

"APPROVED"
Supervisory Board
of «UZBEKGEOFIZIKA» JSC

on July 25, 2023

REGULATION
ON THE PROCEDURE FOR HOLDING
COMPETITIONS AND SELECTING CANDIDATES
FOR LEADERSHIP POSITIONS OF THE
EXECUTIVE BODY OF “UZBEKGEOFIZIKA”
JOINT-STOCK COMPANY



2023 year

Chapter 1. General provisions

This regulation determines the procedure for holding a competition and selecting candidates for leadership positions in the executive body of Uzbekgeofizika JSC.

1. The following basic concepts are used in this provision:

An enterprise with state participation is a business company in which the size of the state's share in the authorized fund (authorized capital) is more than fifty percent, or a business company in which the size of the state's share in the authorized fund (authorized capital) is greater than the share of each other shareholder (participant) a business company, as well as a state unitary enterprise;

leadership positions of the executive body - the head (chairman of the board, general director, director) of state enterprises and his deputies (deputy chairmen of the board, deputy general directors, deputy directors, positions equivalent to a deputy, consultants or positions not occupied within the powers of the executive body of state enterprises);

authorized state body - Agency for Management of State Assets , specially authorized state bodies and local government bodies exercising the rights and functions of the owner (founder, shareholder, participant) on behalf of the state in state-owned enterprises;

selection and selection of candidates - a system for selecting the most suitable candidates according to established criteria from a reserve of candidates formed at an enterprise or an authorized government body, through an appropriate announcement in the media (unified corporate information portal (openinfo.uz) and (or) if necessary, in the relevant media , on the website of the agency for managing state assets (if the selection is announced by the agency for managing state assets) and on the website of the company (in the case of a competition announced by the supervisory board of the company) or with the involvement of organizations specializing in searching for candidates;

commission for the selection and selection of candidates (hereinafter referred to as the commission) – a commission created to select candidates for leadership positions in the executive body of state-owned enterprises, consisting of members of the appointment and remuneration committee of the supervisory board, and in cases where the committee has not been created, no less than 3 and no more than 7 qualified employees of an odd number of members supervisory board of the Company; ;

HeadHunter organizations are organizations (firms, enterprises and other legal entities) that provide services for finding highly qualified and experienced workers who fully meet the employer's requirements **and act** on behalf of the employer.

2. The competition is carried out for vacated (vacant) leadership positions or existing free (vacant) leadership positions arising as a result of early termination of authority of leadership positions. executive body.

3. Selection is carried out according to the following principles:

transparency - publication of relevant announcements, vacancies, selection rules, procedures, criteria and results of the selection process on the website and/or the media, as well as in other sources not prohibited by law;

equality - creating equal conditions for all candidates participating in the selection process;

competition – the selection process must be based on open and fair competition;

independence - independent implementation of the selection process, free from any political and administrative interference or other external influences.

Chapter 2. Procedure and stages of selection and selection of candidates

4. The composition of the commission (Committee) is approved by the decision/order of the supervisory board of Uzbekgeofizika JSC. At the same time, the commission may include experts from international financial organizations, researchers and experts from consulting companies, as well as industry experts, depending on the area of activity of state-owned enterprises.

5. The decision of the commission is documented in a protocol, which is signed by the members who took part in the meeting in the prescribed manner. In this case, the quorum for holding a meeting of the commission should not be less than seventy-five percent of its total composition.

The working body of the commission is considered to be the personnel department of Uzbekgeofizika JSC, which stores the documents provided by the commission.

6. Any person wishing to work in leadership positions in the executive body of Uzbekgeofizika JSC can take part in the process of selection and selection of candidates.

7. Regardless of gender, language, nationality, citizenship and social status, any person has the right to apply for participation in the selection in the prescribed manner, with the exception of persons who are prohibited by a court decision from holding leadership positions.

8. Selection is carried out on the basis of information provided by candidates, as well as obtained from other sources not prohibited by law.

9. The procedure for selecting and selecting candidates for leadership positions in the executive body of Uzbekgeofizika JSC is carried out in accordance with the scheme presented in Appendix 1 to the present situation.

10. The executive body of Uzbekgeofizika JSC is obliged to inform the State Assets Agency about changes in management positions and information about

available vacant management positions within 2 (two) working days from the date of these changes.

The date of change is the date of adoption of the decision of the meeting of the supervisory board, the general meeting of shareholders (participants) on approval of the composition of the executive body and/or on introducing changes to their composition.

11. The Commission approves a list of vacant management positions or a list of management positions that will become vacant as a result of the early termination of powers of existing management positions, indicating the qualification requirements and job responsibilities of the candidates.

