|  |  |
| --- | --- |
|  | **"CONFIRMED"****Board of JSCB "Turonbank"****May 2021 “\_\_\_”****Minutes of meeting K-** |

**REGULATIONS FOR SELECTION FOR MANAGING POSITIONS OF JOINT-STOCK COMMERCIAL BANK "TURONBANK"**

1. GENERAL PROVISIONS

1.1. This Regulation on the selection for management positions of the Joint-Stock Commercial Bank "Turonbank" (hereinafter - the Regulation) was developed in accordance with the Law of the Republic of Uzbekistan "On Joint Stock Companies and Protection of Shareholders' Rights", 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", the Resolution of the Board of the Central Bank of the Republic of Uzbekistan" On the procedure and conditions for permitting banking activities", the Charter of JSCB" Turonbank "(hereinafter referred to as the Bank), and determines the conditions and procedure for selecting candidates for positions Chairman of the Management Board and Members of the Management Board on a competitive basis.

1.2. The election (appointment) of the Chairman and members of the Management Board of the Bank is usually carried out on the basis of selection through a competition in which foreign managers are also allowed to participate.

1.3. Selection for the positions of the Chairman and members of the Management Board of the Bank (hereinafter referred to as executive positions) is also carried out upon vacancy.

1.4. The purpose of selection on a competitive basis is to attract modern, highly qualified managers that meet modern requirements, as well as foreign managers to management positions.

1.5. An elected candidate for the position of chairman or member of the Board of Directors of the Bank assumes his duties only after his appointment by the Board of Directors and / or the General Meeting of Shareholders in accordance with the powers of the candidate.

1. QUALIFICATION REQUIREMENTS FOR CANDIDATES FOR MANAGEMENT POSITIONS OF THE BANK
2. Executive candidates should know:
* The essence of the main issues covered in the works of the President of the Republic of Uzbekistan;
* The Constitution of the Republic of Uzbekistan and laws on banking activities, resolutions of the chambers of the Oliy Majlis of the Republic of Uzbekistan, decrees of the President of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, regulations of the Central Bank and other regulations, including:

civil, economic and labor legislation;

the procedure for preparing bank reports;

the procedure for settlements and payments;

financial reporting, national and international accounting standards, internal lending policies of the bank and lending procedures;

the procedure for lending to small businesses;

the procedure for accepting and issuing deposits;

corporate governance procedure of the bank;

tasks and activities of internal audit;

order of issue and cash transactions;

the procedure for conducting operations with foreign currency;

questions of the organization of monetary circulation;

Basic Principles of the Basel Committee on Banking;

The essence and significance of personnel policy in the banking system of the republic.

1. Candidates for managerial positions in commercial banks must have a higher education in economics, sufficient experience in the banking system, and a recommendation from their last job.
2. If necessary, the Bank has the right to determine the reliability of the information received from the candidate himself and the relevant authorities.

III. PROCEDURE FOR SELECTION FOR MANAGING POSITIONS OF THE BANK ON A COMPETITIVE BASIS

1. The decision to hold a competition is made by the Bank's Management Board.
2. The bank submits documents to the Central Bank for the approval of the candidate.
3. The announcement of the tender and the terms of this tender should be posted on the official website of the Bank, the Unified Corporate Information Portal and published in the media, which must contain the following information:
* Bank name and address;
* the name of the vacancy for which the competition is being held;
* requirements for the participants of the competition, as well as the range of applicants;
* list of submitted documents and requirements for their registration;
* deadline for submitting applications with all documents for participation in the competition;
* the procedure for accepting applications;
* information on the means of communication through which the applicant can request additional information;
* other information in accordance with the decision of the Bank's Board on holding a tender.
1. Those wishing to participate in the competition can receive the necessary information about the Bank on the basis of a written request, with the exception of confidential information, including information related to commercial or banking secrets.
2. To participate in the competition, applicants must submit the following documents to the Bank no later than 10 (ten) days after the announcement of the start of the competition:
* a personal application for participation in the competition, which must also include contact information;
* a questionnaire completed by the candidate (Appendix 1);
* statement of consent to the processing of personal data (Appendix 2);
* Documents specified in charter 3252 (Appendix 3-4)
* copy of the passport;
* documents confirming the availability of information about the required specialization, work experience and qualifications: a copy of a work record book, additional information, a copy of documents on an academic degree, academic rank;
* characteristics from the last place of work;
* 4 photos of 3x4 size;
* certificate from the workplace;
* certificate of no criminal record.

