

«APPROVED»

**By the decision of the Board of
Directors of NJSC «West Kazakhstan
Marat Ospanov Medical University»
from March 28, 2022
minutes No. 3.**

**REGULATION
about the Branch of a non-commercial joint stock company
«West Kazakhstan Marat Ospanov Medical University»
in the city of Kyzylorda**

Aktobe city, 2022

1. General Provisions

1.1. This Regulation has been developed in accordance with the provisions of the Constitution of the Republic of Kazakhstan, the Civil Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan «On Joint Stock Companies», the Law of the Republic of Kazakhstan «On Non-Commercial Organizations», the Law of the Republic of Kazakhstan «On State Registration of Legal Entities and Registration of Branches and Representative Offices» and of the Charter of the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University».

1.2. This Regulation regulates the activities of the branch of the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University» in the city of Kyzylorda (hereinafter referred to as the Branch).

1.3. The branch is a separate subdivision of the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University» (hereinafter referred to as the University), located outside its location and performing all or part of its functions, including the functions of a representative office.

1.4. The official and full name of the Branch:

1.4.1. in the Kazakh language: «Марат Оспанов атындағы Батыс Қазақстан медицина университеті» коммерциялық емес акционерлік қоғамының Қызылорда қаласындағы филиалы»;

1.4.2. in the Russian language: «Филиал некоммерческого акционерного общества «Западно-Казахстанский медицинский университет имени Марата Оспанова в городе Кызылорда».

1.5. Abbreviated name of the Branch:

1.5.1. in Kazakh: «Марат Оспанов атындағы БҚМУ» КеАҚ Қызылорда қ. филиалы;

1.5.2. in Russian: «Филиал НАО «ЗКМУ имени Марата Оспанова» в г. Кызылорда.

1.6. Branch location: 120001, Republic of Kazakhstan, Kyzylorda region, Kyzylorda city, Y. Zhakhaev street, 18.

1.7. The term of the Branch is limited by the term of the University.

2. Information about the University

2.1. University name:

2.2.1. Official and full: Non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University».

2.2.2. Abbreviated: NJSC «WKMU».

2.3. Location of the University: 030019, Republic of Kazakhstan, Aktobe city, Astana district, Maresyev Street, 68.

2.4. Data on the state registration of the University: registered in the Office of Justice of the Astana district of the city of Aktobe of the Department of Justice of the Aktobe region on March 5, 2019, BIN 990 240 007 563.

2.5. The main subjects of the University's activity are higher medical education, the activities of its own clinics of general hospitals, specialized hospitals and other medical institutions with hospitals and general medical practice, as well as the implementation of activities in the field of medical science.

3. Branch Structure

3.1. The organizational structure and staffing of the Branch are approved by the decision of the Board of Directors of the University, taking into account the goals, objectives and functions of the Branch, as well as taking into account the current and future plans of the University.

3.2. For the implementation of specific scientific, research and other projects and programs, temporary research teams and temporary labor collectives may be created in the Branch.

4. Goals, objectives and activities of the Branch

4.1. The subject of the Branch's activities is the implementation of the functions of the University in the field of medical postgraduate, additional and non-formal education in the city of Kyzylorda (training of residents).

4.2. The main tasks of the Branch are:

1) implementation of the current and strategic plans of the University on a fixed territory;

2) promotion of the University and strengthening its position in the market for postgraduate medical education, additional and non-formal education;

3) the provision of quality services implemented by the University, ensuring their competitive advantages (the use of innovative technologies, relevance, relevance);

4) development of the University's activities by establishing business ties and organizing cooperation with healthcare organizations;

5) increasing the scientific activity of the branch and the University as a whole, providing a scientific base from the University and providing assistance in organizing scientific activities through the integration of new technologies from the University.

4.3. To implement the specified subjects and tasks, the Branch carries out the following activities:

1) training under the residency program (hereinafter - EPR) in narrow clinical specialties;

2) provision of services for additional education in medical specialties and non-formal education for medical workers (advanced training, certification courses, master classes), including for mentors.

4.4. The branch may carry out other types of activities within the limits specified in the Charter of the University.

4.5. The Branch may engage in certain types of activities, the list of which is determined by the Charter of the University, only on the basis of licenses issued to the University in the manner prescribed by law.

5. Management of Branch

5.1. The branch and the general management of its activities are carried out by the bodies and officials of the University in accordance with their competence.

