**Approved**

**By decision of the Board**

**JSC NC QazaqGaz**

**Protocol No. \_\_\_ dated “\_\_\_” \_\_\_\_\_\_\_\_\_\_ 20\_\_\_**

**RULES**

**FORMATION OF AN INTEGRATED ANNUAL REPORT OF NC QAZAQGAZ JSC**

Instance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Astana city 2023**

**Preface**

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| --- |
| **Introduced:** Firstly**Revision date:** 2026  |

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**1. Purpose and scope**

1.1. These Rules for the preparation of the integrated annual report of QazaqGaz NC JSC (hereinafter referred to as the Rules) are an internal document that defines the procedure for preparing the integrated annual report of QazaqGaz NC JSC (hereinafter referred to as the Company or QG) for the reporting period.

1.2. These rules are an internal regulatory document of the Company, and its requirements apply to its structural divisions, which, due to their functional responsibilities, directly interact with consumers of services and/or other interested parties.

1.3. The rules are designed to perform the following tasks:

- bringing complete, reliable and transparent information about QG’s activities to the Sole Shareholder and investors, as well as interested parties;

- ensuring information openness and effective corporate communications of QG;

- formation of investment attractiveness and business reputation of QG.

1.4. The rules apply to all structural units involved in the preparation of the QG integrated annual report.

# Нормативные ссылки

2.1. В настоящих Правилах Компании приведены ссылки на следующие правовые акты, национальные стандарты и внутренние нормативные документы:

**1. Normative references**

2.1. These Company Rules contain references to the following legal acts, national standards and internal regulations:

|  |  |
| --- | --- |
|  | Law of the Republic of Kazakhstan “On Joint Stock Companies”; |
|  | Internal regulatory documents of QazaqGaz NC JSC; |
|  | Charter of NC QazaqGaz JSC; |
|  | Corporate Governance Code of KazTransGas JSC (approved by the decision of the Sole Shareholder of KazTransGas JSC - minutes of the meeting of the Board of Directors of NC KazMunayGas JSC dated September 23, 2015, No. 13/2015, p. 21); |
| DP-01 | General requirements for the development, execution and presentation of internal regulatory documents of QazaqGaz NC JSC; |
| DP-02 | Document management; |
| DP-03 | Records management. |

# Terms and definitions

3.1.These Company Rules apply the terms and corresponding definitions in accordance with Table 1.

Table 1. Terms and definitions

|  |  |  |
| --- | --- | --- |
| **№** | **Terms** | **Definitions** |
|  | Interested parties (stakeholders) | Individuals and legal entities who can influence the implementation of activities or decision-making of the Company, or whose interests are affected within the framework of the Company’s activities; |
|  |  Materiality Matrix | A graphical diagram of significant topics that were identified in accordance with the principle of materiality by assessing the Company’s impact on the economy, environment, society and assessing the significance of the topics for Stakeholders; |
|  | Independent audit of the Report | An independent party's assessment of the quality and reliability of the Company's non-financial information for the reporting period in accordance with the selected standard or applicable non-financial reporting framework; |
|  | Integrated annual report (Report) | Information reflection of the economic, environmental and social results of the Company’s activities through the issuance of systematic reporting on a range of issues of concern to Stakeholders; |
|  | Responsible structural unit | A structural unit of QG, whose functional responsibilities include administration and monitoring of the process of implementing QG sustainable development issues; |
|  | Governing body | The collegial executive body of QG, which carries out the management of its current activities; |
|  | Board of Directors | QG's management body, which exercises general management of QG's activities, with the exception of resolving issues referred by the legislative acts of the Republic of Kazakhstan and (or) the QG Charter to the exclusive competence of the general meeting of shareholders and the competence of the Management Board; |
|  | Structural subdivision | An independent division that is part of the QG organizational structure and is responsible for a specific area of activity; |
|  | Sustainable development | Company activities in which the exploitation of natural resources, the direction of investment, the orientation of scientific, technological and innovative development, personnel development and institutional changes are coordinated with each other and strengthen the current and future potential to meet human needs and aspirations. Is a development process “that meets the needs of the present without compromising the ability of future generations to meet their own needs” (UN Brundtland Report, 1987); |
|  | GRI Standards | Global Sustainability Reporting Initiative Standards. |

