Appendix No. 1
to Order No. 64-П
JSC «Almaty Electric Stations»
dated March 02, 2026

Regulation
on Access Control and Internal Facility Regime of the Head Office of JSC «AlES»

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1. Purpose and Scope of Application

1.1. This Regulation on the access control and internal facility regime of the Head Office of JSC "AES" (hereinafter - the Regulation) defines the basic requirements for the organization and provision of access control and internal facility regimes in the Head Office (hereinafter - HO) of Joint Stock Company «Almaty Electric Stations» (hereinafter - JSC «AlES»/the Company).

1.2. Access control and internal facility regimes encompass a set of measures and rules that ensure the fulfillment of requirements precluding the possibility of uncontrolled entry, exit, and presence of individuals, entry and exit of motor vehicles, and movement of M&G (hereinafter - G&M) into and out of the Company's protected facilities, without the requisite type of passes and supporting documentation.

1.3. Furthermore, access control and internal facility regimes encompass a set of measures and rules that ensure compliance by Company employees with the Company's Labor Regulations, approved by Order No. 139 dated June 19, 2025, aimed at ensuring and maintaining labor and production discipline.

1.4. This Regulation is mandatory for compliance by all Company employees, by service providers engaged by the Company under agreements for compensated services, by representatives of contractor and external organizations lawfully operating within the Company's premises, and by visitors.

2. Terms and Abbreviations

Term | Abbreviation	Definition
DB	Access Control System Database containing biometric identification data of JSC «AlES» employees, individuals engaged by the Company under paid service agreements, representatives of contractor and third-party organizations lawfully conducting operations within the Company.
HO	Head Office
Service Providers	individuals engaged by the Company under paid service agreements
PTD	Personnel Training Department of HRM
Security	A combination of forces and resources intended for the protection of facilities from unlawful encroachments, and for the maintenance of access control and internal site regulations.
Security Guard	an employee of a security organization performing the task of protecting his assigned facilities.
Protected Facilities/Facilities	buildings, structures, and constructions, adjacent territories, vehicles, as well as cargo and inventory and materials, which are assets of the Company and subject to protection from unlawful encroachments.
PD	Production Department of JSC «AlES»
Chairman of the Management Board	Chairman of the Management Board of JSC «AlES»
Transfer of G&M	The entry, exit, as well as the bringing in and taking out of goods and materials to and from the protected territory of the facility and vice versa.
Guard Post	A location and area within the territory where a security guard performs their duties.
Guard Posts Nos. 1, 2	Main entrance to the HO building on the Dostyk Street side
Guard Post No. 3	Entrance to the parking lot adjacent to the HO building
Guard Post No. 4	Entrance to PTD HRM
Representatives of	Representatives of contracting and third-party organizations

contracting and third-party organizations	conducting their activities within the Company on lawful grounds.
Employees of the Company	Staff employees of the Company
ACS	Access control and management system with facial biometric identification function (Face ID)
MM	mass media
SSC	Structural Division
G&M	Goods and Materials
SD	Security Department
ID	Identification Documents
IS&LPM	Industrial Safety and Labor Protection Management
HRM	Human Resources Management
Members of the Management Board	Members of the Management Board of JSC «AlES»

3. Responsibility

3.1 Responsibility for the development and implementation of this Regulation, the correct and timely amendment thereof, as well as for ensuring the access control and internal facility regimes within the Company, rests with the Head of SD.

3.2 Responsibility for ensuring timely familiarization of Company employees with the requirements of this Regulation rests with the Heads of SSC.

3.3 Responsibility for compliance with the requirements of this Regulation rests with all Company employees.

3.4 Responsibility for compliance by employees of contractor organizations, lawfully operating within the Company, with the requirements of this Regulation rests with the responsible executors of SSC under agreements concluded with the aforementioned organizations.

3.5 Responsibility for compliance by representatives of third-party organizations and visitors with the requirements of this Provision shall be borne by the heads of SSC, as well as by the employees of the Company to whom said persons are arriving.

