

«APPROVED»
**By decision of the Board of
Directors of NJSC «West
Kazakhstan Marat Ospanov
Medical University»
from October «24», 2019
protocol No. 6.**

**Program of induction for newly elected members of the Board of Directors of
non-commercial joint-stock company «West Kazakhstan Marat Ospanov
Medical University»**

Aktobe, 2019



1. General Provisions

1. The program of the introduction to the post of newly elected members of the Board of Directors of the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University» (hereinafter referred to as the Program) regulates the procedure for the newly elected members of the Board of Directors of the NJSC «West Kazakhstan Marat Ospanov Medical University» (hereinafter referred to as the Company) of maximum information on the activities of the Company and its development prospects.

2. The purpose of this Program is to ensure awareness of newly elected members of the Board of Directors of the Company:

1) with the main stages of creating and functioning of the Company;
2) the work of the Sole Shareholder, the Board of Directors and the Management Board of the Company;

3) internal documents of the Company, as well as with the main regulatory legal acts regulating the activities of the Company;

3. This Program is approved by the Board of Directors of the Company.

4. This Program includes information and activities specified in paragraphs 6-12 of this Program.

5. The Corporate Secretary ensures the implementation of this Program and also assists newly elected members of the Board of Directors of the Company in the process of passing this Program.

2. Content of the Program; introduction to the post for newly elected members of the Board of Directors of the Company

6. Information about the Company:

1) Development Program and Development Plan of the Company;
2) financial statements and reports of external and internal auditors for the past period, budget and sources of financing;

3) annual report of the Company;

4) legislation of the Republic of Kazakhstan relating to the activities of the Company.

7. The practice of corporate governance of the Company:

1) the procedure for interaction between the bodies of the Company determined by the internal documents of the Company, including the implementation of the provisions of internal documents;

2) Legislation of the Republic of Kazakhstan in the field of information disclosure;

3) The Code of Business Ethics of the Company and other internal regulatory documents on corporate governance issues.

8. The role of the Sole Shareholder of the Company:

1) the competence of the Sole Shareholder of the Company;

2) decision-making procedure by the Sole Shareholder of the Company;

3) decisions of the Sole Shareholder.

9. The role of the Board of Directors:

- 1) competence of the Board of Directors of the Company and its Committees;
 - 2) structure and staff of the Board of Directors of the Company and its Committees;
 - 3) the rights, duties and responsibilities of members of the Board of Directors of the Company;
 - 4) the competence of the Chairman of the Board of Directors and the Corporate Secretary of the Company;
 - 5) brief biographical information of members of the Board of Directors of the Company;
 - 6) the decision-making procedure by the Board of Directors of the Company, issues related to the exclusive competence of the Board of Directors of the Company;
 - 7) rules for the payment of remuneration and compensation of expenses to members of the Board of Directors of the Company.
10. The role of the Board:
- 1) the competence of the Management Board of the Company;
 - 2) brief biographical data of members of the Management Board of the Company.
11. Information on the current activities of the Board of Directors of the Company and its Committees:
- 1) the work plan of the Board of Directors of the Company and its Committees;
 - 2) a description of the procedures for holding meetings of the Board of Directors of the Company, the main place of meetings and the average duration of meetings.
12. Acquaintance with the Company including with the bodies of the Company:
- 1) individual meetings with the Chairman and members of the Board of Directors of the Company as agreed with them;
 - 2) meetings with the Chairman of the Management Board - the Rector and members of the Management Board of the Company, heads of structural divisions of the Company and, if necessary, with external experts;
 - 3) meetings with the head of the Internal Audit Service of the Company;
 - 4) meetings and regular interaction with the Corporate Secretary of the Company;
 - 5) meetings with representatives of the Sole Shareholder to familiarize themselves with the shareholder policy, in particular with the remuneration, audit, etc.

3. Ensuring the passage of the Program

13. The Corporate Secretary of the Company is obliged to provide materials, copies of documents referred to in subparagraph 3) of paragraph 2 of this Program governing the activities of the Company and its bodies to a newly elected member of the Board of Directors within 10 (ten) business days from the day the Corporate Secretary of the Company receives a copy of the decision from the Sole a shareholder on election as a member of the Board of Directors (in paper and / or electronic form). The list of documents provided in paper or electronic form to a newly elected member of the Board of Directors is indicated in Appendix No. 1 to this Program.

14. The newly elected members of the Board of Directors should familiarize

themselves with this Program and fill out the familiarization sheet with the Program, the inauguration for newly elected members of the Board of Directors of West Kazakhstan Marat Ospanov Medical University in accordance with Appendix No. 2 to this Program.

