**EXHIBIT # 1**

**INVOICING AND COMMUNICATION INSTRUCTIONS**

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| **The following are Instructions for Suppliers specifically designed to communicate with the Buyer and the Buyer's Representative during the validity period of any Purchase Order/Change Order between the parties.**  **Specific billing, reimbursement, payment, reporting and notice requirements shall be approved in the General Terms and Conditions for each Purchase Order/Change Order. 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: ***RFP / PO / CO 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 specified in Data on Purchase Order/Change Order. |
| Subject: ***PO / CO 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. |
| **FOR SUPPLIERS OF THE RoK (Inventories):**   1. The original invoice with all the signatures and seals from the supplier must be provided for payment if the invoice is a supporting document for the Electronic Invoice. 2. The name, address and bank details of the Contractor must correspond to the details specified in the Order. 3. The Electronic Invoice must include:  * invoice number of the supplier's accounting system (the number should not be repeated); * invoice date; * number and date of the Contract, number and date of the Purchase Order; * details of the recipient and the consignee must be identical to the Purchase Order; * number and date of the supporting document. The date of the turnover must correspond to the date of the supporting document (date of the invoice, date of shipment of the goods). If NON SNT is to be specified in 32.1, the number and date of the supporting document must be entered in the additional information. * Goods code (EAEU HS code) * name of goods, quantity, and units of measurement must comply with the Purchase Order * It is mandatory to specify the material code in the Electronic Invoice (18 «Additional data») according to the Purchase Order. |
| **ONLY FOR FOREIGN SUPPLIERS:** 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 the Purchase Order or Change Order. |
| 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 Purchase Order/Change Order |
| 1. One invoice must refer to only one Purchase Order/Change Order, 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 Purchase Order or Change Order |
| * Invoice currency: must match the currency of the Purchase Order and be clearly stated on the invoice. |
| * Goods item number(s) in the Purchase Order |
| * Stock item number(s) in the Purchase Orde |
| * 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 a Purchase Order/Change Order. |
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| **IV. PURCHASE ORDER REPORTING MATERIALS** |
| All correspondence relating to the issuance, review, or delivery of Purchase Order records, such as supplier details, technical specifications, shipping documentation, and/or materials to be supplied must be addressed to the Buyer Representative, identified in the Purchase Order/Change Order.  The Buyer Representative or the Buyer's Designated Freight Forwarder shall be responsible for coordinating Purchase Order/Change Order reporting materials and/or agreeing delivery requirements with the Supplier. |
| **An Emailed/Electronic copy of the Purchase Order/Change Order reporting materials shall be sent as follows:** |
| To: **«*The Buyer Representative’s e-mail address»*** |
| Subject: ***PO / CO 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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