

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
Date of introduction		1/13
	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	Rev No.

PRE-APPROVED
 by decision of Staff and Remuneration
 Committee of the Board of Directors of
 E-Finance Center Joint-Stock Company
January " 30 " 2026
 (Minutes No. 1)

APPROVED
 by decision of the Board of Directors
 of E-Finance Center Joint-Stock Company
February " 9 " 2026
 (Minutes No. 1)

**Regulations on Corporate Secretary of
 E-Finance Center Joint-Stock Company**

Astana, 2026

Prepared by:

Full name	Position	Division	Signature
<i>Abysheva Sh.S.</i>	<i>Corporate Secretary</i>	<i>Corporate Secretary Service</i>	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
		2/13
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	Rev No.

Content

1. Terms and abbreviations	3
2. General regulations	3-4
3. Tasks, functions and competence of the Corporate Secretary	4-5
4. Procedure for appointment and early termination of powers of the Corporate Secretary	5-7
5. Rights and duties of the Corporate Secretary	7-8
6. Responsibility of the Corporate Secretary	8
7. The procedure for ensuring the independence, protection of the status, rights, powers and social interests of the Corporate Secretary	8-10
8. Final regulations	10
9. Appendix 1	11
10. Appendix 2	12
11. Acknowledgement sheet.....	13

Prepared by:

Full name	Position	Division	Signature
<i>Abysheva Sh.S.</i>	<i>Corporate Secretary</i>	<i>Corporate Secretary Service</i>	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	3/13
		Rev No.

1. Terms and abbreviations

Company – E-Finance Center Joint-Stock Company;

Regulation - this Regulation on the Corporate Secretary of the E-Finance Center joint-stock company;

Sole Shareholder - the higher authority of the Company (Republican state institution "Ministry of Finance of the Republic of Kazakhstan");

Board of Directors - management body of the Company;

Management Board - the collegial executive body of the Company;

Committee – Board of Directors Committee;

Corporate Secretary - Corporate Secretary of the Company;

Service – Corporate Secretary Service of the Company.

2. General regulations

1. Regulation on the Corporate Secretary of the E-Finance Center joint-stock company defines the status, organization of activities, competence and responsibility of the Corporate Secretary of the Company.

2. These Regulations have been developed in accordance with the Law of the Republic of Kazakhstan "On Joint Stock Companies" (hereinafter referred to as the Law), the Company's Charter (hereinafter referred to as the Charter) and the Company's Corporate Governance Code (hereinafter referred to as the Code).

3. Corporate Secretary is an employee of the Company who is not a member of the Board of Directors or the Management Board, who is appointed by the Board of Directors and is accountable to the Board of Directors.

4. Corporate Secretary heads the Corporate Secretary Service.

5. In its activities, the Corporate Secretary is guided by the legislation of the Republic of Kazakhstan, the Code, the Charter, these Regulations and other internal documents of the Company.

6. For effective corporate governance of the Company, as well as in order to create an open dialogue between the Board of Directors and the Management Board, the Corporate Secretary organizes the provision of necessary reports (information) by the Management Board to the Board of Directors.

7. Corporate Secretary performs duties on a permanent full-time basis.

8. In case of temporary absence of the Corporate Secretary, its duties are performed by another employee of the Service, who is assigned duties by order of the Chairman of the Management Board with the consent of the Chairman of the Board of Directors.

Prepared by:

Full name	Position	Division	Signature
Abysheva Sh.S.	Corporate Secretary	Corporate Secretary Service	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	4/13
		Rev No.

3. Tasks, functions and competence of the Corporate Secretary

9. Task of the Corporate Secretary is ensuring compliance by the Company's employees with the requirements and procedures guaranteeing fulfilment of rights and interests of the Sole Shareholder, including access of the Sole Shareholder to information about the Company.

10. To achieve the set tasks, the Corporate Secretary performs functions that include, but are not limited to, the following:

in terms of ensuring the activities of the Board of Directors of the Company:

1) supervision over preparation and holding of meetings of the Board of Directors and its Committees;

2) assisting the Board of Directors in drafting the work plan and meeting agendas;

3) preparing materials and meetings arrangement of the Board of Directors and its Committees;

4) ensuring Board members receive relevant and timely information required for decision-making on agenda items within the competence of the Board of Directors;

5) Minutes recording of meetings of the Board of Directors, storage of minutes, transcripts, audio-video recordings, materials of meetings of the Board of Directors and Committees;