3.6 Persons violating the access and intra-facility regimes shall be subject to liability in accordance with the applicable Labor Regulations and the Labor Code of the Republic of Kazakhstan.

3.7 Oversight for the implementation of the requirements of this Provision shall be exercised by the head of SD.

4. Procedure for implementation of the access and intra-facility regime

4.1. Access Regime

4.1.1. Access Regime – **a** procedure **ensuring** the exclusion of unauthorized entry, exit, and presence of persons, vehicular entry and exit, and movement of M&Gto and from any protected facility, without facial biometric identification based on information from the Access Control System database with Face ID function (hereinafter referred to as ACS Database), identity documents, and relevant documents for the M&Gbeing transported.

4.1.2. Entry, exit, and presence of all employees of the Company, representatives of contractor and third-party organizations, visitors, vehicular entry and exit, and movement of M&Gto and from protected facilities shall be effected based on facial biometric identification performed by the Access Control System with Face ID function, identity documents, and relevant documents for the M&Gbeing transported.

4.2. Types of documents authorizing access to HO

4.2.1. Documents granting the right of movement for persons and vehicles, as well as the movement of M&Gwithin protected facilities are:

1) official identification card of an employee of JSC "AlES" (Appendix 1);
2) qualification certificate of an employee of JSC "AlES" (Appendix 2);
3) identity card of a citizen of the RK;
4) passport;
5) permanent pass for official vehicles with access rights to all facilities of JSC "AlES" (Appendix 3);
6) permanent pass for private vehicles, authorized for entry and parking in the protected facility parking lot (Appendix 4);
7) pass (permanent, single-use) for vehicles of contractor and third-party organizations (Appendix 5);
8) pass for movement of M&G(Appendix 6).

4.2.2. Official Identification Card of an Employee of JSC "ALES"

4.2.2.1. Issued by HRM based on the order of employment.

4.2.2.2. The official identification card of a HO employee may be used as an access pass when visiting PD.

In case of dismissal, the HO employee shall surrender the service identification card to HRM.

4.2.3. Qualification Certificate of an JSC «AlES» Employee

4.2.3.1. Issued by IS&LPM based on an order for the qualification knowledge assessment in occupational safety and health.

4.2.2.2. The HO employee's qualification certificate may be used as a pass when visiting PD.

4.2.2.3. In case of dismissal, the HO employee shall surrender the qualification certificate to IS&LPM.

4.2.4. Documents listed in clause 4.2.1. are valid only:

1) for individuals in whose name they were issued;
2) for motor vehicles whose license plate numbers are indicated on the pass;
3) for movable property the name of which corresponds to that indicated on the pass.

4.2.5. The necessity of issuing passes for motor vehicles, depending on the type of pass and the category of individuals to whom passes are issued, shall be determined by the heads of the relevant SSC.

4.2.6. The organization of access to HO is carried out by SD employees and, as prescribed, by personnel of the security organization.

4.3. Access Procedure to HO

4.3.1. Information generation in the ACS, based on which access to HO is granted.

4.3.1.1 Biometric information and the validity period of access for the Company's employees and service providers shall be entered by SD employees into the HO ACS database based on orders regarding employment, dismissal, vertical or horizontal relocation.

4.3.1.2 HRM shall notify SD weekly of personnel changes and staff movements.

4.3.1.3. For operational necessity, for regular visits to HO, the biometric information of the following officials of PD shall be entered into the HO ACS database:

1) Director;
2) Deputy Director;
3) Chief Engineer;
4) Deputy Chief Engineer;
5) Chief Accountant;

6) Economist;

7) Courier.

4.3.1.4. Biometric information and the term of access for representatives of contracting organizations pursuant to existing agreements shall be entered by SD into the ACS Database of the HO based on:

1) an official letter from the contracting or third-party organization to the Company's management with an approved list of employees involved in work in the HO, indicating full names and identity document numbers;

2) an Order from the Deputy Chairman of the Board - Chief Engineer, or the person replacing him, regarding access to the HO's territory for the performance of work.

