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"APPROVED"

Supervisory Board of
JSC "YANGI ANGREN ISSIQLIK
ELEKTR STANSIYASI"

(No 2/2025 with statement)

Dated 05.09. 2025 y.

REGULATION

**on the observance of the trade secret regime
in JSC "YANGI ANGREN ISSIQLIK ELEKTR STANSIYASI"**

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CHAPTER 1. GENERAL PROVISIONS

This Regulation, in accordance with the Law of the Republic of Uzbekistan "On Commercial Secrets", regulates relations related to the observance of the commercial secret regime at JSC YANGI ANGREN ISSIQLIK ELEKTR STANSIYASI.

1. The following basic concepts are used in these Regulations:

commercial secret - information that has commercial value in scientific and technical, technological, industrial, financial and economic and other areas due to its unknown to third parties, to which there is no free access on a legal basis and the owner of this information takes measures to protect its confidentiality;

confidentiality of a commercial secret - a state of a commercial secret, in which its safety is ensured from leakage, disclosure and unauthorized access;

owner of a commercial secret - a legal entity that owns, uses and disposes of a commercial secret and has established a commercial secret regime in relation to it;

confidant - a legal or natural person who has acquired and used a commercial secret on the basis of an agreement with its owner;

disclosure of a commercial secret - an action or inaction, as a result of which information constituting a commercial secret, in any possible form (oral, written, other form, including the use of technical means) becomes known to third parties without the consent of the owner of such information or confidant, or in spite of labor agreement (contract) or civil law agreement;

commercial secret regime - a system of legal, organizational, technical and other measures restricting access to commercial secrets;

stamp "commercial secret" - a props applied to material carriers in respect of which a commercial secret regime has been established;

commercial secret commission (hereinafter referred to as the Commission) - a commission created by order of the head of the organization to carry out work related to the establishment and observance of the commercial secret regime in the organization;

tangible media of commercial secrets - tangible media of information constituting a commercial secret, including documents that include commercial secrets or removable media;

removable media (hereinafter referred to as RM) - recordable CD and DVD disks, flash cards and removable (external) hard disks with information constituting a trade secret;

list of commercial secrets of an organization (hereinafter referred to as the List) - information selected from the entire volume of information in the divisions of the organization and in respect of which a commercial secret regime has been established.

CHAPTER 2. ORGANIZATION OF ESTABLISHMENT WORKS COMMERCIAL SECRET MODE

3. The organization of work on the establishment of the trade secret regime is assigned to the head of the organization, and control over the fulfillment of the requirements of this Regulation by the employees is assigned to the heads of structural divisions.

4. The head of the organization takes organizational, legal, technical and other measures to protect commercial secrets.

5. The head of the organization:
approves the List, and also makes decisions on amendments and additions to it;
approves the list of employees who have gained access to trade secrets;
monitors the development and implementation of measures to protect commercial secrets;
resolves other issues related to the establishment and observance of the commercial secret regime.

6. Current work related to the protection of commercial secrets in the organization is assigned to the structural unit performing organizational and control functions (hereinafter referred to as the Division for work with commercial secrets). If there is little information of commercial value in the organization, these functions can be assigned to a separate official.

7. The department for work with commercial secrets performs the following functions:
carries out organizational work to protect commercial secrets;
together with other structural divisions of the organization, develops and implements measures to establish and maintain the regime of commercial secrets;
carries out registration and accounting of material carriers of commercial secrets;
assigns the "commercial secret" label to material carriers of commercial secrets;
transfers tangible carriers of commercial secrets to confidants;
conducts official investigations on the facts of disclosure of information constituting a commercial secret, loss of material carriers of commercial secrets;
prepares a project for the formation of the List, making changes and additions to it;
conducts explanatory work among the structural divisions of the organization to identify information of commercial value;
keeps records of safes, metal cabinets in which material carriers of trade secrets are stored.

8. To compile the List, by order of the head of the organization, a Commission is created consisting of at least three people from among the officials of the organization. It includes a chairman, members of the Commission and a secretary.

