

Approved
By decision of the Board of Directors
JSC «NC «QazaqGaz»
Minutes № _____
of " _____ " _____ 20__.

REGULATION
«On the Corporate Secretary
of JSC «NC «QazaqGaz» and Its Service»

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1. General Provisions

1.1. This Regulation "On the Corporate Secretary of JSC «NC «QazaqGaz» and Its Service" (hereinafter referred to as the "Regulation") is developed in accordance with the legislation of the Republic of Kazakhstan, the internal regulatory and administrative documents of the joint-stock company "National Company «QazaqGaz»" (hereinafter referred to as the "Company"), and the Code of Corporate Governance of the joint-stock company "Samruk-Kazyna National Welfare Fund" (hereinafter referred to as the "Code").

1.2. This Regulation is an internal document of the Company and defines the status, competence, tasks, functions, powers, rights, and responsibilities of the Corporate Secretary of the Company (hereinafter referred to as the "Corporate Secretary") and the employees of the Corporate Secretary's Service (hereinafter referred to as the "Service"), as well as the procedures for the appointment and termination of the Corporate Secretary's powers and the formation of the Service.

1.3. The position of the Corporate Secretary is introduced for the purpose of effective organization of the activity of the Board of Directors of the Company (hereinafter - the Board of Directors) and interaction of the Board of Directors, executive body with the Sole Shareholder of the Company (hereinafter - the Sole Shareholder), ensuring compliance of the bodies and officials of the Company with the rules and procedures of corporate governance, guaranteeing the realization of the rights and interests of the Sole Shareholder, assisting in timely and qualitative adoption of corporate decisions by the Board of Directors.

1.4. The Corporate Secretary and employees of the Service are full-time employees of the Company.

1.5. The Corporate Secretary and employees of the Service shall carry out their activities in accordance with the Law of the Republic of Kazakhstan "On Joint Stock Companies" and "National Welfare Fund", the Code of Corporate Governance Samruk-Kazyna JSC, the Charter of the Company, these Regulations, and other internal regulatory and administrative documents of the Company, as well as decisions of the Sole Shareholder and the Board of Directors.

2. Search, appointment and termination of powers of the Corporate Secretary

2.1. The Corporate Secretary shall be appointed by the Board of Directors of the Company upon recommendation of the Chairman or members of the Board of Directors of the Company by a simple majority of votes of the members of the Board of Directors of the Company present at the meeting.

2.2. The structure and headcount of the Service shall be approved by resolution of the Board of Directors and included in the Company's staff schedule. The recommendation of the Nomination and Remuneration Committee of the Board of Directors and the opinion of the Corporate Secretary shall be presented in the materials of the agenda of the Board of Directors meeting on the relevant issues.

2.3. The exclusive competence of the Board of Directors of the Company includes appointment of the Corporate Secretary and early termination of his/her powers, determination of the term of office of the Corporate Secretary, requirements to the Corporate Secretary, functions, procedure of activities, amount of salary and terms of remuneration to the Corporate Secretary, terms of remuneration and bonuses, evaluation of the Corporate Secretary's activities, approval of the Regulations on the Corporate Secretary and the Corporate Secretary Service, staff schedule of the Corporate Secretary Service, approval of the Corporate Secretary Service, approval of the Regulations on the Corporate Secretary and the Corporate Secretary Service, approval of the staff schedule of the Corporate Secretary Service.

2.4. The issue of appointment of the Corporate Secretary shall be submitted to the in-person meeting of the Board of Directors. The presence of the candidate(s) for the position of the Corporate Secretary at the said meeting is mandatory.

2.5. The search and appointment of the Corporate Secretary shall be based on open and transparent competitive procedures in accordance with the Company's internal documents.

2.6. The following documents shall be submitted to the Board of Directors with respect to each nominee:

- 1) information about the candidate according to Annex 1 of these Regulations;
- 2) Two letters of recommendation from officials of organizations where the candidate has previously worked and, if possible, from members of professional organizations;
- 3) written consent of the candidate for appointment to the position of the Corporate Secretary;
- 4) I.D;
- 5) a certificate on the presence or absence of information on the commission of a corruption offense by a person;
- 6) a certificate of no criminal record;
- 7) consent on acceptance of anti-corruption restrictions and confirmation of reliability of information according to Annex 2 of these Regulations;
- 8) declaration on disclosure of potential conflict of interests according to Annex 3 of these Regulations;
- 9) consent to collection, storage, processing of personal data and confirmation of data authenticity according to Annex 4 of this Regulation;
- 10) Notice of acceptance of the candidate's and spouse's tax returns by the state revenue authority (return 250.00/ 270.00);
- 11) table on relatives according to Annex 5 of these Regulations;

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

In order to exclude possible risk areas and potential problems, the HR Service has the right to request additional information from the candidate and, with the candidate's consent, to send all information about him/her to the Company's Security Service and Compliance Service for verification in accordance with the established procedure.

