

# KAZAKHSTAN STOCK EXCHANGE JSC

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**A p p r o v e d**

by decision of the Management Board of  
Kazakhstan Stock Exchange JSC

(minutes of the meeting  
dated May 6, 2021 No. 23)

**E f f e c t i v e**

from May 11, 2021

## **PROCEDURE**

**for conduct of monitoring  
of information disclosure  
by initiators of security admission**

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Almaty City

2021

This Procedure has been developed subject to the laws of the Republic of Kazakhstan and internal documents of Kazakhstan Stock Exchange JSC (hereinafter referred to as the Exchange) and determines the procedure for monitoring disclosure of information by initiators of admission of securities where these securities are officially listed on the Exchange.

**Article 1. General Provisions**

1. Concepts and symbols used in this Procedure shall be identical to the concepts and symbols established by the laws of the Republic of Kazakhstan, Listing Rules and Rules for Information Disclosure by Initiators of Security Admission (hereinafter referred to as the Rules).
2. The admission initiator shall provide the Exchange with periodic reports and/or documents (information) related to current activities specified in Annex 1 to the Rules (hereinafter referred to as the Information), within the time limits established by the Rules, as well as subject to the requirements of the laws of the Republic of Kazakhstan and other internal documents of the Exchange.
3. The Exchange shall monitor disclosure of information by initiators of security admission (hereinafter referred to as "Monitoring") in order to control completeness and timeliness of provision of the Information subject to requirements of the laws of the Republic of Kazakhstan and internal documents of the Exchange.
4. Disclosure of Information by the admission initiator shall be carried out by means of the is2in system subject to the Rules.
5. The admission initiator shall use the is2in system through a special section of the Internet resource of the Exchange dedicated to the admission initiator (hereinafter referred to as the Special Section).

**Article 2. Monitoring of disclosure of Information by admission initiators**

1. Monitoring shall be carried out by the following divisions of the Exchange:
  - 1) a division of the Exchange, one of the main functions of which is to monitor disclosure of Information (hereinafter referred to as the monitoring division);
  - 2) a division of the Exchange, the main function of which is to publish information messages on the Internet resource of the Exchange (hereinafter referred to as the news division).
2. The monitoring division shall carry out Monitoring of all incoming Information, and the news division shall carry out additional Monitoring only in terms of news relating to the admission initiators, issuers and their securities.
3. The monitoring division shall control the timing of disclosure of the Information established by the laws of the Republic of Kazakhstan and internal documents of the Exchange.
4. When carrying out the Monitoring, the Exchange shall check the Information in terms of:
  - 1) a method of providing the Information;
  - 2) timely provision of the Information;
  - 3) completeness of the Information;
  - 4) correctness of Information formatting;
  - 5) presence (absence) of significant errors or typos and inaccuracies in the Information;
  - 6) reliability of content of the Information.

5. When checking the Information in terms of the method of its provision, the Exchange shall check that the Information was provided to the Exchange by means of the is2in system (through the Special Section) or other acceptable methods established by the Rules and other internal documents of the Exchange.
6. When checking the Information in terms of the timeliness of its provision, the Exchange shall check compliance of the time of this provision with the deadlines established by the Rules and other internal documents of the Exchange.
7. When checking the Information in terms of its completeness and correctness of execution, the Exchange shall check compliance of the Information with the requirements established by the Rules and other internal documents of the Exchange, regarding the content of documents and other materials to be provided to the Exchange.
8. When checking the Information in terms of presence (absence) of errors, typos and inaccuracies in it, the Exchange shall check presence (absence) in the Information of errors, typos and inaccuracies that can mislead users of the Information.
9. When checking the Information in terms of its reliability, the Exchange shall selectively and, to a limited extent, within its capabilities and competence, check the Information for obvious inconsistencies and conflicts between individual elements of the Information, as well as for obvious inconsistencies and contradictions between the Information and public information available to the Exchange from other sources, first of all from mass media.
10. Monitoring shall be carried out subject to the following organizational principles:
  - 1) information, as it is received, undergoes a two-stage verification procedure in order to comply with the double control principle;
  - 2) at the end of each stage of verification of the Information, the person who provided it to the admission initiator shall be sent a notice about status of this Information ("Verified", "Requires improvement", "Rejected", "Sent for publication") to his email address, which is also reflected in the Special Section, and a surname and a name of the employee of the Exchange who assigned the corresponding status;
  - 3) if a discrepancy between the Information and the applicable requirements of such information is identified, the status "Requires improvement" or "Rejected" is assigned, and the Exchange, represented by the monitoring division or the news division, notifies by means of the is2in system or by e-mail the admission initiator who provided the Information about the need for adjustment and/or replacement Information within the time limits established to the Exchange for its provision;
  - 4) after verification is completed, the Information is automatically transferred to the back office of the Exchange (in the section corresponding to the type of Information) for subsequent storage and use by employees of the Exchange;
  - 5) Information after passing the check and assigning it the status "Sent for publication" is posted on pages of issuers of the Internet resource of the Exchange with content, in volume and in manner established by the internal document of the Exchange regulating the rules for dissemination of the exchange information.
11. Information received from admission initiators in other acceptable ways established by the Rules, after passing the verification, shall be posted on pages of issuers of the Internet resource of the Exchange in the composition, volume and manner established by the internal document of the Exchange regulating the rules for dissemination of the exchange information.

12. When carrying out the Monitoring in relation to the Information about securities which are officially listed on the Exchange according to the simplified listing procedure, and about the issuer of these securities, the monitoring unit shall check the Information through the Internet resource of the foreign stock exchange, on which these securities are officially listed.
13. Results of the Monitoring shall be used only for internal purposes of the Exchange.

The Exchange shall send Monitoring results to the authorized body on a quarterly basis no later than the tenth business day of the month following the reporting quarter.

**Article 3. Limitation of liability of the Exchange**

1. The admission initiator shall bear responsibility for completeness, accuracy, reliability, relevance of the Information, as well as identity of the data contained in the electronic versions with their originals that were submitted to the Exchange.
2. The Exchange shall do its best to disclose the Information and information about activities of the issuers of securities officially listed on the Exchange, as well as about such securities subject to the internal documents of the Exchange, but shall not be responsible for:
  - 1) completeness, accuracy, reliability and relevance of such information, as well as for concealment of such information by persons obliged to provide it to the Exchange;
  - 2) provision by the admission initiator of incomplete, inaccurate, unreliable and irrelevant documents (information and data), on the basis of which investors may form an incorrect idea about the issuer and its securities;
  - 3) concealment of documents (information and data) by the initiator of admission;
  - 4) content in documents (information, data) provided by the initiator of admission to the Exchange as part of compliance with the requirements for disclosure of information, personal data of persons who have not given a written consent to disclosure of their personal data, information which makes a commercial and other secret protected by the law, as well as other information that is not subject to public dissemination subject to the laws of the Republic of Kazakhstan and/or internal documents of the issuer.

**Article 4. Final Provisions**

This Procedure shall be updated as necessary, but at least once every three years to be counted from the date this procedure takes effect.

Chairperson of the Management Board

Aldambergen A.U.