**Exhibit № 1**

**INVOICING INSTRUCTIONS**

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| **Specific billing, reimbursement, payment, reporting and notice requirements shall be approved in the General Terms and Conditions of Goods Purchase for each Shipment Order or Purchase Order as a whole. If you have any questions, please contact your Buyer Representative.** |
| **I. GENERAL EMAIL CORRESPONDENCE** |
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| All day-to-day correspondence of a general, technical or commercial nature should be sent to: |
| To: ***the Buyer’s e-mail address*** |
| Cc: ***"Buyer Representative" (Section Head) (only when escalating questions/concerns to higher management)*** |
| Subject: ***Puchase Order number, “Supplier name”*** |
| **II. CORRESPONDENCE ON INVOICES** |
| All electronic correspondence/submissions relating to invoices, draft Bank Guarantees and Letters of Credit must be sent to the Buyer Representative as in the Shipment Order or Purchase Order as a whole. |
| Subject: ***Puchase Order number, “Supplier name”*** |
| **Originals/paper copies of invoices must be sent as follows:**  **(For offshore Suppliers, it is suggested that original documents be sent via DHL Express)** |
| To: [Tatyana.N.Kim@kazminerals.com](mailto:Tatyana.N.Kim@kazminerals.com); [Dmitry.Kogay@kazminerals.com](mailto:Dmitry.Kogay@kazminerals.com) |
| Building 1, 85А Dostyk Ave  Almaty, 050021  The Republic of Kazakhstan |
| **III. INVOICING REQUIREMENTS** |
| If any of the following conditions are not met, processing and payment of an invoice may be delayed and/or the invoice will be returned to the Supplier for correction and reissue. |
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| **ONLY FOR FOREIGN SUPPLIERS under the FCA or EXW terms:** Original invoices and delivery notes must be submitted along with the cargo to Name of Buyer Representative. |
| 1. Original invoices and supporting documents must be submitted, including where it is required:  * For advance payments, that the Buyer or the Buyer's Bank receive the Original Bank Guarantee/Letter of Credit, as the case may be; * As proof that the Progress Payment has been received/accepted by the Buyer; * Inventory Delivery Note; * Inspection and Test Results; * Reporting Materials or Evidence Based on the Supplier Data proving that the Reporting Materials have been received and validated by the Buyer, and/or; * All other requirements, without exception, specified in theShipment Order or Purchase Order as a whole. |
| 1. The invoice must show the correct address |
| 1. The invoice must contain the word “Invoice” (Commercial Invoice will not be processed for payment) |
| 1. The name and address of the supplier, as well as the bank account and other relevant documentation, must match the data specified in the Shipment Order |
| 1. One invoice must refer to only one the Shipment Order or Purchase Order as a whole, otherwise the invoice shall be returned for correction. |
| 1. Invoices must be based on the provisional invoice shown below and include the following information: |
| * Invoice number; |
| * Invoice date; |
| * Number of the Shipment Order or Purchase Order as a whole; |
| * Invoice currency; must match the currency of the Purchase Order and be clearly stated on the invoice; |
| * Stock item Number(s) in the Shipment Order or Purchase Order as a whole; |
| * Stock item Number(s) in the Shipment Order or Purchase Order as a whole; |
| * HS CODE. |
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| * The Supplier shall, along with the delivered Goods, transfer to the Buyer the original of the Goods acceptance and transfer certificate, indicating the number of the Purchase Order and the customs code of the Goods specified for each item of the Goods; |
| * If the Supplier does not provide or refuse to provide the Buyer with the documents listed above, the Buyer may set a reasonable time for their provision as mutually agreed by the Parties.   If the Supplier does not issue the correct invoice, the Buyer has an option of not paying for the delivered Goods until the correct invoice is issued. |
| 1. Suppliers not based in Kazakhstan should include no GST/VAT (Government Service Tax) for their country of residence, as such invoices shall be issued net of tax. |
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| *Bank transfer instructions:* |
| * The initial bank instructions for wire transfer (the recipient must be the Supplier) shall be included in the Supplier's Proposal/Quotation, which must be completed and submitted to the Buyer prior to any invoice being issued; |
| * Any change in the banking information must be communicated to the Buyer Representative in writing and confirmed by the Shipment Order or Purchase Order as a whole. |
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| **IV. PURCHASE ORDER REPORTING MATERIALS** |
| All correspondence relating to the issuance, review, or delivery of reporting materials under the Shipment Order or Purchase Order as a whole, such as supplier details, technical specifications, shipping documentation, and/or materials to be supplied must be addressed to the Buyer Representative, specified in the Shipment Order or Purchase Order as a whole.  The Buyer Representative or the Buyer's Designated Freight Forwarder shall be responsible for coordinating reporting materials on the Shipment Order or Purchase Order as a whole and/or agreeing delivery requirements with the Supplier. |
| **An Emailed/Electronic copy of the reporting materials on the Shipment Order or Purchase Order as a whole shall be sent as follows:** |
| To: ***“The Buyer Representative’s e-mail address”*** |
| Subject: ***Puchase Order number, “Supplier name”*and a brief description of the reporting materials** |
| **Note: The Buyer Representative shall notify the Supplier when the correspondence must be sent to the specified “Document Management E-mail Address" and/or to the address for certified paper copies.** |
| **V. PROVISIONAL INVOICE** |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | INVOICE | | | | | | | | | | | | Payment data: supplier name, banking details, bank account number, swift code. | | | | | | | | | | | | To | | | | [Buyer details and address] | | | | | | | | Contract No. | | | | | | | Invoice No.: | | | | | Delivery terms: | | | | | | | Date: | | | | | Manufactured By: | | | | | | | Country of shipment | | | | | Terms of Payment: | | | |  | | | | | | | |  | | | | | | | | | | | | No. | Item | HS CODE | Description | | Stock code (stock item number on the Purchase Order) | Part number | Q-ty, pcs. | Price per unit/currency | Amount /Currency | PR (purchase requisition) | | 1 |  |  |  | |  |  |  |  |  |  | | **Total/Currency** | | | | | | | | |  |  | | **Signed by** | |  |  |  |  |  |  |  |  |  | | **Stamp** | | |  |  |  |  |  |  |  |  | |
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