2.7. Labor relations between the Company and the Corporate Secretary shall be regulated by the legislation of the Republic of Kazakhstan, the Charter of the Company and the labor contract. The labor contract on behalf of the Company with the Corporate Secretary shall be signed by the head of the executive body on the basis of the resolution of the Board of Directors of the Company.

2.8. The Board of Directors may make a decision on early termination of powers of the Corporate Secretary and termination of the contract concluded with him/her in accordance with the procedure established by the legislation of the Republic of Kazakhstan and the labor contract.

2.9. The decision to appoint a new Corporate Secretary shall be made by the Board of Directors within one month from the date of the decision to terminate the powers of the Corporate Secretary. The decision on appointment of a new Corporate Secretary may be made simultaneously with the decision on early termination of powers of the current Corporate Secretary.

2.10. The newly appointed Corporate Secretary shall be handed over the files, documents and document database in electronic and/or paper form by his predecessor.

The transfer of cases shall be organized and carried out by the Service within five working days from the date of appointment of a new Corporate Secretary under the act of acceptance-transfer, which must necessarily indicate the reason for the transfer of cases, the date of transfer, the name and composition of the transferred documentation, the list of cases (activities, actions, requests) that are in the process of execution and must be executed by the newly elected Corporate Secretary.

2.11. In case of absence of the Corporate Secretary of the Company (vacation, sick leave, training, etc.), in order to ensure the possibility of decision-making by the Board of Directors, it is allowed to be replaced by one of the employees of the Service according to job descriptions/job descriptions.

3. Corporate Secretary's Service of the Company

- 3.1. In order to ensure efficient work of the Board of Directors, as well as fulfillment by the Corporate Secretary of his/her functions, the Company establishes the Service, which is a structural subdivision of the Company.
- 3.2. The appointment, determination of the term of office, determination of the salary of the Service's employees shall be within the exclusive competence of the Company's Board of Directors.
- 3.3. Service employees are subject to the same internal rules of labor remuneration and social support as other administrative employees of the Company, including bonuses.
- 3.4. Internal relocation of employees in the Corporate Secretary Service is carried out based on the results of competitive selection in compliance with the principles of meritocracy, transparency and objectivity. Under equal conditions, priority is given to internal candidates of the Service.
- 3.5. In order to perform the tasks and functions assigned to the Service by the Regulations, the Service interacts, within the limits of its authority, with other structural subdivisions, subsidiary (affiliated) organizations of the Company, with state bodies and other legal entities.
- 3.6. The main activities and qualification requirements for the employees of the Service are determined by the relevant job descriptions/duty descriptions, which are developed on the basis of these Regulations, agreed with the interested structural subdivisions of the Company, in accordance with the internal regulatory documents of the Company.
- 3.7. The Service is managed by the Corporate Secretary, who distributes duties among employees and reports to the Board of Directors on the results of the Service's activities. The employees of the Service are directly subordinate to the Corporate Secretary.

4. Main Tasks of the Corporate Secretary and Its Service

- 4.1. The Corporate Secretary of the Company within the framework of its activities shall ensure:
 - 1) monitoring of compliance by the bodies and officials of the Company with the legislation of the Republic of Kazakhstan in the field of corporate governance and internal documents of the Company regulating corporate governance, improvement of policy and practice in the field of corporate governance;
 - 2) ensuring the implementation of measures on preparation of decisions of the Sole Shareholder in accordance with the requirements of the legislation of the Republic of Kazakhstan and internal documents of the Company;
 - 3) efficient operation of the Company's Board of Directors and its committees;
 - 4) clear and effective interaction in the field of corporate governance between the Company's bodies, as well as between the Company and its subsidiaries;
 - 5) implementation of measures (within the scope of competence) aimed at introducing good corporate governance practices, raising the level of corporate governance, as well as improving corporate governance policies and practices in the Company and its subsidiaries;
 - 6) ensuring storage, disclosure and provision of information about the Company.
- 4.2. The Service, within the scope of its activities, is designed to ensure:
 - 1) monitoring and implementation of measures aimed at improving the corporate governance rating in the Company;
 - 2) introduction of best practices of corporate governance in the Company and its subsidiaries and control over their implementation;
 - 3) organization of activities of the Board of Directors and its committees;
 - 4) effective interaction between the Board of Directors, the Sole Shareholder, the Management Board and subsidiary organizations;
 - 5) information support of the Company and the Company's subsidiaries in the field of corporate governance.

