

KAZAKHSTAN STOCK EXCHANGE JSC

I approve

Deputy Chairman of the Management Board

N. Khoroshevskaya

_____ 2022
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Deputy Chairman of the Management Board

Y. Mazhekenov

_____ 2022
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USER GUIDE

**for the new module of the specialized
electronic document management system
"Issuers to investors" between the Exchange
and its clients, allowing listing and other
procedures determined by internal documents
of Kazakhstan Stock Exchange JSC,
in electronic form**

Developer: Listing Department

city of Almaty

2022

This User Guide is an internal document of Kazakhstan Stock Exchange JSC (hereinafter – the Exchange) and describes the functionality of the software of the new module of the specialized electronic document management system "Issuers to investors" between the Exchange and its clients, allowing for listing and other procedures determined by internal documents of the Exchange in electronic form.

The main advantages of the new module of the specialized electronic document management system "Issuers to investors" are:

- paper-free document flow between the Exchange and clients;
- automation of listing and other procedures defined by the Exchange's internal documents, from submitting an application to obtaining the final result;
- processing and coordination of information online;
- access to archival information and documents.

Section 1. GENERAL PROVISIONS

1. The terms used in this Guide mean the following:

- 1) **Issuers to investors (hereinafter – the is2in system)** is a new module of the specialized electronic document flow system between the Exchange and its clients, owned by the Exchange, which allows listing and other procedures determined by the internal documents of the Exchange to be carried out in electronic form;
- 2) **user** – an employee who is authorized by the Exchange's client to transfer documents and information to the Exchange in electronic form through the use of the is2in system. Users of the is2in system include:
 - admission initiator;
 - broker or dealer – financial consultant;
 - audit organization;
 - candidate for members of the Exchange.
- 3) **chief executive** – an official of the user of the is2in system, who has the right to sign the application and documents submitted to the Exchange with an electronic digital signature;
- 4) **electronic digital signature (hereinafter – EDS)** – a set of electronic digital symbols created by means of an EDS and confirming the authenticity of the electronic document, its ownership and immutability of content;
- 5) **authorized person of the Exchange** – an employee of the Exchange who checks documents and information in electronic form provided by clients of the Exchange as part of the implementation of listing and other procedures determined by internal documents of the Exchange.

2. Requirements for the software of an information exchange participant:

- Google Chrome version 38.0 and higher;
- Mozilla Firefox version 33.1 and higher.

Section 2. AUTHORIZATION IN THE SYSTEM

3. A user who has not previously used the is2in system sends a request to the Exchange by email to create an organization and accounts in the is2in system for contact persons:
 - admission initiator/financial consultant – listing@kase.kz;

- audit organization – auditor_listing@kase.kz;
- candidate for members of the Exchange – monitoring@kase.kz.

This request must contain the following information:

- organizational and legal form and name of the company in Russian, Kazakh and English;
- last name, first name, patronymic (if any) of contact persons;
- position of contact persons;
- email addresses and contact numbers; and
- similar information about the user's chief executive and confirmation that he has a valid EDS.

An authorized employee of the Exchange will send the account parameters of the user's contact persons to the email address specified in the request.

4. To authorize in your personal account, the user must go to the is2in system website (<https://is4in.kase.kz/>) and fill in the account parameters (email address and password).

The user must read the user agreement and click the "Login" button.

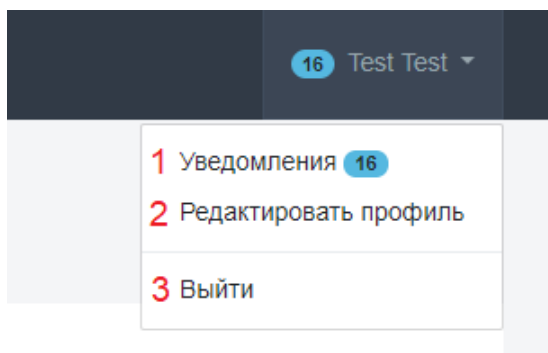
When logging into the is2in system for the first time, the user is recommended to change the password in their personal account in the "edit profile" tab.

Section 3. IS2IN SYSTEM INTERFACE

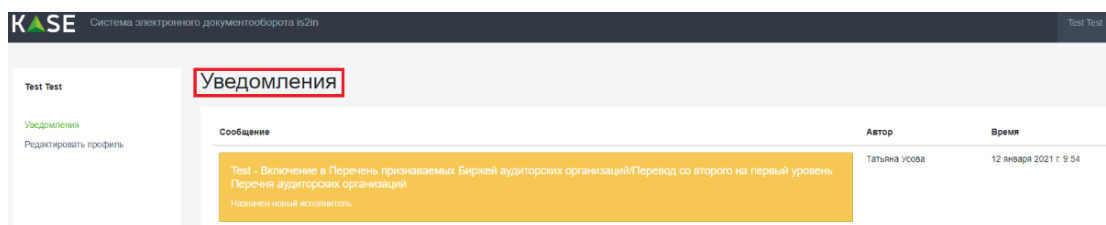
6. After authorization, the user is taken to the main page of the is2in system.

7. The main page of the is2in system contains the following elements:
 - 1) the Exchange logo, which allows you to return to the main page of the system is2in;
 - 2) user's personal account;
 - 3) user menu.

