

PROCEDURE OF CITIZENS EMPLOYMENT

Employment by the Bank can be carried out in the following ways:

- by the direct application of citizens to Bank or through mediation of labour bodies;
- based on the Bank announcement through its website or other mass media on competition to fill the vacant positions;
- following the results of the training held in Bank;
- from other divisions of Bank according to the recommendation.

Matching of candidates for work in the Bank is performed on vacant, planned to release or to the newly introduced positions.

Matching of candidates for vacant positions is in competence of the HR Director and responsible employees of HR Departments in the Bank branches (further in the text – "personnel service").

The Head of the structural unit of Bank or branches can independently offer candidates for replacement of a vacant position in the structural division assigned to him.

The citizen who requested to be employed is preliminarily interviewed by personnel service during which his professional and business qualities shall be revealed, including qualification, experience, intellectual potential, communicative qualities of the applicant, ability to work in collective, availability of basic education, lack of a criminal record, observance of a passport system.

After receipt of a consent of the Head of the Bank or the Branch Manager, the candidate for replacement of a vacant position is interviewed by the Heads of the following structural divisions of the Bank or its branch:

- Department / Bank Security Department;
- Deputy Chairman of the Executive Board of the Bank or the Branch Manager regarding determination of professional suitability of the candidate.

All remarks and offers are included in the sheet of an interview (Appendix No. 2 to this Provision), which is attached to the signed Employment Contract and is stored along with all other documents in the personal record of the employee.

After adoption of the positive decision on a possibility of hiring of the candidate, the latter fills in the required questionnaire and the autobiography, and also the relevant documents (Appendix No. 1 to this Provision), necessary for registration for work are submitted. Then the Head of the structural unit of the Bank and branches compiles the official report addressed to the Head of Bank or Branch Managers about replacement of a vacant position with indication of a surname and the last place of employment of the candidate, the form of employment (with a probation period, partial employment, etc.).

The Employment Contract according to the Labor Code of the Republic of Uzbekistan is signed with the candidate, who successfully has passed an interview, and based on that the order on employment is issued.

Appendix No. 1
to Regulations on the Procedure for Recruitment of Employment in
JSCB "Kapitalbank"

THE LIST OF
Documents required when applying for a job

1. Questionnaire and autobiography of the corresponding form;
2. Passport, and persons under the age of sixteen Birth Certificates, a Certificate and a characterization from the place of residence.
3. The Employment Book (with the exception of persons employed for the first time);
4. A Military Ticket or an accredited Certificate (for person liable for Military Service or conscripts, respectively);
5. A Diploma on graduating from a higher or secondary specialized educational institution, a Certificate for the right to perform this work, or another relevant document upon admission to work, for which only persons having special education or special training can be admitted;
6. Other documents stipulated by the legislation (TIN, Certificate of wages from the previous place of work, Single Accumulative Pension Fund, etc.).

Appendix No. 2
to Regulations on the Procedure of Recruitment for Employment in
JSCB "Kapitalbank" and transfer (rotation) of Bank employees to other positions

LIST OF INTERVIEW

Citizen

Full Name of the Candidate

Name of the structural division, which has the vacant position

Position, for which the candidate is recommended

Surname, First name, Middle name of the person, who conducted the interview	Job title	Date	Remarks and recommendations
	<i>Chairman of the Executive Board</i>		
	<i>Deputy Chairman of the Executive Board</i>		
	<i>Department/ Bank Security Department</i>		
	<i>HR Department (Head of HR Department)</i>		
	<i>Head of Department (Head of the structural unit of the division / branch)</i>		