5. Functions of the Corporate Secretary and Its Service

5.1. In order to fulfill the task on monitoring of compliance by the bodies and officials of the Company with the legislation of the Republic of Kazakhstan in the sphere of corporate governance and internal documents of the Company regulating corporate governance, improvement of policy and practice in the sphere of corporate governance, the following functions shall be assigned to the Corporate Secretary and his Service:

1) monitoring of fulfillment, observance by bodies and officials of the Company of the legislation of the Republic of Kazakhstan in the sphere of corporate governance and internal documents of the Company regulating corporate governance, including monitoring of implementation of the Code of Corporate Governance of the Company, preparation and submission to the Board of Directors of the Company of a report on observance/non-observance (with indication of reasons) of principles and provisions of the Code of Corporate Governance of the Company, which is included in the annual report of the Company;

2) provision and organization of consultations to the Company's officials on issues related to the requirements of state bodies, provisions of the legislation of the Republic of Kazakhstan and internal documents in the field of corporate governance;

3) informing the Company's Board of Directors about the corporate governance activities carried out in the Company;

4) monitoring and analysis of existing practice, trends, development prospects in the field of corporate governance in the Republic of Kazakhstan, abroad and making (sending) analytical statements, information, recommendations to officials, relevant bodies and heads of structural subdivisions of the Company;

5) participation in preparation of the annual report for the Board of Directors of the Company on the state of corporate governance in the Company, fulfillment by the Company of the requirements of the legislation of the Republic of Kazakhstan in the sphere of corporate governance and internal documents of the Company, with proposals of decisions aimed at improvement of corporate governance practice in the Company.

5.2. To fulfill the task to ensure implementation of measures on preparation of the Sole Shareholder's decisions in accordance with the requirements of the legislation of the Republic of Kazakhstan and internal documents of the Company, the following functions shall be assigned to the Corporate Secretary and his/her Services:

1) organization of preparation and collection of materials to be submitted for consideration of the Sole Shareholder in accordance with the legislation of the Republic of Kazakhstan, as well as providing access to such materials;

2) assistance, if necessary, in preparation of draft resolutions of the Sole Shareholder of the Company.

5.3. To fulfill the task of ensuring efficient operation of the Company's Board of Directors and its committees, the Corporate Secretary and his Service shall be assigned the following functions:

1) fulfillment of functions of the Corporate Secretary of the Board of Directors of the Company established by the legislation of the Republic of Kazakhstan;

2) ensuring implementation of the induction program for newly elected members of the Company's Board of Directors and the professional development program for each member of the Company's Board of Directors approved by the Company's Board of Directors;

3) familiarization of the first elected members of the Board of Directors of the Company with the activity of the Company (induction) in accordance with the internal documents of the Company regulating the induction procedure, including explanation of the rules of activity of the Board of Directors of the Company and other bodies of the Company in force in the Company, provision of information on the officers and organizational structure of the Company, its internal documents, resolutions of the Sole Shareholder and the Board of Directors of the Company and other information relevant to the Company's activities.

- 4) organization of introductory meetings for newly elected members of the Company's Board of Directors with the Company's officials;
- 5) development together with the Chairman of the Board of Directors of the Company of the draft Work Plan of the Board of Directors of the Company for the relevant year;
- 6) preparation of draft agendas for meetings of the Board of Directors development, together with the Chairman of the Board of Directors of the Company, of the draft Work Plan of the Board of Directors of the Company for the relevant year; with a proposal on the form of meetings and submission to the Chairman of the Board of Directors of the Company;
- 7) ensuring proper preparation of materials on agenda items of the Company's Board of Directors meetings, including compliance with the procedures for preparation of materials, preliminary discussions (organization of preliminary discussions) with officials, the Internal Audit Service, managers and employees of the Company's structural subdivisions;
- 8) timely sending to the members of the Board of Directors of the Company a notice on holding a meeting of the Board of Directors and the agenda of the meeting of the Board of Directors of the Company with all necessary materials attached, as well as notification of persons invited to the meeting;
- 9) logging of the meetings of the Board of Directors of the Company in accordance with the requirements of the legislation of the Republic of Kazakhstan, the Charter and other internal documents of the Company, as well as ensuring timely signing by the members of the Board of Directors of the Company of the decisions of the Board of Directors of the Company (minutes);
- 10) preparation of ballots for absentee voting of the members of the Board of Directors of the Company, realization of mailing and collection of ballots, summarizing the results of voting on the agenda items of the meeting of the Board of Directors of the Company;
- 11) sending absentee resolutions of the Board of Directors of the Company to the members of the Board of Directors of the Company with the enclosed ballots, on the basis of which this resolution was adopted, within 5 (five) days from the date of its execution; as well as at the request of the members of the Board of Directors of the Company - providing them with the minutes of the meetings of the Board of Directors of the Company and resolutions adopted by absentee voting for familiarization and (or) issuing to them an extract from the minutes and resolutions certified by their signature and the Company seal;
- 12) ensure proper observance of the procedure for holding meetings and making decisions by the Board of Directors of the Company in accordance with the requirements of the legislation of the Republic of Kazakhstan and internal documents of the Company;
- 13) sending resolutions of the Board of Directors of the Company to the relevant bodies and officials of the Fund, control of their execution and informing the Board of Directors of the Company on the results (progress) of execution in the order established by the Board of Directors of the Company;
- 14) provision (ensuring provision) to the members of the Company's Board of Directors of information in accordance with the Company's internal documents, as well as documents and information requested by them.
- 15) informing the Chairman of the Board of Directors of all facts preventing the Corporate Secretary from performing his/her duties;
- 16) organizational support of the activities of the committees of the Board of Directors of the Company, including preparation of materials and organization of meetings, notification of members of the committees and invited persons on convening meetings, sending materials to members of the committees on the agenda of meetings, keeping minutes, storing recommendations, conclusions of the committees and their submission to the Chairman and members of the Board of Directors of the Company;
- 17) record and store correspondence received by the Board of Directors of the Company, its committees, ensure preparation of responses to incoming requests;
- 18) certify excerpts from the minutes (resolutions) of the meetings of the Board of Directors of the Company with his/her signature and impression of the Company's seal;
- 19) assistance in assessing the performance of the Company's Board of Directors and its

committees;

20) organization of training for the members of the Board of Directors and engagement of experts, if necessary.

