APPROVED

The decision of the Supervisory Board

Uzneftegazinformatika JSC

From "\_\_\_" \_\_\_\_\_\_\_\_ 2017.

**PROVISION**

**On the criteria for classifying information as confidential**

**Information and trade secrets, on the protection of confidentiality,**

**Disclosure and control of illegal confidential**

**Information and trade secrets using**

**Uzneftegazinformatika JSC**

2017 year

**1. GENERAL PROVISIONS**

1.1. This Regulation on the criteria for classifying confidential information and commercial secrets, protecting its confidentiality, disclosing and controlling its illegal use, the procedure for accessing confidential information and trade secrets, protecting its confidentiality, disclosing and controlling its illegal use, Uzneftegazinformatika "Was developed in accordance with the requirements of the Laws of the Republic of Uzbekistan" On Joint Stock Companies and Protection of Shareholder Rights "," On Trade Secrets " , The Code of Corporate Governance approved by the protocol of the meeting of the Commission on increasing the efficiency of joint-stock companies and improving the corporate governance system of December 31, № 9.

1.2. This Regulation governs:

1.3.1. Procedure for access to confidential information and commercial secrets

1.3.2. The procedure for protecting the confidentiality of information;

1.3.3. Rules for monitoring compliance with the law of confidential information and trade secrets;

1.4. Organization of work on the classification of information to confidential information and trade secrets, preparation and approval of the list of confidential information and trade secrets, provision of conditions for unimpeded and effective implementation by the Commissioner of his functions are carried out by the Chairman of the Management Board of the Company.

1.5. The requirements of these Regulations are subject to execution by all interested parties, incl. Shareholders and employees of the Company.

1.6. If amendments are made to the legislative and / or other regulatory legal acts of the Republic of Uzbekistan, as a result of which certain clauses of these Regulations conflict with such changes, the specified clauses of the Regulations shall not be applicable from the date when the amendments come into force. At the same time, the Regulations should be amended accordingly. Prior to amending the Regulations, the Company's employees and other persons specified in the Regulations are guided by legislative and other regulatory and legal acts of the Republic of Uzbekistan.

**2. Interested parties**

2.1. Interested persons of the Company are:

2.1.1. Persons having access to confidential information and trade secrets on the basis of contracts concluded with the Company, including auditors (audit organizations), appraisers, professional participants in the securities market, credit organizations, insurance organizations;

2.1.2. Persons holding at least 25 (twenty five) percent of the voting shares of the Company, as well as persons who by virtue of owning shares (stakes) in the authorized capital of the Company have access to confidential information and trade secrets on the basis of laws or constituent documents;

2.1.3. Members of the executive body of the Company, the Chairman of the Management Board of the Company, members of the Audit Commission of the Company;

2.1.4. Persons having access to information on the direction of a voluntary, compulsory or competing offer to acquire shares in accordance with the Law of the Republic of Uzbekistan "On Joint Stock Companies and Protection of Shareholder Rights", including persons who sent voluntary or competing proposals to the joint-stock company, Who provided a bank guarantee, an appraiser;

2.1.5. Information agencies that carry out the disclosure or provision of information of the Company;

2.1.6. Persons performing rating assignments to the Company, as well as to the Company's Securities;

2.1.7. Individuals who have access to confidential information and the trade secret of the Company on the basis of labor and (or) civil contracts;

2.1.8. Other persons who are included in the List of persons who have access to confidential information and trade secrets of the Company in accordance with the requirements of the legislation of the Republic of Uzbekistan.

2.5. Persons who have access to confidential information and trade secrets of the Company are required to:

Do not allow cases of Unauthorized use of confidential information and trade secrets and / or Disclosure of this information, and take all the measures that they can depend on to protect and prevent the misuse of this information;

Notify the Company of their transactions with the Company's Securities and on the conclusion of contracts that are derivative financial instruments, the price of which depends on the Company's Securities. The procedure for sending notifications is determined by the legislation of the Republic of Uzbekistan;

Observe the regime of confidentiality of information established by the Company;

Do not provide, do not disseminate and without the consent of the Company not to use confidential information and trade secrets;

At loss of the status of the interested person to transfer to the Company available material carriers of the information containing confidential information and a trade secret, and also to destroy the given information given to it in electronic form;

Immediately inform the Authorized Person, as well as the immediate supervisor or the person replacing him, of all cases of unauthorized access to information that have become known to him, as well as the facts of loss or shortage of media containing information and / or means of access to this information (keys from safes Storage), seals, certificates, omissions, passwords, etc.);

Comply with the requirements of the internal facility, excluding the possibility of acquaintance with information relating to confidential information and trade secrets, by unauthorized persons, including other employees of the Company who do not have access to work with this information;

Do not take actions to get acquainted with information relating to confidential information and trade secrets, to work with which they are not allowed;

When conducting business negotiations, not to disclose information relating to confidential information and trade secrets.

