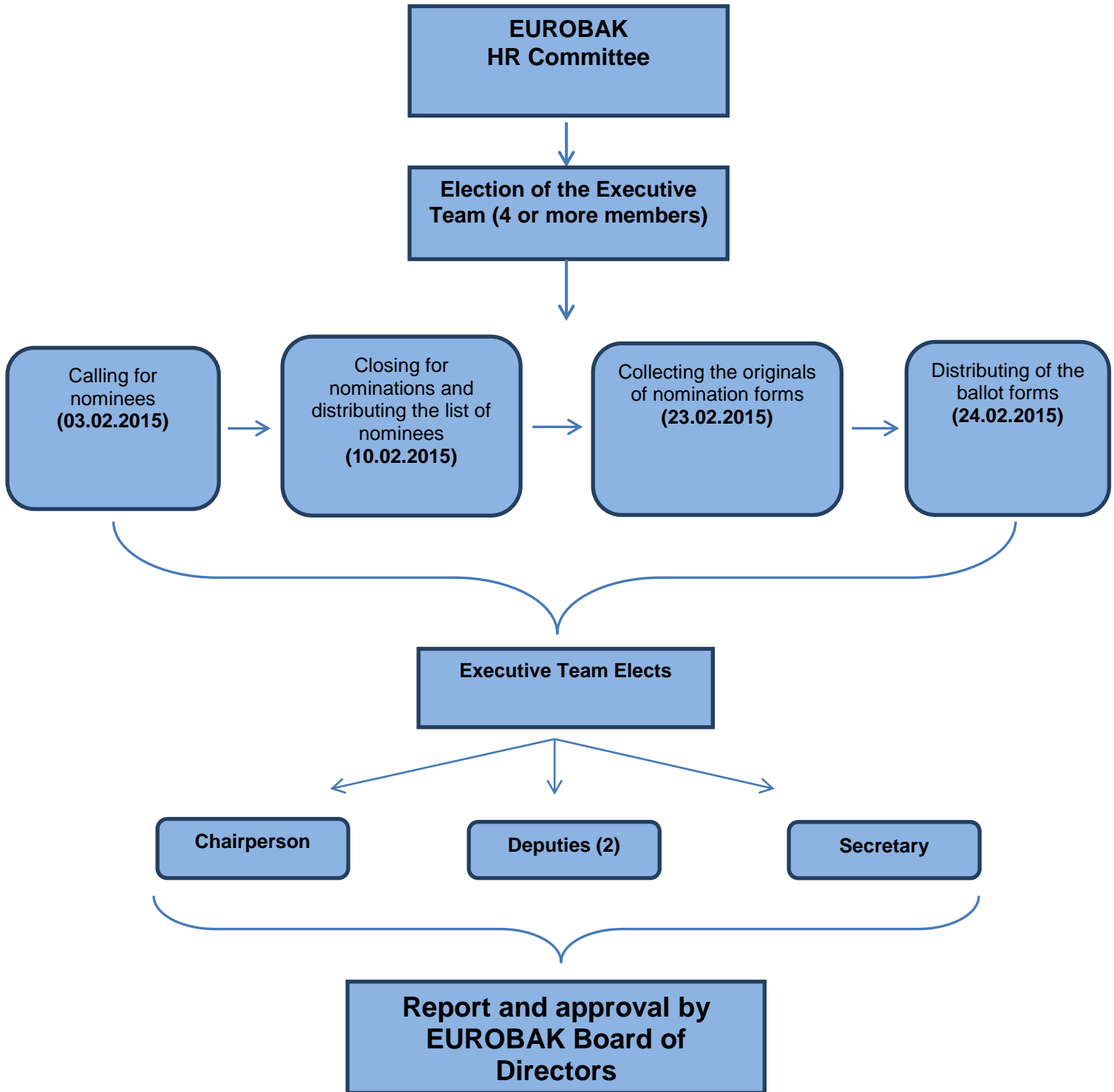


PROCEDURE FOR THE ELECTION OF THE EXECUTIVE TEAM OF EUROBAK COMMITTEES



PROCEDURE FOR THE ELECTION OF THE EXECUTIVE TEAM OF THE EUROBAK COMMITTEES

Following the decision of the EUROBAK Board of Directors (minutes of the Board Meeting of 6th December, 2011), we are introducing a new procedure for the EUROBAK Committees structure.

There will be elections of the Executive Team of the Committees according to the same model applied as elections for the Board of Directors of EUROBAK:

- **21 days prior the day of election** the EUROBAK Secretariat Office will distribute among the EUROBAK Members a notification regarding the conducting of the Elections of the Executive Team of the Committee, to be held at the Committee Meeting. Along with the notification there will be distributed a "Nomination Form" (**Annex 1**).
- Only fully paid up Members will be eligible to nominate a person as a Member of the Executive Team of EUROBAK Committee.
- Any company which intends to nominate a person as a Member of the Executive Team should fill the Nomination Form properly, indicating the Company Name, Name and Position of the nominee.
- The copy of the completed, signed and stamped Nomination Form should be received by the EUROBAK Secretariat Office either by email or by fax, within **7 calendar days after notification**.
- After the expiration of the indicated period the Nomination Forms will not be accepted.
- **14 days prior the day of election** the EUROBAK Secretariat Office will distribute among the EUROBAK Members the List of Nominees.
- **7 days prior the day of election** EUROBAK Secretariat Office will distribute among the EUROBAK Members the Agenda of the EUROBAK Committee Meeting.
- All originals of the filled, signed and stamped Nomination Forms should be collected at the EUROBAK Office **2 days prior to the day of elections**.
- **On the day of the election**, ballots will be distributed among the EUROBAK Members present at the event.
- Only fully paid up Members will be eligible to vote at the Committee meeting.
- After voting the results will be tallied and announced.
- The newly elected Executive Team should set the date of the next Executive Team Meeting (but not later than 2 weeks after elections).
- **At the Executive Team Meeting** the executive team will elect the Chairperson, Deputy(ies) Chairpersons, Secretary of the Committee. This decision will be enforced only upon approval of the Board of Directors of EUROBAK. **According to EUROBAK Board of Director's decision dated 19 July 2012: "only representative of "Corporate A" company could be nominated as Chairperson of the EUROBAK Committee"**.
- The term of service will be 1 (one) year.
- The Executive Team of Committee should develop an Action Plan for the year and present to the Board for their review, approval and comments. Later, the Action Plan will be presented to the members.
- The Board will contribute to the goals and tasks for the Committee on annual basis. But if the initiative of new committee belongs to one of the Board members. It is necessary to make an exception, s/he can take the position of Chairperson without an election procedure.
- A Board member will be (supervising – sponsoring) a Committee, so there is a clear line of communication between Committees and Board of Directors.

NOMINATION FORM

" _____ [Company name]"

The undersigned _____ [Company name], being a Member of the European Business Association of Kazakhstan (EUROBAK), hereby notifies that it intends to propose _____ [name of the nominee], _____ [position of the nominee] of _____ [Company name], for appointment as a Member of the Executive Team of EUROBAK HR Committee.

Date: _____ 2015

CEO/GM Signature: _____

Stamp:

I, _____ [name of the nominee], do hereby confirm my willingness to be appointed as a Member of the Executive Team of EUROBAK HR Committee.

Signature: _____