12. The list of vacant management positions or management positions that become vacant as a result of early termination of powers of existing management positions determined by the supervisory board is compiled by the Human Resources Department JSC "Uzbekgeofizika", and is subject to placement on the company's website .

13. The Commission takes measures to search for candidates, and the search for candidates will be carried out in one of the following ways:

advertising through websites and media;

through consulting, specializing in searching for candidates and (or) attracting special organizations - "HeadHunter", searching for and hiring highly qualified specialists and management personnel.

14. Candidates submit all documents and information about themselves to the commission in sealed (special) envelopes from the day the competition is announced within the framework of the requirements specified in the announcement. The announcement must indicate the conditions of the competition, requirements for candidates, a list of documents and information provided by candidates.

15. After the commission has completed the search for candidates, the documents and information submitted by the candidates will be evaluated based on the evaluation criteria in accordance with Appendix 2 of these regulations.

Based on the activities of the company, the commission may make changes to the evaluation criteria or establish additional criteria.

If applications for participation in the competition are received from 1 candidate, the commission takes measures to re-search for candidates. After announcing the search for candidates for the 3rd time in a row, if no applications have been received from more than 1 candidate, the commission has the right to recommend the temporary election of the candidate who submitted the application.

16. The commission may carry out the selection in two stages.

At the first stage, the commission evaluates candidates based on the documents and information they provide, as well as information obtained from additional sources and research, assessment results and the candidate's application (closed envelope),

while participating in the discovery process, based on their brief opinions, proposals and plans candidates are selected for the interview stage.

At the second stage, an interview will be held to select one candidate from among the candidates selected by the committee.

17. Based on the results of the assessment, the commission draws up a shortlist based on the selection of candidates with the highest scores for vacant management positions. When selecting, the highest score of candidates, the absence of negative conclusions, compliance with the selection conditions and requirements for candidates are taken into account.

The number of candidates for each vacant management position on the shortlist should not exceed 3 people.

18. Based on the shortlist compiled, the commission conducts interviews with candidates.

The working body of the commission notifies candidates for an interview at least one working day before the date of the interview by calling the candidates' contact numbers or sending a notification (letter) to their email.

During the interview, the commission evaluates the candidate's professional knowledge and skills according to Appendix 3 of these regulations.

By agreement of the parties, the conversation can also be conducted via video conferencing using information technology. If a candidate refuses to undergo an interview or fails to appear for an interview, he will not be able to participate in the next stages of the competition.

Based on the results of the interview, appropriate changes may be made to the shortlist of candidates who scored the most points.

19. The commission decides to select the most suitable candidate for each vacant managerial position from a short list of candidates who scored the highest number of points, and submits it to the general meeting of shareholders (if the supervisory board has the authority to approve it, the supervisory board) for approval.

A report on the results of the assessment and the results of the interview is compiled by the committee. If necessary, a separate report on the assessment and interview results can be compiled.

20. To approve the selected suitable candidate, it is necessary to notify the competent government body and receive appropriate instructions when it is included in the general meeting of shareholders (in the case of the supervisory board, if the approval body is located in the supervisory board).

21. JSC "Uzbekgeofizika" organizes the adoption of corporate decisions on the election (appointment) of the specified candidates to leadership positions of the executive body after receiving instructions on the candidates from the competent government body.

22. If an insufficient number of proposals are received from candidates or organizations searching for candidates within the time period established by these

regulations, the commission is obliged to report this to the authorized body within two working days.

In this case, the authorized state body has the right to independently select suitable candidates from among the available candidates before selecting candidates by the commission based on the requirements of this provision.

Chapter 3. Requirements for candidates

23. Candidates cannot be:

persons without higher education;

persons who do not have at least two years of work experience in a managerial position (this period can be determined by the commission, either longer or shorter, depending on the nature and significance of the enterprise with state participation);

in connection with the violation of licensing requirements and conditions through the fault of these persons, at the time of cancellation of the license to carry out the specified activity, such persons act as a sole executive body or are members of a collegial executive body, or are considered the founders of a legal entity, and from the moment of cancellation of such a license has passed less than three years;

in case of failure to expunge a criminal record for committing a crime in the economic sphere or against administrative order, as well as when included in an open electronic register of persons found guilty of committing crimes related to corruption;

a person deprived of the right to work in a certain position or engage in certain activities by a court verdict;

if such a person performed the functions of the sole executive body of a legal entity or was a member of a collegial executive body at the time he was declared bankrupt and two years have not passed from the moment he was declared bankrupt.

24. Based on the activities of the enterprise, the authorized state body and (or) commission may establish additional requirements.