4.3.2. Single Access of Persons to the HO

4.3.2.1. Single access to the HO's territory is provided for persons who periodically visit the HO:

1) PD employees;

2) representatives of contracting and third-party organizations;

3) visitors on official, operational, or personal matters.

4.3.2.2. Single access to the HO for PD employees shall be granted based on the PD employee's qualification certificate.

4.3.2.3. Single access for r epresentatives of contracting and third-party organizations shall be granted based on:

1) an official letter from the contracting or third-party organization to the Company's management with an approved list of employees involved in work in the HO, indicating full names and identity document numbers;

2) a written directive from the HO's management to the Head of SSC engaging the contracting or third-party organization for work within the Company;

3) a memo from the Head of the relevant SSC addressed to SD.

4.3.2.4. Single access to the HO for visitors on official and personal matters shall be granted based on verbal authorization from the Heads of the relevant SSC, provided identity documents are presented.

4.3.2.5. Information concerning single access to the HO for PD employees shall be recorded by the security personnel at Post No. 1 in the logbook (Appendix 7), which is under the jurisdiction of SD.

4.3.2.6. Information concerning single access to the HO for representatives of contracting and third-party organizations, as well as visitors on official and personal matters, shall be recorded by the security personnel at Post No. 1 in the logbook (Appendix 8), which is under the jurisdiction of SD.

4.3.2.7. Biometric information of persons granted single access to the HO shall not be entered into the ACS Database.

4.3.3. PTD of HRM Trainees

Personnel arriving for training at HRM, PD employees, and representatives of third-party organizations shall be admitted to the HO building in accordance with a memorandum from the Head of PTD addressed to SD, with an attached list of trainees.

Movement of trainees within OPP shall be carried out via security post No. 4.

4.3.4. Admission of Vehicles to the HO Parking Lot

4.3.4.1. Categories of vehicles permitted entry and parking in the HO parking lot:

1) official vehicles;

2) personal vehicles;

3) vehicles of contracting and third-party organizations.

4.3.4.2. Entry and parking of vehicles in the HO parking lot shall be permitted upon presentation of a pass (Appendix 3, Appendix 4) issued by SD.

4.3.4.3. Issuance and delivery of passes for official and personal vehicles shall be carried out in accordance with a list approved by the Managing Director of Security, upon submission by SD, based on applications received from Heads of SSC. The application shall specify the full name of the individual

entering the parking lot, the vehicle make, the state registration number, and the mobile phone number of such individual.

4.3.4.4. In exceptional cases and cases of operational necessity, parking of vehicles belonging to contracting and third-party organizations may be permitted upon verbal agreement with SD, provided that passes for the specified vehicles are issued by security personnel at post No. 3 upon entry and collected upon exit.

4.3.4.5. In case of natural disasters, fires, and other emergencies, special vehicles (firefighting, police, ambulance, and emergency services) shall be granted unimpeded access to the HO territory.

4.3.4.6. Passes for vehicles granting access to all Company facilities (Appendix 3) are issued by SD for:

1) official and personal vehicles of the Chairman of the Management Board, members of the Management Board;
2) official vehicles of PD Directors;
3) HO duty vehicles;
4) personal vehicles of SD employees.

4.3.5. Pass for Movement of M&G

4.3.5.1. Movement of M&G shall be carried out via security posts Nos. 1 and 3 of the protected facility based on passes issued in the prescribed form (Appendix 6), with mandatory completion of all details.

4.3.5.2. Passes for movement of M&G shall be filled out legibly; no alterations are permitted therein.

4.3.5.3. In the Facility, a pass for the movement of Tangible Movable Assets is issued and signed by the responsible employee of the SSC and other interested employees of the Facility.

4.3.5.4. In the event of the movement of Tangible Movable Assets from the guarded territory of the Facility and return, the security guard has the right:

1) to verify the presence of the pass for the movement of Tangible Movable Assets;
2) to compare the name and actual quantity of Tangible Movable Assets with the name and quantity indicated in the pass;
3) to verify the compliance of the vehicle registration number and make with those indicated in the pass;
4) to enter on the pass the date, time, and their signature with full name;
5) upon completion of the duty shift, must submit accumulated passes to the SD.

