

GUIDE ON HOW TO DISCLOSE INFORMATION THROUGH AIX REGULATORY ANNOUNCEMENT SERVICE

In accordance with MDR 7.1 (c) AIX Business Rules, when a Reporting Entity is required to make market disclosure of any information, such information must be released to the market by way of an announcement made in accordance with Rule BRG 6.1 (relating to the use of the English language) to any approved Regulatory Announcement Service (hereafter – RAS).

Without prejudice to its obligations relating to market disclosure, a Reporting Entity must ensure that the disclosure is not misleading, false or deceptive and does not omit anything likely to affect the import of the information.

Liability for disclosed information lies with a Reporting Entity and other persons who entitled to disclose information on behalf of a Reporting Entity. AIX makes no warranty, express or implied, and shall have no liability to any Person in respect of, or in connection with the original accuracy, timeliness or completeness of information disclosed by a Reporting Entity.

1. As soon as Securities have been admitted to the Official list and an Issuer has sent the email address of person responsible for publishing disclosure on AIX to listings@aix.kz (should be reflected in “Primary contact” in Issuer’s online account as well), please ask your IT team to add the following email addresses into the trusted email addresses list: account-security-noreply@accountprotection.microsoft.com, k4txdyb@onk2.com and admin@aixkz.onmicrosoft.com in order to receive emails from them. Otherwise, emails from the above addresses might be blocked on your servers, and you will not be able to receive respective notifications.

Then you will receive the invitation letter from Microsoft Admin on behalf of Astana International Exchange Ltd on the specified email. Please accept the invitation*.

AIX Admin invited you to access applications within their organization

3 weeks ago at 3:40 PM

From "Microsoft Invitations on behalf of Astana International Exchange Ltd." >

D Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. **If you were not expecting this invitation, proceed with caution.**

Sender: AIX Admin (admin@aixkz.onmicrosoft.com)
Organization: Astana International Exchange Ltd.
Domain: aix.kz

If you accept this invitation, you'll be sent to https://myapps.microsoft.com/?tenantid=6935c45f-770f-4fe2-b7eb-93bc25054a9d&login_hint=inkara@me.com.

[Accept invitation](#)

[Block future invitations](#) from this organization.

This invitation email is from Astana International Exchange Ltd. (aix.kz) and may include advertising content. **Astana International Exchange Ltd. has not provided a link to their privacy statement for you to review.** Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



*If you have already logged in Microsoft account under the same email address, it is recommended to log in to OLP through “incognito” regime or via another Internet browser in order to avoid the conflict between two Microsoft accounts

After webpage loading you will get this notification on the screen, please click the button “Send code” to receive one-time passcode:

Sign in

We'll send a code to inkara@me.com to sign you in.



DO NOT CLOSE this webpage, and please check your email, you shall receive an email with one-time code:

Your Astana International Exchange Ltd. account verification code

1 minute ago at 11:56 AM

From "Astana International Exchange Ltd. (via Microsoft)" >

[More](#)

Astana International Exchange Ltd.

Account verification code

To access **Astana International Exchange Ltd.**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

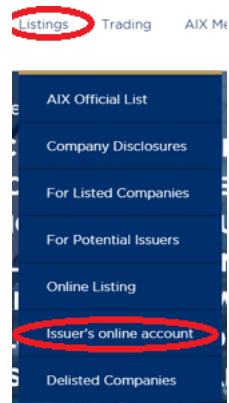
Account verification code:

43035040 One-time code example

If you didn't request a code, you can ignore this email.


Please go back to the webpage and type the received code. Please note that for security purposes AIX Microsoft Admin will send you one-time passcode every time to log into the system (i.e. Issuer's online account) .