9. The main tasks of the Commission are:
examination of applications received from structural divisions of the organization for classifying information of commercial value as a commercial secret;
consideration of proposals for the establishment, change of the period of validity of the trade secret regime and its cancellation;
inventory of the availability of material carriers of commercial secrets;
development of proposals to prevent the loss of commercial secrets;
preparation of proposals for improving the mechanism for protecting the organization's trade secrets.

10. The Chairman of the Commission periodically reports to the management of the organization on issues within his competence.

11. The decisions of the Commission on the establishment and observance of the trade secret regime shall be considered adopted if at least half of its members and the chairman took part in the meeting of the Commission. The decisions of the Commission are adopted by a majority vote.

CHAPTER 3. FORMATION OF THE LIST

12. A trade secret must meet the following requirements:
have actual or potential commercial value for the organization due to the unknown to its third parties;
not be generally known or publicly available in accordance with the law;
be provided with measures to protect its confidentiality;
not have signs of state secrets and other secrets protected by law.

13. In accordance with article 5 of the Law of the Republic of Uzbekistan "On commercial secrets", the following information cannot constitute a commercial secret:

- on the rights to property and transactions on them, subject to state registration;
- contained in the constituent documents of a legal entity, documents confirming the fact of making entries about legal entities, individual entrepreneurs and dekhkan farms without forming a legal entity in the relevant state registers;
- contained in documents giving the right to carry out entrepreneurial activity;
- on the composition of the property of a state unitary enterprise, a state institution and on their use of the funds of the respective budgets;
- on environmental pollution, the state of fire safety, sanitary-epidemiological and radiation conditions, food safety and other factors that have a negative impact on ensuring the safe operation of production facilities, the safety of every citizen and the population in general;
- on the number and composition of employees, the pay system and working conditions, including labor protection, indicators of industrial injuries and occupational morbidity, as well as the availability of vacant jobs;
- about employers' arrears in payment of wages and social benefits;
- on violations of the law and the facts of bringing to responsibility for committing these violations;
- on the conditions of tenders or auctions for the privatization of state property;
- on the size and structure of income of non-profit organizations, the size and composition of their property, on their expenses, the number and remuneration of workers (members) of these organizations, the use of free labor of citizens in the activities of a non-profit organization;
- on the list of persons entitled to act without a power of attorney on behalf of a legal entity;
- to be submitted as state statistical reporting.

Information, the obligatory disclosure of which or the inadmissibility of restricting access to which is established by another law, cannot constitute a commercial secret.

14. Formation of the List is carried out by the Commission in accordance with the order of the head of the organization. To form the List in the structural divisions of the organization, written applications for the availability of information of commercial value are collected and considered. The application shall be accompanied by a material carrier of information having commercial value, in one copy.

15. Selected applications within the time specified in the order of the head of the organization are transferred by the heads of structural divisions to the secretary of the Commission according to the list drawn up in two copies. One copy of the list remains with the Commission, and the second with a mark of acceptance is returned to the structural unit.

16. The Commission carries out an examination of commercially valuable information provided by structural divisions within the time frame established in the order of the head of the organization. If there is a large volume of applications, the work of the Commission can be extended on the basis of the order of the head of the organization.

17. Based on the results of the examination of information of commercial value, the Commission gives an opinion on the advisability of applying the commercial secret regime in relation to information or a part of it, as well as the duration of its validity.

The conclusion of the Commission is drawn up in a protocol in accordance with Appendix 1 to these Regulations, signed by all its members and approved by the head of the organization.

18. The list is formed in accordance with Appendix 2 to these Regulations and approved by the order of the head of the organization on the establishment of a trade secret regime.

19. The trade secret regime with respect to the information included in the List is effective from the date of the adoption of the order on the establishment of the commercial secret regime.

20. Changes in the period of validity of the commercial secret regime and (or) cancellation of the commercial secret regime are considered by the Commission on the basis of proposals from the relevant structural divisions.

21. If it becomes necessary to change the period of validity of the commercial secret regime or cancel the commercial secret regime, the head of the relevant structural unit submits to the commission a proposal to amend the List accordingly.

22. The conclusion of the Commission on the extension of the period of validity of the commercial secret regime or the abolition of the commercial secret regime is drawn up in a protocol in accordance with Appendix 3 to these Regulations and approved by the order of the head of the organization.

