Annex 7

to the Clearing Participant Regulation

L I S T

**if documents to be submitted to the Clearing Center by its clearing participants being legal entities of the Republic of Kazakhstan**

Table 1. Regular reporting to be submitted on an annual basis on or before June 30 of a year following the reporting year

|  |  |  |
| --- | --- | --- |
| **No.** | **Document** | **Notes** |
| **A** | **1** | **2** |
| 1. | Annual financial statements of the clearing participant for the last completed financial year (in case if there is a subsidiary (subsidiaries) – consolidated financial statements and separate financial statements of the clearing participant) confirmed by an audit report | These financial statements must be prepared subject to the international financial reporting standards and the laws of the Republic of Kazakhstan on accounting and financial reporting and shall be submitted electronically in .pdf format and must be a scanned copy of the paper copy of these statements |

Table 2. Periodic reporting to be submitted quarterly

no later than the 10th business day of the month following the reporting quarter (does not apply to clearing participants being banks)

|  |  |  |
| --- | --- | --- |
| **No.** | **Document** | **Notes** |
| **A** | **1** | **2** |
| 1. | Interim financial statements of the clearing participant for the reporting quarter (in case if there is a subsidiary (subsidiaries) – consolidated financial statements and separate financial statements of the clearing participant) | The said financial statements must be executed subject to forms established by the Authorized Body and must consist of reports on financial position and comprehensive income and submitted electronically in .xls (.xlsx) format |
| 2. | Report on compliance with prudential standards as of the first day of the first month following the reporting quarter | This information must be prepared subject to requirements of the Authorized Body and submitted electronically in.xls (.xlsx) format |

Table 3. Periodic reporting to be submitted monthly

no later than the 10th business day of the month following the reporting month of clearing participant of the "currency" category being banks

|  |  |  |
| --- | --- | --- |
| **No.** | **Document** | **Notes** |
| **A** | **1** | **2** |
| 1. | Report on balances on balance sheet and off-balance sheet accounts as of the first day of the month following the reporting month | The said report must be prepared in form and subject to requirements of the Authorized Body and submitted electronically in .xls (.xlsx) format |
| 2. | Report on compliance with prudential standards as of the first day of the month following the reporting month | The said report must be prepared in form and subject to requirements of the Authorized Body and submitted electronically in .xls (.xlsx) format |
| 3. | Report on breakdown of the liquidity coverage ratio as of the first day of the month following the reporting month | The said report must be prepared in form and subject to requirements of the Authorized Body and submitted electronically in .xls (.xlsx) format |
| 4. | Report on breakdown of the net stable funding ratio as of the first day of the month following the reporting month | The said report must be prepared in form and subject to requirements of the Authorized Body and submitted electronically in .xls (.xlsx) format |

Table 4. Documents and information to be submitted by deadlines fixed in this annex

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Deadline** | **Notes** |
| **A** | **1** | **2** | **3** |
| 1. | Information about violation by the clearing participant of prudential standards and other norms and limits established by the authorized body | Within one business day after the violation takes place | The specified information shall be presented as an official letter indicating the violated standard (norm, limit) and the date of such violation and the measures taken to eliminate it. The letter must be submitted electronically in .pdf format and be a scanned copy of the paper version of this letter. |
| 2. | Updated questionnaire of the clearing participant on organization of internal control in terms of ensuring compliance with the regime of international economic sanctions | Within three business days after the clearing participant receives information and/or documents confirming changes in information in the previously submitted questionnaire |  |
| 3. | Information on a change (changes, including election) in the composition of the executive body of the clearing participant, as well as in the composition of the management body, indicating | Within three business days after the relevant decision has been made.  If the clearing participant is a legal entity, 50 | In .pdf format. |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Deadline** | **Notes** |
| **A** | **1** | **2** | **3** |
|  | the composition of the relevant body of the clearing participant | percents or more of the total number of issued shares or of the paid authorized capital of which belongs to the government, the National Bank of the Republic of Kazakhstan, a national holding company or a national management holding company, the information specified in paragraph one of this clause shall be provided to the Clearing Participant as it is prepared but no later than 10 business days after the relevant decision is made |  |
| 4. | Information about changes in the legal and/or actual location of the clearing participant | No later than five business days after the day of change | In .pdf format. |
| 6. | Information about affiliates of the Clearing Center as of the first day of the month following the last expired calendar quarter | Quarterly, but no later than the last calendar day of the first month following the last expired calendar quarter | Information must be provided to the Clearing Center in the form established by the Authorized Body for joint stock companies for the purpose of posting lists of their affiliates on the Internet resource of the financial reporting depository. |