6) advising members of the Board of Directors on issues related to the legislation of the Republic of Kazakhstan, the Charter, the Code, internal documents, monitoring changes in these documents and timely informing members of the Board of Directors about them;

7) consulting assistance during induction of newly elected members of the Board of Directors;

8) cooperation arrangement between the members of the Board of Directors and the Sole Shareholder and the Management Board;

9) organization of training of members of the Board of Directors and involvement of experts (if necessary).

in terms of ensuring interaction with the Sole Shareholder:

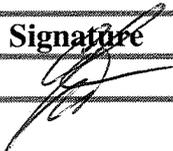
1) timely transmission of materials on issues submitted for consideration by the Sole Shareholder for making appropriate decisions;

2) ensuring the storage of copies of the decisions of the Sole Shareholder;

3) ensuring proper interaction of the Company with the Sole Shareholder and providing information on requests of the Sole Shareholder on the items of the Board of Directors activity.

On implementing appropriate corporate governance practices:

Prepared by:

Full name	Position	Division	Signature
Abysheva Sh.S.	Corporate Secretary	Corporate Secretary Service	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	5/13
		Rev No.

1) monitoring the implementation of and compliance with the principles and provisions of the Code;

2) preparing a report on compliance with the principles and provisions of the Code;

3) detection of any violations of corporate governance norms specified by the law, the Charter and other documents of the Company as part of its functions;

4) consulting the Sole Shareholder, officers, employees of the Company on corporate governance activities;

5) monitoring of the world practice on corporate governance and submission recommendations on improvement of the Company's corporate governance practice.

11. In order to ensure effective interaction and information transfer between the Company's bodies, the Corporate Secretary must have the ability to build fruitful relationships and conflict resolution skills. In case of conflict of interest situations, the Corporate Secretary brings this information to the attention of the Chairman of the Board of Directors.

12. For professional performance of its duties, the Corporate Secretary is obliged to be knowledgeable, experienced and qualified, have an impeccable business reputation and enjoy the confidence of the Board of Directors and the Sole Shareholder.

13. Corporate Secretary performs activities in accordance with the laws of the Republic of Kazakhstan, the Charter, the Code, decisions of the Sole Shareholder and the Board of Directors, these Regulations and other internal documents of the Company.

14. Management Board provides full assistance to the Corporate Secretary in fulfilment of powers of the Corporate Secretary.

4. Procedure for appointment and early termination of powers of the Corporate Secretary

15. Corporate Secretary must be qualified to ensure compliance with the requirements in corporate law established by the laws of the Republic of Kazakhstan, the Charter, the Code, these Regulations, and other internal regulatory documents of the Company.

15-1. The search and selection of a candidate for the vacant position of the Corporate Secretary is carried out by the structural unit responsible for personnel support, in agreement with the Chairman of the Management Board of the Company, in accordance with the internal regulatory documents of the Company and further submitting the issue of preliminary approval of the candidate for consideration by the Staff and Remuneration Committee of the Board of Directors of the Company.

Prepared by:

Full name	Position	Division	Signature
<i>Abysheva Sh.S.</i>	<i>Corporate Secretary</i>	<i>Corporate Secretary Service</i>	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	6/13
		Rev No.

16. Appointment, term of office, early termination of powers of the Corporate Secretary, and the salary and terms of remuneration are within the competence of the Board of Directors.

17. In appointing the Corporate Secretary, the Board of Directors must assess the candidate's ability of realising the task assigned to the candidate, along with education, work experience and business qualities.

18. Candidate for the position of Corporate Secretary is required to:

- have higher legal or economic education;
- have at least 5 (five) years of work experience;
- have no criminal record;
- have practical knowledge in the field of corporate governance and corporate law;
- know the specifics of the Company's activities.

19. Candidate for the position of the Corporate Secretary is required to provide the Board of Directors with the following information:

- last name, first name, patronymic and date of birth;
- place of registration and address of permanent residence;
- education;
- information about employment;
- information on the presence (absence) of affiliation with members of the Company's management body;
- additional information at the candidate's sole option.

20. Decision on a candidate for the position of the Corporate Secretary is adopted by a majority vote of the members of the Board of Directors.

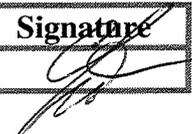
21. With a person elected as Corporate Secretary:

- among the Company's employees - an additional agreement to the employment contract shall be signed on the terms and conditions established by the Board of Directors;

- employment contract is concluded for a term set by the Board of Directors for newly hired employees.

