

**Information on recommendations
following internal analysis on corruption risks in
activities of E-Finance Center Joint-Stock Company**

Object of corruption risks internal analysis: E-Finance Center Joint-Stock Company (hereinafter - the Company).
Duration of the internal corruption risk analysis: from January 29 to February 16, 2024.
Date of signing of the policy brief: February 16, 2024.

Item No.	Recommendation	Completion forms according to the action plan	Information on recommendations
1.	To determine the competencies for each position of the Company, the acceptable level of knowledge or skills for them, and develop entrance tests using this approach when applying for a job or transferring to another position.	Changes to the job descriptions of employees approved by the Chairman of the Management Board of the Company.	Executed. The Order of the Chairman of the Management Board dated September 11, 2024 No. 189 "On Approval of the Regulations and Job Descriptions of Employees of E-Finance Center Joint-Stock Company."
2	To include an employee of the Company's Information, internal security and testing department in the commission on acceptance, disposal of fixed assets, intangible assets, write-off of inventories and determination of the useful life of intangible assets.	Amendment to the order "On the establishment of a commission for the acceptance, disposal of The Order of the Chairman of the Management Board dated February 27, 2024 No. 45 "On amending the order of the write-off of inventories and Chairman of the Management Board of E-Finance Center Joint-determination of the useful life of Stock Company dated January 15, 2024 No. 7 "On creating a intangible assets" approved by commission for the acceptance, disposal of fixed assets, the order of the Chairman of the intangible assets, writing off stocks and determining the useful Management Board of the life of intangible assets". Company.	Executed. The Order of the Chairman of the Management Board dated February 27, 2024 No. 45 "On amending the order of the write-off of inventories and Chairman of the Management Board of E-Finance Center Joint-determination of the useful life of Stock Company dated January 15, 2024 No. 7 "On creating a intangible assets" approved by commission for the acceptance, disposal of fixed assets, the order of the Chairman of the intangible assets, writing off stocks and determining the useful Management Board of the life of intangible assets". Company.
3	To develop regulations for interaction with the MF RK and contractors.	Approved by the MF RK and the Company the Rules of interaction of the Company with the MF RK and contractors.	Executed. The Rules for interaction of the E-Finance Center Joint-Stock Company and the Ministry of Finance of the Republic of Kazakhstan regarding the coordination of project documentation for information systems and draft legal acts, developed by the Company, was sent to the MF RK in the outgoing letter dated November 22, 2024, No. 03-1/8319 (executed within the Company's competence, external factor).



4	To develop an internal mechanism for accepting and transmitting code/works.	The relevant regulation approved by the decision of the Company's Management Board and/or the revised form of the model E-Finance Center Joint-Stock Company approved by the agreement approved by the decision of the Company's 23, 2024 (Minutes No. 49). Executed.
5	To carry out measures on an ongoing basis to identify undeclared information system capabilities, as well as to take inventory of accounts and roles of employees responsible for the development, maintenance and administration of information systems.	A memo addressed to the Chairman of the Management Board of the Company. Executed. Memos dated June 28, 2024, No. 723-SZ, July 31, 2024, No. 898-SZ, August 29, 2024, No. 1105-SZ, September 30, 2024, No. 1313-SZ, October 31, 2024, No. 1466-SZ, November 29, 2024, No. 1611-SZ, December 31, 2024, No. 1785-SZ.
6	To identify interference-sensitive critical business processes of information systems.	Report Executed. Memo dated November 14, 2024, No. 1531-SZ.

* E-Finance Center Joint-Stock Company – Company;

* The Ministry of Finance of the Republic of Kazakhstan – MF RK.