23. Changing the period of validity of the commercial secret regime or canceling the commercial secret regime comes into force from the day the order of the head of the organization is accepted, on the basis of which a corresponding entry is made in the List.

24. In case of a significant change in information constituting a commercial secret, the List is formed anew and approved by the order of the head of the organization.

CHAPTER 4. ASSIGNMENT OF A NECK "COMMERCIAL SECRET" MATERIAL FOR THE CARRIERS OF THE COMMERCIAL SECRETS

25. Assignment of the "commercial secret" stamp to material carriers of commercial secrets (hereinafter - stamping) is carried out by the division for work with commercial secrets.

26. By the order of the head of the organization, the employee of the department for work with commercial secrets is assigned the duties of stamping, keeping records, storing material carriers of commercial secrets.

27. Documents containing commercial secrets submitted for the assignment of the "commercial secret" label must contain a title page indicating their name and a brief annotation.

28. Each document, together with the title page, must be bound and bound, pages numbered. On the sticker sheet fastening the ends of the sewing thread on the back of the last

sheet, the number of stitched and numbered pages is indicated, the signature of an employee of the structural unit for work with trade secrets is put.

29. On the title page of the documents, the following requisites are put down:

the inscription "Trade secret" or the mark "TS";

full name of the document;

the name of the owner of the trade secret;

the period of validity of a trade secret;

number and date of the order on the establishment of the trade secret regime;

commercial secret object number according to the List.

30. On material carriers of trade secrets in the form of RM, labels must be pasted, including the details provided for in paragraph 29 of this Regulation. If the surface of an RM containing a commercial secret has dimensions that allow the application of details, the details are applied to its surface.

31. The stamp "trade secret" can be affixed with the appropriate stamp, typewritten or handwritten.

32. Material carriers of trade secrets are issued to the relevant structural unit on the basis of an act in accordance with Appendix 4 to these Regulations. Each material carrier of a trade secret is checked for presence in the List, and RM is checked for the presence of information constituting a trade secret in them.

33. When the trade secret regime is canceled on all material media in respect of which the commercial secret regime has been canceled, the trade secret division makes an appropriate mark below the stamp on the establishment of the commercial secret regime, indicating the date and number of the order to cancel it.

CHAPTER 5. ACCESS TO THE COMMERCIAL SECRET

34. The admission of employees of the organization to trade secrets is carried out on the basis of a permit.

The list of employees who have access to trade secrets is drawn up by the heads of structural divisions and approved by order of the head of the organization.

35. An employee's access to trade secrets is carried out with his consent, unless it is provided for by his labor duties.

36. In order to ensure the protection of commercial secrets, the employer is obliged:

to familiarize, against receipt, an employee whose access to commercial secrets is necessary for the performance of his job duties, with a list of information constituting a commercial secret;

to familiarize the employee, on receipt, with the trade secret regime established by the employer and the measures of responsibility for its violation;

create the necessary conditions for the employee to comply with the trade secret regime established by the employer.

37. In order to ensure the protection of commercial secrets, an employee is obliged:

comply with the trade secret regime established by the employer;

not to disclose commercial secrets and not to use it for personal purposes without the consent of the employer;

upon termination of the employment agreement (contract), transfer to the employer the material carriers of the trade secret in his use or destroy or remove it from the indicated carriers under the control of the employer.

38. In order to ensure the protection of commercial secrets, an employment contract (contract) or a civil law contract must provide for:

obligations of an employee and an employer who is the owner of a trade secret or a confidant to ensure the protection of a trade secret;

the period during which, after the termination of an employment contract (contract) or a civil law contract, a former employee is obliged not to disclose trade secrets.

39. An employee has the right to appeal in court against the illegal establishment of a commercial secret regime, to which he has gained access in connection with the performance of his duties provided for in an employment contract (contract) or a civil law contract.

40. The grounds for terminating an employee's access to trade secrets are:

termination of an employment contract (contract) or civil law contract;

violation of the undertaken obligations on non-disclosure of commercial secrets or the safety of material carriers of commercial secrets.

41. Termination of access to commercial secrets in the course of labor relations does not relieve the employee from his obligations to not disclose commercial secrets.

