPO;
- 4) preparation and participation in the preparation of draft internal documents of the Company, the approval of which is within the competence of the Board of Directors;
- 5) assistance in monitoring the implementation of decisions of the Sole Shareholder;
- 6) assistance in the work of corporate secretaries and improvement of the corporate governance system of subsidiary (dependent) entities of the Company;
- 7) assistance in implementation of the corporate strategy of the Company, including assistance in ensuring the proper implementation and transfer of decisions and instructions of the Board of Directors to the responsible units and bodies of the Company.

Imposition of other duties on the corporate secretary should be based on the current load of the corporate secretary. Imposition of new responsibilities should not contribute to poor performance of the functions set forth in the Regulations. New functions shall not duplicate the functions of other units and officers. In case of duplication, the executor of such functions shall be revised.

32. The functions stipulated by the Regulations shall be performed by the Corporate Secretary both independently and by issuing appropriate instructions to employees of the Office and/or distributing the functions between them in accordance with their job descriptions.

5. The Office of the Corporate Secretary

33. In order to ensure fulfillment by the Corporate Secretary of his/her functions, the Company shall create an Office, which is a unit of the Company.

34. The Office shall be created and abolished by the decision of the Board of Directors. The staff size and schedule of the Office shall be approved by the decision of the Board of Directors and included in the staff schedule of the Company. The agenda of the meeting of the Board of Directors on the relevant issues should include the recommendation of the Committee for Personnel and Remuneration of the Board of Directors and the opinion of the Corporate Secretary.

35. Relations between employees of the Office and the Company shall be governed by the current labor legislation of the Republic of Kazakhstan.

36. The Office shall be managed by the Corporate Secretary, who shall distribute duties among employees and report to the Board of Directors about the results of the Office's activities. Employees of the Office shall be directly subordinate to the Corporate Secretary.

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

38. The size of official salary, the terms of remuneration and bonuses for

employees of the Office shall be determined by the Board of Directors.

39. Social support, guarantees and compensation payments for employees of the Office shall be provided out in accordance with the internal documents of the Company.

40. Employees of the Office shall act in accordance with employment contracts and job descriptions drawn up on the basis of these Regulations.

41. Employees of the Office shall have the knowledge, experience, appropriate qualifications and skills necessary and sufficient to fulfill the tasks, functions, duties and rights assigned to them.

6. Rights and duties of the Corporate Secretary

42. The Corporate Secretary may (is empowered to):

1) request and receive any materials and data, information and documents necessary to exercise own functions and making decisions by the Board of Directors and the Sole Shareholder from all officers of the Company and its subsidiary and dependent entities, heads of the Internal Audit Department, units of the Company;

2) check the completeness of the submitted package of materials on the issues included in the agenda of meeting of the Board of Directors and issues submitted for consideration by the Committees of the Board of Directors, the Sole Shareholder, with the right to issue comments/rejections, referrals for revision, refusal to accept materials of low quality of preparation and/or non-compliant with the requirements or request of the Corporate Secretary;

3) request and receive a report on the implementation of decisions of the Sole Shareholder, the Board of Directors from members of the Board of Directors and the head of the executive body; and request written explanations of the reasons for non-execution or untimely execution of decisions with specific deadlines, in case of non-compliance with or violation of the deadlines;

4) request information and explanations from members of the Board of Directors and the head of the executive body in connection with violation of the rights of the Sole Shareholder or a situation leading to the emergence of corporate conflicts and conflicts of interest;

5) take measures to organize, plan and prepare meetings of the Board of Directors, to inform the Company's officers about the taken decisions, as well as their subsequent implementation;

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

7) send notifications on necessity to prepare materials for the Board of Directors and its committees and oversee the organization of preparation of materials by units of the Company on matters within the competence of the Board of Directors and its committees in accordance with the requirements of the Legislation, the Charter, the internal regulations and guidelines;

8) be guided by internal rules for observing the deadlines for submission, preparation and execution of materials when preparing the agenda, reports, materials

for meetings of the Board of Directors; reject the submitted materials, in case of violation of these requirements;

9) not include in the agenda of meeting of the Board of Directors the issues the materials on which were provided with violation of the deadline for submission or which do not meet the established requirements;

10) request additional information on agenda issues from units and the executive body of the Company, which is necessary for decision-making by members of the Board of Directors.

