

“APPROVED”
By Supervisory Board protocol
"Ipoteka - Bank" JSCMB
December 19, 2019 No. 72/1

**REGULATION
OF ORGANIZATIONAL AND
COMPETITIVE SELECTION PROCEDURES
FOR LEADING POSITIONS OF
"IPOTEKA-BANK" JSCMB**

Tashkent city – 2019

I. GENERAL PROVISIONS

1.1. This Regulation of organizing and conducting a competition for Leading positions at “Ipoteka- Bank” JSCMB (hereinafter referred to as the Regulation) is developed in accordance with the Law of the Republic of Uzbekistan “On Joint-Stock Companies and Protection of Shareholders Rights”, by the Decree of the President of the Republic of Uzbekistan dated April 24, 2015 No. UP-4720 “On measures to introduce modern methods of corporate governance in joint-stock companies”, by the Decree of the President of the Republic of Uzbekistan dated January 14, 2019 No. PP-4112 “On the organization of activities of the Agency for State Assets Management of the Republic of Uzbekistan”, as well as by the Charter of “Ipoteka- Bank” JSCMB and the recommendations of the Corporate Governance Code, approved by the minutes of the meeting of the Commission on improving the efficiency of joint stock companies and improving the corporate governance system dated December 31, 2015 No. 9, and determines the conditions and the procedure for competitive selection of candidates for Leading positions at “Ipoteka- Bank” JSCMB (hereinafter - the Bank).

The principles of the competition are:

transparency - ensured by publishing information about the procedure and timing, the criteria for the competition;

regularity - provided by selection within the time limits established by this regulation;

competitiveness - ensured by assessing the qualification and professional qualities of candidates in accordance with the criteria established by this Regulation.

1.2. Competitive selection for Leading positions is carried out in the event of a vacancy, if other decision is not made by the Supervisory Board of “Ipoteka- Bank” JSCMB (hereinafter - the Council of the Bank) or by the supreme governing body of the Bank.

1.3. The purpose of the competitive selection is to attract highly qualified supervisors who meet modern requirements, including foreign specialists, to senior positions of the Bank.

1.4. The competition is held on the basis of the proposals for the candidates.

1.5. Qualified executives of the Bank, as well as other persons, including foreign managers who have the necessary qualifications and experience in the relevant field (hereinafter, - candidates), can participate in the competition.

1.6. Proposals for candidates may be made by the Council of the Bank, the Chairman Board of the Bank and the candidates themselves.

1.7. Decisions of the Bank Council on the organization and conduct of the competition, as well as the results of the competition, are taken at meetings and are recorded in the minutes.

1.8. Selection of candidates for leading positions of the Bank is being organized, taking into account the requirements of the Nomination and Remuneration Commission under the Supervisory Board of “Ipoteka-Bank” JSCMB .

1.9. The functions of the working body during the competition are assigned to the Bank's Personnel Management Department (hereinafter - the Responsible subdivision).

II. QUALIFICATION REQUIREMENTS TO CANDIDATES FOR THE BANK'S LEADING POSITIONS

2.1. Applicants for leading positions should know:

main issues highlighted in the works of the President of the Republic of Uzbekistan;

The Constitution of the Republic of Uzbekistan and the laws of the Republic of Uzbekistan in the field of banking, resolutions of the chambers of the Oliy Majlis of the Republic of Uzbekistan, decrees and resolutions of the President of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, regulatory acts of the Central Bank and other regulatory documents, including:

acts of civil, economic and labor legislation, the procedure for compiling bank reports and the procedure for making settlements and payments;

financial statements, national and international accounting standards, internal credit policy of the bank and the procedure for lending;

the procedure for lending to small businesses;

the procedure for accepting deposits and issuing them;

Bank corporate governance procedure;

tasks and procedure of internal audit;

procedure for issuing cash transactions;
the procedure for operations with foreign currency;
organization of money circulation;
basic principles of the banking activities of the Basel Committee;
the essence and significance of the personnel policy in the banking system.