8. The following elements are reflected in the user's personal account:

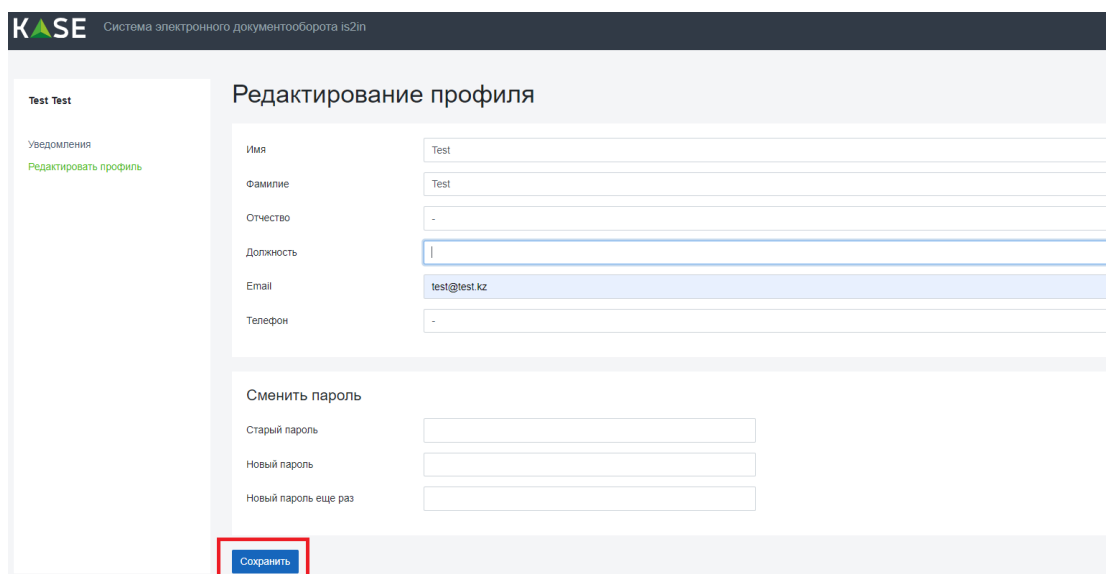


- 1) in the "notifications" tab messages are displayed indicating the current status of the submitted application within a certain procedure, namely the name of the procedure, the current executor (author) and time;



- 2) the "edit profile" tab allows you to update the user's contact information and change the current password.

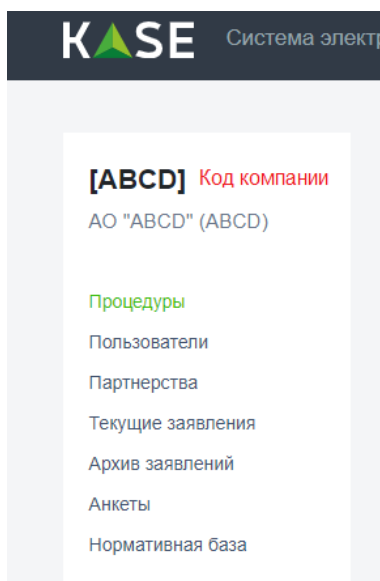
The password must be at least eight characters, but no more than 12 characters, and contain at least one number, an uppercase letter, a lowercase letter, and one symbol. The password expires for 60 days, after which the user must change the password again.



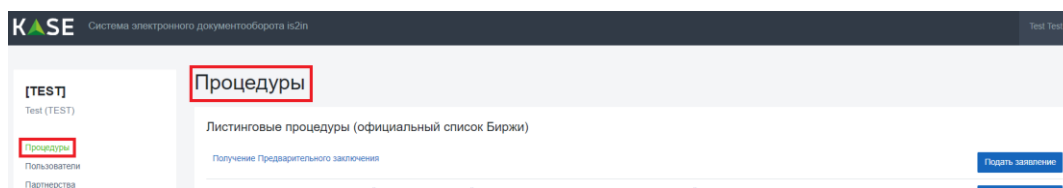
After filling out/updating your contact information or changing your password, you must click the "Save" button.

- 3) "Logout" allows you to log out of the is2in system.
9. The user menu displays the company code and name, and also contains elements related to submitting an application.

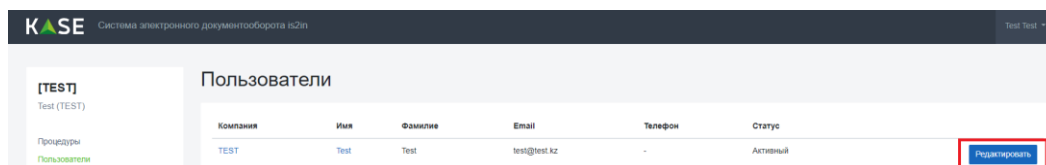
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"Issuers to investors" between the Exchange and its clients, allowing listing and other procedures determined
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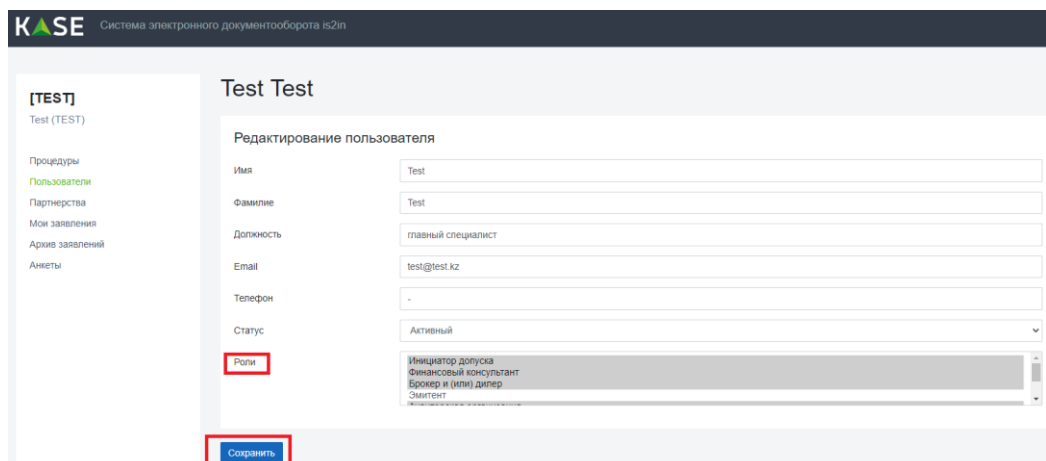
- 1) the "Procedures" tab contains a list of procedures that can be carried out by the Exchange's clients in accordance with its internal documents. The procedure for carrying out the procedures is described in Section 4 of this Guide;



- 2) the "Users" tab contains information on active users of the Exchange's client.