# Abbreviations and designations

3.1. These Company Rules use abbreviations and designations in accordance with Table 2:

# Table 2. Abbreviations and designations

|  |  |  |
| --- | --- | --- |
| **№** **п/п** | **Notations and abbreviations** | **Full name of the given symbols and abbreviations** |
| 1. | ВС | Subsidiaries and affiliates, including jointly controlled organizations and joint ventures of QG; |
| 2. | Company | Collective name of QG and its subsidiaries and affiliates; |
| 3. | HSE | Occupational Health, Industrial Safety and Environmental Protection Service |
| 4. | AMD | Asset Management Department |
| 5. | DSSD | Department of Strategy and Sustainable Development |
| 6. | HR and payroll | Department of Human Resources Management and Remuneration |
| 7. | OSP ISM | Responsible structural unit |

# Responsibility and authority

5.1. The Deputy Chairman of the Board for Strategy and Investments is responsible for coordinating and monitoring the timely preparation of the integrated annual report (hereinafter referred to as the Report).

5.2. The structural unit responsible for the preparation and approval of the Report is the Department of Strategy and Sustainable Development.

5.3. The director of the Department of Strategy and Sustainable Development of the Company is responsible for the development of these Rules in accordance with procedure DP-01 “General requirements for the development, execution and presentation of internal regulatory documents of QazaqGaz NC JSC.”

5.4. Responsible for managing these Rules in accordance with the requirements of procedure DP-02 “Document Management” is OSP ISM.

5.5. Responsibility for compliance with the requirements of these Rules rests with the managers or employees of the Company.

5.6. Responsibility for distribution of these Rules rests with the Senior Manager of the Strategy and Sustainable Development Department.

5.7. The supervised department is responsible for the completeness, transparency and disclosure of the information provided in the integrated annual report.

5.8. In case of detection of incorrect actual calculations and data values provided by the heads of structural divisions responsible for the relevant business processes or areas of activity, disciplinary measures may be applied to the latter in the manner established by the legislation of the Republic of Kazakhstan and the internal regulatory documents of the Company

# Main body

6.1. Primary requirements.

6.1.1. The publication of the report is QG’s commitment to the principles of the Corporate Governance Code in terms of its transparency to the Sole Shareholder.

6.1.2. The report should not contain information constituting an official or commercial secret, with the exception of the disclosure of information provided for by the legislation of the Republic of Kazakhstan.

6.1.3. Information and information provided by QG structural units for the Report must have the qualities of materiality, meaningfulness, objectivity, reliability, retrospectiveness, descriptiveness, conciseness and sufficiency of information and comply with the principles of ensuring the quality of reporting in accordance with:

- with the requirements of the current Listing Rules, which are developed in accordance with the legislation of the Republic of Kazakhstan and determine the conditions and procedure for including securities in the official list of the Exchange and their presence in the official list of the Exchange;

- with the requirements of non-financial reporting standards GRI Standards and International Integrated Reporting Framework (IIRC);

- UN Sustainable Development Goals.

6.1.4. The analysis and recommendations must be carried out taking into account the international standards and practices listed above, as well as taking into account the legislation and regulatory requirements of the Republic of Kazakhstan.

6.2. Ensuring the quality of formation, integrated annual should be based on the following principles:

1) Principles for determining the content of the Report:

- Involvement of Stakeholders - The content of the Report must meet the reasonable expectations and interests of the Company's Stakeholders.

- Sustainability Context - The report should provide information about the Company's performance in the context of “sustainability”, namely how the Company is contributing or plans to contribute to the improvement or deterioration of economic, environmental and social conditions at the local, regional or global levels.

- Materiality - Topics included in the Report must reflect the significant impacts the Company has on the economy, environment and society.

- Completeness - The report must cover material topics that reflect significant economic, environmental and social impacts, and reflect reporting boundaries. Information must be presented to the extent that allows Stakeholders to evaluate the Company’s performance in the field of sustainable development for the reporting period.

2) Principles for ensuring the quality of the Report:

- Balance - The report should reveal both positive and negative topics of the Company’s performance. In addition, the indicators must be presented in dynamics for at least two previous years.

- Comparability - A report prepared in accordance with the GRI Standards should allow Stakeholders to compare the Company’s activities with the activities of other companies.