CHAPTER 6. RECEPTION, REGISTRATION AND ACCOUNTING OF MATERIAL MEDIA OF THE COMMERCIAL SECRET PROVIDED TO THE ORGANIZATION

42. Reception of material carriers of commercial secrets entering the organization is carried out by the division for work with commercial secrets.

When accepting tangible carriers of commercial secrets, a check is carried out:

conformity of the addressee indicated on the document;

the integrity of the envelopes;

availability of documents and RM marked "commercial secret".

43. In the absence of tangible carriers of commercial secrets in the received envelope, lack of individual pages of the document or inconsistency of the number indicated in the envelope with the number of the tangible carrier of the trade secret, an act is drawn up in two copies.

One copy of the act remains with the organization, and the second is returned to the sender of the envelope.

44. On each material carrier of commercial secrets received by the organization, a registration stamp of the division for work with commercial secrets is affixed. The registration stamp contains:

the name of the department for work with commercial secrets;

registration number of the document (with the addition of the "commercial secret" stamp);

receipt date;

the number of sheets of the document and attachments.

45. Registration and accounting of material carriers of commercial secrets received by the organization is carried out in the Register of material carriers of commercial secrets received by the organization, in accordance with Appendix 5 to these Regulations.

CHAPTER 7. WORKING WITH MATERIAL MEDIA OF THE COMMERCIAL SECRET

46. The issuance of a material carrier of a commercial secret to the performer is carried out by the head of the structural unit of the organization.

47. Accounting for the movement of material carriers of commercial secrets in the form of documents is kept in the Journal of accounting for the movement of material carriers of commercial secrets in the form of documents in accordance with Appendix 6 to these Regulations.

The accounting of the movement of tangible media of commercial secrets in the form of RM is kept in the Journal of accounting of the movement of tangible media of commercial secrets in the form of removable media in accordance with Appendix 7 to these Regulations.

48. Within one working day from the moment of making an entry in the corresponding Register of the movement of tangible media of commercial secrets, a case is formed for each tangible media of commercial secrets, in which documents on the establishment and use of commercial secrets are filed (order on establishing the regime of commercial secrets, other orders, notifications, service letters, acts, contracts, etc.).

49. In fact, the stamp "commercial secret" is stamped, the full name of the organization, location, number in the List, the period of the regime of the commercial secret, the number of the case, the place of storage of the material carrier of the commercial secret are indicated.

50. A case classified as "commercial secret" must contain an internal inventory of documents. As new documents are entered into the case with the "trade secret" stamp, a corresponding entry is made in the internal inventory.

An internal inventory of documents in a case classified as "commercial secret" is drawn up in the form in accordance with Appendix 8 to these Regulations.

51. In the case of withdrawal from the file with the stamp "commercial secret" or moving them to another file with the stamp "commercial secret", a corresponding certificate is placed in the file, which indicates the new location of the document and a corresponding note is made in the internal inventory of the documents of the case. The certificate is drawn up in the form in accordance with Appendix 9 to these Regulations.

52. If necessary, instead of documents withdrawn from the file with the "commercial secret" stamp, their certified copies may be filed into the file. In this case, no help is required.

53. If necessary, the removal of copies of documents withdrawn from the case with the stamp "commercial secret" is carried out only with the written permission of the head of the structural unit, endorsed by the head of the department for work with commercial secrets. The permit is filed into the relevant file.

Duplicated copies of the material carrier of a trade secret are accounted for under the registration number of the original document.

The number of duplicated copies shall be noted on the reverse side of the material carrier of a trade secret and in the registration data of its registration.

The counting of duplicated copies of material carriers of trade secrets continues from the last number of previously reproduced and accounted copies.

54. Notes on the removal of copies from the file with the stamp "commercial secret" and the new location of the copies shall be entered into the register of the movement of material carriers of commercial secret.

55. Tangible carriers of trade secrets and cases marked "trade secrets" should be kept in special lockers (safes).

56. In case of cancellation of the "commercial secret", the material carriers of the commercial secret are transferred to the archive of the organization

57. The selection of material carriers of commercial secrets for transfer to the archive or destruction is carried out on the basis of the list approved by the head of the organization.