5.2. The functions of the Board of Directors of the University for the management of the Branch include:



5.2.1. determination of priority areas of activity and development strategy of the Branch in accordance with the development strategy of the University;

5.2.2. making decisions on the establishment and closure of branches and representative offices of the University and approval of regulations on them;

5.2.3. approval of the organizational structure and staffing of the Branch;

5.2.4. other functions provided for by the Charter, this Regulation and other organizational and administrative documents of the University;

5.3. The functions of the Board of the University for the management of the Branch include:

1) ensuring the fulfillment of the Branch's obligations under transactions concluded on behalf of the University in the manner prescribed by the legislation of the Republic of Kazakhstan and the Charter;

2) ensuring the implementation of the internal control policy and the development of strategic directions;

3) approval of the staffing table and organizational structure of the Branch, taking into account the number of staff members approved by the Board of Directors;

5.4. The functions of the Chairman of the Board-Rector of the University for the management of the Branch include:

1) appointment and dismissal of a head, conclusion and termination of employment contracts with him, determination their competence and job responsibilities;

2) establishes the mode (regulations) of the Branch;

3) opens bank and other accounts of the Branch;

4) other functions provided for by the Charter, this Regulation

and other organizational and administrative documents of the University.

5) makes decisions on all other issues related to the current activities of the Branch, necessary to perform tasks, and not related to the exclusive competence of the Board of Directors and the Board of the University.

5.5. The current management of the activities of the Branch and the conduct of its affairs is carried out by the head of the Branch, on the basis of a power of attorney issued by the Chairman of the Management Board-Rector.

5.6. Branch manager:

1) organizes and ensures the implementation of the subject of activity, tasks and functions of the Branch;

2) ensures the development, coordination and approval in accordance with the established procedure, current and prospective work plans of the Branch;

3) ensures the implementation of decisions of the bodies and officials of the University on issues related to the activities of the Branch;

4) ensures the observance of the rule of law in the activities of the Branch;

5) represents the interests of the University on issues related to with the activities of the Branch in courts, state bodies, as well as in relations with all legal entities (regardless of ownership) and individuals;

6) negotiates on behalf of the University, concludes contracts and makes other transactions on issues related to the activities of the Branch, makes all the necessary adjustments under the concluded agreements, terminates agreements, disposes of the property of the Branch and the money in the bank accounts of the Branch, signs payment documents;

7) places orders for the production of seals, stamps and letterheads of the Branch, uses them for their intended purpose;

8) in agreement with the Chairman of the Management Board-Rector, open and closes the bank accounts of the Branch;

9) approves internal organizational and administrative documents, issues orders and instructions on issues related to the activities of the Branch, mandatory for employees and students of the Branch;

10) on behalf of the University, regulates issues of labor relations with employees of the Branch (with the exception of the deputy head and chief accountant), including concluding and terminating employment contracts, signing additional agreements to labor contracts, resolving issues of encouraging employees and imposing disciplinary sanctions on them, issues orders for personnel;

11) determines the size of official salaries and other payments to employees of the Branch in accordance with the system of remuneration approved by the University;

12) ensures the rational and targeted use of the property of the Branch;

13) ensures the adoption of the necessary measures to protect confidential information, official documents and material assets under the jurisdiction of the Branch;

14) exercises other powers necessary for the organization and ensuring the proper functioning of the Branch.

15) The duties, rights and responsibilities of the head of the Branch are determined by these Regulations and the job description of the head of the Branch.

16) the head of the Branch exercises his powers in accordance with the power of attorney issued to him by the Chairman of the Board-Rector of the University, as well as taking into account the restrictions provided for by this Regulation and other organizational and administrative documents of the University.

6. Property of the Branch

6.1. The University endows the Branch with the property necessary for the implementation of its activities.

6.2. The property of the Branch is formed from money and other property:

1) transferred to him (assigned to him) by the University;

2) acquired by the Branch as a result of its activities;

3) received as charitable assistance and other sources not prohibited by the legislation of the Republic of Kazakhstan on a gratuitous basis.

6.3. The Branch uses the property assigned to it exclusively in accordance with its purpose, in order to implement the tasks and functions of the Branch, determined by this Regulation.

6.4. All property of the Branch, regardless of the sources of its income, is recorded on the balance sheet of the University and is the property of the University.

6.5. The University has the right to withdraw the property assigned to the Branch for the purposes of production needs, as well as if such property is unnecessary, unused or used by the Branch for other purposes.

6.6. The branch is not entitled without the prior written consent of the Chairman of the Board - Rector of the University:

1) open and close bank accounts;

- 2) dispose of receivables;
- 3) issue a surety or guarantee for the obligations of third parties.

7. Financial and economic activities of the branch

7.1. The branch carries out financial and economic activities on behalf of the University within the powers and on the conditions determined by this regulation and the power of attorney issued to the head of the Branch by the Chairman of the Board of the University-Rector.

7.2. Prices for services sold by the Branch are approved by the decision of the University Board of Directors.

7.3. The money for the services provided by the Branch is transferred to the bank accounts of the Branch, and in their absence, to the bank accounts of the University.