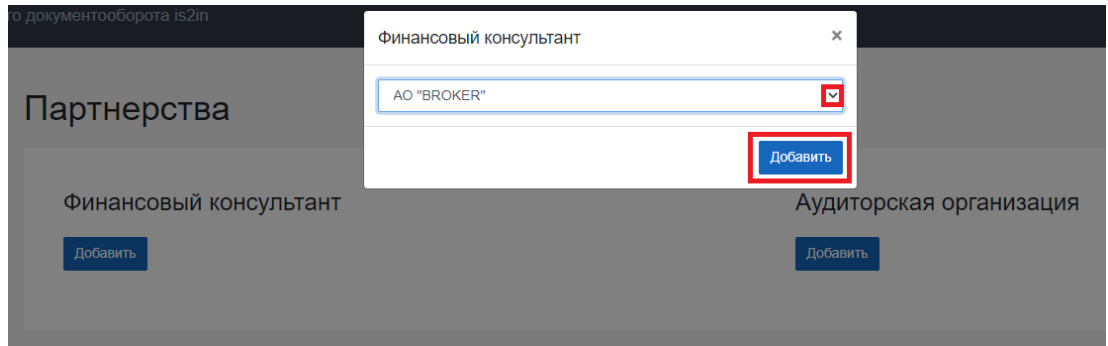


Users with administrative rights can add new users to the organization. In order to create a new user, you must click on the "Add users" button.

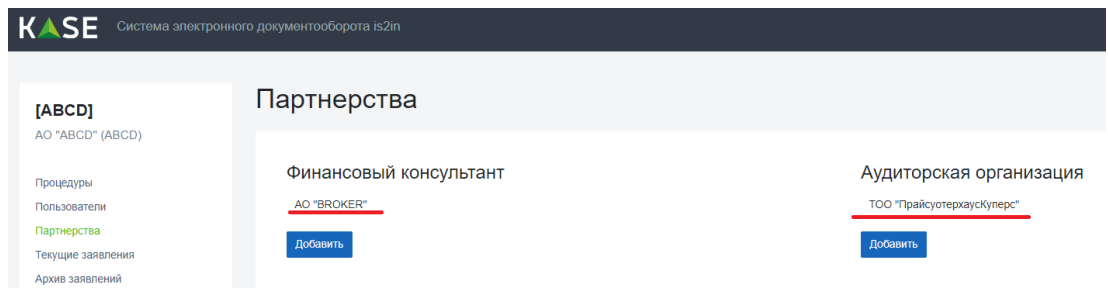


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- 3) the "Partnerships" tab contains information about the financial consultant (if any) and the audit organization of the Exchange's client. In order to add the desired financial consultant and (or) audit organization, you must click the "Add" button. The user will have access to a list of active companies with the role of a financial consultant or audit organization.

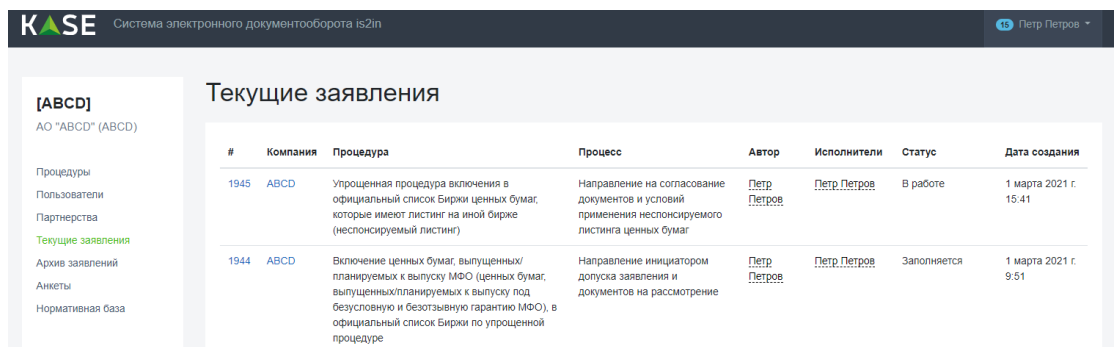


You must click on the drop-down list and select a financial consultant and (or) audit organization and click on the "add" button.



Next, a list of active partner companies is displayed. In order to remove an erroneously added partner, the user must send a request to remove a partner to the Exchange's email address listing@kase.kz;

