

**Information on recommendations  
following internal analysis on corruption risks in  
activities of E-Finance Center Joint-Stock Company**

Object of corruption risks internal analysis: E-Finance Center Joint-Stock Company (hereinafter - the Company).  
Duration of the internal corruption risk analysis: from January 29 to February 16, 2024.  
Date of signing of the policy brief: February 16, 2024.

Item No.	Recommendation	Completion forms according to the action plan	Information on recommendations
1.	To determine the competencies for each position of the Company, the acceptable level of knowledge or skills for them, and develop entrance tests using this approach when applying for a job or transferring to another position.	Changes to the job descriptions of employees approved by the order of the Chairman of the Management Board of the Company.	In process of execution.
2	To include an employee of the Company's Information, internal security and testing department in the commission on acceptance, disposal of fixed assets, intangible assets, write-off of inventories and determination of the useful life of intangible assets.	Amendment to the order "On the establishment of a commission for the acceptance, disposal of fixed assets, intangible assets, write-off of inventories and determination of the useful life of intangible assets" approved by the order of the Chairman of the Management Board of the Company.	Executed. Order of the Chairman of the Management Board dated February 27, 2024 № 45 "On amending the order of the Chairman of the Management Board of E-Finance Center Joint-Stock Company dated January 15, 2024 № 7" On creating a commission for the acceptance, disposal of fixed assets, intangible assets, writing off stocks and determining the useful life of intangible assets".
3	To develop regulations for interaction with the MF RK and contractors.	Approved by the MF RK and the Company the Rules of interaction of the Company with the MF RK and contractors.	In process of execution.
4	To develop an internal mechanism for accepting and transmitting code/works.	The relevant regulations approved by the decision of the Company's Management Board and/or the revised form of the model agreement approved by	In process of execution.



		the decision of the Company's Management Board.	
5	To carry out measures on an ongoing basis to identify undeclared information system capabilities, as well as to take inventory of accounts and roles of employees responsible for the development, maintenance and administration of information systems.	A memo addressed to the Chairman of the Management Board of the Company.	In process of execution. Memos dated 18.06.2024 № 672-SZ and dated 19.06.2024 № 677-SP (due date - once every six months).
6	To identify interference-sensitive critical business processes of information systems.	Report	In process of execution.

\* E-Finance Center Joint-Stock Company – Company;

\* The Ministry of Finance of the Republic of Kazakhstan – MF RK.