The candidate is responsible for the accuracy of the submitted documents.

The candidate has the right to make changes to the submitted documents before the deadline for submitting applications by written notification.

1. Applications for participation in the competition are not accepted in the following cases:
* the candidate does not submit the documents in full or is issued without complying with the requirements of this Regulation or the legislation of the Republic of Uzbekistan;
* предоставляется по истечении срока, указанного в настоящих Правилах.
1. The documents are submitted to the Bank in person, and the applicant must bring the original documents with him so that the HR department can check the completeness of the documents.

When considering documents, the HR department conducts the initial stage of selecting candidates in accordance with official requirements (education, work experience, etc.) and forms a list of recommended candidates for further participation in the competition.

The documents of candidates nominated to continue participating in the competition are submitted to the Banking Security Department of the Bank for verification, and based on the results of this verification, the Human Resources Department prepares the final list of candidates for participation in the competition.

1. The costs associated with the participation of applicants in the competition (transportation costs to the venue and back, accommodation, accommodation, use of communication services, etc.) will be borne by them at their own expense.
2. The following are not allowed to participate in the competition:
* recognized as incapacitated or partially incapacitated;
* former heads of banks, members, as well as major participants (owners of 10 or more voting shares in the authorized capital) of the Management Board and the Supervisory Board - if they are found guilty of actions that led to the bankruptcy or deterioration of the state of the legal entity;
* inability to behave correctly in personal and business relationships;
* if a person holding a managerial or financial position in the bank works with close relatives, and one of them is subordinate to the other or is accountable to him;
* convicted persons or close relatives of convicted persons;
* provided false information to participate in the competition.
1. Applicants not included in the list of candidates for participation in the competition will be notified in writing.
2. Applications from candidates will be considered by the Bank's Management Board no later than 5 calendar days after the deadline for submitting applications.
3. Candidates are assessed using score sheets reflecting the selection criteria, each of which is awarded a maximum score, with the sum of all maximum scores being 100%. (sample score sheet - Appendix 3).
4. Each member of the Management Board of the Bank evaluates the application of each candidate.
5. Upon completion of the assessment process, the Chairman of the Bank's Management Board announces the assessment results through the candidate assessment form, summarizing all assessments assigned to a specific candidate by the members of the Bank's Management Board.
6. The winner of the competition is the candidate with the highest number of points in the assessment of the members of the Bank's Management Board. If, based on the results of the competition, candidates who may meet the requirements for the Chairman of the Management Board and / or a member are not identified, the Management Board of the Bank may decide to re-conduct the competition.

4. FINAL RULES

4 1 This Regulation comes into force from the moment of approval by the Management Board of the Bank.

1. If any provision of this Regulation contradicts the current legislation, the rule provided by the legislation of the Republic of Uzbekistan shall apply.

###### REFERENCE

Photo

 **FULL NAME**

##

**Year of birth:** **Place of birth:**

(сана, ой, йил)

**Nationality:** **Party membership:**

**Education:** **Completed:**

**Specialty by education:**

**Academic degree:** **Academic title:**

**Knowledge of foreign languages:**

**Has he/she received any state awards (which):**

**Member of the Council of People's Deputies of the republic, region, city, district or a member of other elected bodies (specify in full)**

**EMPLOYMENT**

|  |  |
| --- | --- |
| **Period**  | **Place of work (name of organization), division, position held** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

(Full name) information about close relatives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Kind of relationship** | **Surname, name, father’s name** | **Date and place of birth** | **Place of work and position** | **Residence (permanent) руйхат бўйича)** |
| Father |  |  |  |  |
| Mother |  |  |  |  |
| Sister |  |  |  |  |
| Brother |  |  |  |  |
| Spouse |  |  |  |  |
| Son |  |  |  |  |
| Daughter |  |  |  |  |
| Father-in-law |  |  |  |  |
| Mother-in-law |  |  |  |  |

Actual place of residence:

Place of residence by registration:

Passport Information: Serial Number\_\_\_\_\_\_\_\_\_

Date of issue:

Issued by:

When issued:

**CONSENT OF THE CANDIDATE**

to the processing of personal data in JSCB "TURONBANK",

located at the address: Tashkent, st. Abay, 4A.