5.4. To fulfill the task of ensuring storage, disclosure and provision of information on the Company, the Corporate Secretary and his Service shall be assigned the following functions:

1) ensuring compliance with the requirements to the procedure for storage and disclosure (provision) of information on the Company established by the legislation of the Republic of Kazakhstan, the Charter and other internal documents of the Company;

2) control over timely disclosure of information by the Company to the Board of Directors of the Company and the Sole Shareholder in accordance with the procedure established by the legislation of the Republic of Kazakhstan, the Charter and other internal documents of the Company;

3) ensuring, in accordance with the legislation of the Republic of Kazakhstan 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, including control over access to materials on the agenda of the meetings of the Board of Directors of the Company, issues submitted for consideration of the Sole Shareholder of the Company, decisions of the Sole Shareholder of the Company, minutes of meetings and decisions of the Board of Directors of the Company. Copies of the above documents shall be obligatory certified by the signature of the Corporate Secretary and the Company's seal;

4) ensuring timely submission to the Sole Shareholder of information affecting its interests in accordance with the legislation of the Republic of Kazakhstan, the Charter, other internal documents of the Company, decisions of the Sole Shareholder;

5) ensuring accounting and storage of information on the interest of members of the Company's Board of Directors in making decisions on issues within their competence;

6) ensure timely transfer of documents, which are in the possession of the Corporate Secretary due to fulfillment of his/her duties, to the Company's archive. At the same time, the Corporate Secretary shall be responsible for safekeeping of all such documents before their transfer to the Company's archive;

7) storage of the following documents:

- decisions of the Sole Shareholder, minutes of meetings, voting ballots of the Board of Directors of the Company;

- materials to the decisions of the Sole Shareholder on agenda issues of the Company's Board of Directors meetings;

- background data of the members of the Company's Board of Directors;

- other documentation related to the competence of the Corporate Secretary of the Company;

8) assist the responsible structural subdivision of the Company in qualitative and timely filling the content of the Company's website;

9) participation in the preparation of the Company's annual report.

5.5. To fulfill the task of ensuring clear and efficient interaction between the Company's bodies, the Corporate Secretary and his/her Service shall be assigned the following functions:

1) ensuring proper accounting of letters (appeals, demands) received from the Sole Shareholder, control over their timely consideration by the relevant bodies of the Company and preparation of responses;

2) promote the creation and efficient use of information exchange channels between the Company's bodies;

3) informing about potential and actual corporate conflicts, conflicts of interest, relevant bodies of the Company, participation in their resolution.

5.6. The Corporate Secretary and his Service shall also perform the following functions:

1) providing methodological support in the work of corporate secretaries of the Company's subsidiaries (affiliates);

2) other functions of the Corporate Secretary established by the legislation of the Republic of Kazakhstan and internal documents of the Company, as well as execution of other instructions of the Fund's Board of Directors and/or the Chairman of the Board of Directors of the Company.

5.7. The Corporate Secretary shall perform the functions stipulated by the Regulations both independently and by issuing relevant instructions/assignments to the employees of the Service and/or assigning functions to them in accordance with their job descriptions.

6. Interaction of the Corporate Secretary and Its Service with other structural divisions

6.1. In order to organize work and implement its functions, the Corporate Secretary and his Service ensures effective interaction between the Board of Directors, the Sole Shareholder, the Management Board and subsidiaries of the Company, thus ensuring proper preparation of materials on agenda items of the Board of Directors meetings, including, inter alia, compliance with the procedures for preparation of materials and preliminary discussions with managers and employees of the Company's structural subdivisions.