2.2. Qualification requirements for candidates:

For the position of Chairman Board of the Bank:

higher financial and economic education;
work experience in the banking sector for at least 10 years;
work experience in a managerial position in the banking sector for at least 5 years (as a rule, as Chairman of the Board or Deputy Chairman of the Board).

For the position of First Deputy Chairman of the Board:

higher financial and economic education;
work experience in the banking sector for at least 7 years;
at least 3 years of experience in senior positions (Deputy Chairman of the Board, Head of a structural subdivision) in the banking sector;
proficiency in English (which is the responsibility of supervising the subdivision responsible for the Bank's foreign economic activity).

For the position of Deputy Chairman of the Board:

higher financial and economic education;
work experience in the banking sector for at least 7 years;
work experience in senior positions (Deputy Chairman of the Board, Head or Deputy Head of a structural subdivision) in the banking sector for at least 3 years.

2.3. If necessary, the Bank may clarify information confirming the accuracy of the information received from the candidate himself, as well as from the relevant authorities.

2.4. The following persons are not allowed to participate in the competition:

not having the higher education required for candidates for relevant senior positions, obtained at higher educational institutions of the Republic of Uzbekistan or at an educational institution of a foreign state, and in accordance with the legislation of the Republic of Uzbekistan recognized by the Republic of Uzbekistan;

not having, sufficient work experience required for election / appointment to the appropriate managerial position;

by a court verdict, deprived of a certain right, which consists in prohibiting the perpetrator from occupying certain positions at enterprises, institutions or organizations during the term set by the court, or engaging in one or another activity;

relations or kinship with a member of the Council of the Bank;

recognized incompetent or partially incapable;

former leaders, members of the boards and supervisory boards, as well as large participants (persons with 10 percent or more of voting shares or shares in the authorized capital) of banks, microcredit organizations and legal entities - bankrupt or with a deteriorating financial situation - if they reveal the facts of their actions, leading a legal entity to bankruptcy or worsening of its financial situation;

residents and / or citizens of offshore zones;

if the persons work in the bank with close relatives who occupy senior positions or are financially responsible, are in this case directly subordinate or controlled by one another;

submitting false information to participate in the competition.

2.5. Candidates ensure the accuracy, relevance and relevance of the information about themselves submitted to the Bank.

III. COMPETITIVE SELECTION PROCEDURE FOR LEADING POSITIONS

3.1. The decision to announce a tender is made by the Council of the Bank.

The decision of the Council of the Bank determines the date, time and place of acceptance of applications for participation in the selection.

3.2. Information about the announcement of the competitive selection and the conditions for its implementation is posted on the Bank's official website and in the media, and includes the following information:

name of the Bank and its location;

name of the position for which the competitive selection is announced;

requirements for participants of the competitive selection, as well as the circle of persons not allowed to participate in the competition;

a list of documents submitted by the candidate, and requirements for their execution;
deadline for submitting applications for participation in the competitive selection with the application of the necessary documents;
application acceptance mode;
contact information for the applicant to receive additional information about the competitive selection;
other information in accordance with the decision of the Bank Council on holding a competitive selection .

3.3. Candidates for participation in the competition must submit to the Bank no later than 7 (seven) calendar days from the date of publication of the announcement of the competitive selection, the following documents:

- 1; application for participation in the competitive selection in the form in accordance with Appendix No. 1;
- a questionnaire filled out by the candidate in the form in accordance with Appendix No. 2;
- the consent statement of the candidate for the processing of personal data in the form in accordance with Appendix No. 3;
- copy of passport (other identification document);
- copy of the certificate of higher education; a copy of the work book and / or documents certifying the length of service qualifications;
- in the presence of additional education, academic degree, academic rank - copies of relevant supporting documents;
- 4 photos of size 3.5x4.5;
- certificate of absence (presence) of a criminal record.

The responsibility for the accuracy of the submitted documents and information lies with the candidate. Before the deadline for filing applications, the candidate is entitled to withdraw the application for participation in the competitive selection.