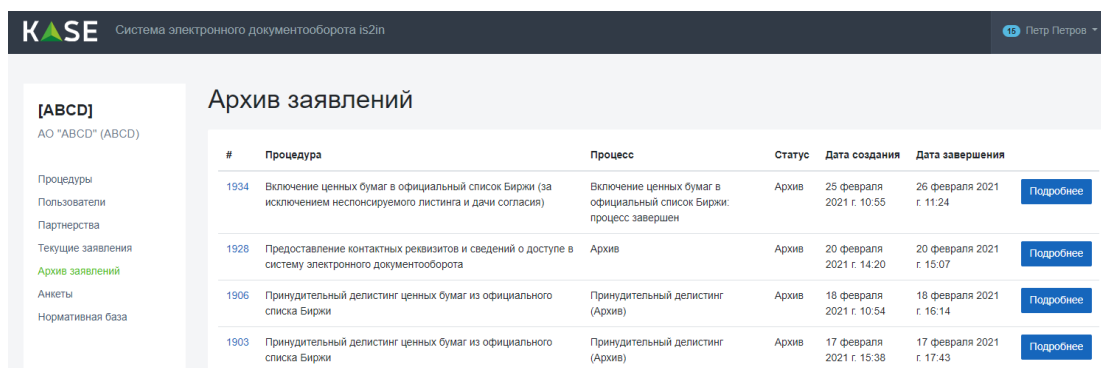
- 4) in the "Under consideration" tab there are all active applications submitted by the user under various procedures. Information on the application contains the application number, the company, the author of the application, its current process, the author of the application and the current executor, status, as well as the date of creation and date of submission of the application to the Exchange.



Another user of the organization/partner will have access to a specific application in the "Under consideration" tab only after he has been appointed as the executor of the application as part of the process.

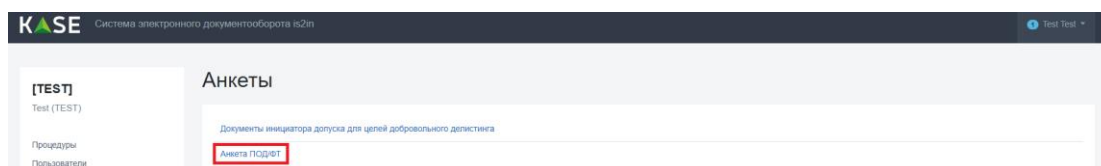
- 5) in the "Application Archive" tab, all completed user applications with the "Archive" status are stored. To view the application, click on the "More details" button.

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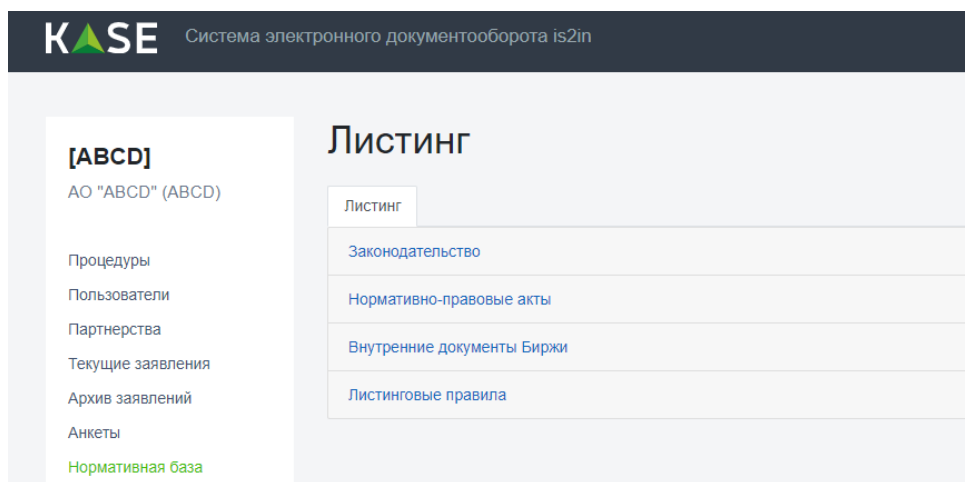


The process of archiving an application is carried out by an authorized person of the Exchange, after which the application goes to the "Application Archive" tab with the Archive status.

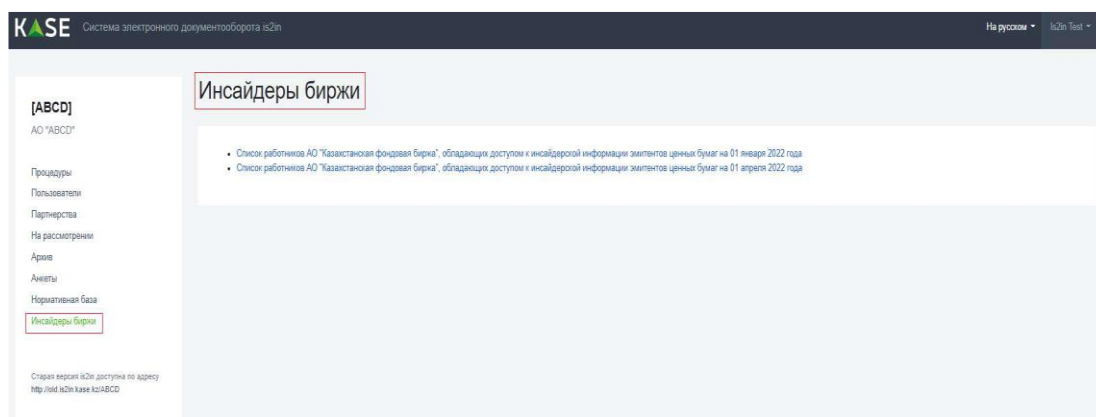
- 6) the "Questionnaires" tab stores completed forms that will be available for subsequent use in a new application. Completed forms will appear only after the application has been archived by an authorized employee of the Exchange.



- 7) the "Regulatory Framework" tab contains all the necessary laws, regulations and internal documents of the Exchange.



- 8) the "Exchange Insiders" tab contains information about the Exchange's employees who have access to insider information in accordance with subparagraph 4) of paragraph 3 of Article 56-1 of the Law No. 461-II of the Republic of Kazakhstan "On the Securities Market" dated July 2, 2003.