2. Once the authorization is finished, you can go to your Issuer's online account via AIX website. . Please click on [Issuer's online account](#) under “Listings” on AIX website (www.aix.kz)



3. Please choose the tab “Disclosures”

Company Details
Disclosures
Disclosure Report
My Worklist


ASTANA
INTERNATIONAL
EXCHANGE

Company Profile | Administration

Company Full Name

Company Code

Company Business Identification No

Address

Country

Company Website

Company Generic Email

Company Phone No

Company Fax No

Azure Active Directory User Name


4. Please specify the title of the document to be disclosed. The maximum length of the title is 100 symbols. Please use both uppercase and lowercase letters (please see the examples below)

Title


Category

☐ Price Sensitive (for equity only)

Published Date/Time



Send

Investment in a subsidiary 	correct
Bank Center Credit LLC 2020-11-11 17:31	
ISSUE OF BONDS 	incorrect
Company Profile 2020-11-11 13:00	

5. Please choose one of the categories of the document to be disclosed based on the document content. For ease of reference, please refer to the Guide on continuing obligations of Reporting Entities which structures disclosures by relevant categories. A Category “Other” can only be chosen if suggested categories are not suitable. If the content of the document falls within more than one category, please choose one of them at your discretion.

Title

Category

- Governance / corporate action
- Significant transactions / related party transactions
- Securities (terms, dividend/ coupon, listing/delisting, etc)
- Capital structure (new issuances, redemption, conversion, reorganizations)
- PDMR / Connected Persons
- Financial reporting
- Offer Documents
- Other


6. Please indicate the date and time for publishing the document. Please note, that disclosure publishing time always shows Nur-Sultan time (GMT+6).

Title

Category

☐ Price Sensitive (for equity only)

Published Date/Time



Send

< Nov 2020 >

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

03 November 2020

17: 51: 53

OK Cancel

7. If you are an Issuer of Equity Securities and intend to disclose a price sensitive information, tick the appropriate button. AIX will get relevant notification on your intention to publish a price sensitive information (without an access to the document to be disclosed), and AIX sets up the system for automated suspension at said time. At said time the system automatically triggers the suspension and the disclosure will be published.


We remind you that a Reporting Entity is required to submit a price sensitive information at least 30 minutes before its publication. Please be aware, if a Reporting Entity publish a price sensitive information without prior 30 minutes notification, and as a result trading of respective securities is not suspended, the Reporting Entity will be considered as to be in breach of AIX Business Rules.

Title

Category

☒ Price Sensitive (for equity only)

Published Date/Time



Send


8. Please attach the document and be sure that it is in English and created as a single PDF file with a maximum size of 25 MB.

Title

Category

☐ Price Sensitive (for equity only)

Published Date/Time




Send

9. Please click “Send” button to submit the document.

After submitting the document, you can find it under the tab “Disclosure report” or on the AIX website (<https://www.aix.kz/news-announcements/company-disclosures/>)

Company Details Disclosures **Disclosure Report** My Worklist

 ASTANA INTERNATIONAL EXCHANGE

Company Profile | Administration

Company Full Name

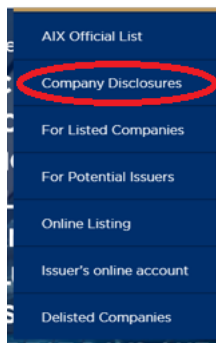
Company Code

Company Business Identification No


Address

Country


Company Website



Please be aware that the Reporting entity is not allowed to make any corrections after publishing. If the published document is incorrect for some reasons, please immediately inform AIX at listings@aix.kz, and publish correct one with the reference. Please see the example below:

This disclosure replaces Test Annual Report published on 2020-11-04 19:40 

2020-11-04 19:42

Test Annual Report 

Ministry of Finance
of the Republic of Kazakhstan

2020-11-04 19:40

Notes:

- The content of disclosed information shouldn't be accessed via links on other websites for security purposes. The only exception is the mirror disclosure made in the jurisdiction of Equivalent Regulated Exchange.
- If you need to change the e-mail address of the person who is responsible for publishing disclosure information on AIX for some reasons (sick leave, vacation, resignation of responsible person etc.), please send appropriate request to listings@aix.kz.
- The maximum size of file to be uploaded is 25 MB. In case of larger size of files, please use relevant programs (for example, Adobe Acrobat Reader) to compress it or divide it into two parts and publish as two separate disclosures.

If you face problems with an access to RAS or have questions, please feel free to contact AIX Issuers Regulation and Compliance team at listings@aix.kz.