15. The Management Board of the Company is obliged to transfer to the Corporate Secretary of the Company, upon request, all the necessary documents within 3 (three) business days from the date of receipt of the request.

16. The Corporate Secretary of the Company and, if necessary, the interested structural divisions of the Company are obliged to give explanations to the newly elected members of the Board of Directors of the Company on the rules in force in the Company, to provide information on the officers and organizational structure of the Company, its internal documents and other information relevant for proper execution members of the Board of Directors of the Company of their duties.

17. Members of the Board of Directors of the Company after passing this Program should send a letter to the Corporate Secretary of the Company confirming the passage of this Program, and also have the right to send their feedback on the process of passing this Program in accordance with Appendix No. 3 to this Program. Monitoring results and feedback on the passage of the program can be taken into account when evaluating the activities of the Corporate Secretary of the Company.

4. Program Dates

18. The newly elected members of the Board of Directors of the Company pass this Program within 30 (thirty) business days from the day the Corporate Secretary of the Company receives a copy of the decision of the Sole Shareholder on election as a member of the Board of Directors (in paper and / or electronic form).

Appendix No. 1 to the Program Introduction to
the position for newly elected members Board of
Directors of «West Kazakhstan Marat Ospanov
Medical University»

The list of documents provided to members of the Board of Directors:

| № | Required information | Source |
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| 1 | 2 | 3 |
| For newly elected members of the Board of Directors | | |
| 1 | Information about the Company. | The Code of the Republic of Kazakhstan «On the Health of the People and the Health Care System», Laws of the Republic of Kazakhstan: «On Joint-Stock Companies», «On the Securities Market», «On Mandatory Social Health Insurance», the Charter of the Company, the Company's Development Program, the Company's Development Plan, and the Annual Financial Company statements, Reports of external and internal auditors for the last 3 years, etc. |
| 2 | Corporate governance practice of the Company. | The Corporate Governance Code, the Charter of the Company, the Instruction for ensuring the safety of the Company's commercial and official secrets, the Code of Business Ethics of the Company. |
| 3 | Role of the Sole Shareholder. | The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Code of Corporate Governance. |
| 4 | The role of the Board of Directors. | Charter of the Company, Code of Corporate Governance, Regulation on the Board of Directors of the Company, Regulation on Committees of the Board of Directors of the Company, Work Plan of the Board of Directors for the current year of the Company. |
| 5 | Staff of the Board of Directors. | A brief biography of the members of the Board of Directors of the Company with coordinates (phone, email address), a certificate of membership of each member of the Board of Directors in the committees of the Board of Directors of the Company. |
| 6 | Rights, duties and responsibilities of members of the Board of Directors. | The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Code of Corporate Governance, the Regulation on the Board of Directors of the Company, the Regulation on the committees of the Board of Directors of the |

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| | | Company, the Regulation on the Corporate Secretary of the Company. |
| 7 | Information about the seating of the Board of Directors and its Committees. | Minutes of meetings of the Board of Directors and its Committees; Work plans of the Board of Directors and its Committees. |
| 8 | The role of the Management Board: organizational structure, competence, working procedure. | The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Regulation on the Management Board of the Company, the Organizational Structure of the Company, the location of the Management Board of the Company, the telephone directory of the Company. |
| 9 | Board staff. | A brief biography of the Chairman of the Management Board and members of the Management Board of the Company, a list of the heads of the structural divisions of the Company, the coordinates of the indicated persons (phone, email address, cabinet number). |
| 10 | The competence of organs and the order of interaction between them. | The Charter of the Company, the Code of Corporate Governance, the Regulation on the Board of Directors of the Company, the Regulation on the Management Board of the Company, the Regulation on the Internal Audit Service of the Company, the Regulation on the settlement of corporate conflicts and conflicts of interests of the Company, the Code of Business Ethics of the Company. |
| 11 | Internal Audit Service. | The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Code of Corporate Governance, the Regulation on the Internal Audit Service of the Company, the Work Plan of the Internal Audit Service for the current year of the Company, Reports for the previous year, etc. |
| 12 | Information about the head and employees of the Internal Audit Service. | A brief biography of the head of the Internal Audit Service of the Company, a list of employees of the Internal Audit Service of the Company, the coordinates of these persons (phone, email address, cabinet number). |
| 13 | Corporate Secretary. | The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Code of Corporate Governance, the Regulation on the Corporate Secretary of the Company, cabinet number, coordinates (phone number, email address). |

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| 14 Other data. | |
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Note:

1. Documents are provided if they are available, absent documents are additionally provided as they are approved (appear) in the prescribed manner.