I \_\_\_\_, I live at:, passport data: series number \_\_\_ issued date "\_\_\_", I agree to the processing of personal data: color photo, surname, name, patronymic, date and place of birth, citizenship, biography, knowledge of foreign languages, education, passport data, individual taxpayer number, individual pension savings account, specialty (occupation), position, work experience, military registration, criminal record, information about the place of residence, home (mobile) phone, marital status, family composition; information about my close relatives - spouse, children, parents, brothers and sisters, income in connection with the selection of candidates for the position of Chairman of the Management Board and the possibility of concluding an employment contract between JSCB "Turonbank" and me in accordance with the legislation of the Republic of Uzbekistan.

I agree to the following actions with my personal data: collection, systematization, accumulation, storage, identification (update, change), use, transfer to state bodies of the Republic of Uzbekistan, destruction.

I agree that my personal information will be published on the official website of JSCB "Turonbank", on the Unified Corporate Information Portal, on the website of JSCB "Tashkent".

Full name

Signature

« » 20 y

SAMPLE ASSESSMENT SHEET

Full name of candidate

|  |  |  |  |
| --- | --- | --- | --- |
| № | Evaluated criteria | Maximum score for eligibility | Candidate evaluation |
| **I. Education and qualifications** |
| 1 | Higher education (Bachelor's or Master's degree) | 20 |  |
| 2 *Л\** | Availability of a certificate of advanced training or retraining in the current or last year | 5 |  |
| 3 | The candidate has practical experience in the field of banking abroad. | 5 |  |
| 4 | Academic degree and / or title | 5 |  |
| 5 | Knowledge of the main issues covered in the works of the President of the Republic of Uzbekistan. | 10 |  |
| 6 | Knowledge of the Constitution of the Republic of Uzbekistan, 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 of the President of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, regulatory documents of the Central Bank and other regulatory documents. | 10 |  |
| **II. Work experience** |
| 7 | Experience in leadership positions in government agencies and companies with a government stake. |
| up to a year | 2 |  |
| work experience from 1 to 3 years | 3 |  |
| work experience from 3 to 5 years | 4 |  |
| more than 5 years | 5 |  |
| 8 | Experience in senior management positions in the banking sector |
| up to a year | 3 |  |
| work experience from 1 to 3 years | 4 |  |
| work experience from 3 to 5 years | 5 |  |
| More than 5 years | 10 |  |
| 9 | Experience as an administrative officer in the banking sector |
| up to a year | 2 |  |
| work experience from 1 to 3 years | 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| № | Evaluated criteria | Maximum score for eligibility | Candidate evaluation |
|  | work experience from 3 to 5 years | 4 |  |
| More than 5 years | 5 |  |
| **111. Other criteria** |
| 10 | The ability to think ahead | 5 |  |
| 11 | Ability to effectively manage | 5 |  |
| 12 | Business culture | 5 |  |
| 13 | Leadership | 5 |  |
| 14 | Behavioral impressions: |
| polite / calm / kind | 5 |  |
| hot-tempered | 4 |  |
| careless | 3 |  |
| curious | 2 |  |
| aggressive | 1 |  |

Additional comments:

Total points scored:

« »20 y.

Member of the Board of the Bank

**\_\_\_- ANNEX**

**to the Charter**

**APPLICATION**

**form of a candidate for the bank's management**

**1. Basic information**

|  |  |
| --- | --- |
| 1.1. | **Job Information**  |
|  | Bank's name  |  |
|  | Recommended candidate position  |  |
| 1.2. | **Full name**  |
|  | Surname  |  |
|  | Name  |  |
|  | Father’s name  |  |
| 1.3. | **Previous full name**  |
|  | Surname  |  |
|  | Name  |  |
|  | Father’s name  |  |
|  | Date of change |  |
|  | Reason for change |  |
| 1.4. | **Current place of residence** |
|  | Address |  |
|  | City / District |  |
|  | Province |  |
|  | Country |  |
|  | Date when you started living at this address |  |
| 1.5. | **Permanent residence**  |
|  | Address |  |
|  | City / District |  |
|  | Province |  |
|  | Country |  |
|  | Date of registration at this address |  |
| 1.6. | **Passport details (show information about all passports when there is more than one citizenship)** |
|  | Passport series and number |  |
|  | Date of issue |  |
|  | Validity |  |
|  | Country of issue |  |
|  | Issuing authority |  |
| 1.7. | **Other information**  |
|  | Date of birth (day, month, year) |  |
|  | Place of birth (city, country) |  |
|  | Citizenship (list all if you have more than one citizenship) |  |
| 1.8. | **Contact information**  |
|  | Telephone number |  |
|  | Office phone number |  |
|  | E-mail address |  |