- Accuracy - The information presented in the Report must be sufficiently accurate and detailed to assess the Company’s activities from the Stakeholders.

- Reliability - The company must collect, register, analyze, consolidate information in such a way that this information can be verified. Information on indicators presented in the Report must be collected on the basis of documented data.

- Timeliness - The report must be planned and published no later than the third quarter of the year following the reporting one.

- Clarity - The information presented in the Report must be understandable and accessible to a wide range of Stakeholders.

* 1. **Planning**

6.3.1. The responsible structural unit develops a materiality matrix by applying the principles of the report content in accordance with the current version of the GRI manual and agrees on the list of material aspects with the interested structural units by February 20;

6.3.2. The responsible structural unit determines the boundaries of the impact of significant aspects within the organization and outside it and the list of QG subsidiaries and affiliates that will be included in the reporting perimeter by February 27;

6.4. **Report preparation process**

6.4.1. The responsible structural unit sends a request to the structural units and functional blocks of QG to submit information according to the Table of Distribution of Responsibility for the Contents of the Report by March 6.

6.4.2. Structural units and functional blocks submit information on general standard elements and specific standard elements according to the Compliance Table, with GRI identified as significant aspects according to the Responsibility Allocation Table, for the content of the report to the responsible department by March 15. Information should be consolidated across QG's subsidiaries and affiliates included in the report perimeter. The information must contain statistical data and analytical descriptions for the indicator and comply with the GRI report quality assurance principles.

6.4.3. The responsible structural unit prepares a set of consolidated information (draft report) and analyzes the availability and sufficiency of information in accordance with the GRI Compliance Table by April 20.

6.5. **Correction, approval and approval of the Report**

6.5.1. The responsible structural unit forwards the draft Report to all interested QG structural units to review the draft Report and submit their comments and recommendations. If there are comments and suggestions to the draft report, the responsible structural unit makes adjustments and changes and additions until April 30.

6.5.2. The responsible structural unit is carrying out the procurement of printing services (design using additional photographs, paintings, diagrams, etc.) in the prescribed manner for the preparation of a printed version of the Report by May 05.

6.5.3. The responsible structural unit sends the final version of the draft Report to the DDO and the Corporate Secretary Service for translation into Kazakh and English, respectively, no later than May 10.

The Administrative Department and the Corporate Secretary Service provide authentic translation into Kazakh and English by May 15.

6.5.4. The responsible structural unit, after carrying out the appropriate procedures for coordination with the interested structural units of QG and preparing materials, submits the issue of approval and approval of the Report for consideration by the Management Board and the Board of Directors of QG by May 31.

6.5.5. After approval of the Report, the Responsible structural unit sends a memo to the head of the QG Press Service for paper and electronic publication of the Integrated Annual Report with subsequent posting on the QG corporate website.

6.5.6. The QG press service, in accordance with the established procedure, initiates the purchase of services for the release of the Report. After publication of the Report, publishes an interactive version of it on the QG corporate website and ensures its distribution among QG Stakeholders by June 30.

6.6. **Receiving feedback on the Report**

6.6.1. After publishing the interactive version on the official QG website and distributing the printed version, the Responsible Department collects feedback from all stakeholders through various stakeholder engagement mechanisms.

6.6.2. The responsible department conducts an analytical analysis of information to be taken into account when drawing up the materiality matrix for the next reporting period.

6.7. **Process performance criteria**

The criterion for achieving the effectiveness of the Report preparation process is the approval of the Report by the QG Board of Directors and the timely publication of the approved Integrated Annual Report for the reporting period.

6.8. During the preparation of the Report, employees of the Responsible structural unit carry out:

6.8.1 Disclosure of material topics by identifying Stakeholders, constructing a Materiality Matrix based on procedures aimed at prioritizing and ranking topics in accordance with the materiality principle of the GRI Standards;

6.8.2 Determining the boundaries of the impact of significant aspects within and outside the QG;

 6.8.3. Determining the list of QG subsidiaries and affiliates for which data will be consolidated;

6.8.4. Determining the option of the level of compliance of the GRI Report with the Standards: basic or extended option (Core or Comprehensive);

6.8.5. Collection and consolidation of quantitative and qualitative information, its processing and writing the text of the Report on the information received, as well as the final preparation of the draft Report in accordance with the principles and requirements of paragraph 1 of these Rules;

6.8.6. The heads of structural units involved in the preparation of the annual report appoint in their structural units an employee responsible for the preparation and provision of information within the required time frame, in accordance with these Rules and Appendix 1 to these Rules.

