INSTRUCTION FOR ELECTRONIC SUBMISSION OF INFORMATION FROM MEMBERS

ONE. GENERAL PROVISIONS

- 1. The purpose of this instruction is to regulate the disclosure of information, determine the type and list of information to be submitted electronically, submission, reception, examination, processing, storage, and public disclosure of such information in accordance with the obligations assumed by the member companies /hereinafter referred to as the company/ laws and the cooperation agreement with the Mongolian Stock Exchange /hereinafter referred to as MSE/.
- 2. The information officer /hereinafter referred to as the information officer/ appointed by the company's official shall accurately fill out the form attached to this instruction and submit it electronically in Mongolian or in English.
- 3. The Membership Officer of the MSE is responsible for demanding information from the companies within a specific time frame stipulated in the related laws and contractual agreements. The Membership Officer is further responsible for reviewing, storing, processing, and subsequent public disclosure of said information. Concurrently, the Information Technology Division /hereinafter referred to as ITD/ is responsible for ensuring the security, reliability, and functionality of the database utilized for receiving and disseminating information, in accordance with industry standards and regulatory requirements.
- 4. The Surveillance Division /hereinafter referred to as SD/ shall review the implementation of the obligation to submit information in accordance with the notice from the Listing Division /hereinafter referred to as LD/.

TWO. INFORMATION FORM TYPES

- 5. Types of forms to be submitted electronically by companies. Herein:
 - 1. Form 1 Company information
 - 2. Form 2 Financial statements
 - 3. Form 3 Shareholders meeting decision
 - 4. Form 4 The Board meeting decision
 - 5. Form 5 Other information on the company's operations
 - 6. Form 6 Shareholder's information
 - 7. Form 7 Information on the members of the Board
 - 8. Form 8 Identification of the shareholder of the member organization
 - 9. Form 9 Identification of the member of the Board of the listed company
 - 10. Form 10 Identification of an employee of a member company

THREE. SUBMITTING, RECEIVING, REVIEWING AND PUBLIC DISCLOSURE OF INFORMATION

6. The designated employee of the company shall submit the relevant information in the form specified in the attachment of this instruction.

- 7. The designated employee of the company and membership officer of the LD shall have their own security code, and access the database using their code in order to submit information.
- 8. Information shall be recorded in both written and numerical formats using the designated forms provided in the attachment. In instances where multiple entries of the same type of information are required, individuals should use the "Add" option, pressing the "Enter" button to create additional information fields.
- 9. Copies of resolutions, orders, decisions, and other materials required to be submitted must be certified by the signature and stamp of an authorized person in the sections marked "Attachment" and submitted with a scanner in the format of files with the "DOC", "JPEG", "PDF" and attached to the relevant section of the form.
- 10. The wording, the seal, and the information contained in the copied material must be clear and legible.
- 11. Some information related to the listed company in the MSE database can be automatically filled in the relevant part of the form.
- 12. The items on the financial balance sheet in Form No. 2 shall be submitted by the officer and specialist, on the basis of which the financial ratios will be calculated automatically.
- 13. When the designated employee fills out the information form and clicks the "Save" option, the membership officer will receive an email notification that the information has been received.
- 14. Upon receiving the notification, the membership officer shall review the content of the submitted information and, if it is deemed to meet the requirements, proceed by selecting the "Publish" option.
- 15. In the event that the membership officer reviews the information submitted by the company, including any attached materials, and identifies errors, omissions, or illegible information that require verification, the officer shall promptly notify the employee who submitted the information to facilitate the necessary corrections and validation of the information.
- 16. In accordance with the notification received, if the Information Officer determines that a review and subsequent adjustments are required then they shall select the "Edit" option, proceed to make the necessary modifications, and select "Save" option to update information.
- 17. Only the membership officer has the right to edit, change, and update the information registered in the public disclosure section.
- 18. However, the information registered in the public section is archived and stored in the database whenever new information is received from the company according to the form.
- 19. Company information in the database should be stored in a searchable and viewable manner by company and information form name or date.