58. After approval by the head of the organization of the list of material carriers of commercial secrets selected by the commission for transfer to the archive, an act of transfer to the archive of material carriers of commercial secrets marked "commercial secret" (hereinafter referred to as the act of transfer to the archive) is drawn up in two copies, which is signed by the members of the Commission and the head of the relevant structural unit. The first copy of the act of transfer to the archive is stored in the corresponding structural unit, and the second - in the archive of the organization.

59. The act of transferring to the archive is checked against the credentials of the material carrier of the trade secret. Corresponding marks are made in the accounting data, indicating the number of the act of transfer to the archive and the date of transfer.

60. After approval by the head of the organization of the list of material carriers of commercial secrets that are not subject to transfer to the archive, an act on the allocation for destruction of material carriers of commercial secrets (hereinafter - the act of allocation for destruction) is drawn up in two copies, which is signed by the members of the Commission and the head of the corresponding structural unit ... The first copy of the act on the allocation for destruction is kept in the Commission, and the second - in the structural unit of the organization.

61. The information in the act on the allocation for destruction is checked against the credentials of the material carrier of the trade secret and the corresponding marks are made in the credentials, indicating the number of the act on the allocation for destruction and the date of transfer.

62. Destruction of material carriers, cases marked "commercial secret" is carried out in the presence of members of the Commission with the help of paper shredders (shredders) and in another way, excluding the restoration of the text.

63. The worn-out RM of commercial secrets must be destroyed by breaking or deforming them.

In the register of the movement of material carriers of commercial secrets in the form of RM, a corresponding note is made on the removal of the RM from the register against the signature of the person who previously signed for the receipt of the RM.

64. It is prohibited to transfer the material carrier of a commercial secret by an employee who has access to it to another employee, to take the material carrier of a commercial secret outside the workplace without the written permission of the head of the structural unit.

65. For the performance of official duties by an employee who has permission, the period of use of the material carrier of a commercial secret may be extended on the basis of an official letter agreed with the head of the structural unit.

66. In the case of the location of the structural divisions of the organization at different legal addresses, the transfer of the material carrier of the commercial secret is carried out on the basis of a reasoned written request from the head of the structural unit by sending the material carrier of the commercial secret in envelopes.

CHAPTER 8. CONTROL OF PROTECTION OF MATERIAL MEDIA OF THE COMMERCIAL SECRET

67. Control over the safety of material carriers of commercial secrets and cases classified as "commercial secrets" is carried out through:

- day-to-day control of employees' compliance with the trade secret regime;
- annual inventory of material carriers of commercial secrets and cases classified as "commercial secrets";
- an extraordinary check of the commercial secret regime in connection with the loss of cases in which material carriers of commercial secrets are kept;
- an extraordinary check of the commercial secret regime in connection with the disclosure of information constituting a commercial secret of the organization;
- checking the regime of commercial secrets when changing officials of the division for work with commercial secrets and employees responsible for commercial secrets.

68. Officials of structural divisions and persons responsible for commercial secrets exercise day-to-day control over the observance of the commercial secret regime.

69. The annual inventory of material carriers of commercial secrets and cases classified as "commercial secrets" is carried out by the Commission in accordance with the order of the head of the organization.

70. During the audit, the Commission establishes:
- the presence of material carriers of commercial secrets and cases classified as "commercial secrets";
 - the correctness of accounting data in the register of material carriers of commercial secrets, in the register of the movement of material carriers of commercial secrets, as well as the correctness of their maintenance;
 - observance of the procedure for working with material carriers of commercial secrets and cases classified as "commercial secrets";
 - observance of the order of reproduction, destruction and transfer to the archive of material carriers of commercial secrets;
 - the correctness of the removal of the "commercial secret" stamp from the material carriers of the commercial secret.

71. After the end of the inventory of material carriers of commercial secrets and cases with the "commercial secret" stamp, an act is drawn up in accordance with Appendix 10 to these Regulations, which is signed by the members of the Commission.

The act must contain:

- basis for inventory;
- by whom and when the inventory was carried out;

assessment of the state of establishment and observance of the regime of commercial secrets, the presence of material carriers of commercial secrets and cases classified as "commercial secrets";

necessary recommendations for strengthening protection and ensuring the safety of commercial secrets.