4.3.5.5. The movement of Tangible Movable Assets without appropriate documents is not permitted; in the event of such an occurrence, an appropriate act shall be drawn up by the security personnel of the duty shift (Appendix 10), which shall be immediately transferred to the SD for further investigation.

4.3.5.6. The presence of a pass for the movement of Tangible Movable Assets into the Facility is recorded by an employee of the security organization in the register of passes for the movement of Tangible Movable Assets (import/export) into the Facility of JSC «AlES» (Appendix 11).

4.3.5.7. Passes for the movement of Tangible Movable Assets into the Facility and the register of passes for the movement of Tangible Movable Assets (import/export) into the Facility of JSC «AlES» are kept at the SD for a period of 3 years.

4.3.5.8. An employee of the SD whose scope of duties includes facility security shall be appointed responsible for the storage of passes for the movement of Tangible Movable Assets into the Facility and the register of passes for the movement of Tangible Movable Assets (import/export) into the Facility of JSC «AlES».

4.4. Escort of Visitors

4.4.1. Categories of persons to be escorted:

1) visitors arriving to see the Chairman of the Board and Members of the Board;

2) visitors arriving on official or personal matters to other employees of the Facility.

4.4.2. All visitors must possess identity documents, based on which their one-time access to the Facility is granted.

Persons not possessing identity documents shall not be admitted by security into the Facility building and its adjacent territory.

4.4.3. Upon the arrival of visitors to see the Chairman of the Board and Members of the Board, the security guard shall inform the secretaries of the said individuals. In the event of receiving verbal instructions regarding the possibility of receiving the visitor, information about the visitor shall be recorded by the security personnel of Post №1 in the journal (Appendix 8), after which the visitor shall be escorted by the security guard/Facility employee to the reception area of the individuals they have arrived to see.

4.4.4. Visitors arriving at the Facility on official or personal matters to see Facility employees, following verbal instructions from the head of the relevant SSC, shall be recorded by the security personnel of Post №1 in the journal (Appendix 8). Furthermore, it is mandatory that employees of the relevant SSC escort the visitors to the venue of the meeting (interview, etc.) and back.

4.4.5. Meetings of heads and employees of relevant SSCs with visitors (correspondence transfer, brief negotiations, etc.) may also take place in the Facility lobby, without granting visitors access beyond the access control system turnstile, and without recording by the security personnel of Post №1 in the journal (Appendix 8).

4.5. Access to HO for Employees of State Bodies

4.5.1. To the territory of HO for the purpose of resolving official matters, upon presentation of service certificates, and with mandatory prior notification to SD personnel by security staff, the following are admitted:

1) representatives of the Akimats of the city of Almaty and Almaty Oblast;

2) representatives of the prosecutor's offices of the city of Almaty and Almaty Oblast;

3) employees of the Internal Affairs Department (DVD) of the city of Almaty and Almaty Oblast;

4) employees of the National Security Committee (DKNB) of the city of Almaty and Almaty Oblast;

5) representatives of other state bodies exercising supervisory and control functions.

4.5.2. Upon arrival at the territory of HO of employees of the aforementioned state bodies, the security guard is obliged to:

1) prior to granting access, report the arrival in the established manner to the Chairman of the Management Board or the person acting on his behalf, as well as to the Head of SD.

2) verify with the arriving person the existence and validity of the service certificate;

3) ascertain to which HO employee the visit is directed;

4) record information about the arriving person in the journal (Appendix 8).

4.5.3. In exceptional cases, upon instruction from the Chairman of the Management Board or the person acting on his behalf, representatives of state bodies are admitted to HO without registration in the journal (Appendix No. 8).