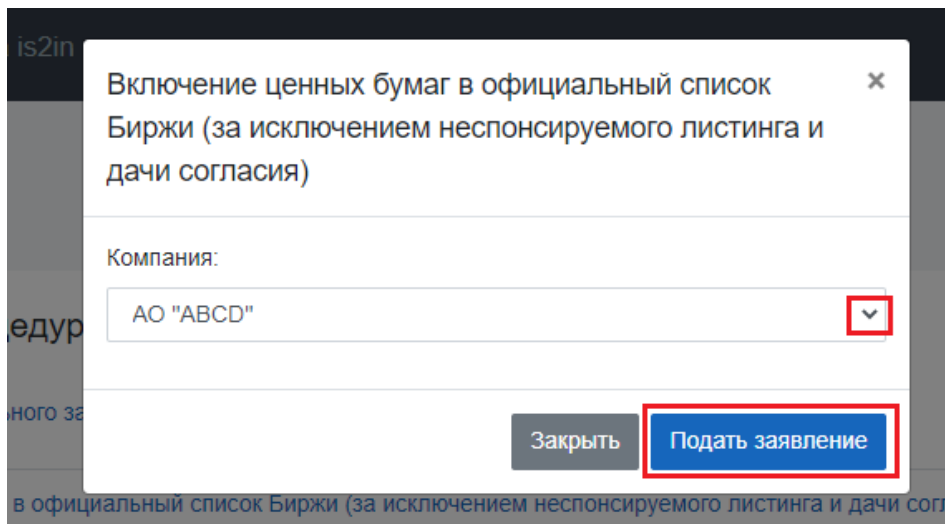
Section 4. WORK IN THE IS2IN SYSTEM

10. The is2in system provides for the automation of listing and other procedures, which is carried out in accordance with the following internal documents of the Exchange:
 - 1) Listing rules;
 - 2) Procedure for carrying out listing procedures;
 - 3) Regulations on the Committee of the Board of Directors for Audit of Issuers;
 - 4) The procedure for creating a list of audit organizations recognized by the Exchange;
 - 5) Rules for admission of securities to circulation in the "Unlisted securities" sector;
 - 6) Regulations on membership;
 - 7) The procedure for monitoring the disclosure of information by securities admission initiators;
 - 8) Rules for disclosure of information by securities admission initiators.
11. In the is2in system, the following technical designations are used when automating procedures:
 - 1) **procedure** – the order of sequential processes that are determined by internal documents of the Exchange, in accordance with paragraph 6 of this user guide;
 - 2) **process** – a set of specific subprocesses that are provided within the framework of the procedure being performed;
 - 3) **subprocess** – a set of specific steps that must be performed within a specific process of the procedure being performed;
 - 4) **stage** – a set of forms that must be filled out as part of the subprocess in accordance with internal documents of the Exchange, defined by subparagraph 1) of paragraph 9 of this user guide;
 - 5) **form** – a template that consists of certain fields;
 - 6) **dynamic form** – a set of specific templates that must be selected in the presence of various conditions/requirements/parameters;
 - 7) **status** – reflects the current action in a stage/process when a specific button is pressed by the user.
12. "Procedures" in the is2in system consist of categories:
 - 1) listing procedures (official list of the Exchange);
 - 2) sector "Unlisted securities" (unofficial list of the Exchange);
 - 3) formation of the List/monitoring of audit organizations recognized by the Exchange;
 - 4) admission to membership of the Exchange;
 - 5) monitoring the disclosure of information by initiators of securities admission.

Section 5. SUBMITTING AN APPLICATION IN THE IS2IN SYSTEM

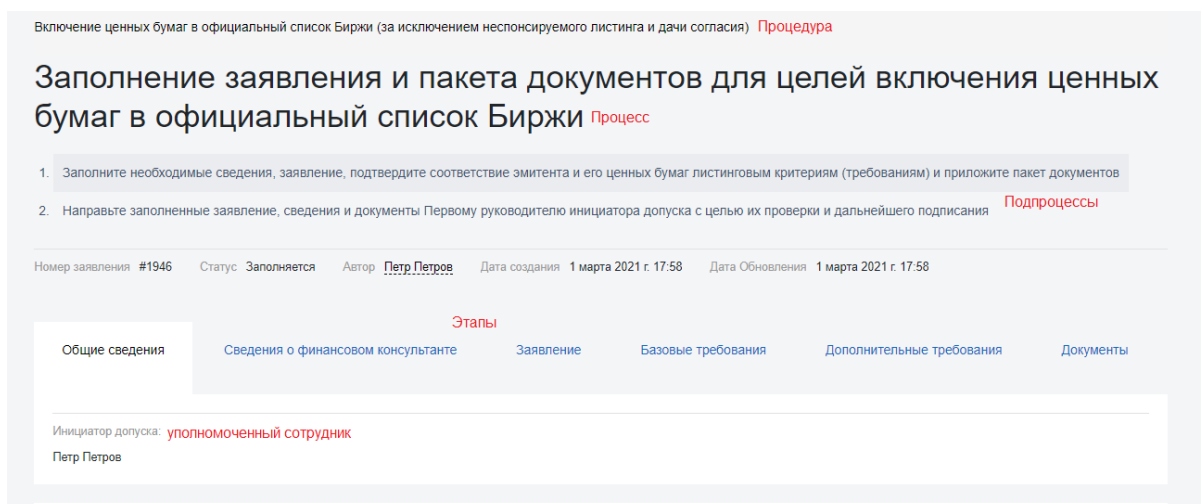
13. In order to submit an application, the user must select the "Procedures" tab in the "User Menu", select the desired procedure from the list provided and click on the "Submit" button.

The user opens a window in which he must select a specific company from a drop-down list. The choice of company is provided for financial consultants who initiate admission as part of the submitted application. In order for a financial advisor to submit an application from a specific company, it is necessary to create a partnership through the issuer's personal account within the framework of the "Partnership".