**2. Business reputation**

|  |  |  |
| --- | --- | --- |
| 2.1. | Do you have an overdue or unexpunged conviction for crimes in the economic sphere, against the order of management, or for crimes related to money laundering, terrorist financing and the proliferation of weapons of mass destruction? |  |
| If yes, please give a full explanation.  |
| 2.2. | Were you responsible for the actions that led to the revocation of the license of the legal entity and (or) the introduction of a temporary management regime in it, as well as the occurrence of financial and (or) administrative problems in the areas of its activities in which you are responsible?  |  |
| If yes, please give a full explanation.  |
| 2.3. | Were you removed from office at the request of the Central Bank or the competent authority of a foreign state, or were your powers terminated early? |  |
| If yes, please give a full explanation.  |
| 2.4. | Has the Central Bank or the competent authority of a foreign state refused to approve (appoint, approve) your candidacy for a managerial position?  |  |
| If yes, please provide the following information:a) the name of the competent authority that carried out the assessment:b) the name of the bank:c) what position you are being evaluated for:d) date of assessment:e) on the basis of which of the following criteria you were denied consent (appointment, approval) (in case of refusal according to several criteria, indicate all):* business reputation;
* qualifications, knowledge and skills;
* independence of reasoning;
* sufficiency of time;
* team suitability;
* based on another criterion (specify criterion)

Please provide any other information pertaining to this situation.  |
| 2.5. | Has your appointment (appointment, approval) to a managerial position been revoked by the Central Bank or a foreign body? |  |
| If yes, please give a full explanation.  |
| 2.6. | Have you entered a managerial position without such an agreement (appointment, approval), when prior to taking office, the approval (appointment, approval) of the Central Bank or the competent authority of a foreign state was required? |  |
| If yes, please give a full explanation.  |
| 2.7. | Have you, as the head of a legal entity or its separate subdivision, made such decisions or have they taken part in such decisions in the interests of an individual or a group of persons to the detriment of this legal entity or its separate subdivision? |  |
| If yes, please give a full explanation. |
| 2.8. | Are you under investigation, preliminary investigation or trial today? |  |
| If yes, please give a full explanation.  |
| 2.9. | Have your actions or omissions led to the bankruptcy and forced liquidation of a legal entity in which you participate or participate or otherwise control as a member of the supervisory board, executive body or participant (shareholder) with decisive ownership? |  |
| If yes, please give a full explanation.  |
| 2.10. | Have any measures and sanctions been applied on your part to a legal entity that acts or participates as a member of the supervisory board, executive body or participant (shareholder) with decisive ownership, or is otherwise controlled or controlled by bodies that control the financial sector of the Republic of Uzbekistan or a foreign state, for gross and serious violations? |  |
| If yes, please give a full explanation.  |
| 2.11. | Have you been disciplined or individualized and sanctioned? |   |
| If yes, please give a full explanation.  |

**3. Qualifications, knowledge and skills**

**3.1. Higher education information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The name of the institution** | **Location of the educational institution** | **Duration of training (month, year)** | **Faculty** | **Higher education (bachelor, master)** | **Diploma specialty** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3.2. Training courses (seminars) in training centers in which participated:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organizer of the training course (seminar)** | **Location** | **Topic of the training course (seminar)** | **Time spent** | **Availability of a certificate (yes / no)** |
|  |  |  |  |  |
|  |  |  |  |  |