**3. Information constituting confidential information and trade secrets**

3.1. Technical information.

3.1.1. Information on inventions and rationalization proposals, scientific and technological developments that are not protected by patent law;

3.1.2. Information on the creation of databases, their structure, other computer programs created by the Company, as well as information contained in such databases, and information on the software of the computer equipment of the Company

3.1.3. Information on conditions, passwords, codes, systems for access to computer equipment and networks of the Company, as well as to information provided in electronic form;

3.1.4. Information on the technical projects of the Company;

3.1.5. Information on industrial designs;

3.1.7. Information on technical means of protection and ensuring internal security used by the Company;

3.1.8. Information on technical means and equipment used by the Company;

3.1.9. Plans, schemes of warehouse and subsidiary premises;

3.1.10. Information contained in the schemes and descriptions for them on energy supply and communication of the Company.

3.2. Commercial information:

3.2.1. Information on the conditions of detention, the content of contracts and contracts and their actual conclusion;

3.2.2. Information on contractors, other contractors with whom the Company operates;

3.2.3. Information on the conduct and content of negotiations with counterparties;

3.2.4. Information on the formation and calculation of selling prices for goods sold by the enterprise, on the calculation of the amounts of discounts and the terms of their provision, on the methods used by the enterprise, the original methods of selling and providing services;

3.2.5. Information on the cost of services and the composition of costs of the Company;

3.2.6. Information on the schedule and procedure for internal inspections at the Company's production sites;

3.2.7. Information about the shares of other enterprises belonging to the Company;

3.2.8. Information contained in the internal financial and financial statements of the Company;

3.2.9. Information about the crediting, financial policy of the Company;

3.2.10. Information on the receipt and processing of proposals, orders;

3.2.11. Information on the planned financial indicators of the Company;

3.2.12. Information contained in the internal analytical financial and commodity reports of the Company;

3.2.13. Information constituting the trade secret of partners, transferred on a confidential or contractual basis;

3.2.14. Information whose confidentiality conditions are established in contracts, contracts, agreements and other obligations of the Company.

3.2.15. Analytical data on competitors synthesized or systematized in the Company.

3.3.Communication and organizational information.

3.3.1. Information on the organization of document circulation, office work in the Company;

3.3.2. Information on the Company's security system;

3.3.3. Information on the internal security system of the Company, the number of employees participating in ensuring the internal security of the Company;

3.3.4. Information contained in the questionnaires and personal files of the Company's employees concerning personal life, marital status of employees;

3.3.5. Information on the status of the organization of protection of trade secrets, systems and the procedure for admission to commercial secrets, measures to protect commercial secrets;

3.3.6. Information about the transmission mode, alarm system.

**4. Information that is not a commercial secret**

4.1.It is not possible to compile confidential information and commercial secret information:

On rights to property and transactions thereon, subject to state registration;

Contained in the constituent documents of the Company, documents confirming the fact of making entries about legal entities, individual entrepreneurs and dehkan farms without forming a legal entity in the relevant state registers;

Contained in the documents giving the right to carry out entrepreneurial activities;

On environmental pollution, the state of fire safety, sanitary and epidemiological and radiation situation, food safety and other factors that have a negative impact on ensuring the safe operation of production facilities, the safety of each citizen and the population as a whole;

On the number and composition of employees, the system of payment and working conditions, including labor protection, indicators of occupational injuries and occupational diseases, as well as the availability of vacancies;

On the employer's debt for the payment of wages and social benefits;

On violations of legislation and facts of prosecution for committing these violations;

On the list of persons entitled to act without a power of attorney on behalf of a legal entity;

Subject to submission as state statistical reporting. Data can not constitute a commercial secret, the disclosure obligation of which or the inadmissibility of restricting access to which is established by another law.

**5. Term of protection of confidential information and trade secrets**

5.1. Protection of confidential information and trade secrets is carried out by the Company until the confidentiality of trade secrets is lost.