3.4. The application for participation in the competitive selection is not accepted in cases:

- incomplete provision by the candidate of documents, or executed in violation of the requirements of this Regulation or the legislation of the Republic of Uzbekistan;
- submission of the application later than the deadline set for filing applications.

3.5. Documents are submitted to the Bank on purpose by the Responsible subdivision, which checks the completeness of the submitted documents. In this case, the applicant must submit, together with copies, the original documents.

3.6. The responsible subdivision, jointly by the Banking Security Authority, on the basis of the documents provided, carries out an initial selection of candidates for compliance with the requirements of this Regulation and compiles lists of candidates for further evaluation.

3.7. Evaluation of candidates is carried out by the Responsible subdivision by scoring according to the criteria specified in Appendix No. 4 (Evaluation sheet for the selection of candidates for the position of Chairman / Deputy Chairman of the Board of "Ipoteka- Bank" JSCMB).

3.8. The maximum number of points that a candidate can score is 100 points.

3.9. After completion of the evaluation procedure, but no later than 5 working days after the deadline for filing applications, documents of no more than 3 candidates who received the highest scores are submitted to the Council of the Bank.

3.9. The Council of the Bank, having considered proposals for candidates, may schedule an interview with the candidate.

3.10. If as a result of the competitive selection no candidates have been identified who meet the requirements for the position of Chairman and / or Deputy Chairman of the Board, the Council of the Bank may decide to hold a second competition.

3.11. Based on the results of the competitive selection, the Council of the Bank decides on the appointment of Deputy Chairman of the Board, and submits a proposal for the position of the Chairman of the Board for consideration by the bank's supreme management body in the manner and terms established by law and the Bank's charter indicating the points accumulated.

At the same time, the appointment of candidates for the posts of Chairman and Deputy Chairman of the Board of the Bank is carried out in agreement with the Central Bank of the Republic of Uzbekistan in the manner prescribed by law.

3.12. In the event that circumstances arise regarding the candidacy that necessitate a replacement, the Bank Council determines the candidacy of the person who previously participated in the competitive selection and scored the next best final score.

3.13. The costs associated with the participation of candidates in the competitive selection (travel to the competition venue and back, housing, accommodation, use of communication services, etc.) are carried out at their own expense.

3.14. Candidates who have not passed the competitive selection are notified in any convenient way according to the contact information specified in the application of the candidate.

IV. FINAL PROVISIONS

- 4.1. This Regulation will enter into force upon approval by the Council of the Bank.
- 4.2. If any provision of this Regulation conflicts with the current legislation, then the norm provided for by the legislation of the Republic of Uzbekistan is applied.
- 4.3. Persons guilty of violating the requirements of this Regulation are liable in the manner prescribed by law.
- 4.4. Monitoring compliance with the requirements of this Regulation is carried out by the Council of the Bank.

Appendix No. 1
to the Regulation of organizational
and competitive selection procedures
of leading positions of "Ipoteka-bank" JSCMB

**To the Chairman of the
Supervisory Board of
"Ipoteka-bank" JSCMB**

Full name _____
Home
address _____

Telephone num. _____

JOB APPLICATION

Please accept my documents for consideration in order to participate in the competition for the selection of candidates for the position _____ "Ipoteka-bank" JSCMB.

I hereby confirm that:

I have the higher education and the work experience required for the selection / appointment to the relevant senior positions;

there is no prohibition against me in occupying relevant positions or engaging in certain activities. did not perform the functions of the sole executive body, was not a member of the collegial executive body, or was not the founder of a legal entity at the time of termination of the licenses for the implementation of these activities for violation of license requirements and conditions made through my fault;

I have no outstanding criminal record for economic crimes or for crimes against management; not deprived by a court verdict of a certain right, which consists in prohibiting me from occupying certain positions at enterprises, institutions or organizations, or engaging in one or another activity during the term set by the court;