 **3.3. Employment information (except for leadership positions):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Duration of work (day, month, year)** | **Name of the organization** | **The main activity of the organization** | **Location of the organization (mailing address)** | **Organizational structure of the organization** | **Position (including membership in the Supervisory Board)** | **Disciplinary action** | **Reasons for dismissal / early termination of office** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**3.4. Information about labor activity in a managerial position \*:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Duration of work (day, month, year)** | **Name of the organization** | **The main activity of the organization** | **Location of the organization (mailing address)** | **Organizational structure of the organization** | **Position (including membership in the Supervisory Board)** | **Disciplinary action** | **Reasons for dismissal / early termination of office** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

 *\*) A managerial position is an activity defined in clause 94 of these Regulations.*

**4. Independence of thought**

|  |  |  |
| --- | --- | --- |
| 4.1. | Are any of your immediate family members a member of the bank's supervisory board or board of directors, a key employee, or a decisive shareholder?  |  YES NO |
| If yes, please provide the following information:a) full name:b) relationship:c) position held:g) term of office of this person:  |
| 4.2. | Do you have a close relationship with a member of the bank's supervisory board or board of directors, a key employee or a key shareholder? |  YES NO |
| If yes, please give a full explanation.  |
| 4.3. | Have you or a close relative held a senior management position with a competing bank or organization that has a significant commercial relationship with the bank or any of its competitors in the past 2 years? |  YES NO |
| If yes, please give a full explanation.  |
| 4.4. | Do you, or someone you are close with, currently have significant financial interests or obligations to the bank, the bank's major shareholder, bank preference shareholder, competitors or bank customers? |  YES NO |
| If yes, please give a full explanation.  |

**5. Sufficiency of time**

**5.1. Organizations in which you are a member of the supervisory board or executive body, interim manager or liquidation commission:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the organization** | **Primary occupation** | **Location** | **Group membership (yes / no) and group name** | **Assets at the end of the reporting year** | **Position (membership)** | **Term of office (membership)** | **Number of meetings during the year** |
| - |

**5.2. Other professional and political responsibilities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Collective suitability**

**6.1. Your level of knowledge in the following areas:**

|  |  |
| --- | --- |
| **Sphere name** | **Knowledge level** |
| **high** | **middle** | **low** | **no knowledge** |
| The main activities of the bank and associated risks |  |  |  |  |
| Financial markets, including the money market and the stock market |  |  |  |  |
| Accounting and reporting |  |  |  |  |
| Management of risks |  |  |  |  |
| Combating money laundering, terrorist financing and the proliferation of weapons of mass destruction |  |  |  |  |
| Internal audit |  |  |  |  |
| Information technology and security |  |  |  |  |
| Normative legal acts of the Republic of Uzbekistan |  |  |  |  |
| Strategic planning |  |  |  |  |

**7. Final part**

7.1. **I** (full name) agree that the Central Bank should receive all additional information necessary for the assessment from the relevant (state and non-governmental) organizations.

7.2. **I** - (full name) confirm that the above information in the questionnaire is accurate and complete and based on my knowledge and information on the questionnaire. I understand that in the event that the information I have provided is intentionally distorted and incomplete, this circumstance will serve as the basis for refusing to agree with my candidacy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature " " 2020 y.

**ANNEX 4**

**to the Charter**

**Candidate’s**

**REFERENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Photo ¾ |

|  |  |  |
| --- | --- | --- |
| **Full name of candidate:****Position held:****Date of birth:****Citizenship****Education:****Specialty by education:****Academic degree:****State awards:** |  |       **Place of birth:****Party membership:****Completed:**    **Academic title:** |

**EMPLOYMENT**

|  |  |
| --- | --- |
| **Period (from time to time)** | **Place of work (name of organization), division, position held** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**INFORMATION ABOUT CLOSE RELATIVES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Kind of relationship** | **Surname, name, father’s name** | **Date and place of birth** | **Place of work and position** | **Residence (permanent) руйхат бўйича)** |
| Father |  |  |  |  |
| Mother |  |  |  |  |
| Sister |  |  |  |  |
| Brother |  |  |  |  |
| Spouse |  |  |  |  |
| Son |  |  |  |  |
| Daughter |  |  |  |  |
| Father-in-law |  |  |  |
| Mother-in-law |  |  |  |  |

Date of completion: " ". .2021 y.

**Expert Group Leader:**

|  |  |
| --- | --- |
|  |  |

**Expert Group Members:**