Next, after selecting a company, you need to click the "Create" button.

14. After clicking the "Create" button, the user is presented with a number of sequential processes that must be performed as part of the procedure. Each process consists of a number of sub-processes, within which certain stages must be completed.



Each step contains forms that must be completed as part of the process. If the stages are highlighted in blue, then they are clickable and the user has the opportunity to move from stage to stage.

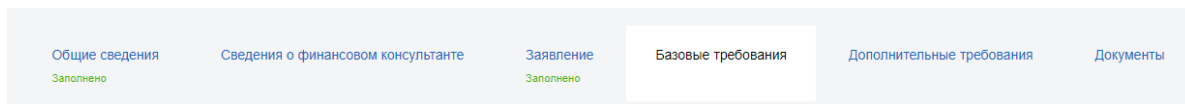
In the process "Fill out the necessary information, application, confirm the compliance of the issuer and its securities with the listing criteria (requirements) and attach a package of documents", the user encounters the following buttons when filling out each stage:

- 1) "Save" – allows you to save information filled in at a certain stage. When this button is clicked, the user remains at the current stage;

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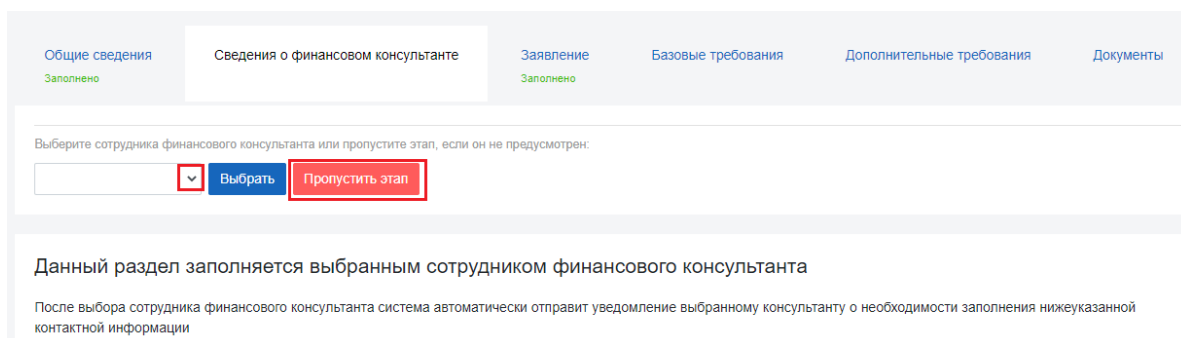
- 2) "Done" – allows you to save information filled in at a certain stage. When you click on this button, the user goes to the next stage;

By pressing the button, the status of the stage/process changes.



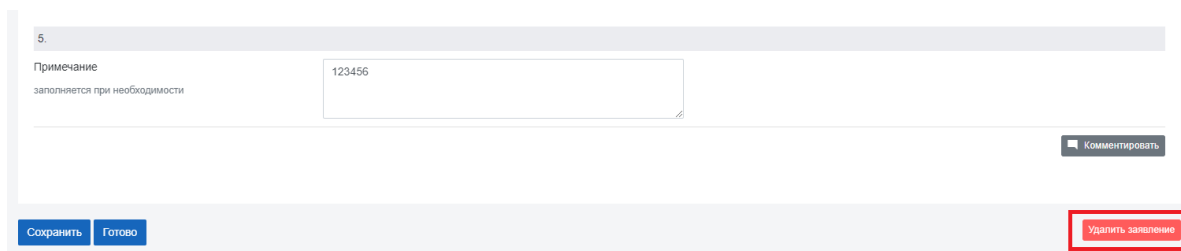
In order to select a financial advisor, you need to click on the arrow and from the drop-down list select the employee of the financial advisor, who is added in the "Partnerships" tab. The financial advisor will receive a notification via email, as well as in his personal account in the "Notifications" tab, that he needs to fill out information.

If the user is a financial organization and a financial consultant is not provided as part of the application, then the user must click on the "Skip step" button.



Before moving to the subprocess "Send your completed application, information and documents to the chief executive of the admission initiator for the purpose of checking them and further signing", the user needs to check that each stage of the current subprocess is completed and the status "Completed" is reflected.

15. If the user has chosen the wrong procedure, he can delete the application within the framework of the submitted procedure by clicking the "Delete application" button in the lower right corner.



This button is active until the application, information and documents are sent to the Exchange.

16. At each stage, the user encounters simple forms and dynamic forms. A simple form consists of required and optional fields that must be completed as part of the step. The dynamic form is hierarchical and occurs when there are several conditions/criteria for filling out information.

For example, in order to fill out information at the "Additional listing requirements" stage within the procedure, you must specify criteria such as "Market", "Sector", "Category" and click on the "Add security" button.

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After which the user is presented with a list of criteria/conditions that must be selected from the drop-down list. If the drop-down list is missing, this means that the previous criteria/conditions do not provide for forms. For example, requirement packages are applicable only for the "Main" site, the "Shares" sector, and the "Premium" category.

In addition, the dynamic form provides for filling in an empty field. For example, ISIN.

After selecting all the necessary criteria/conditions, you must click on the "Add" button, after which a form will open that needs to be filled out.

18. In the is2in system, the application is filled out in a special form template, which is subsequently converted into *pdf format. To convert the application into *pdf format, the user must click the "Download document" button in the lower right corner.
19. At the stage "Send the completed application, information and documents to the chief executive of the admission initiator for the purpose of checking them and further signing", a summary form of the previously completed forms in the previous stages is available, which can be converted to *pdf format. To do this, click on the "Download document" button in the lower right corner.