7. Rights of the Corporate Secretary and Its Service

7.1. The Corporate Secretary and employees of the Corporate Secretary Service shall have the right (powers):

- 1) request and receive from all officials of the Company and its subsidiaries and affiliated organizations, heads of the Internal Audit Service, structural subdivisions of the Company any materials and data, information and documents necessary for the implementation of its functions and decision-making by the Board of Directors and the Sole Shareholder;
- 2) check the completeness of the submitted package of materials on the issues included in the agenda of the Board of Directors meeting and issues submitted for consideration of the Board of Directors Committees, the Sole Shareholder, with the right to issue comments/suggestions and reject, send for revision, refuse to accept materials with low quality of preparation and/or non-compliant with the established requirements or the request of the Corporate Secretary;
- 3) request and receive from the members of the Board of Directors and the Head of the Executive Body a report on the progress of implementation/execution of the decisions of the Sole Shareholder, the Board of Directors, and, in case of non-implementation or violation of the deadlines, request written explanations of the reasons for non-implementation or untimely implementation of the decisions, with specific deadlines;
- 4) request information and explanations from the members of the Board of Directors and the Head of the Executive Body in connection with violation of the Sole Shareholder's rights or a situation leading to corporate conflicts and conflict of interests;
- 5) to take measures to organize, plan and prepare meetings of the Board of Directors, to inform the Company's officials about the decisions taken, as well as to control and monitor their implementation;
- 6) directly interact with the Chairman and members of the Board of Directors, members of the Executive Body, the Sole Shareholder, including by means of personal meetings, business correspondence, etc.;
- 7) send notifications on the need to prepare materials for the Board of Directors and its committees and supervise the organization of preparation by the Company's structural subdivisions of materials on issues within the competence of the Board of Directors and its committees in accordance with the requirements of the Law, the Charter, internal regulations and guidelines;
- 8) When preparing the agenda, reports, and materials for the Board of Directors' meetings, be guided by internal rules for compliance with the deadlines for submission, preparation and execution of materials, and reject the submitted materials in case of violation of these requirements;

- 9) not to include in the agenda of the meeting of the Board of Directors the issues, materials for which were submitted in violation of the deadline or which do not meet the established requirements;
- 10) request additional information on agenda items necessary for decision-making by the members of the Board of Directors from structural subdivisions and the Company's executive body.

8. Duties of the Corporate Secretary and its Service

8.1. Duties of the Corporate Secretary:

- 1) to comply in its activities with the norms and requirements of the Law, the Charter, the Code, these Regulations, other internal documents of the Company, as well as to fulfill the instructions of the Board of Directors;
- 2) to assist in timely and quality corporate decision-making by the Board of Directors on all issues of their activities, the Sole Shareholder;
- 3) keep confidential the information about the Company and its affiliates, insider information that became known during the period of performing the functions of the Corporate Secretary and for at least three years after termination of powers as the Corporate Secretary;
- 4) to ensure effective management of the Corporate Secretary Service;
- 5) systematically (quarterly and annually) report on its activities and the activities of the Corporate Secretary Service to the Chairman and members of the Board of Directors.
- 6) The Corporate Secretary reports personally to the Chairman of the Board of Directors and to the Board of Directors as a whole on all matters relating to corporate governance, activities of the Board of Directors, and other executive or administrative duties. The Corporate Secretary shall report to the head of the Company's executive body or individual members of the Board of Directors only if such duties are delegated by the Board of Directors. The Corporate Secretary shall not report to individual members of the Board of Directors (except for the Chairman of the Board of Directors) on the above issues, unless responsibility in this respect 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.

8.2 Employees of the Service shall be personally responsible for the quality and timeliness of performance of the functions and tasks assigned to them in accordance with their job descriptions, labor contracts and the legislation of the Republic of Kazakhstan.

9. Responsibility of the Corporate Secretary and its Service

9.1. The Corporate Secretary, employees of the Service shall act in the interests of the Company and the Sole Shareholder, perform their duties in good faith.

9.2. The Corporate Secretary and employees of the Service shall be responsible for:

- 1) proper fulfillment of their assigned tasks, functions, rights and duties;
- 2) losses caused to the Company by their actions (inaction);
- 3) taking measures to prevent corruption, including minimizing the causes and conditions that contribute to the commission of corruption offences.

9.3. Responsibilities of the Corporate Secretary and employees of the Service are set out in the employment contracts (or an additional agreement to the employment contract) and/or job descriptions concluded with them.

9.4. Failure of members of the Board of Directors and/or executive body of the Company to take measures to eliminate corporate conflicts or to prevent potential corporate conflicts, including failure to perform or improper performance of their functions provided for by the laws and internal documents of the Company after they have been informed of these circumstances by the Corporate Secretary and/or employees of the Service, shall relieve the latter of responsibility, including for organizing the resolution of corporate conflicts.

10. Organizational and technical support Corporate Secretary and its Service

- 10.1. To ensure uninterrupted operation of the Board of Directors, the Corporate Secretary and the Service, the Company annually includes in the budget the relevant items of expenses for travel to the place of meetings, accommodation and other travel in the performance of assigned duties, including those related to translation of materials for the meetings of the Board of Directors and Board Committees and translation of the meetings themselves, as well as other necessary expenses.
- 10.2. The Corporate Secretary and/or the Service shall formulate a budget of expenses to support the activities of the Corporate Secretary and the Service and send it to the relevant structural subdivision of the Company.