6.8.7. The central accounting department sends financial statements to the DSiUR, taking into account the conclusion of the external auditor. Structural units involved in the preparation of the annual report provide DS&UR information in the form of the text of the corresponding section/subsection of the annual report with diagrams, graphs, comments and explanatory notes (if necessary, appropriate calculations are provided) signed by the supervising Deputy Chairman of the Management Board or directors of departments no later than 1 March of the year following the reporting year.

6.8.8. After receiving financial statements and information from structural units involved in the preparation of the annual report, DSiUR generates a final annual report within 10 working days and sends it to the heads of structural units for approval.

6.8.9. Structural divisions, within 5 working days, agree on the final annual report, if necessary, make comments and send them to the DSiUR address.

6.8.10. DSiUR, within three days, finalizes the final annual report, taking into account comments and adjustments sent by structural units, and sends it to the Office for translation into the state and English languages.

6.8.11. Coordination of the draft Report by QG structural divisions in the prescribed manner;

6.8.12. Timely submission of the text of the draft Report to the documentation support department for authentic translation into the state language and English, taking into account established translation standards;

6.8.13. Organization and support of the Independent audit of the Report (if necessary);

6.8.14. Submission of the draft Report in accordance with the established procedure for consideration by the QG Board;

6.8.15. Organization of work on publishing the Report in printed and online versions in the required languages;

6.8.16. Providing the approved Report to the QG Press Service for posting a printed and interactive version on the corporate website.

6.8.17. QG structural units are responsible for:

6.8.18. Providing information and information on certain significant topics necessary for the preparation of the draft Report, in accordance with requests from the Responsible structural unit;

6.8.19. For the timely provision of additional information and explanations in the event of questions arising from the Responsible structural unit.

The structural unit responsible for the timely translation of the annual report into the state and English languages is the Administrative Department.

1. Records

7.1. These Rules create the following records (Table 2), which must be managed in accordance with the requirements of the documented procedure DP-03 “Record Management”

Table 2. List of entries

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№ п/п** | **Name** | **Form of entries** | **Responsibility for Maintaining Records** | **Storage** | **Frequency of recording** |
| **Place** | **Time** |
| 1 | Интегрированный годовой отчет  | In accordance with international GRI standards | DSASD | DSADS | 3 years | As needed |

**Revision, modification, storage and distribution**

8.1. Revision, modification, storage and distribution of these Rules are carried out in accordance with the requirements of the documented procedure DP-02 “Document Management”.

8.2. The “original” paper version of these Rules is drawn up and stored in the OSP IMS of the Company.

8.3. A scanned version of these Rules is placed in the Company's IMS database.

**Applications**

**Application 1**

**Distribution of responsibility for the content of the Integrated Annual Report**

|  |  |  |
| --- | --- | --- |
| **Areas (components) of sustainable development of the Company** | **Areas of responsibility** | **Responsible structural units** |
| Корпоративное управление  | структура и устройство корпоративного управления | ДСиУР |
| Соответствие требованиям законодательства и нормативно-правовым требованиям | соответствие экологическому, трудовому и налоговому законодательству | HSE, Центральная бухгалтерия, Департамент управления человеческими ресурсами и оплаты труда |
| Управление рисками | управление рисками в области устойчивого развития по трем компонентам (экономика, экология и социальные вопросы) | ДВКиУР, HSE, Департамент управления человеческими ресурсами и оплаты труда |
| **Экономическая** |   |
| Экономическая результативность | показатели финансовой деятельности  | Блок экономики и финансов |
| Непрямые экономические воздействия  | инвестиции в сообщество | Блок экономики и финансов |
| **Социальная** |   |
| Практика трудовых отношений и достойный труд | занятость  | Департамент управления человеческими ресурсами и оплаты труда |
| заработная плата и премиальная система  | Департамент управления человеческими ресурсами и оплаты труда) |
| здоровье и безопасность на рабочем месте | HSE |
| подготовка и образование | Департамент управления человеческими ресурсами и оплаты труда |
| разнообразие и равные возможности для мужчин и женщин  | Департамент управления человеческими ресурсами и оплаты труда |
| Права человека | недопущение дискриминации  | Департамент управления человеческими ресурсами и оплаты труда |
| свобода ассоциаций и ведения коллективных переговоров  | Департамент управления человеческими ресурсами и оплаты труда |
| детский, принудительный и обязательный труд  | Департамент управления человеческими ресурсами и оплаты труда |
| практика обеспечения безопасности | ДКБ |
| Общество  | взаимодействие с местными сообществами (вкл. благотворительность и спонсорскую помощь) | Департамент управления человеческими ресурсами и оплаты труда |
| противодействие коррупции  | ДКБ |
| **Экологическая** |   |
|   | охрана окружающей среды | HSE |
| изменение климата | HSE |
| биоразнообразие | HSE |
| энергоэффективность | HSE |
| промышленная безопасность | HSE |
| экологическая оценка поставщиков  | HSE |
| воздействие продукции и услуг  | HSE |
| соответствие требованиям (экол. штрафы)  | HSE |