4.6. Access for Media Representatives

4.6.1. Media representatives are admitted to HO with the permission of the Chairman of the Management Board or the person acting on his behalf, invariably accompanied by an SSC employee, subject to registration in the journal (Appendix No. 8), and notification of SD personnel by security staff.

4.7. Restrictions on the Access Control Regime

4.7.1. All employees of the Company, representatives of contracting and third-party organizations, as well as visitors, are prohibited from:

1) moving M&Gwithout the appropriate pass and documents;
2) entering HO and the adjacent territory with children.

4.8. Intra-facility Regime

4.8.1. The intra-facility regime defines the order of maintaining protected HO facilities, the conduct of Company employees, service providers, representatives of contractor and third-party organizations, as well as visitors on the HO territory in accordance with the Labor Regulations, Occupational Safety requirements, industrial sanitation, and fire safety regulations.

4.8.2. Movement of Company employees, service providers, representatives of contractor and third-party organizations, as well as visitors within the HO territory and building, shall be carried out within the scope necessary for the performance of their functional duties.

4.8.3. Entry into and exit from the HO building shall be strictly through door of guard post № 1 and the door located on the west side of the HO building (from the vehicle parking area).

4.8.4. Entry into and exit from the HO building via guard post № 4 is permitted only for trainees for the duration of training at PTD of HRM.

4.8.5. All persons arriving at HO, upon entry and exit, are obliged to pass through the turnstiles of the SKUD system.

4.8.6. Upon entry into or exit from the HO building by persons with large hand luggage, the security guard has the right to inspect such luggage for the purpose of preventing the carrying of prohibited items and substances, as well as preventing the potential theft of AO «AlES» property. In the event of an incident (refusal by the luggage owner to show its contents, discovery of prohibited items, etc.), the security guard is obliged to immediately inform SD employees of this fact.

4.8.7. After the end of the working day, HO employees must switch off lighting, electrical appliances, computers, close windows and doors of office premises, and hand over keys to guard post № 1, signing in the logbook (Appendix 9). Office premises equipped with an alarm system must be handed over to security by HO employees.

4.8.8. In case of operational necessity for employees of the Company or representatives of contractor and third-party organizations to be at their workplaces in HO after 19:00, as well as on weekends and holidays, heads of relevant SSC must send internal memos to SD in advance. Employees of the Company, representatives of contractor and third-party organizations may remain in HO until 21:00.

4.8.9. In exceptional cases, if persons of the specified category need to remain in the HO building after 21:00, the head of the relevant SSC, to obtain permission, shall send an internal memo to the Chairman of the Management Board or their deputy.

4.8.10. Control over the observance of the daily labor schedule, shift schedules, and breaks for rest and meals in the departments shall be carried out by UCHR employees and SSC heads.

4.8.11. Entry to and presence on the territory adjacent to the HO building, by official and personal vehicles, is regulated by a list approved by the Managing Director for Security and only with a pass. Matters concerning the security of personal vehicles shall be resolved in accordance with established legal procedures. The Company shall not be liable for the security of personal vehicles.

4.8.12. The speed limit for vehicles on the Company's territory is established at no more than 5 km/h, ensuring the safety of drivers, passengers, pedestrians, and Company property.

4.8.13. Doors of warehouses, storage facilities, and other premises upon completion of work therein shall be locked, sealed, and secured by the fire and security alarm system, if equipped.

4.8.14. Photography, videography, and audio recording at HO, as well as the carrying of related equipment by any category of persons, shall only be carried out with the permission (approval) of the Chairman of the Management Board or their deputy. An exception applies to employees of the Company who, in accordance with the Order of the Chairman of the Management Board, need to perform photography, videography, and audio recording to fulfill their functional duties, while observing information security requirements.

4.8.15. SSC heads are obliged to ensure the security of equipment, premises, utilities, products, and other inventory assigned to their departments, preventing unauthorized storage and uncontrolled use.

4.8.16. Upon establishing facts of violations of the intra-facility regime, the duty security personnel of HO shall detain the violators, prepare an act (Appendix 10) concerning this fact, and shall immediately inform SD employees thereof.