11. Procedure for amendments and additions to the regulation

- 11.1. In case of amendments and (or) additions to the legislation of the Republic of Kazakhstan, the Charter of the Company, the Code of Corporate Governance, these Regulations shall be effective in the part not contradicting such amendments and additions.
- 11.2. Amendments and additions to the Regulations shall be made in accordance with the procedure set forth in the Documented Procedure "General Requirements for Development, Formatting and Presentation of the Company's Internal Regulatory Documents".
- 11.3. These Regulations shall come into effect from the moment of their approval by the Board of Directors and shall remain in force until the Board of Directors adopts a resolution to recognize them as invalid. Amendments and additions to these Regulations may be made by resolution of the Board of Directors of the Company.

Annex 1 to the Regulation
 "On the Corporate Secretary of JSC «NC «QazaqGaz»
 and its Service,"
 approved by the decision of the Board of Directors
 of JSC «NC «QazaqGaz»
 dated _____, 2024, No. __

SUMMARY

PHOTO

1.	Surname	
2.	Name	
3.	Patronymic	
4.	Date of birth	
5.	Place of birth	
6.	Paul	
7.	Nationality	
8.	Nationality	
9.	Home address	
	(actual):	
	(based on residency):	
10.	Telephones	
11.	Email	
12.	Identity card	
	(passport)	
13.	IIN	
Education		
<input type="checkbox"/> Secondary Specialized <input type="checkbox"/> Unfinished higher <input checked="" type="checkbox"/> Higher		

	Full name of educational institution, faculty, department	Address	Year of receipt	Year of graduation	Specialty, qualification, diploma or certificate number
1.					

(add lines as needed)

14. Professional development courses, seminars, internships (for the last 5 years)

	Name of institution	Address	Year, month of commencement	Year, month of completion	Subject of specialization, specialty obtained, certificate
1.					

(add lines as needed)

15. Work experience (starting with your most recent job, list all previous jobs):

Name of Organization:			The direction of the organization:		
Structural Unit:					
Job Title:	Beginning month/year	Ending month/year	Job Responsibilities:		
			Reason for dismissal:		
Name of Organization:			The direction of the organization:		
Structural Unit:					

Job Title:	Beginning month/year	Ending month/year	Job Responsibilities:
			Reason for dismissal:
Name of Organization: Structural Unit:			The direction of the organization:
Job Title:	Beginning month/year	Ending month/year	Job Responsibilities:
			Reason for Dismissal:

(add lines as needed)

16. Language skills (indicate degree of proficiency: satisfactory, good, excellent, fluent)

Language	Degree of ownership			
	reading	colloquial	written	specialized vocabulary (specify which one, e.g. geology, finance, etc.)
Kazakh				
Russian				
English				
Chinese				

17. Academic degree, academic title

18. Publications, scientific works, inventions, state awards, encouragements, diplomas, etc.:

19. Attitude towards military duty and military rank

20. Criminal records

21. Driver's license

22. Readiness to travel on business trips

23. Marital status (list family members, including parents, with date of birth, surname, first name, patronymic)

24. The following persons may provide references

Name.surname
organization
position
contact information

Name.surname
organization
position
contact information

25. You can add what you feel is necessary below

Signature _____

" _____ " _____ 2024.

**Consent to accept anti-corruption restrictions
and confirming the accuracy of the information**

I,

_____,
(surname, first name, patronymic)

(specify the position of the person who is an officer and/or person exercising managerial functions)¹

(specify if the consent is submitted by a person who is a candidate for a position related to the above functions)

(specify company)

in order to comply with the requirements of the Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 № 410-V (hereinafter - the Law), other by-laws and internal regulatory documents of the group of companies of JSC "NC "QazaqGaz", to prevent the commission of actions that may lead to the use of my powers in personal, group and other non-business interests, I assume anti-corruption restrictions provided for by the Law, taking into account the specifics established by Articles 13, 14, 14-1 and 15 of the Law on:

- 1) engaging in activities incompatible with the performance of its functions;
- 2) inadmissibility of joint service (work) of close relatives, spouses and relatives², including in one structural subdivision and having close relatives, spouse and (or) relatives in direct subordination, or in different subdivisions, if the position is functionally related (by business processes and procedures) to the positions occupied by their close relatives, spouses and relatives;
- 3) use of official and other information not subject to official dissemination for the purpose of obtaining or extracting property and non-property benefits and advantages;
- 4) accepting material remuneration, gifts or services for actions (inaction) in favor of the persons who provided them, if such actions are within the official powers of the persons specified in the first paragraph of this clause, or these persons by virtue of their official position may facilitate such actions (inaction)³;

¹ According to the Law, a person performing managerial functions in a state organization or a quasi-government sector entity is defined as a person who, either permanently, temporarily, or by special authority, performs organizational, administrative, or managerial functions in such organizations;

Administrative and managerial functions refer to the rights granted under the legislation of the Republic of Kazakhstan to manage and control the property on the organization's balance sheet;

A person equivalent to officials authorized to perform government functions is defined as a person performing managerial functions in a state organization or a quasi-government sector entity, as well as a person authorized to make decisions regarding the organization and conduct of procurement, including government procurement, or responsible for the selection and implementation of projects funded by the state budget and the National Fund of the Republic of Kazakhstan, holding a position not lower than the head of an independent structural unit within these organizations;

² According to the Law, close relatives include parents (or a parent), children, adopters, adopted children, full and half-siblings, grandparents, grandchildren, in-laws, including full and half-siblings of the spouse (or partner), and the parents and children of the spouse.