Chapter 4. Assessing candidates during the selection process

25. The commission evaluates the following characteristics of candidates:

professional knowledge and skills;

experience;

presence of a conflict of interest;

any circumstances that may negatively affect the interests of the candidate or Uzbekgeofizika JSC.

26. The assessment is based on information provided by candidates, obtained from additional sources, as well as on the results of the interview.

27. Preference will be given to candidates with experience working in foreign enterprises and international organizations.

Chapter 5 . Final provisions

28. Candidates are responsible for the completeness and accuracy of the information they provide.

29. Monitoring of compliance with the requirements of this provision is carried out by the supervisory board.

30. Persons guilty of violating the requirements of this provision are liable in accordance with the law.

This Regulation has been unofficially translated from Russian to English.

SCHEME**Conducting a competition and selection of candidates for leadership positions in the executive body of Uzbekgeofizika JSC**

Steps	Items (Responsible authority)	Events	Deadlines
Stage 1	Supervisory Board JSC "Uzbekgeofizika" authorized state body, Commission	Formation of a list of vacant (vacant) management positions or existing vacant (vacant) management positions formed as a result of early termination of their powers, and approval of candidates with qualification requirements and job descriptions .	5 working days from the opening of a membership vacancy within
Stage 2	Commission	Publish a list of approved management vacancies through the website and the media, or involve specialized consulting and headhunting organizations engaged in searching for candidates.	list approval within 5 working days
Stage 3	Commission	Search for candidates for vacant management positions according to the list , the search is carried out in one of the following ways: - posting advertisements through the website and the media ; by attracting specialized consulting and headhunting organizations engaged in searching for candidates.	Search for candidates – Not less than 15 days and 30 in no more than a day
Step 4	Commission	Compiling a list of candidates who submitted documents in the prescribed manner and within the prescribed period, and assessing their participation based on established criteria.	Upon expiration of the application deadline , within 5 working days
Step 5	Commission	Shortlist of candidates with the highest score of no more than 3 for each management position make up	After completion of the assessment - within 3 working

Steps	Items (Responsible authority)	Events	Deadlines days
Step 6	Commission	Conducting an interview with n candidates who scored the highest number of points , in which the interview can be conducted via online video conference using information technology, as agreed by the parties.	After compiling a list of candidates who scored the most points (shortlist) , within 3 working days
Step 7	Commission	After an interview with the shortlisted candidates who scored the most points, each vacant for a leadership position, deciding on the selection of the most suitable candidate and recommending the most suitable candidate for a leadership position.	After compiling a shortlist of candidates with the highest scores , within 5 working days
Step 8	JSC "Uzbekgeofizika" or the general meeting of shareholders (founders).	Organization of decision-making by governing bodies on the election (appointment) or re-election of a nominated candidate or candidates .	After submitting a candidate , thirty from the day without delay
Step 9	JSC "Uzbekgeofizika"	Posting a list of candidates elected to the leadership position of the executive body and information about them on the company's website and in the media.	After the decision is made , 2 during the working day

SHEET
results of assessment of a candidate for the position _____

Candidate's FIS: _____

No	CRITERIA FOR EVALUATION	Maximum score for the corresponding criterion	Candidate assessment
I. INFORMATION			
1	Availability of a bachelor's degree in higher educational institutions of the Republic of Uzbekistan , if there is a bachelor's degree from a higher educational institution of a foreign state, an additional 5 points are awarded (based on the field of activity of the enterprise, the candidate selection committee can determine the area of specialization).	5 (+5)	
2	master's degree diploma , if there is a master's degree from a higher educational institution of a foreign state, an additional 4 points are awarded (based on the field of activity of the enterprise, the candidate selection committee can determine the area of specialization).	4 (+4)	
3	Availability of an academic title (Candidate of Sciences, Doctor of Philosophy, Doctor of Sciences) and an academic degree (Associate Professor, Senior Researcher, Professor) if the academic title was awarded in a foreign country - an additional 4 points are awarded (based on the field of activity of the enterprise, the candidate selection committee can determine area of specialization)	4 (+4)	
4	Availability of a diploma of additional higher education (second, third).	3	
II. EXPERIENCE			
5	Appointment to a position in accordance with the relevant decisions of the President or the Cabinet of Ministers of the Republic of Uzbekistan		
	up to 1 year	2	
	More than 1 year and up to 3 years	4	
	More than 3 years and up to 5 years	6	
	More than 5 years	8	
6	Experience in administrative and management positions in government organizations (except for the period of work in a managerial position specified in section 5). Additional 5 points are awarded if you have work experience in relevant ministries and departments.		
	up to 1 year	1 (+ 5)	
	More than 1 year and up to 3 years	2 (+ 5)	
	More than 3 years and up to 5 years	4 (+ 5)	
	More than 5 years	5 (+ 5)	