7.4. The results of the Branch activities are reflected in the balance sheet and financial statements of the University.

7.5. The powers of the Branch to carry out financial and economic activities can be expanded or limited in comparison with the powers provided for by this Regulation, organizational and administrative documents of the University.

7.6. In order to exercise internal control over the activities of the Branch, the University has the right at any time to check (audit) the financial and economic activities of the Branch, both in general and in individual areas of work.

7.7. The audit can be initiated by the Sole Shareholder of the University, the Board of Directors, the Chairman of the Management Board-Rector, members of the Management Board, the Internal Audit Service of the University within their competence.

7.8. Independent professional organizations and specialists (auditors) may be involved in the audit.

7.9. During the inspection (audit), the inspectors have the right to demand from the management and employees of the Branch to provide them with personal explanations and certificates on the subject of the inspection.

8. Provision of information

8.1. At the request of the University Board, the Head of the Branch is obliged to provide information regarding the activities of the Branch, including:

- 1) documents of title to the property assigned to the Branch;
- 2) accounting, payment, financial, organizational and administrative documents;
- 3) documents confirming the availability of money in bank accounts, making payments and money transfers;
- 4) consolidated analytical reports on the results of financial and economic activities, volumes of purchases and sales of services;
- 5) acts of inspections, instructions of state control and supervision bodies and their results.

8.2. The requested documents and information must be provided within the deadline specified in the request.

8.3. The Branch is obliged to provide the Chairman of the Management Board-Rector of the University with information:



- 1) seizure of the Branch property;
- 2) the occurrence of circumstances of an extraordinary nature, as a result of which the property of the Branch was damaged or destroyed;
- 3) participation of the Branch in disputes and legal proceedings, including in law enforcement and special bodies;
- 4) inclusion of the Branch in the register of unscrupulous participants in public procurement and other registers provided for by the current legislation of the Republic of Kazakhstan;
- 5) the presence of overdue receivables and payables;
- 6) bringing officials of the Branch to administrative or criminal liability.

8.4. The specified information is submitted to the Chairman of the Board - Rector of the University immediately, but no later than 1 (one) business day from the date of occurrence of the relevant circumstances or events.

9. Accounting, financial reporting

9.1. The branch provides accounting, preparation of financial statements in accordance with the Law of the Republic of Kazakhstan «On accounting and financial reporting» and other regulatory legal acts of the Republic of Kazakhstan.

9.2. Property, business operations of the Branch, rights of claim and obligations arising as a result of its activities are recorded on a separate balance sheet of the Branch.

9.3. The branch submits financial statements to the University in terms and in the form, in accordance with the acts of the University.

9.4. The financial statements of the Branch are signed by the head of the Branch.

9.5. The Head of the Branch organizes ensure proper storage of accounting documents, tax accounting documents, programs for electronic processing of accounting data during the period established by the legislation of the Republic of Kazakhstan, their registration and delivery in the prescribed manner to the archive.

9.6. The head of the Branch is personally responsible for the proper accounting and financial reporting of the Branch, the relevance and reliability of information about the activities of the Branch, provided to the bodies and officials of the University, as well as other persons authorized to receive information.

10. Fulfillment of tax obligations

10.1. The branch carries out the payment of taxes and other obligatory payments to the budget in the manner prescribed by tax legislation.

10.2. The head of the Branch shall be personally liable for the performance of all the necessary actions to fulfill the duties of a taxpayer (tax agent) by types of taxes, fees, mandatory pension contributions and social contributions, for which the Branch is recognized as an independent payer (tax agent) in the manner and terms that are stipulated tax legislation.

11. Termination of the branch

11.1. Withdrawal from the registration of the Branch is carried out in accordance with the legislation of the Republic of Kazakhstan by the decision of the Board of Directors of the University.



12. Final provision

12.1. This Regulation shall enter into force from the date of registration of the Branch with the justice authorities in accordance with the current legislation of the Republic of Kazakhstan.

12.2. The original (original) of this Regulation is stored at the University, notarized copies of this Regulation are transferred for safekeeping to the head of the Branch.


12.3. Changes or additions to this Regulation are made by approving changes or additions or approving the Regulations on the Branch in a new edition.

12.4 This Regulation is terminated in case of termination of the Branch.

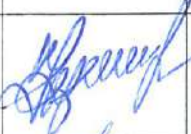

12.5. In everything that is not regulated by this Regulation, the Branch is guided by the legislation of the Republic of Kazakhstan.



Developed by:

№ п/п	Full name	Position	Signature	Date
1.	Tuleuova G.A.	Lawyer of the Legal Department		01.03.22

Agreed:

№ п/п	Full name	Position	Signature	Date
1.	Musin N.M.	Vice-Rector for Clinical Affairs, Member of the Management Board		01.03.22
2.	Nurgalieva R.E.	Head of the Department of Postgraduate Education		01.03.22