³ Members of a person's family may not receive material remuneration, gifts or services provided for actions (inaction) of this person in favor of the persons who provided material remuneration, gifts or services, if such actions (inaction) are within the official powers of this person or he/she by virtue of his/her official position may facilitate such

5) opening and holding accounts (deposits) in foreign banks located outside the Republic of Kazakhstan, keeping cash and valuables in foreign banks located outside the Republic of Kazakhstan.

I undertake to strictly follow the requirements established by the anti-corruption legislation of the Republic of Kazakhstan.

I am not a person who has been deprived of the right to hold any position for a certain period of time by a court decision that has entered into legal force and/or who has been brought to criminal/administrative/disciplinary responsibility and has a criminal record, as well as a person who has been brought to responsibility for committing a corruption offense.

I undertake to notify the management of the organization in writing about close relatives, spouse and (or) in-laws working in this organization **prior to employment or within one working day** from the date of occurrence of such a circumstance. I am notified that if I do not voluntarily eliminate such violation within three months from the date of discovery of the said violation, I will be transferred to a position that excludes such subordination, and if such transfer is impossible, one of such employees shall be subject to dismissal from his/her position or other release from the said functions.

I have been notified that in case I violate the anti-corruption legislation of the Republic of Kazakhstan, I may be held liable, including dismissal from my position, in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

I am notified that the money received on my account or the accounts of my family members without our knowledge, as well as the funds received by me or them in violation of subparagraph 4) of paragraph 1 and paragraph 5 of Article 12 of the Law, no more than two weeks after their discovery shall be transferred to the national budget with the submission of an explanation to the relevant state revenue authority on the circumstances of receipt of such funds.

I am notified that gifts received without my or my family members' knowledge, as well as those received by me and them in violation of subparagraph 4) of paragraph 1 and paragraph 5 of article 12 of the Law, are subject to gratuitous transfer to the authorized body for state property management within seven calendar days from the date of receipt of the gift or from the date on which I or we became aware of the receipt of the gift, and the services rendered to these persons under the same circumstances must be paid by transferring money to the republican budget within seven calendar days from the date of receipt of the gift to the authorized body for state property management. At the same time, the person who transferred the gift to the authorized body on state property management has the right, with notification of the superior official, to buy it back at the cost determined in accordance with the Law of the Republic of Kazakhstan "On Appraisal Activity in the Republic of Kazakhstan" on the basis of a sale and purchase agreement concluded with the authorized body on state property management. The proceeds from the sale of gifts are transferred to the republican budget.

I will not have any claims against the company regarding the collection, storage, processing and cross-border transfer of my personal data in the future, provided that the company complies with the requirements of applicable law.

I have been notified that failure to comply with anti-corruption restrictions entails refusal to accept a position or dismissal from a position (dismissal from a position), their non-compliance in cases where there are no signs of a criminally punishable act and administrative offense is grounds for termination of employment.

(Position)

Full name (spell it out in full)

actions (inaction) (according to the Law, family members of a person are understood to be his/her spouse, parents, children, including those of full age, and persons dependent on him/her and permanently dependent on them).

Date

Signature

Declaration on disclosure of potential conflict of interest

I (Surname, first name, patronymic (if any))

I undertake to strictly follow the requirements of the Conflict-of-Interest Policy of JSC "NC "QazaqGaz" when carrying out my activities in JSC "NC "QazaqGaz" and declare the presence or absence of the following potential conflicts of interest:

1. I am a member of management bodies (board of directors, supervisory board, management board, other management bodies) of legal entities (if yes, specify the name, except for subsidiaries of JSC "NC "QazaqGaz", management body and date of joining the management body)

2. I own (fully or partially), in the form of shares and (or) interest in a legal entity (if yes, specify the name of the legal entity, percentage and (or) share)

3. I carry out activities that are paid on a regular basis: salary, honorarium payments, etc. (if yes, specify the name of the legal entity that makes payments, except for JSC "NC "QazaqGaz").

4. I perform activities that are not paid (if yes, specify role/position and name of legal entity, except for JSC "NC "QazaqGaz")

5. I perform activities as the head of a legal entity (if yes, specify the name of the legal entity, BIN)

6. I confirm that the persons, who are my close relatives, spouse or related persons, work in the group structure, are affiliated persons of⁴ JSC "NC "QazaqGaz", their subsidiaries and affiliated organizations (if yes, specify IIN of the persons, who are close relatives, spouse or related persons, full name, sign of kinship, name of the legal entity in which the close relatives, spouse, related person work, position)

⁴ Affiliated persons are defined as persons in accordance with Article 64 of the Law of RK dated May 13, 2003, No. 415-II "On Joint Stock Companies", Article 12-1 of the Law of RK dated April 22, 1998, No. 220-I "On Limited and Additional Liability Partnerships".