43. The main duties of the Corporate Secretary:

1) complying with the norms and requirements of the Legislation, the Charter, the Code, these Regulations, other internal documents of the Company, as well as execute instructions of the Board of Directors;

2) assisting in timely and high-quality corporate decision-making by the Board of Directors on all issues of their activities, the Sole Shareholder;

3) keeping confidentiality of information about the Company and its affiliates, insider information that became known during the period of performance of the functions of the Corporate Secretary and for at least three years after the termination of powers of the Corporate Secretary;

4) ensuring effective management of the Office;

5) systematically (quarterly and annually) report on own activities and on the activities of the Office to the Chairman and members of the Board of Directors.

44. The Corporate Secretary shall be accountable personally to the Chairman of the Board of Directors and the Board of Directors as a whole on all matters relating to corporate governance, activities of the Board of Directors, on other executive or administrative duties. The Corporate Secretary shall be accountable to the head of the executive body of the Company or to individual members of the Board of Directors, only if these responsibilities are delegated by the Board of Directors. The Corporate Secretary shall not report on the above issues to individual members of the Board of Directors (except for the Chairman of the Board of Directors) unless responsibility in this regard has been delegated 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

46. The Corporate Secretary, employees of the Office shall act in the interests of the Company and the Sole Shareholder, fulfill their duties in good faith.

47. In accordance with the procedure established by the Legislation and the internal documents of the Company, the Corporate Secretary and employees of the Office shall be responsible for:

1) proper execution of the tasks, functions, rights and duties assigned to them;

2) losses caused to the Company by their actions (inaction).

48. The responsibility of the Corporate Secretary and employees of the Office shall be established in the employment contracts concluded with them (or an additional

agreement to employment contract) and/or job descriptions.

49. Refusal of members of the Board of Directors and/or the executive body of the Company to take measures to eliminate corporate conflicts or to prevent potential corporate conflicts, including non-fulfillment or improper fulfillment of their functions provided for by the Legislation and the internal documents of the Company after they were informed about these circumstances by the Corporate Secretary and/or employees of the Office relieves the latter from liability, including the organization of resolution of corporate conflicts.

8. Organizational and technical support for the Corporate Secretary and the Office

50. In order to ensure the smooth operation of the Board of Directors, the Corporate Secretary and the Office, the Company shall annually include in the budget relevant items of expenditure, including those related to the translation of materials for meetings of the Board of Directors and committees of the Board of Directors and translation of the meetings themselves, departure to the venue of meetings, accommodation and other travel within the framework of the assigned duties and other necessary expenses.

51. The budgeting of expenses for the activities of the Corporate Secretary and the Office and the direction of it to the appropriate unit of the Company shall be carried out by the Corporate Secretary and/or the Office.

52. The Corporate Secretary and the Office on an ongoing basis shall be provided with the necessary organizational and technical conditions (scanners, printers, computers, the Lawyer Reference System, Internet, periodicals, international publications in the field of corporate governance and the activities of the Board of Directors and the Corporate Secretary, stationery, image products, etc.), premises, office vehicles, etc. for the full and continuous execution of the tasks assigned to them arising out of their functions.

9. Final provisions

53. These Regulations shall enter into force upon its approval by the Board of Directors and shall be valid until the decision of the Board of Directors to declare it invalid. Additions and amendments to these Regulations may be made by decision of the Board of Directors.

54. If as a result of a change in the Legislation, the Charter and other internal documents of the Company, certain clauses and Articles of these Regulations conflict with them, the Regulations shall be applied in the part that does not contradict the current legislation and the Charter and/or other internal documents of the Company.

Appendix 1 to the Regulations
 “On the Corporate Secretary of JSC «NC «KTZ»
 approved by the decision of the Board of Directors of JSC «NC «KTZ»
 as of _____, 2018 No. ___

Candidate's photo

Information about the candidate for the position of the Corporate Secretary

1. General information

Full name	
	(in full accordance with the identity card (passport), in case of changing the surname, name, patronymic, specify when and the reason for the change)
Date and place of birth	
Permanent place of residence, phone numbers:	
	(specify the detailed address, office, home, contact phone numbers, including the code of settlement)
Citizenship	in the case of foreign citizenship, the number and validity period of the permit to engage in foreign labor shall be indicated
Complete details of the document certifying the identity	

Information about close relatives (parents, spouse, siblings, children), as well as about kinship (siblings, parents, children of the spouse):

No.	Full name	Date, month, year of birth	Kin relations	Place of employment and position
1.				
2.				
3.				