Four. DATABASE POSTING AND PUBLIC DISCLOSURE PERIOD

20. The information specified in the attachment of this instruction will be uploaded to the database of the MSE by the designated employee of the company in the following period and disclosed to the public.

- 20.1 Information to be entered in forms No. 1, 3, 4, 5, 6, 7, 8, 9, and 10 within 2 days after the relevant decision or resolution is issued
- 20.2 In the financial statements section in Form No. 2, the quarterly report must be submitted by the 20th of the following month, and the annual report by the 25th of February of the following year
- 21. The information will be reviewed by the membership officer and shall be disclosed to the public within the same day.

Five. DATABASE CONFIDENTIALITY

- 22. Each time the company submits, updates, corrects, makes amendments, and registers information in the public section, the records are kept in the database with the respective security codes of the relevant employees and officers.
- 23. The security code will be handed over to the employee and officer authorized to access the database, and the ITD will be responsible for issuing, changing, and keeping records.
- 24. Department officers may use the information submitted electronically to the database in accordance with laws and regulations with the purpose of ensuring the transparency and effectiveness of information in the capital market, forming good corporate governance, and conducting research.

Six. RESPONSIBILITY

- 25. The confidentiality of the security code is the responsibility of the owner of the code and the ITD.
- 26. ITD is responsible for the integrity and reliability of information in the database.
- 27. The accuracy of the submitted information to MSE is the responsibility of the person who submitted the information and the accuracy of the information recorded in the public section is the responsibility of the membership officer.
- 28. The legal entity and its designated officials shall bear full responsibility in accordance with the provisions and "Agreement with electronic information provider" for any consequences resulting from inaccurate or incomplete submission of information or if submitted information does not adhere to the specified form within the legally mandated timeframe, and if the content of the information submitted by the company is not subject to a thorough review before registration in the public section.

FORM № 1 COMPANY INFORMATION

	Company name											
	LOGO											
1	LOGO											
	Browse											
	Address				HQ:							
	7 (44) 666											
	MAP											
2	IVIZI											
	Browse											
					Branch	1:						
3	Date of establishment							uto date				
4	State registration certific	ate numb	er					ato dato				
5	Register											
6	Total shares						ι	units				
7	Value per share						<i>I</i>					
8	Amount of share capital						I					
9	Amount of share capital		period /	/			<i>I</i>					
10	The listed date on the M				□ at	ıto date						
11	Customer jurisdiction			T								
12	FRC license				of	Date of		te of	Resolution			
	/sector/				isition	extension	n exp	oiry	no _			
12.	Broker-dealer								Ш			
1												
12.	Underwriter											
2								П				
12.	Investment advisor											
3 13	Company code		<u> </u> 									
14	Primary customer jurisd	iction				City		nr	ovince			
17	Tilliary customer junsu	Clion	Bank	provi name Account numbe								
	Current bank, account		Barik	iamo			7.00	Current				
15	information							Risk				
									Add			
16	Website						I					
17	Email											
18	Business phone number	r, fax										
19	Trading room phone nur	mber, fax										
20	Business hours					0-18:00						
21	Opening account fee		New a	ccoun			Iominal	account	45.IT			
					MN				<i>INT</i>			
22	Trading fee		Stocks			rernment b		Corporat				
	-		0.000-	00.000					0-00.00000%			
		Latest			(Copy of the	e compa	_	Attachment			
23	Company rules	Date and	d numbe	er of th	e							
		decision			-	□ auto	date		№			
24	Office					□ Rer	ntal					
24	□ Owned					☐ Rental						