7. I confirm that the persons specified in paragraphs 1-6 of this declaration **are not** counterparties of JSC "NC "QazaqGaz", their subsidiaries and affiliated organizations (if they are, please specify IIN, full name, Name of the counterparty's company, BIN of the counterparty, Type of activity of the counterparty, Name of JSC "NC "QazaqGaz", subsidiaries and affiliated organizations to whom services are rendered).

8. Other situations or circumstances that lead or may lead to a conflict of interest (if yes, provide in writing in free form the detailed information necessary and sufficient for a comprehensive review and assessment of the situation or circumstances).

I hereby acknowledge the full responsibility of _____ for the accuracy of the information in completing this Declaration.

I confirm familiarization with the terms and conditions of the Policy on settlement of conflict of interests of JSC "NC "QazaqGaz".

I undertake to timely inform the Compliance Service of JSC "NC "QazaqGaz" in the event of a conflict of interest, as well as changes in the data specified in this declaration.

Signature: _____

Date

At JSC «NC «QazaqGaz»
from _____
(Full Name, Contact Phone Number)

**Consent to the collection, storage, processing of
personal data and confirmation of data authenticity**

In accordance with [Law](#) of the Republic of Kazakhstan dated May 21, 2013 № 94-V "On personal data and their protection" and other regulatory legal acts of the Republic of Kazakhstan (hereinafter jointly - the Law),

I, _____, citizen of the Republic of Kazakhstan, individual identification number _____, address of actual place of residence: _____, address of place of registration: _____, I give unconditional consent to JSC "NC "QazaqGaz" (hereinafter - the Company) and Third Parties, i.e. to the persons connected, both at present and in the future, with the Company by circumstances or legal relations on collection, processing and protection of my personal data, to collect, process, store and transfer, not contrary to the current legislation, in ways that do not contradict the current legislation, for the purposes regulated by this consent, and in sources, including publicly available, at the Company's discretion, in connection with the occurrence with the Company, already existing or arising in the future of any labor, civil and (or) other legal relations, of the following personal data of mine, as well as future changes and (or) additions to them, recorded on electronic, paper, audio, video and other tangible media.

The Company collects, stores, processes and transfers my personal data for the following purposes:

- 1) **audio and video recording of the interview:** for internal control and accounting by the Company, as well as for control and confirmation of the Company's proper fulfillment of its obligations in terms of compliance with the Company's internal documents regulating the process of search and selection of administrative employees;
- 2) **personal data containing surname, first name, patronymic, position, contact information (phone numbers, e-mail address, etc.), portrait image (photograph):** for placement of disclosed and publicly available data on the Fund's website www.qsamruk.kz in accordance with the requirements of the current legislation of the Republic of Kazakhstan;
- 3) for judicial and out-of-court protection of the Company's rights in case of disputes, including disputes with third parties.

I certify that:

- 1) this consent shall apply to all relations with the Company, including those already existing and (or) arising at the time of granting this consent within the terms established by the current legislation of the Republic of Kazakhstan, necessary for the proper fulfillment by the Company of the rights and obligations imposed on it by the legislation of the Republic of Kazakhstan;
- 2) This consent grants the Company the right to independently determine the conditions of access to personal data by Third Parties;
- 3) my notification is not required when the Company collects, stores, processes and transmits personal data;
- 4) this consent may be provided to Third Parties as evidence that the Company has the necessary authorization to collect, store, process and transfer my personal data across borders;
- 5) this consent may be withdrawn in cases regulated by the legislation of the Republic of Kazakhstan on the basis of a corresponding application in writing, which shall be delivered to the Company at least thirty (30) days prior to the date of withdrawal of this consent. At the same time, I am aware that under the Law, this consent may not be withdrawn in cases where such withdrawal would be contrary to the Law;
- 6) The Company has the right to collect, store, process and transfer personal data without my consent in cases established by the legislation of the Republic of Kazakhstan;
- 7) the information provided in my resume and this document is accurate;
- 8) I am not a person who has been deprived of the right to hold any position for a certain period of time by a court decision that has entered into legal force and/or has been brought to criminal/administrative/disciplinary responsibility for committing a corruption offense within the last 2 years;

9) I will not have any claims against the Company regarding the collection, storage, processing and trans-border transfer of my personal data in the future, provided that the Company complies with the requirements of the Law and (or) the conditions reached in this consent.

I have read the text of this consent and have no additions, comments or objections.

_____	_____	_____
(date)	(FULL NAME)	(signature)

Annex 5 to the Regulation
 "On the Corporate Secretary of JSC «NC «QazaqGaz» and itsr Service,"
 approved by the decision of the Board of Directors
 of JSC «NC «QazaqGaz»
 dated _____, 2024, No. __

Table of relatives: Surname First Name Patronymic (IIN)

	Surname	Na me	Patrony mic	IIN	Date of birth	Place of work	Position
Parents							
Siblings							
Spouse							
Children							
Parents of spouse(s)							
Siblings of spouse(s)							