I am not in a relationship of kinship or property with a member of the Council of the Bank; not recognized as legally incapable or partially capable;

was not a leader, member of boards and supervisory boards, as well as a major participant (a person holding 10 or more percent of voting shares or shares in the authorized capital) of banks, microcredit organizations and others;

legal entities - bankrupt or with a deteriorating financial situation - when identifying facts of their actions leading the legal entity to bankruptcy or worsening of its financial situation;

I am not a resident and / or citizen of offshore zones;

I do not have close relatives who hold executive positions or are financially responsible, while being directly subordinate or controlled by each other, at "Ipoteka- Bank" JSCMB.

I enclose the application: (list the attached documents)

1. _____
2. _____
3. _____

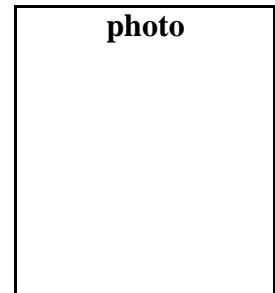
Full name. ¹

Signature

«__» _____ 20__ y.

1 Surname, name, patronymic must be written in expanded form by hand by the candidate

Application form



Full name

Birth date:
(day, month, year)

Place of birth:

Citizenship:

Nationality:

Education degree:

graduated: (*educational institution, when*)

Specialty by education:

Science degree:

Scientific rank:

Knowledge of foreign languages:

Has Government Award (what) been awarded:

Is a deputy of a republican, regional, city and district Council or other election bodies:

Work experience

Period: From dd/mth/yy/ to dd/mth/yy	Place of work (name of organization), subdivision, position held

Information about close relatives of (full name)

Degree of kinship	Surname, name, patronymic	Birth date and place	Work place and position held	Home address (by constant registration)
<i>Father</i>				
<i>Mother</i>				
<i>Sister</i>				
<i>Brother</i>				
<i>Spouse</i>				
<i>Son</i>				
<i>Daughter</i>				
<i>Spouse's father</i>				
<i>Spouse's mother</i>				
<i>Spouse's brother</i>				
<i>Spouse's sister</i>				

Place of actual residence:

Residence by registration:

Identity document details:

Passport Other document _____

Series _____ number _____

Date of issue: _____

Issued by: _____

When issued: _____

Full name²

Signature

«__» _____ 20__ y.

² Surname, name, patronymic must be written in expanded form by hand by the candidate

Appendix No. 3
to the Regulation of organizational
and competitive selection procedures
of leading positions of "Ipoteka-bank" JSCMB

STATEMENT-AGREEMENT
Candidate for the processing of personal data at
"Ipoteka-bank" JSCMB

I, _____ living at: _____

_____, passport data: series ____, № _____ issued by

_____, when issued: _____, give my consent to the processing of my

personal data (namely, the implementation of one or a combination of actions to collect, systematize, store,

modify, supplement, use, provide, distribute, transmit, depersonalize and destroy personal data), including:

photos, names, name, patronymic, information about the date and place of birth, citizenship, biographical

information about yourself, information about education, passport data, data TIN, individual accumulative

pension account, on the specialty (profession), position held, information on seniority, military records,

criminal record, residential address, home (mobile) phone, marital status, family composition, information

about close relatives (spouse, children, parents, siblings, etc.), in order to carry out the necessary actions for

competitive selection of candidates for the position of Chairman / Deputy Chairman of the Board and the

possible registration of labor relations between "Ipoteka-bank" JSCMB and me in accordance with the

legislation of the Republic of Uzbekistan.

Full name.³

Signature

«__» _____ 20__ y.