Direct or indirect participation in the authorized capital of legal entities

No.	Name and location	Statutory activities of legal entity	Amount and share of your participation

2. Professional data:

Education, including vocational education, corresponding to the job profile	
	(specify the name and location of the education institution, faculty or department, period of study, assigned qualification, details of the diploma of education)
Additional education, including advance training courses in the field of work, academic degrees	
	(specify the name and location of the education institution, period of study, details of the diploma of education, certificate)
Experience in leading positions in corporate law and governance	
	(specify the number of years of work in the respective organizations, holding the position of corporate secretary)
Available achievements	
	(specify information on this issue, for example, the name of scientific publications, participation in scientific research, draft laws, etc.)
Membership in professional organizations	
	(specify information on this issue, for example, the Corporate Governance Council)
Other relevant information	
	(specify information describing the professional activity of the candidate)

Information about work experience (starting from the last job, list all previous jobs):

item	Period of work (month, year)	Name of organization, positions and duties, coordinates of the organization

3. Language skills (specify degree of proficiency: satisfactory, good, excellent, fluent):

Language	Level		
	Reading	Speaking	Writing
Kazakh			
Russian			
English			
Other (specify)			

4. Computer skills:

Operating systems (tick as appropriate):

- 1) Windows XP
- 2) Windows 2000 Professional

- 3) Windows NT 4.0 Workstation
- 4) Windows 3.11/95/98/Me, MS DOS
- 5) RedHat 64 bit

Programs (underline the necessary)

- 1) MS Office (Word, Excel, PowerPoint, Access, Visio, Outlook, Microsoft Project)
- 2) Lotus applications (LotusNotes, Lotus-123, Organizer)
- 3) Internet browsers (MS Internet Explorer, Mozilla Firefox, Netscape, etc.)
- 4) Adobe (Acrobat Reader, Photoshop, etc.)
- 5) WinRAR, AutoCAD, ABBYY Lingvo, PROMT
- 6) others (list)

5. Other information

Availability of a conviction that has not been canceled or not lifted in accordance with the procedure established by law for crimes committed in the sphere of economic activity, for corruption and other crimes against the interests of public service and public administration	Yes/No
Availability of data on suspension by supervising authorities from the performance of official duties for violation of the law	Yes/No, if “Yes”, specify the dates, by whom the corrective action is applied
Previously was a leading employee of an organization recognized as bankrupt, or in relation to which forced liquidation, conservation, forced repurchase of shares were announced.	Name of organization, position, period of work
Other relevant information	(optional)

I, _____

(full name of the candidate for the position of the Corporate Secretary)

confirm that this information has been thoroughly verified by me and is true and complete, and I acknowledge that the inaccurate information submitted by me is the basis for revising (withdrawing) consent to my appointment (election),

_____, _____

(signature)

Date

Knowledge requirements for the Corporate Secretary

The Corporate Secretary shall know:

the legislation of the Republic of Kazakhstan in the field of corporate governance, in particular:

the Civil Code, the Laws of the Republic of Kazakhstan “On Joint-Stock Companies”, “On the Securities Market”, other regulatory legal acts defining the rights of shareholders and regulating the activities of the bodies of joint-stock company, the procedure for issuing and circulating securities;

the Basics of labor, anti-monopoly (in the case of regulation of the Company's activities by the anti-monopoly agency), administrative and tax legislation, judicial practice.

the Rules of interaction of bodies of joint-stock company, in particular:

the procedure for preparing and conducting meetings of bodies of joint-stock company, their interaction.

Domestic and leading international practice of corporate governance, in particular:

key regulatory documents reflecting advanced corporate and foreign corporate governance practices;

the Corporate Governance Code;

the rules for information disclosure in accordance with the requirements of the legislation of the Republic of Kazakhstan, stock exchanges;

the procedure for resolving corporate conflicts and conflicts of interest;

methodological and regulatory documents on technical protection of information;

organization and procedure for negotiations;

ethical standards of corporate conduct.