

For official use

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Board meeting of "Sendmn NBFI" LLC on February 5th 2025,
Attachment 2

SUCCESSION POLICY OF "SENDMN NBFI" LLC

YEAR 2024

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01	2024.02.05 №24/04		Lawyer/ Secretary of the Board of Directors Ts. Undrakh	Executive management

SUCCESSION POLICY OF “SENDMN NBFI” LLC

One. General Provisions

- 1.1. The purpose of the Succession Policy of "SendMN NBFI" LLC (hereinafter referred to as "Policy") is to prepare, develop, and train the successors for authorized and key positions of "SendMN NBFI" LLC (hereinafter referred to as "Company").
- 1.2. Authorized and key personnel shall be understood to include not only those officials specified in the Law on Companies and the Company's charter, but also personnel who are crucial for ensuring the continuity of the company's operations and for the implementation of the company's mission, vision, and values.
- 1.3. In order to ensure the supply of highly professional, responsible, and skilled human resources, the company shall implement a training and development policy for its employees and aim to prepare a suitable human resource pool for key positions.
- 1.4. The Executive management has an important duty to promote and familiarize all company employees with the significance of the policy.

Two. Implementation Process

- 2.1. The Board of Directors (hereinafter referred to as "Board") shall ensure the implementation of the Policy, monitor its execution, approve the requirements, criteria, and evaluation methodology for candidates, and provide support for the succession planning process.
- 2.2. The Administration and Human Resources department shall, in collaboration with authorized and key personnel, develop a succession planning program and plan, and present it to the Board.
- 2.3. The authorized and key personnel shall, for the purpose of preparing their own successors, identify 1-2 suitable candidates from both external and internal human resources for their positions and implement the Policy in line with the Company's business plan, Human Resources policy, and other documents.
- 2.4. The Administration and Human Resources department shall plan in advance for the needs of authorized and key positions that may become vacant due to long-term leave, short-term domestic or international assignments, annual leave, maternity leave, etc., and shall conduct a survey at least once a year on taking phased measures, and present it to the Board and the Executive management.
- 2.5. The Board shall evaluate the performance of authorized employees, and based on the results of the conclusions, shall make proposals for their promotion.
- 2.6. The Board shall discuss internal regulations and instructions in line with the Policy and issue recommendations.

Three. Miscellaneous

3.1. The Board shall monitor the implementation of the policy, provide evaluation and conclusions on its performance and results, and shall have the right to make additions and amendments for the purpose of ensuring its implementation and improvement.