³ Surname, name, patronymic must be written in expanded form by hand by the candidate

Appendix No. 4
to the Regulation of organizational
and competitive selection procedures
of leading positions of "Ipoteka-bank" JSCMB

**SCORECARD FOR THE SELECTION OF CANDIDATES FOR THE POSITION OF THE
CHAIRMAN / DEPUTY CHAIRMEN OF THE BOARD
"IPOTEKA-BANK" JSCMB**

Candidate's full name _____

№	Evaluation Criteria	Maximum compliance score criteria	Candidate's score
I. EDUCATION			
1	The presence of a diploma of higher financial and economic education of an educational institution of the Republic of Uzbekistan or a foreign state recognized in accordance with the legislation of the Republic of Uzbekistan	5	
2	Master's degree in graduation from the Academy of Public Administration, the Banking and Finance Academy or other higher schools of the Republic of Uzbekistan	5	
3	Master's diploma of obtaining a foreign higher financial and economic education or diploma of additional higher education	10	
4	The presence of the degree of Doctor of Economics, Doctor of Law, Doctor of Engineering or Rank.	10	
5	The presence of a diploma of additional higher education (second, third)	5	
TOTAL SCORE BY SECTION _____ out of 35			
II. WORK EXPERIENCE			
6	Experience in senior positions by decision of the President or the Cabinet Ministers of the Republic of Uzbekistan		
	from one year to 3 years (inclusive)	2	
	from 3 to 5 years (inclusive)	3	
	more than 5 years	4	
7	Work experience as a member of the Supervisory Board, Audit Commission, or Bank Internal Audit Officer		

	from one year to 3 years(inclusive)	2	
	from 3 to 5 years (inclusive)	3	
	more than 5 years	4	
8	Work experience is banking system		
	from 10 to 15 years(inclusive)	3	
	from 15 to 20 years(inclusive)	4	
	more than 20 years	5	
№	Evaluated Criteria	Maximum score for conformity criteria	Candidate's score
9	Work experience in senior positions in the banking system of foreign countries or foreign banks (subsidiary) located in the republic.		
	from one year to 3 years (inclusive)	3	
	from 3 to 5 years (inclusive)	4	
	more than 5 years	5	
10	Work experience as Chairman of the Board		
	up to 5 years (inclusive)	4	
	from 5 to 10 years (inclusive)	5	
	from 10 to 15 years (inclusive)	6	
	more than 15 years	7	
11	Work experience as Deputy Chairman of the Board		
	from 3 to 5 years (inclusive)	3	
	from 5 to 10 years (inclusive)	4	

	from 10 to 15 years (inclusive)	5	
	more than 15 years	6	
12	Work experience as head and / or deputy head of bank divisions		
	from 3 to 5 years (inclusive)	2	
	from 5 to 10 years (inclusive)	3	
	from 10 to 15 years (inclusive)	4	
	more than 15 years	5	
13	At least one year of experience as a judge, Member of the Legislative Chamber or Member of the Senate	4	
TOTAL SCORE BY SECTION _____ out of 40			
III. OTHER CRITERIA			
14	Knowledge of languages		
	National language	2	
	Russian language	2	
	English language	2	
15	International Certificates (CFA, CPA, ACCA, ACA, CIMA, IMC, FRM)	2	
16	Participation in international seminars over the past 2 years and business negotiations organized by foreign banks.	2	
17	Growth dynamics of the main indicators of the Bank's business plan (if presented in as a candidate of the current head and deputy head of the Bank)		
	Fulfillment of the net profit indicator of the business plan for the results of the last reporting period	5	
	fulfillment of the net profit indicator of the business plan for the results of the previous year	5	
	there is a dynamics of growth of bank assets	4	
	there is a dynamics of total bank income	4	
	there is a dynamics of growth (or conservation) of the level of capital	4	
No	Bank's evaluated criteria	Maximum score for conformity criteria	Candidate's score
	there is a dynamics of growth of the bank's loan portfolio	4	
	there is a dynamics of growth of the bank's deposit portfolio	4	
TOTAL SCORE BY SECTION _____ out of 40			

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Additional comments:

Total score received: _____

«__» _____ 20__ y.

Compiled by:

Head
(name of the responsible subdivision)

Members of the Supervisory Board of the Bank

Full name, signature _____

Full name, signature _____

Full name, signature _____

Full name, signature _____

Full name, signature _____