22. Employment contract with the Corporate Secretary signed on behalf of the Company by the Chairman of the Management Board based on the decision of the Board of Directors. Employment contract obligations shall provide for the Corporate Secretary's liabilities for information disclosure that constitutes an official or commercial secret in accordance with the laws of the Republic of Kazakhstan and the Company's internal regulatory documents.

Prepared by:

Full name	Position	Division	Signature
Abysheva Sh.S.	Corporate Secretary	Corporate Secretary Service	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
		7/13
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	Rev No.

5. Rights and duties of the Corporate Secretary

23. Corporate Secretary is entitled to:

1) within the competence defined by these Regulations, require from the management and heads of structural subdivisions of the Company to perform actions and procedures of corporate governance;

2) request and receive necessary information and documents from the Management and Heads of the Company's structural subdivisions;

3) demand from the Management and Heads of the Company's structural subdivisions a report on performance of decisions adopted by the Sole Shareholder and the Board of Directors, and, if necessary, demand a written explanation of the reasons for non-performance of the decisions;

4) prepare answers and explanations for the Sole Shareholder on the Board of Directors' activity;

5) assign duties to the employees of the Service, instruct the employees of the Service on related items within the competence of the Service;

5-1) reject materials submitted for consideration by the Board of Directors prepared in violation of the requirements established by the Company's internal regulatory documents and remove issues from the agenda of the meeting of the Board of Directors, if the materials were not provided within the period established by the Company's internal regulatory documents;

6) exercise all other rights stipulated by the current laws of the Republic of Kazakhstan and regulatory acts of the Company.

24. Corporate Secretary is obliged to:

1) perform its duties reasonably and in a diligent and prudent manner;

2) strictly follow provisions of the laws of the Republic of Kazakhstan, internal regulatory documents of the Company in its activities;

3) observe interests of the Sole Shareholder and the Company in resolving items;

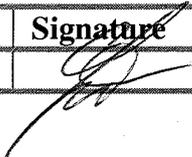
4) comply with the Company's internal labor regulations;

5) inform the Board of Directors of the occurrence of situations that pose a threat of violation of the norms of the current laws, the rights of the Sole Shareholder, as well as the emergence of a corporate conflict;

6) provide Board of Directors with a proper information supply, and provide advisory assistance during the introducing of a member of the Board of Directors to the Board of Directors;

7) organize consultations for all members of the Board of Directors on all management items;

Prepared by:

Full name	Position	Division	Signature
Abysheva Sh.S.	Corporate Secretary	Corporate Secretary Service	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	8/13
		Rev No.

8) comply with the requirements of the anti-corruption laws of the Republic of Kazakhstan, the Company's Anti-Corruption Policy, the anti-corruption management system, and other internal regulatory documents of the Company in the field of anti-corruption.

6. Responsibility of the Corporate Secretary

25. Corporate Secretary undertakes responsibility for disclosing any information that according to the Company's internal regulatory documents is a commercial secret and official secret, non-compliance with confidentiality of information.

7. The procedure for ensuring the independence, protection of the status, rights, powers and social interests of the Corporate Secretary

26. The amount of the official salary and terms of remuneration of the Corporate Secretary shall be approved by the decision of the Board of Directors.

Bonuses in connection with national and state holidays, other bonuses, social support, as well as one-time and other payments to the Corporate Secretary shall be made in accordance with the Company's internal regulatory documents.

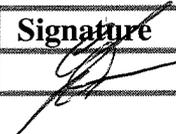
26-1. The effectiveness of the Corporate Secretary's activities is assessed by the Board of Directors of the Company on the basis of the Key Performance Indicators Card (hereinafter referred to as the KPI) of the Corporate Secretary.

Corporate Secretary's efficiency map with target values is developed by the Corporate Secretary and approved by the Company's Board of Directors no later than February of the current year in accordance with Appendix 1 to the Regulations, after prior approval by the Staff and Remuneration Committee of the Company's Board of Directors.

Corporate Secretary's performance is assessed by the Company's Board of Directors quarterly and based on the results of the year, no later than the month following the reporting period (1st, 2nd, 3rd quarters) and no later than December 25 of the 4th quarter of the current year (4th quarter, based on the results of the year), based on the Corporate Secretary's efficiency maps with actual values, previously approved by the Staff and Remuneration Committee of the Board of Directors of the Company, in accordance with the form set out in Appendix 2 to the Regulations.

The amount of the quarterly bonus based on the results of the Corporate Secretary's performance assessment is determined by multiplying the official salary by the total performance provided for in the Corporate Secretary's efficiency chart with actual values, unless otherwise established by a decision of the Company's Board of Directors.