Next, the user needs to click on the "Send for approval" button, which allows you to go to the next process, where the chief executive will need to agree on the information and documents and sign the application with an EDS.

20. The chief executive will receive a notification via email and personal account about the need to perform actions within the process. In this process, he needs to agree on information (documents) and the following actions will become available to him:
 - "Save" – allows you to save comments and remain at the current stage;

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- "Return for revision" – if the chief executive has comments, information and documents are returned to the previous process for revision;
- "Agreed" – allows you to move to the next stage to sign the application.

At this stage, the chief executive has the option to leave a comment on a specific form field. The "Comment" button is located on the right side of any field.

Сведения об Анкете ПОД/ФТ инициатора допуска

Анкета ПОД/ФТ инициатора допуска и документы, подтверждающие достоверность сведений, указанных в данной Анкете ПОД/ФТ, должны быть предоставлены на Биржу до предоставления заявления и документов, с учетом особенностей, установленных статьей 13 Листинговых правил.

1.

Предоставляли ли Вы ранее Анкету ПОД/ФТ? [?]

[Комментировать](#)

After clicking the button, a window will open in which the user must leave a comment/suggestion and click on the "Continue" button.

ПОД/ФТ инициатора допуска

Комментарий

Комментарий

[Продолжить](#)

In order for the comment to be reflected in the form, you must click on the "Save" button at the end of the page, after which the comment, the date and time it was added, will be displayed.

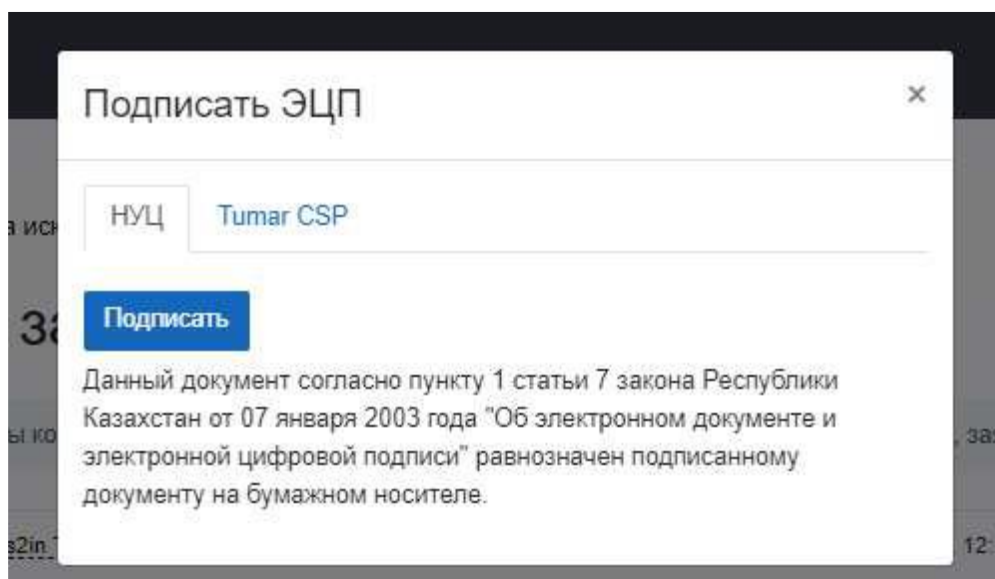
1.

Предоставляли ли Вы ранее Анкету ПОД/ФТ? [?]

[Иван Иванов](#) Комментарий 1
02.03.2021 10:51

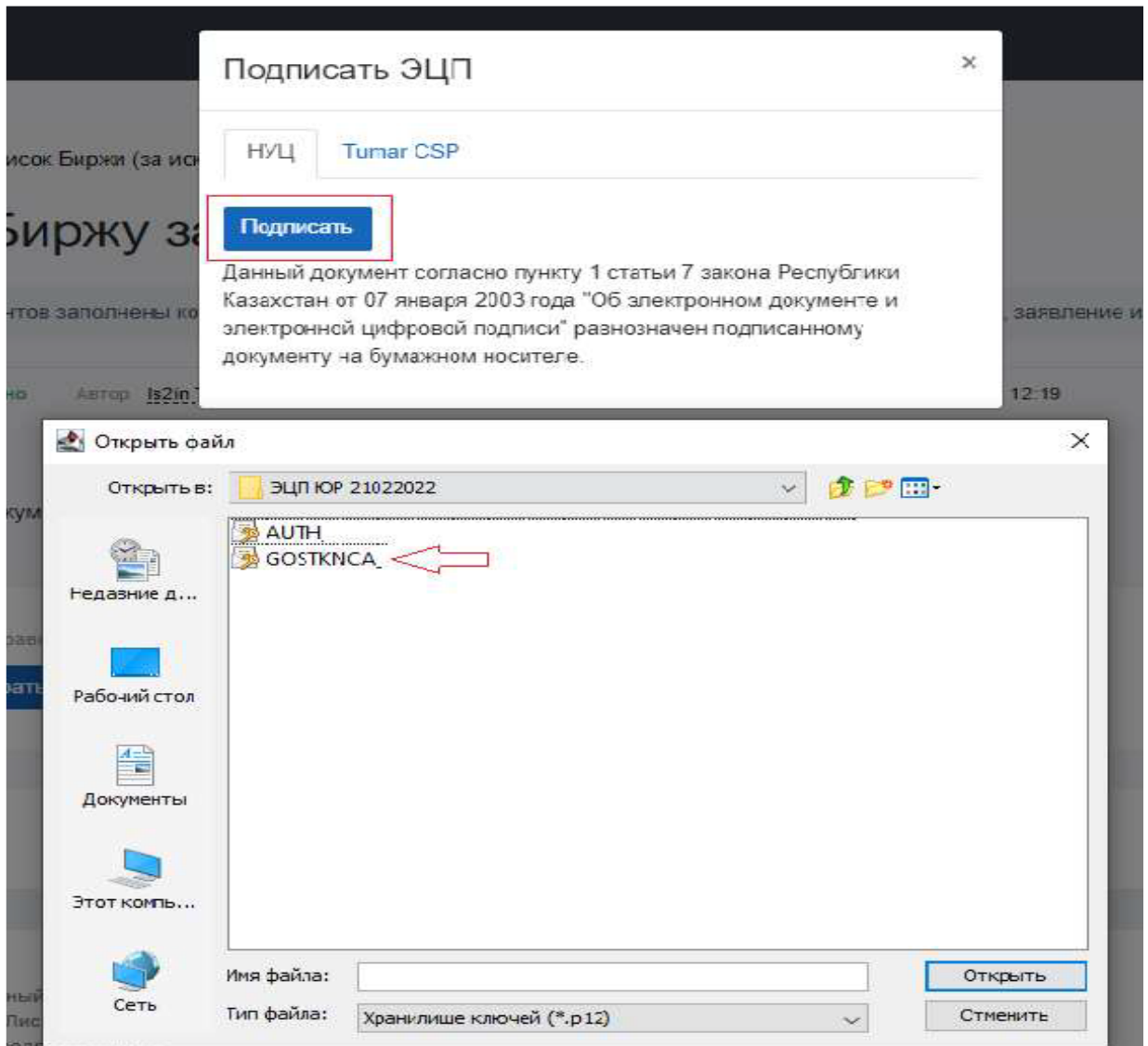
[Комментировать](#)