Form № 2 FINANCIAL STATEMENTS

1		quarterly financial statements	/MNT/						
2	Financial	statements	As of January 01, 20	As of Decembe 31, 20					
			Copy of the financial statements						
3	Items								
4	BALANCE	•		<u>Attachment</u>					
4.		: nt assets							
		assets							
		ities contingent fund							
		term investment							
4.1									
	.5 Other	vasic							
4.		urrent assets							
		rty, plant, and equipment							
4.		assets							
4.		liabilities							
4.									
5		STATEMENT							
5.1	Sales	of good							
5.1	.1 Broke	r-dealer activities							
5.1	.2 Under	writer activities							
- A	nvest	ment management and							
5.1		Iting services							
5.1	.4 Interes	st income							
5.1	.5 Trade	d securities income							
5.1	.6 Divide	nds income							
5.1	.7 Accou	nt opening fee							
5.2	Cost o	f sales							
5.3	Net in	come							
5.4	Total	cost							
5.5	Net pr	ofit							
		1. Return on Assets (ROA)	Net profit/Total assets	Net profit/Total assets					
		2. Return on Equity (ROE)	Net profit/Equity	Net profit/Equity					
		3. Return on Total Assets	Net income/Total	Net income/Total					
	Financial	(ROTA)	assets	assets					
6	ratios	4. Short-term investment, the proportion of the amount of cash asset to the share capital (70 %)	(STI+CA)/SC	(STI+CA)/SC					
		5. The proportion of the short-	Short-term	Short-term					
		term investment to the current	investment/	investment/					
		assets (20 %)	Current assets	Current assets					
7	Audit com	npany name		<u> </u>					
8	Audit opir	· ·	Year moi	nth date					
9	Audit opir		Copy of the opinion	<u>Attachment</u>					
1	•		, ,,						

Form № 3 SHAREHOLDERS MEETING RESOLUTION

1. Shareholders meeting		☐ General ☐ Extraordinary				
Meeting date		Year	Month	. date		
Meeting place						
Meeting attendance		%				
2. Shareholders meeting decisi	ion		Vote	Percentag		
				е		
1.			Agreed	%		
			Declined	%		
		<u>Attachment</u>	Abstained	d%		
2.			Agreed	%		
			Declined	%		
		<u>Attachment</u>	Abstained	d%		
3.			Agreed	%		
		Attachment_	Declined	%		
	,	<u>Add</u>	Abstained	d%		
	Copy of the meeting	notes.		<u> </u>		
3. Meeting notes				□ <u>Attachment</u>		
3. Meeting notes				<u>Add</u>		
4. Other discussions						

Date of entry: Date of update:

Form № 4 THE BOARD MEETING DECISION

1. THE BOARD MEETING							
Meeting date		Ye	Year month date				
Meeting place							
Meeting attendance				%			
2. The Board decision			Vote	Percentage			
1.			Agreed	%			
	□ <u>Attacl</u>	hment	Declined	%			
			Abstained	%			
2.			Agreed	%			
	□ <u>Attacl</u>	<u>nment</u>	Declined	%			
			Abstained	%			
3.			Agreed	%			
	□ <u>Attachr</u>	<u>nent</u>	Declined	%			
	<u>Add</u>		Abstained	%			
	Copy of the meeting no	otes.					
3. Meeting notes				□ <u>Attachment</u>			
				<u>Add</u>			
4. Other discussions							

Form № 5 OTHER INFORMATION RELATED TO THE COMPANY'S OPERATIONS

		□ <u>Attachment</u>
1.	Other	<u>Add</u>

Date of entry: Date of update:

Form № 6 SHAREHOLDERS INFORMATION

		Shareholders	S	Sha	res held		
Nº	Surname	First name	Register	Units	Percentage of total shares	Occupation, Position	
1					%		
2					%		
3					%		
4					%		
5					%		
6					%		
7					%	<u>Add</u>	

Date of entry: Date of update:

Form № 7 INFORMATION ON THE MEMBERS OF THE BOARD

Д/д	Surname	First name	Register	Percentage of any shares held	Workplace, Position
1				%	
2				%	
3				%	
4				%	
5				%	<u>Add</u>