Prepared by:

Full name	Position	Division	Signature
Abysheva Sh.S.	Corporate Secretary	Corporate Secretary Service	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	9/13
		Rev No.

The amount of the annual bonus based on the results of the Corporate Secretary's performance assessment is determined by summing up the indicators of final performance for the reporting period (quarter) and dividing by the number of reporting periods for which it is necessary to determine the annual assessment, unless otherwise established by a decision of the Board of Directors.

Bonuses based on the results of evaluating the effectiveness of the Corporate Secretary's activities are carried out within the limits of the funds provided for these purposes in the Company's Development Plan for the relevant period and/or within the savings of the Company's payroll, the maximum amount of which is established in accordance with the Company's internal regulatory documents.

Bonuses based on the results of the assessment of the effectiveness of the Corporate Secretary's activities are not carried out:

- 1) during the probation period;
- 2) during the term of the disciplinary sanction;
- 3) in the presence of an order for the termination of the employment contract (at the initiative of the Corporate Secretary);
- 4) in case of being on leave without pay for child care;
- 5) in case of continuous leave without pay for more than 30 (thirty) calendar days;
- 6) in case of being on educational leave for more than 30 (thirty) calendar days.

26-2. The final performance result of the Corporate Secretary's KPI card with actual values is determined using the following formula:

1. Per quarter:

$$R = \text{Fact}/\text{Goal} * W$$

R – Final performance result;

W – weight.

2. Per year:

$$R(\text{year}) = (R1 + R2 + R3 + R4)/4$$

R (year) – Final performance result per year;

R1 - Final performance result for the 1st quarter;

R2 - Final performance result for the 2nd quarter;

R3 - Final performance result for the 3rd quarter;

R4 - Final performance result for the 4th quarter.

8. Final regulations

27. These Regulations shall be approved, changed with the resolution of the Board of Directors by a simple majority vote of the members thereof in meeting.

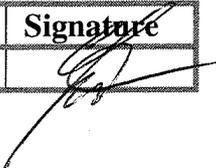
Prepared by:

Full name	Position	Division	Signature
Abyshева Sh.S.	Corporate Secretary	Corporate Secretary Service	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
		10/13
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	Rev No.

28. In the event that, following a change in the laws of the Republic of Kazakhstan, certain Clauses of these Regulations contradict them, these Clauses are ineffective until these Regulations are changed in accordance with the procedure established by law.

Prepared by:

Full name	Position	Division	Signature
<i>Abysheva Sh.S.</i>	<i>Corporate Secretary</i>	<i>Corporate Secretary Service</i>	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
		11/13
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	Rev No.

*Appendix 1 to
Regulations on the Corporate Secretary
E-Finance Center Joint-Stock Company*

PRE-APPROVED
by decision of Staff and Remuneration
Committee of the Board of Directors of
E-Finance Center Joint-Stock Company
_____ " _____"
(Minutes No. _____)

APPROVED
by decision of the Board of Directors
of E-Finance Center Joint-Stock
Company
_____ " _____"
(Minutes No. _____)

**Corporate Secretary's KPI Card
of E-Finance Center Joint-Stock Company with target
values for 1-4 quarters of the ____ year**

No	KPI Title	Weight, (%)	Completion Form	Goal			
				1st quar ter	2nd quar ter	3rd quar ter	4th quar ter
1							
2							
3							
4							

Prepared by:

Full name	Position	Division	Signature
Abysheva Sh.S.	Corporate Secretary	Corporate Secretary Service	

Corporate Secretary Service	E-Finance Center Joint-Stock Company	page/of
		12/13
Date of introduction	Regulations on the Corporate Secretary of E-Finance Center Joint-Stock Company	Rev No.

*Appendix 2 to
Regulations on the Corporate Secretary
E-Finance Center Joint-Stock Company*

PRE-APPROVED
by decision of Staff and Remuneration
Committee of the Board of Directors of
E-Finance Center Joint-stock Company
" " "
(Minutes No. _____)

APPROVED
by decision of the Board of Directors
of E-Finance Center Joint-Stock
Company
" " "
(Minutes No. _____)

**Corporate Secretary's KPI Card of E-Finance Center Joint-Stock Company
with actual values for __ quarter of ____ year**

No	KPI Title	Weight, (%)	Goal	Fact	Final performance
1					
2					
3					
4					

Prepared by:

Full name	Position	Division	Signature
<i>Abysheva Sh.S.</i>	<i>Corporate Secretary</i>	<i>Corporate Secretary Service</i>	