

«APPROVED»

**By decision of the Board of
Director NJSC «West
Kazakhstan Marat Ospanov
Medical University»
from January 15, 2020
minutes No. 1.**

POSITION

**on the representative office of the non-commercial joint-stock
company «West Kazakhstan Marat Ospanov Medical University» in
the city of Nur-Sultan**

Aktobe, 2020

1. General Provisions

1. This Regulation governs the activities of the Representative office of the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University» in the city of Nur-Sultan (hereinafter referred to as the «Representation»).

2. Full and official name of the Representative Office:

2.1. in the Kazakh language: «Марат Оспанов атындағы Батыс Қазақстан медицина университеті» коммерциялық емес акционерлік қоғамының Нұр-Сұлтан қаласындағы Өкілдігі»;

2.2. in Russian: «Представительство некоммерческого акционерного общества «Западно-Казахстанский медицинский университет имени Марата Оспанова» в городе Нур-Султан».

3. The abbreviated name of the Representative Office:

3.1. in the Kazakh language: «Марат Оспанов атындағы БҚМУ» КеАҚ Нұр-Сұлтан қ. Өкілдігі»;

3.2. in Russian; «Представительство НАО «ЗКМУ имени Марата Оспанова» в г. Нур-Султан».

4. Address of the representative body: The Republic of Kazakhstan, 010000, Nur-Sultan city, district Almaty, residential area South-east (left side), Sileti street, building 30, office 20.

5. Full name of the legal entity that created the Representative Office: non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University» (hereinafter referred to as the University), registered on 05.03.2019 in the Department of Justice of the Astana region of Aktobe city, Department of Justice of Aktobe region, BIN 990 240,007 563.

6. The location of the University: Republic of Kazakhstan, 030019, Aktobe city, 68 Maresjev street.

2. Legal status

7. A representative office is not a legal entity; it is endowed and uses the property of the legal entity that created it.


8. The representative office is a separate division of the University located in the Republic of Kazakhstan, in the city of Nur-Sultan, which protects and represents the interests of the University, performs all legal actions on its behalf, with the exception of cases provided for by legislative acts of the Republic of Kazakhstan.

3. Duration of the Representative Office

9. The duration of the Representative Office is not limited.

4. The subject of activity

10. The main subject of the University activities are higher education, the activities of general hospitals, specialized hospitals and other medical institutions with hospitals and general medical practice.



11. The subject of the Representative Office is the protection and representation of the interests of the University, the execution on its behalf of transactions and other legal actions, with the exception of cases provided for by legislative acts of the Republic of Kazakhstan.

5. Management of the Representative Office

12. Management of the Representative Office is carried out by the Head of the Representative Office.

13. The competence of the University includes:

- 1) Monitoring the activities of the Representative Office;
- 2) Management of the Representative Office;
- 3) Adoption and amendment of the Regulations on the Representation;
- 4) Solving the termination of the Representative Office
- 5) Approval of the Internal Rules of the Representative Office;

14. The University manages the Representative Office through the Head of the Representative Office, appointed by the Chairman of the Board - Rector of the University.

The Head of the Representative Office carries out its activities on the basis of a General power of attorney issued by the Chairman of the Board - Rector of the University. The General power of attorney determines the scope of authority of the Head of the Representative Office.

6. Plenary powers of the Head of Representative Office

15. Head of representative office «by-procuration» acts on behalf of the University within the powers defined by this Regulation and other decisions of the University.

16. He carries out operational management of the Representative Office in accordance with plans approved by the University.

17. He performs actions within the scope of the mission.

18. Within the limits of existing authority he issues orders and instructions binding on all employees of the Representative Office.

19. He performs other actions necessary to achieve the goals and objectives of the University. Orders and instructions of the Head of the Representative Office within his authority are binding on all employees of the Representative Office.

20. The Head of the representative office is responsible for the management and current activities of the Representative Office.

7. Property

22. To organize the activities of the representative office the University endows it with the necessary property.

23. All property of the representative office is the property of the University.

24. The University is responsible for the activities of the Representative Office.

8. Labor relations

25. The salary of employees of the representative office is formed in accordance with the salary fund established by the University, and is determined by the terms of labor contracts.

26. All employees of the representative office are subject to labor and social guarantees, as well as labor protection requirements established by the legislation of the Republic of Kazakhstan.

9. Termination of the Representative Office

27. The termination of the activities of the representative office is carried out in the manner determined by the legislation of the Republic of Kazakhstan, including by decision of the owner of the property of the University or the Board of Directors of the University.

10. Final Provisions

28. This provision is approved by the University Board of Directors.

29. This Regulation will enter into force on the day of its registration with the authorized body of the Republic of Kazakhstan.

30. Additions and changes are made to this Regulation in the manner prescribed by the constituent documents of the University or the legislation of Kazakhstan.

31. If, as a result of changes in the legislation and normative acts, certain articles of this Regulation conflict with them, these articles shall cease to be in force and the norms of the legislation of the Republic are valid until the introduction of amendments to the Regulation.

32. The effect of this Regulation terminates in case of termination of the activities of a legal entity or Representative Office.