4.8.17. Upon establishing facts of employees being on the HO territory with signs of alcohol, drug, or other intoxication, the duty security personnel shall detain the violator, prepare a relevant act, and shall immediately inform SD employees, who:

1) shall engage a medical officer of the Company or a medical officer from another medical institution, including from the ambulance service station, for the purpose of conducting an examination and preparing a written conclusion;

2) shall take statements from the Company employees and the violator to establish the circumstances and causes of the revealed violation.

4.9. Restrictions on the intra-facility regime

Personnel of the Company are strictly prohibited from:

1) bringing weapons and ammunition of any type onto the HO territory;
2) bringing, using, and distributing narcotic and other psychotropic substances;
3) distributing and consuming alcoholic beverages;
4) appearing on the HO territory while under the influence of alcohol, narcotic, and other psychotropic substances;
5) using personal PCs, laptops, tablets, cameras, video devices, and modems in the workplace.
6) engaging in activities not provided for by job descriptions or personal matters on the HO territory, as well as being present on the HO territory outside of working hours without a prior submitted service memo to SD, during weekends, leave, sick leave, etc.;
7) leaving personal vehicles in the parking lot adjacent to the HO building during night hours, weekends, and public holidays, or during periods of leave and business trips, without prior approval from SD, whereby JCS «AlES» shall not be held liable for the safekeeping of employees' personal property;
8) smoking within the HO, except in areas specifically designated for smoking.

4.10. Reporting of Violations of Access and Internal Facility Regime

4.10.1. All instances of violation of the access and internal facility regime shall be reported by employees of the Company to SD for subsequent reporting to the Chairman of the Board.

4.10.2. Explanations, service memos, acts, and other materials related to the violation of the access and internal facility regime shall be issued in the name of the Chairman of the Board or the person acting in his stead.

5. Regulatory References

№	Document Title
1	Policy of the Corporate Management System of the Samruk-Energy JSC Group of Companies
2	Rules for Formalizing Internal Regulatory Documents of the Samruk-Energy JSC Group of Companies
3	Internal Labor Regulations of JSC "Almaty Electric Stations", approved by Order No. 139 dated June 19, 2025.
4	Regulations on Imposing Disciplinary Penalties on Employees of JSC «AlES», approved by Order No. 357 dated December 19, 2023.

6. Documents and Records

Item No.	Designation Document | Records	Responsible Party	Storage Location	Retention Period
	Permit Application for the Transfer of Tangible Assets to the Guarded Object of JSC «AlES» (Appendix 6)	SSC, SD	SD	1 year
	Register of Temporary Access for PD Employees of JSC «AlES» to the Guarded Object (Appendix 7)	Employee of the Security Organization	SD	1 year
	Register of one-time registrations for visitor admission to HO of JSC «AlES» (Appendix 8)	Employee of the security organization	SD	1 year
	Register of office handovers of HO of JSC «AlES» for security (Appendix 9)	Employee of the security organization	SD	1 year
	Act of detention of a regime violator (Appendix 10)	SD	SD, HRM	1 year
	Register of pass registrations for the movement of M&G(inward/outward) into the territory of JCS «AlES» Appendix (11)	Security organization personnel	SD	1 year