Table 5. Documents and information to be submitted within 10 business days after an event takes place at the clearing participants

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Date of occurrence** | **Notes** |
| **A** | **1** | **3** | **3** |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Date of occurrence** | **Notes** |
| **A** | **1** | **3** | **3** |
| 1. | Document confirming state (re)registration of the clearing participant | Date of receipt by the clearing participant of a certificate (statement) of state re-registration | In .pdf format.  Subject to the applicable laws.  It shall be also submitted as an original (original document) or a notarized copy.  In case of submitting an electronic document, notarization shall not be required if it is possible to verify authenticity of the document through the Internet resource of the authority that issued this electronic document |
| 5. | Information about a court decision on compulsory liquidation or reorganization of the clearing participant, as well as on compulsory liquidation or reorganization of its subsidiaries and related entities | Date of entry into force of the relevant court decision | In .pdf format. |
| 6. | Information about decisions made by the general meeting of shareholders or the sole shareholder of the clearing participant | Date of adoption of a decision by the general meeting of shareholders (participants) or the sole shareholder (participant) | In .pdf format. |
| 9. | Information about composition of the clearing  participant’s shareholders, and/or on changes in the composition of shareholders holding 10 percents or more of the voting shares (participatory interests) of the clearing participant | Date of receipt by the issuer of documents confirming registration of changes in the securities holder register system or nominee accounting system or the National Register of Business Identification Numbers | In .pdf format. |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Date of occurrence** | **Notes** |
| **A** | **1** | **3** | **3** |
| 10. | Information about a decision of the board of directors of the clearing participant or a relevant body of the clearing participant:   * to convene an annual and extraordinary general meeting of shareholders; * to place (sell) shares, including the number of placed (sold) shares within the number of declared shares, the method and price of their placement (sale); * to cancel the placed shares by the clearing participant, if the number of repurchased shares exceeds one percent of the total number of placed shares, and the price of their repurchase; * to issue bonds and derivative securities | Date the decision was made by the board of directors of the clearing participant or the relevant body of the clearing participant authorized to make the decision. | In .pdf format. |
| 11. | Information about occurrence of the extraordinary circumstances, as a result of which the property of the clearing participant was destroyed, the book value of which was 10 percents or more of the total assets of the clearing participant | Date of occurrence of emergency circumstances | In .pdf format. |

Table 6. Documents and information to be submitted within three business days after the date of occurrence of the event by the clearing participants