Form № 8

IDENTIFICATION OF THE SHAREHOLDER OF THE MEMBER ORGANIZATION

1	Surname										
2	First name										
3	Nationality								Head	shot	
4	Gender		☐ Male ☐ Female					3х4 см			
5	Birthdate		☐ Choose)					384	CIVI	
6	Citizenship										
7	National ID r	number							bro	N/SQ	
8	Register								DIO	//3 C	
9	Email:		1.				2.				
10	Home addre	SS									
11	Phone numb	er	1.				2.				
12	Home phone	;	1.				1.				
13	Education		☐ Degree	9				☐ Hig	hscho	ol	
14	Shares held		Units				Pe	rcentag	e of to	otal shares	
14	Shares held										
15	Name of the institute		Location	Enrol	ed	Grad	uated	Deç	gree	Diploma Registration No	
15.1											
15.2											
15.3										<u>Add</u>	
16	Work exper	ience /Inclu	ding current oc	cupatio	n/			L			
16.1	Organi		Position		Date of employment		re	Date o esignati		Reason for resignation	
16.2										_	
16.3									_	<u>Add</u>	
			Number		Issi	ued da	ite		Expiration date		
17	FRC License on the secur						100se		□ Choose		
	License to pa	articipate in	Number		Issi	ued da	ite		Expii	ation date	
18	securities tra					□ Ch	oose			Choose	
19	Family statu	ıs									
19.1	Your			Bir	thda	te	Birth	place	Curr	ent occupation	
19.2											
19.3											
19.4											
19.5									<u>Add</u>		

IDENTIFICATION OF THE MEMBER OF THE BOARD OF THE LISTED COMPANY

1	Surname										
2	First name										
3	Nationality								Heads	shot	
4	Gender		☐ Male		□ Fe	male			3x4	014	
5	Birthdate		☐ Choose					384	СМ		
6	Citizenship										
7	National ID	number						browse			
8	Register										
9	Email:		1.				2.				
10	Home addr	ess									
11	Phone num		1.				2.				
12	Home phon	e number									
13	Education		☐ Degree)				☐ Hig	hscho	ol	
1.1	Shares held	J	Units				Pe	ercentag	ge of to	otal sh	ares
14	Shares neid	1									
15	Name of the institute		Location Enrolle		olled	ed Gradua		l Deg	ree	Reg	iploma gistration umber
15.1											
15.2											
15.3										<u>Add</u>	
16	Work expe	rience /Incl	uding current o	ссира							
16.1	Organ	ization	Position		Date of employment		Date of the resignat				son for Ination
16.2											
16.3										<u>Add</u>	
	FRC Licens	ro to	Number		lss	ued d	ate		Expir	ration (date
17	operate on securities m	the				□ Ch	oose	1	□ Choose		
	License to p	participate	Number		Iss	ued da	ate		Expir	ration o	date
18	in securities of MSE	•				□ Ch	oose	ı		Choo	ose
19	Family stat	tus	ı								
19.1	Your	Full	I name	В	sirthda	te	Birt	hplace	Curr	ent oc	cupation
19.2											
19.3											
19.4											
19.5									<u>Add</u>		

IDENTIFICATION OF AN EMPLOYEE OF A MEMBER COMPANY

1	Surname											I
2	First name											
3	Nationality									Head	shot	
4	Gender		□ Male		Fe	male				3x4	014	
5	Birthdate		☐ Choose							384	СМ	
6	Citizenship											
7	National ID	number						browse				
8	Register											
9	Email:		1.				- 2	2.				
10	Home addre	ess										
11	Phone num	ber	1.				1	2.				
12	Home phon	e number										
13	Education		☐ Degree	ļ] Hig	hscho	ool	
14	Name of the	ne institute	Location Enroll			Grad				gree	Reg	iploma gistration umber
14.1												
14.2												
14.3											Add	
15	Work expe	rience /Inclu	iding current o	cupati	on/							
15.1	Organ	ization	Position	Date of employment		t	Date of resignat				son for gnation	
15.2												
15.3											Add	
	_		Number		Issi	ued da	ate			Expi	ration (date
16		se to operate rities market				□ Ch	1008	oose		□ Choose		ose
	License to p	participate in	Number		Issi	ued da	ate			Expi	ration (date
17	securities tr MSE	_				□ Ch	1008	se			Choo	ose
18	Family stat	us										
18.1	Your	Full name		Birtho	late		Bir	rthpla	ace	Curr	ent occ	cupation
18.2												
18.3										•		
18.4												
18.5										<u>Add</u>		