21. Having agreed on the information (documents), the chief executive of the user proceeds to the stage of signing the application with the EDS. At this stage, the chief executive needs to check the application and click on the "Sign with the EDS" button using the NCC EDS:



22. To sign with the NCC EDS, you need to select the "NCC" tab in the pop-up window:

- 1) click on the "Sign" button;
- 2) select the path to the key storage and the registration certificate issued by the NCC RK to the chief executive (responsible employee) of the organization;



- 3) enter the password for the key storage, click the "Open" button and then "Sign".

Формирование ЭЦП в формате CMS

Подпись данных

Тип хранилища: Персональный компьютер

Путь к хранилищу: C:\Users\anzhelika.yarmukhame\Desktop\Анжелика ЭЦП\ЭЦ...

Введите пароль на хранилище ключей: [password field]

Открыть Отмена

Выберите ключ для подписи:

ECGOST34310<@>УСТИНОВА ЛИДИЯ<@>21.02.2022 (17:45) - 21.02.2023 (17:45)<@>dc8ae229d9541f26a0be32608...

Данные выбранного ключа

Уникальное имя владельца: [blurred]

Срок действия: 21.02.2022 (17:45) - 21.02.2023 (17:45)

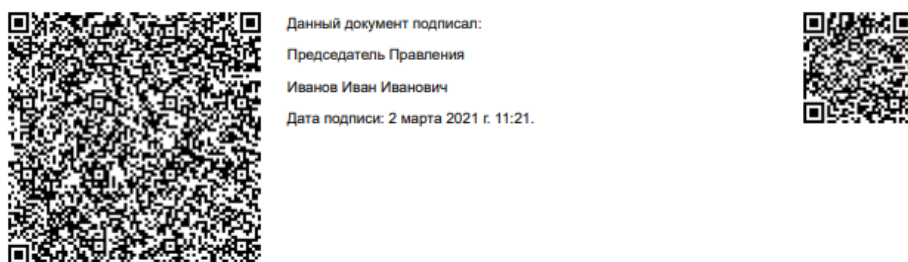
Серийный номер: [blurred]

Имя издателя: ҰЛТТЫҚ ҚУӘЛАНДЫРУШЫ ОРТАЛЫҚ (GOST)

Алгоритм: ECGOST34310

Подписать Отмена

Example of a document signed with an EDS key:



Данный документ согласно пункту 1 статьи 7 закона Республики Казахстан от 07 января 2003 года "Об электронном документе и электронной цифровой подписи" равнозначен подписанному документу на бумажном носителе.

23. After clicking on the "Send file" button, the application will be signed and will proceed to the next process "Registration by the Exchange's office of an application from the admission initiator". During this process, the application of the admission initiator will be registered by the Exchange's office.
24. Further, after registering the application by the Exchange's office, the processes defined by the internal documents of the Exchange are carried out. The user will receive a notification via email

and in their personal account about the need to perform actions within the framework of subsequent processes.

25. The user of the is2in system has access to the subprocess "Viewing the application and documents sent to the Exchange" at each process, which reflects the application, information (documents) of the user, as well as other documents related to this application. At the end of the procedure in the is2in system, the user receives the final result in the form of a letter and/or a conclusion from the Exchange.

In order to download the application, information (documents), final results of the procedure, the user in the lower right corner must click on the "Download document" button. These documents will be available in the "Application Archive" tab after the procedure is completed.

26. The user has the option to withdraw an application submitted to the Exchange in the "Withdrawal of Application" subprocess. This subprocess is available to the user before scheduling a meeting of the Exchange's body authorized to make decisions within the framework of listing and other procedures defined by the internal documents of the Exchange.
27. If technical failures are detected in the is2in system, procedures are carried out on paper until the functionality of this system is restored.

If technical problems and/or questions about working with the is2in system arise, the user needs to contact by the phone number +7 (727) 237 53 24/27 and the email address listing@kase.kz.