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Date of occurrence** | **Notes** |
| **A** | **1** | **2** | **3** |
| 2. | Information about receipt by the clearing participant of a permit (license) to carry out any types of activities, suspension or termination of permissions (licenses) previously received by the clearing participant to carry out any types of activities (actions), with copies of relevant documents (permits, licenses, other) | The date the clearing participant receives relevant documents confirming receipt by the listed company of a permission (license) to carry out any types of activities (actions), suspension or termination of permissions (licenses) previously received by the clearing participant to carry out any types of activities (actions) | In .pdf format.  A license to carry out brokerage and dealer activities on the securities market and to conduct banking operations in foreign and national currencies shall be also submitted as a notarized copy. |
| 3. | Information about completion by the clearing participant of large transactions and/or transactions that simultaneously meet the following conditions: transactions in which the clearing participant has an interest and are related to acquisition or alienation of property, cost of which is 10 percents or more of the total book value of assets clearing participant on the date of its authorized body making a decision to close such transactions | The date of entry into the agreement or addendum to the agreement and/or receipt by the clearing participant of documents confirming state or other registration of transaction in case that mandatory state or other registration is required to close a major transaction and/or interested party transaction. | In .pdf format.  Information about a transaction as a result of which property is acquired or disposed of in the amount of 10 percents or more of the total book value of the clearing participant's assets must include information about the parties to the transaction, the acquired or disposed assets, the terms and conditions of the transaction, the nature and volume of participation interests of the parties involved as well as if there is other information about the transaction |
| 5. | Information about seizure of property (release seizure of property) of the clearing participant, value of which is 10 percents or more of the total book value of the assets of the clearing participant | Date of receipt by the clearing participant of the decision to seize the property (release seizure of property) of the clearing participant | In .pdf format. |
| 6. | Information about initiation of a corporate dispute case in a court | Within three business days after the date of receipt by the clearing participant of the relevant judicial notice (summons) in a civil case related to a corporate dispute | In .pdf format. |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Date of occurrence** | **Notes** |
| **A** | **1** | **2** | **3** |
| 7. | Information about (re)pledge of the property of the clearing participant in an amount of 10 percents or more of the total balance sheet value of the clearing participant, as well as removal of (re)pledge of the property of the clearing participant in the amount of 10 percents or more of the total balance sheet value of assets of this clearing participant | The date of receipt by the clearing participant of documents confirming the registration of the pledge (repledge) agreement – in relation to property, the pledge of which is subject to registration under legislative acts of the Republic of Kazakhstan.  The date of entry into an agreement on (re)pledge of the clearing participant’s property – in relation to property, the pledge of which is not subject to registration under legislative acts of the Republic of Kazakhstan.  The date the clearing participant received documents confirming removal of the clearing participant’s property from (re)pledge. | In .pdf format. |
| 8. | Information about raising by the clearing participant of a loan in the amount of 25 percents or more of the total book value of the clearing participant’s assets, as well as about full repayment of the principal amount and charged interest on this loan | The date the clearing participant enters into a loan agreement or a credit facility agreement or the clearing participant fully repays the principal amount and charged interest on this loan or credit facility.  When the total amount of received and outstanding loans, taking into account charged interest within one credit facility, reaches 25 percents or more of the total book value of the assets of the clearing participant. | In .pdf format. |
| 11. | Information about other events affecting the interests of the shareholders and/or investors of the clearing participant, subject to a charter of the clearing participant as well as a prospectus for issue of its securities | The date of occurrence of other events affecting the interests of the shareholders and/or investors of the clearing participant, subject to the charter and prospectus for issue of its securities, unless the Joint Stock Companies Law and the Securities Market Law provide for other deadlines for bringing information to the attention of security holders.  The date of failure of the clearing participant to comply with the terms and conditions stipulated by the prospectus for issue of non-government bonds. | In .pdf format. |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document** | **Date of occurrence** | **Notes** |
| **A** | **1** | **2** | **3** |
| 12. | Information about changes by the clearing participant to the core activities | Date of receipt of the charter and/or amendments to the charter registered with the authorized body | In .pdf format. |
| 13. | Information about a decision taken by the general meeting of shareholders (sole shareholder) or the board of directors of the clearing participant to close major transactions **and/o**r transactions that simultaneously meet the following conditions: they are transactions in which the issuer has an interest and are related to acquisition or alienation of property, value of which is 10 percents or more of  the total book value of the issuer’s assets as of the date the authorized body of the issuer makes a decision to close such transactions | Date of adoption of the decision by the board of directors of the clearing participant or the relevant body of the clearing participant authorized to make the decision | In .pdf format. |

Notes to the tables:

1. For Kazpost JSC, the deadline for submitting reports and information established in table 2 is no later than the 25th day of the month following the reporting quarter.
2. Development Bank of Kazakhstan JSC does not provide the clearing center with the information specified in lines 2-4 of table 3.