**Application 2**

**List of indicators GRI**

|  |
| --- |
| **General indicators** |
| GRI 102-18 | Structure of corporate governance bodies |
| GRI 102-19 | Delegation of authority |
| GRI 102-20 | Management Responsibility for Economic, Environmental and Social Issues |
| GRI 102-21 | Advising stakeholders on economic, environmental and social issues |
| GRI 102-22 | Advising stakeholders on economic, environmental and social issues |
| GRI 102-24 | Nomination and election of the highest governing body |
| GRI 102-27 | Collective knowledge of the highest governance body |
| GRI 102-28 | Collective knowledge of the highest governance body |
| GRI 102-29 | Managing economic, environmental and social impacts |
| GRI 102-31 | Consideration of economic, environmental and social topics by the highest corporate governance body |
| GRI 102-32 | The role of senior management in sustainability reporting |
| GRI 102-35 | The role of senior management in sustainability reporting |
| GRI 102-36 | Determining the amount of remuneration for members of the highest corporate governance body and top management |
| **Supply Chain and Procurement** |
| GRI 102-9 | Supply chain |
| GRI 102-10 | Significant changes in the organization and supply chain |
| GRI 204-1 | Share of expenses on local suppliers |
| **Ethics, corruption, risks** |
| GRI 102-11 | Application of the precautionary principle |
| GRI 102-15 | Key impacts, risks and opportunities |
| GRI 102-16 | Key impacts, risks and opportunities |
| GRI 102-17 | Mechanisms for consulting and informing employees about ethical issues |
| GRI 205-1 | Divisions in respect of which the risks associated with corruption were assessed |
| GRI 205-2 | Communication and training on anti-corruption policies and practices |
| GRI 205-3 | Communication and training on anti-corruption policies and practices |
| **Economic contribution** |
| GRI 201-1 | Direct economic value created and distributed |
| GRI 201-2 | Financial implications and other risks and opportunities associated with climate change |
| GRI 201-3 | Organization's obligations related to pension plans |
| GRI 201-4 | Financial assistance from government authorities |
| **Local communities** |
| GRI 102-40 | List of stakeholder groups |
| GRI 102-42 | Identification and selection of stakeholders |
| GRI 102-43 | The organization's approach to stakeholder engagement |
| GRI 102-44 | Key themes and concerns raised by stakeholders |
| GRI 203-1 | Investments in infrastructure and free services  |
| GRI 203-2 | Significant indirect economic impacts |
| GRI 413-1 | Significant indirect economic impacts  |
| GRI 413-2 | Significant actual or potential adverse impact on local communities  |
| **Environmental protection** |
| GRI 303-1 | Management of shared water resources  |
| GRI 303-2 | Impact management from wastewater disposal |
| GRI 303-3 | Water intake  |
| GRI 303-4 | Water disposal |
| GRI 303-5 | Water consumption  |
| GRI 304-1 | Production sites owned, leased or managed by an organization and located in protected areas and areas of high biodiversity value outside their boundaries |
| GRI 304-2 | Significant impacts of activities, products and services on biodiversity |
| GRI 304-3 | Protected or restored habitats |
| GRI 304-4 | Species included in the IUCN Red List and the National List of Protected Species whose habitats are located in the area affected by the organization's activities  |
| GRI 305-6 | Emissions of ozone-depleting substances |
| GRI 305-7 | Emissions of nitrogen oxides (NOx), sulfur oxides (SOx) and other significant pollutants into the atmosphere  |
| GRI 306-3 | Total mass of generated waste |
| GRI 306-4 | Total mass of generated waste |
| GRI 306-5 | Total weight of waste sent for neutralization and disposal  |
| GRI 307-1 | Failure to comply with environmental laws and regulations |
| **Energy** |