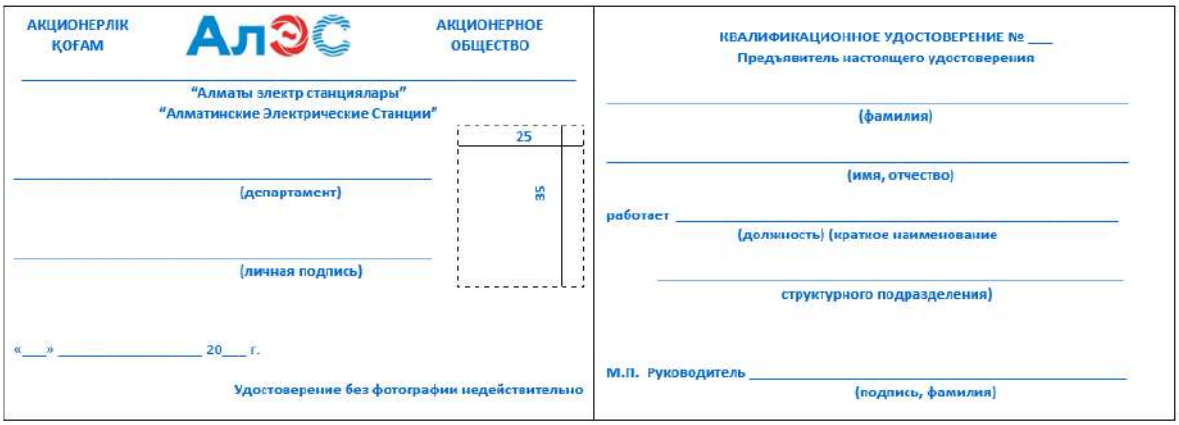
Appendix 1
Form of Service Identification Card
of an JCS «AlES»employee
(mandatory)

Form of Service Identification Card of an JCS «AlES» employee

«АЛМАТЫ ЭЛЕКТР СТАНЦИЯЛАРЫ» АҚ	АО «ALMATINSKIE ELEKTRICHESKIE STANTSII»
Photo CERTIFICATE No._____ Place A.Zh.T. _____ _____ Position: _____ _____ Chairman of the Board	Place CERTIFICATE No. _____ for F.I.O._____ photo: _____ Position: _____ _____ Date of Issue Valid Until

Appendix 2
Form of Qualification Certificate
of Employee of JSC «AlES»
(mandatory)

Form of Qualification Certificate of Employee of JSC «AlES»



Appendix 3
Form of Pass for Official
Vehicles of JSC «AlES»
with access rights to all facilities
(mandatory)

Form of Permanent Pass
for official vehicles of JSC «AlES»
with access rights to all facilities

Алматы электр станциялары АҚ АЛЭС АО Алматинские электрические станции RESPONSIBLE PERSON FOR PASS ISSUANCE STAMP AREA	**Stopping at security checkpoints is mandatory!** **Speed of movement within the territory not to exceed 5 km/h.**
ALL FACILITIES OF JSC «ALЭC»	
2022	
TOYOTA HI ACE	**A 573 FV**
TELEPHONE:	
PASS NO. 7	

Pass size 18*12 cm, sticker size with JSC «AlES» logo 70*37 mm.

Appendix 4
Form of Pass for Personal Vehicles,
authorized for entry and parking
in the HO parking lot
(mandatory)

Form of Pass
for personal vehicles,
Entitled to entry and parking
at the HO parking area

Алматы электр станциялары АҚ АлЭС АО Алматинские электрические станции RESPONSIBLE PERSON FOR PASS ISSUANCE STAMP AREA	**Stopping at security checkpoints is mandatory! Speed of movement within the territory not to exceed 5 km/h.**
HO - PRIVATE	
2022	
TOYOTA CAMRY	**KZ 017 VFA/02**
TELEPHONE:	
PASS NO. 7	

Pass size 18*12 cm, size of the sticker with the logo of JSC «AlES» 70*37 mm.

Appendix 5
Form of pass for motor vehicles
contracted (third-party) organizations
(mandatory)

Form of pass
for motor vehicles of contracted (third-party) organizations

Алматы электр станциялары АҚ АлЭС АО Алматинские электрические станции RESPONSIBLE PERSON FOR PASS ISSUANCE STAMP AREA	**Stopping at security checkpoints is mandatory!** **Speed of movement within the territory not to exceed 5 km/h.**
JSC "ALES"	
2022	
CONTRACTOR	
TELEPHONE:	
PASS NO. 7	

Pass size 18*12 cm, size of the sticker with the logo of JSC «AlES» 70*37 mm.

