

**Functions of Accounting and Financial Statements Department –  
Chief Accountant,  
Executive Board, Uzkishlokhujalikmashlizing Leasing Joint  
Stock Company:**

1. Plans for execution of governmental decrees, resolutions, and orders, decisions made by the General Shareholders' Meetings, Supervisory Board and Board of Directors Meetings, as well as the Board Chairman's and Deputy Chairmen's orders and decisions by the Accounting and Financial Statements Department;

2. Distributes responsibilities among the Department staff members, develops their job descriptions and submits them to the Management for approval.

3. Ensures compliance of the Department staff members with internal labor policies.

4. Ensures correctness and compliance of documents developed by the Department and submitted to the Management for signing;

5. Ensures appropriateness and legality of accounting operations carried out by the Company, full accounting of commodity and material assets, fixed assets, return on assets and funds received, as well as correct and valid representation of the movement thereof in financial statements;

6. Ensures correct and appropriate making of pro-forma invoices related to acceptance and transfer commodity and material assets, reconciliation report, power of attorney, shipping documents, invoices and other document;

7. Ensures correct and timely preparation of financial statements, statistical reports and etc., as well as their timely submission to competent authorities;

8. Ensures discipline breakdown of the Company's cost estimates;

9. Ensures appropriate accounting and payment of taxes and other fees, public social insurance fees, capital investment fees, salaries and other payments;

10. Controls accounting of advance payments and lease payments and monitors the related estimation works performed by the Company's branches and affiliates;

11. Ensures the stock-taking of funds and financial statements as per the applicable acts and in case if the accountable (materially responsible) person changes, controls appropriate and timely documentation of stock-taking results, and representation thereof in financial statements;

12. Ensures timely estimation and payment of salaries, retirement pensions and etc.;

13. Plans for accounting documents storage and archiving in compliance with applicable acts and regulations;

14. Controls compliance of commodity and material assets acceptance and transfer transactions with applicable acts and regulations;

15. Ensures that all the costs are made as per the salary fund, controls compliance with financial and cash accounting procedures;

16. Controls collection of accounts receivable and payment of accounts payable as per applicable acts and within time as specified in contracts;

17. Ensures efficient use of the Company's funds, makes proposals to the Management in this regard;

18. Ensures legality in carrying out the Department's activities;

19. Ensures protection of business secrets and trade secrets by the Department staff members;

20. Participates in Management meetings, acts as a management member and provides information about tasks assigned, raises issue in this regard and solves problems;

21. Performs other duties and functions set forth in applicable acts, Uzkishlokhujalikmashlizing Leasing Joint Stock Company Statute, job description, and employment contract.