

STANDARD ACTION PLAN:

LLP INTO A JSC

PREPARATORY ACTIONS

	ACTION	NECESSARY DOCUMENTS	COMPLETION FORM	APPROX. TERMS
1	Creditors list arrangement	List of creditors	List of creditors	-
2	Transfer and acceptance act arrangement	Draft of transfer and acceptance act	Draft of transfer and acceptance act	-
3	Transformation plan, charter arrangement	Draft of transformation plan, charter	Draft of transformation plan, charter	3 business days
4	LLP charter capital increase in the amount over 50,000 MCI (145,850,000 tenge)	Charter capital increase minutes/resolution, amendments to the LLP charter, payment of the charter capital	Amended charter of the LLP (with the new size), documents confirming the payment of the charter capital	-

REORGANISATION ACTIONS

	ACTION	NECESSARY DOCUMENTS	COMPLETION FORM	APPROX. TERMS
1	Resolution of the LLP on reorganization (minutes of the GM or resolution of the sole participant of the LLP on reorganization of the LLP by means of transformation into a JSC)	minutes of the GM / resolution of the sole participant of the LLP	minutes of the GM / resolution of the sole participant of the LLP, transformation plan, transfer act, new edition of the charter (JSC)	1 business day
2	Announcement in the media within 3 days from the date of the decision	payment for advertisement, advertisement text	announcements and notices	3 business days
3	Sending LLP creditors written notices of the LLP's transformation into a JSC	by sending via mail with notification or by hand with confirmation of receipt of the notice	receipts from the post office, two copies of the notice marked as received and stamped by the creditor	after 2 months from the date of creditors' notices receipt

	ACTION	NECESSARY DOCUMENTS	COMPLETION FORM	APPROX. TERMS
4	Obtaining consent to reorganization from banks, creditors (if any)	letter, justification, preliminary documents, documents at the request of the bank and creditors	extract of the minutes of the credit committee, letter of consent from the bank, consent to the re-registration of the pledged property	up to 2 month
5	Registration of the reorganization of a JSC in the CSC 2 months after the notice of reorganization and notification of creditors	Application, decision of the property owner, founders, 3 copies of new founding documents, old founding documents	certificate on state registration	5-10 business days
6	Upload scan of the charter of the JSC to the depository of financial statements	scan of JSC charter	scan of JSC charter	1 business day

	ACTION	NECESSARY DOCUMENTS	COMPLETION FORM	APPROX. TERMS
7	Application to the tax authority for change of taxpayer registration data	application, certificate of registration, new foundation documents	changes in the data base of the tax authority	no later than 10 business days from the date of the change
8	Ordering a seal, LLP seal destruction certificate, invoice details change in banks	seal payment, LLP seal destruction certificate, copies of documents for second-tier banks, signature cards	JSC seal, documents from the bank with new details	1-3 business days
9	Conclusion of the agreement with Central Securities Depository JSC to maintain a securities register system, receipt of the certificate, opening of the account owner to shareholder	resolution/minutes, copy of articles of association, signature card, customer questionnaire, copy of credentials, order	certificate of adherence to the standard agreement on maintenance of the system of securities registers, personal account opening notification	3 business days

	ACTION	NECESSARY DOCUMENTS	COMPLETION FORM	APPROX. TERMS
10	Registration of share issue prospectus of JSC; receipt of certificate of registration of share issue on JSC	application, copy of decision/protocol, share issue prospectus, documents confirming payment for shares	prospectus, certificate	15 business days
11	Notification to the depository of financial statements on the registration of the share issue prospectus	notice, copy of certificate	report	within 3 business days of receipt
12	Notification to CSD JSC of the registration of the share issue prospectus, crediting of shares to the share issue account, opening of the personal account of the owner of the shares	order of the issuer for opening of an account of the owner of the shares, copy of the securities issue prospectus, copy of the certificate on the registration of the securities issue, payment for the services of JSC "TISR"	report on the executed transaction, register of shareholders	1 business day

	ACTION	NECESSARY DOCUMENTS	COMPLETION FORM	APPROX. TERMS
13	Notification of the National Bank of the Republic of Kazakhstan on the crediting of shares	letter, register of shareholders	letter, register of shareholders	2 business days
14	Formation of the list of affiliated persons of JSC; submission of reports on affiliation	Information name, date of birth, IIN name of companies BIN	list of affiliates	quarterly, no later than January 31, April 30, July 31, October 31
15	Approval of the report on the placement of shares v	cover letter, report on the results of the placement of shares, copies of documents confirming payment for shares of the JSC, unconsolidated financial statements, for the end of the month in which the reporting period of the shares placement was completed	placement report	8 business days

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16	Notification to the depositary of the report on registration of the report on placement of shares	notice, copy of certificate	report	within 3 business days of receipt
17	Renegotiation of contracts with creditors and debtors	additional agreement on debt transfer to JSC with approved creditors, letters to creditors on reissuance of agreements with them, certificate of registration of the j.l.c.	additional agreements signed with creditors and debtors	up to 1 month
18	Re-registration of property documents in connection with changes in the organizational and legal structure	applications, original documents of title, payment of state duty	amended originals of legal documents	up to 1 month
19	Re-registration of employees	staff schedule, orders, employment contracts	orders, employment contracts	1 business day