Appendix 6
Application-pass form for the movement of goods and materials from the HO territory of JSC «AlES»
(mandatory)

APPLICATION-PASS NO. ___
for the movement of M&Ginto the HO territory of JSC «AlES»

"____" _____ 20____

Goods and materials to be moved

_____
Description and quantity (pcs., kg, etc.)

_____

_____

_____

Recipient/Sender _____
Organization Name

_____

Vehicle State Registration Number _____

Recipient/Sender at HO _____
Name of Special Unit, Full Name of Special Unit Employee, Signature

_____Date «____» _____ **20____**

Head of SSC_____ Date «____» _____ **20____**
Full Name, Signature

Head of Administrative Department_____Date «____» _____ **20____**
Full Name, Signature

Employee of SD _____Date «____» _____ 20 ___
Full Name, Signature

LPP «Мусахан-Секьюрити ltd» _____ Date «____» _____ 20__
Full Name, Signature

Appendix 7
Registration Log Form
Personnel of PD of JSC «AlES» for Civil Defense
(Mandatory)

Form of the Journal for Registration of Single-Entry Permits for PD Personnel of JSC «AlES» to Civil Defense Facilities

ITEM NO.	FULL NAME EMPLOYEE DESIGNATION	NAME OF DESIGNATION	TIME		GUARD'S SIGNATURE UPON ADMISSION	REMARKS
			ENTRY	EXIT		
REGISTRATION DATE						

Appendix 8
Form of the Journal for Registration of Single-Entry
Permits for Visitors of JSC «AlES» to Civil Defense Facilities
(Mandatory)

FORM OF LOG FOR REGISTRATION OF ONE-TIME PASS FOR VISITORS OF JSC "ALES" INTO HO

No. Item No.	Place of Employment	Full Name of Visitor	ID Document Number	Purpose, Recipient	Time		Full Name of Accompanying Person	SIGNATURE OF ACCOMPANYING PERSON	GUARD'S SIGNATURE FOR PASS ISSUANCE RETURN	REMARKS
					Arrival	Departure				
ONE-TIME PASS REGISTRATION DATE										

Appendix **9**
Form of the Journal for Recording the Handover of Rooms
Civil Defense Offices of JSC «AlES» for Security Purposes
(Mandatory)

Form of the Journal for Recording the Handover of Civil Defense Offices of JSC «AlES» for Security Purposes

Date: JSC «AlES» Head Office

Item No.	Office Number	Employee's Full Name	Time of Receipt from Security Custody	Signature	Time of Handover to Security	Signature

Appendix 10
Form of the Report on Detaining a Violator of the Security Regime
(Mandatory)

Form of the Report on Detaining a Violator of the Security Regime

REPORT

Violation

"___" _____ 20__ г.г. Almaty

By the undersigned, _____
Position, Full Name

In the presence of individuals invited as witnesses:

_____
Position, Full Name.

_____
Position, Full Name.

this Act is hereby drawn up concerning the following:

"___" _____ 20__г. at "_____" hour(s). identified _____
(place of identification)

_____

Full Name of Violator: _____
Position, Full Name

Document presented: _____

Nature of Violation: _____

_____

_____

_____

_____

_____

This Act has been prepared by: _____ _____ «____» _____ 20___
Full Name Signature

Called as witnesses: _____ _____ «____» _____ 20___
Full Name Signature

_____ _____ «____» _____ 20___
Full Name Signature

Offender: _____ _____ «____» _____ 20___
Full Name Signature

Note: In the event of the offender's refusal to sign the act of violation, the fact of refusal shall be certified by the signature of the preparer and the witnesses called.

Appendix 11
Form of the Registration Logbook for Passes
for movement of Goods and Materials (inward/outward)
within the HO of JSC «AlES»
(Mandatory)

LOGBOOK FOR REGISTRATION OF PERMITS FOR MOVEMENT OF MATERIAL ASSETS (IMPORT/EXPORT) IN

Item Number	Pass Issuance Date	Item Designation	Quantity	Unit of Measure	Special Permit Order	Destination	Vehicle Registration Number	Recipient/Sender	Signature of Security Personnel	Note