| GRI 302-1 | Energy consumption within the organization |
| GRI 302-3 | Energy intensity  |
| GRI 302-4 | Energy consumption  |
| GRI 302-5 | Reducing the energy intensity of products and services |
| **Occupational health and safety (OH&S)** |
| GRI 403-1 | Occupational Safety and Health Management System |
| GRI 403-2 | Identification and assessment of production risks and hazards, and investigation of incidents associated with the implementation of these risks |
| GRI 403-3 | Labor protection activities at work |
| GRI 403-4 | Participation of workers, consultations and communications with workers on labor protection and industrial safety issues |
| GRI 403-5 | Training of employees in the field of labor protection |
| GRI 403-6 | Promoting employee health |
| GRI 403-7 | Prevention and mitigation of health and safety impacts |
| GRI 403-8 | Workers covered by the workplace health and safety management system |
| GRI 403-9 | Work injuries  |
| GRI 403-10 | Occupational diseases  |
| **Staff** |
| GRI 102-7 | Organizational scale  |
| GRI 102-8 | Information about permanent employees and other workers |
| GRI 102-41 | Collective agreement |
| GRI 202-1 | Ratio of standard entry level wage by gender compared to local minimum wage  |
| GRI 202-2 | Proportion of local residents among senior managers |
| GRI 401-1 | Employment  |
| GRI 401-2 | Benefits provided to full-time employees |
| GR401-3 | Holiday to care for the child |
| GRI 404-1 | Average number of training hours per year per employee |
| GRI 404-2 | Skills development and employee onboarding programs |
| GRI 404-3 | Percentage of employees who have undergone periodic performance and career development assessments |
| GRI 405-1 | Diversity of management bodies and employees |
| GRI 405-2 | Ratio of basic wages and remuneration of women and men |
| GRI 406-1 | Incidents of discrimination and corrective actions taken |
| GRI 407-1 | Units and suppliers whose rights to exercise freedom of association and collective bargaining may be at risk |
| GRI 419-1 | Units and suppliers whose rights to exercise freedom of association and collective bargaining may be at risk |
| **Consumer Health and Safety** |
| GRI 416-1 | Consumer Health and Safety |
| GRI 416-2 | Consumer Health and Safety |
| **Taxes** |
| GRI 207-1 | Approach to fulfilling tax obligations |
| GRI 207-2 | Tax administration, tax control and tax risk management |
| GRI 207-3 | Interacting with stakeholders and resolving tax issues that concern them  |
| GRI 207-4 | Cross-country reporting  |
| **Non-discrimination** |
| GRI 406-1 | Incidents of discrimination and corrective actions taken |
| GRI 201-2 | Financial implications and other risks and opportunities for the organization's operations associated with climate change  |
| GRI 305-1 | Direct greenhouse gas emissions (Scope 1)  |
| GRI 305-2 | Energy-Indirect Greenhouse Gas Emissions (Scope 2)  |
| GRI 305-3 | Other indirect greenhouse gas emissions (Scope 3)  |
| GRI 305-4 | Greenhouse gas emission intensity  |
| GRI 305-5 | Reducing greenhouse gas emissions  |
| **Препятствие конкуренции**  |
| GRI 206-1 | Legal actions against an organization in connection with obstacles to competition and violation of antitrust requirements |

*Application* **3**

**КП-06-05 Development of an integrated annual report**

1. **Change registration sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Change registration sheet** | **Page numbers** | **Total sheets in document** | **Numbers of sections to which changes relate** | **Description of changes** | **Mark of changes** |
| **Name surname** | **Signature** | **Date** |
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**References list**

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| **№** **п/п** | **Name surname of employee** | **Job title** | **Date** | **Sugnature** |
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