7	Experience working in foreign countries in senior positions (director, deputy director, manager, supervisor) or practical experience in resolving issues in a foreign jurisdiction. If there are positive recommendations from foreign organizations, 2 additional points are assigned .		
	up to 1 year	2 (+ 2)	
	More than 1 year and up to 3 years	3 (+ 2)	
	More than 3 years and up to 5 years	4 (+ 2)	
	More than 5 years	5 (+ 2)	
8	Experience as a manager in a specialized field in which a competition is announced (chairman of the board/director, deputy chairman of the board/deputy director or positions equivalent to a management position (chief engineer, chief mechanic, chief economist, head of department/shop, etc.))		
	up to 1 year	6	
	More than 1 year and up to 3 years	9	
	More than 3 years and up to 5 years	12	
	More than 5 years	15	
9	Experience in management positions in business entities (in addition to experience in a management position specified in Section 8, chairman of the board/director, deputy chairman of the board/deputy director, chief accountant, head of legal service, head of a representative office or branch).		
	up to 1 year	2	
	More than 1 year and up to 3 years	3	
	More than 3 years and up to 5 years	4	
	More than 5 years	5	
10	Experience as a member of the supervisory board of business entities		
	1 year over and up to 3 years	2	
	from 3 years over and up to 5 years	3	
	More than 5 years	4	
11	At least one year of experience as an employee of a state control body, judge, deputy of the Legislative Chamber or Senate.		5
II. OTHER CRITERIA			
12	An additional 2 points are given for fluency in one of the foreign languages or all others (Russian, English, German, French).		3(+1)
13	Availability of a valid qualification certificate of a corporate manager.		3
14	Availability of valid documents confirming compliance with the qualification requirements of a stock market specialist, auditor, insurer, appraiser, court administrator, 1 point for each.		1(+4)
13	Additional 2 points are given if you have one of the international certificates and the presence of one or all of the others (CFA, CPA, ACCA, ACA, CIMA, IMC, FRM).		3(+2)
14	Computer Literacy - MS Office, MS Excel - confident use.		3
15	Fulfillment of business plan indicators for the previous year by a candidate for a leadership position (if the current manager or deputy manager of the enterprise is nominated)		5

Total maximum score: 100 points

Total points received by the candidate: _____ points.

The candidate hereby confirms that:

that the information entered in accordance with the above criteria is correct and based on supporting documents;

fully complies with the requirements of the announcement of admission to a managerial position of Uzbekgeofizika JSC;

I do not have an outstanding criminal record for crimes in the field of economics or administrative crime, I am not a person deprived of the right to hold official positions based on a court decision, and I am not included in the open electronic register of persons found guilty of committing corruption crimes;

the reliability and correctness of all information presented in this application, as well as the information contained in the documents and materials attached to it.

I understand that if I provide non-existent, unreliable and incorrect (deliberately false) information, I will be excluded from the competition or from the executive body (if this is determined after the selection).

Appendix 3

To the regulations on the procedure for holding competitions and selecting candidates for leadership positions in the executive body of Uzbekgeofizika JSC

Indicators for assessing a candidate's professional knowledge and skills during the interview process for election to leadership positions

<i>No. t/r</i>	<i>Indicators</i>	<i>Description</i>
1	exam	<p>Requirements:</p> <ul style="list-style-type: none"> • Having successful experience in managing large enterprises (as a manager, deputy manager, head of department); • Have an impeccable reputation and positive achievements in a business and/or professional environment ; • Experience in developing and promoting business strategy/sustainable development policies/investment projects in an enterprise that he manages or manages; • Experience in developing and implementing deep changes, a modern corporate system and culture in the enterprise that he manages or manages; • Personnel training and/or implementation of new personnel management tools ; • Experience working on boards of directors and/or supervisory boards of large enterprises ; • participation in large investment projects / management / preparation of the company to attract private or public funds ; • Knowledge of the situation from the point of view of international legal requirements when implementing large projects involving foreign partners; • Ability to assess the feasibility of setting strategic goals, assess and analyze the availability of necessary financial and human resources; • Successful experience in influencing the development and implementation of international standards, including ESG, gender equality, inclusion and compliance with sustainable development ; • Experience in public companies will be an additional advantage .
2	Personal qualities	<ul style="list-style-type: none"> • Ability to master skills in all aspects of management; • High level strategic thinking ; • leadership qualities and experience ; • Experience in implementing change through positive motivation and persuasion ;
3	Assessment of additional knowledge and skills of the candidate	<ul style="list-style-type: none"> • Level of language proficiency; • Computer, internet and IT skills • candidate induction capacity and mobility; • Other candidate skills.