2. For each paragraph of column 2 «Necessary information», the newly elected member of the Board of Directors will be indicated with the corresponding section, the norm of the Information Source.



Appendix No. 2 to the Program Introduction to
the position for newly elected members Board of
Directors of «West Kazakhstan Marat Ospanov
Medical University»

Reference list

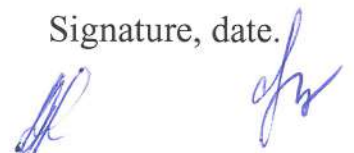
| № | Information Needed: Source | Status (informed / not informed) |
|---|---|----------------------------------|
| 1 | 2 | 3 |
| 1 | Information about the Company: The Code of the Republic of Kazakhstan «On the Health of the People and the Health Care System», Laws of the Republic of Kazakhstan: «On Joint-Stock Companies», «On the Securities Market», «On Mandatory Social Health Insurance», the Charter of the Company, the Company's Development Program, and the Development Plan Companies, Annual financial statements of the Company, Reports of external and internal auditors for the last 3 years, etc. | |
| 2 | Corporate governance practices of the Company: Code of Corporate Governance, Articles of Association of the Company, Instructions for ensuring the safety of the Company's commercial and official secrets, Code of Business Ethics of the Company. | |
| 3 | The role of the Sole Shareholder: The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, and the Corporate Governance Code. | |
| 4 | Role of the Board of Directors: Charter of the Company, Code of Corporate Governance, Regulation on the Board of Directors of the Company, Regulation on Committees of the Board of Directors of the Company, Work Plan of the Board of Directors for the current year of the Company. | |
| 5 | Staff of the Board of Directors: Brief biography of the members of the Board of Directors of the Company with coordinates (phone, email address), a certificate of membership of each member of the Board of Directors in the committees of the Board of Directors of the Company. | |
| 6 | Rights, obligations and responsibilities of members of the Board of Directors: The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Code of Corporate Governance, the Regulation on the Board of Directors of the Company, the Regulation on committees of the Board of Directors of the Company, the Regulation on the Corporate Secretary of the Company. | |
| 7 | Information about the meeting of the Board of Directors and its Committees: Minutes of meetings of the Board of Directors and its Committees, work plans of the Board of | |

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| | Directors and its Committees. | |
| 8 | Role of the Management Board: organizational structure, competence, operates procedure: Law of the Republic of Kazakhstan «On Joint-Stock Companies», Articles of Association of the Company, Regulation on the Management Board of the Company, Organizational Structure of the Company, Location of the Management Board of the Company, Telephone Directory of the Company. | |
| 9 | Staff of the Management Board: Brief biography of the Chairman of the Management Board and members of the Management Board of the Company, a list of the heads of the structural divisions of the Company, the coordinates of these persons (phone, email address, cabinet number). | |
| 10 | The competence of bodies and the procedure for interaction between them: the Charter of the Company, the Code of Corporate Governance, the Regulation on the Board of Directors of the Company, the Regulation on the Management Board of the Company, the Regulation on the Internal Audit Service of the Company, the Regulation on the settlement of corporate conflicts and conflicts of interests of the Company, the Code of Business Ethics of the Company. | |
| 11 | Internal Audit Service: The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Code of Corporate Governance, the Regulation on the Internal Audit Service of the Company, the Work Plan of the Internal Audit Service for the current year of the Company, Reports for the previous year, etc.. | |
| 12 | Information about the head and employees of the Internal Audit Service: Brief biography of the head of the Internal Audit Service of the Company, a list of employees of the Internal Audit Service of the Company, the coordinates of these persons (phone, email address, cabinet number). | |
| 13 | Corporate Secretary: The Law of the Republic of Kazakhstan «On Joint Stock Companies», the Charter of the Company, the Code of Corporate Governance, the Regulation on the Corporate Secretary of the Company, cabinet number, coordinates (phone number, email address). | |
| 14 | Other data. | |

Member of the Board of Directors of the non-profit joint-stock company «West Kazakhstan Marat Ospanov Medical University».

FULL NAME.

Signature, date.



Appendix No. 3 to the Program of Introduction to
the position for newly elected members Board of
Directors of «West Kazakhstan Marat Ospanov
Medical University»

Confirmation Letter

I, _____, a member of the Board of Directors of the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University», hereby confirm that I have passed the full term of the Program for the newly elected members of the Board of Directors. I have no claims on the organization of the passage / I have the following.

Signature

Date