72. If cases of loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret are revealed, the head of the organization and an official of the department for work with commercial secrets are notified.

CHAPTER 9. CONDUCTING OFFICE INVESTIGATIONS IN FACT OF LOSS OF MATERIAL MEDIA OF COMMERCIAL SECRET AND DISCLOSURE OF INFORMATION CONSTITUTING A COMMERCIAL SECRET

73. On the facts of loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret, official investigations are carried out.

74. The loss of material carriers of commercial secrets and disclosure of information constituting a commercial secret, including:

theft of the material carrier of a commercial secret in whole or in part;

loss of the material carrier of a trade secret in whole or in part;

deliberate destruction of a material carrier of a trade secret or information located on it;

unauthorized copying of information from a material carrier of a trade secret.

75. The head of the structural unit, on the basis of an official letter, informs the head of the organization about the fact of loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret by an organization or confidants and initiates an official investigation.

76. Official investigations of the circumstances of the loss of material carriers of a commercial secret or disclosure of information constituting a commercial secret are carried out by the Commission on the basis of the order of the head of the organization.

77. When conducting an official investigation, the Commission shall carry out the following actions:

determines the correctness of the assignment of the "commercial secret" stamp to the lost material carrier of the commercial secret;

determines whether or not disclosed information is classified as information constituting a commercial secret of the organization;

establishes the circumstances of the loss of the material carrier of the trade secret;

establishes the circumstances under which the disclosure of information constituting a commercial secret took place (time, place, method);

takes measures aimed at determining the location of the lost material carrier of commercial secrets;

determines the caused or possible material and other damage due to the loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret;

identifies employees who are involved in the loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret;

develops recommendations for eliminating the causes and conditions that led to the loss of a material carrier of a commercial secret or contributed to the disclosure of information constituting a commercial secret.

78. Members of the Commission conducting official investigations have the right:
inspect the places where the structural divisions of the organization are located;
check the accounting documentation reflecting the receipt and movement of the material carrier of commercial secrets;
to interrogate persons who have committed the loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret;
to interrogate employees of structural divisions who can assist in determining the location of the lost material carrier of commercial secrets;
to request and receive from the relevant structural divisions information and documents related to the circumstances of the loss of a material carrier of a commercial secret, or disclosure of information constituting a commercial secret.

79. Based on the results of the official investigation, the Commission submits the following conclusions to the head of the organization for consideration:
conclusion on the results of the official investigations;
conclusion on the correctness of the assignment of the "commercial secret" stamp to the lost material carrier of the commercial secret or the correctness of classifying the disclosed information as information constituting a commercial secret;
conclusion on the results of determining the caused or possible material and other damage due to the loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret;
documents related to the conduct of official investigations.

80. Conclusions are drawn up in duplicate and signed by all members of the Commission. One copy of the conclusion on the results of official investigations remains with the Commission, and the second is submitted to the department for work with a commercial secret organization.

81. After the end of the official investigations, the Commission identifies the persons guilty of the loss of a material carrier of a commercial secret or disclosure of information constituting a commercial secret.

CHAPTER 10. FINAL PROVISION

82. This Regulation has been agreed with the Chamber of Commerce and Industry of the Republic of Uzbekistan.

PROTOCOL
on classifying information of commercial value as
a commercial secret of an enterprise (organization)

" APPROVED "

(Head of the organization)
(full name.)

N _____

" " _____ 20__ y.

Participated:

Chairman of the Commission - _____

(Full name, position)

Executive secretary of the
commission - _____

(Full name, position)

Commission members: _____

(Full name, position)

(Full name, position)

(Full name, position)

Agenda: consideration of the issue of the expediency of classifying commercially valuable
information as a commercial secret of an enterprise (organization)

(name of company)

Listened: _____

(full name. speaker)

on the issue of classifying commercially valuable information as a trade secret of an organization
the following information:

- _____
(application from _____ N _____);

- _____
(application from _____ N _____);

- _____
(application from _____ N _____);

Resolved: With respect to the following commercially valuable information:

- _____
- _____
- _____

☐ establish a trade secret regime;

☐ the establishment of a trade secret regime is impractical.

Dissenting opinion of the members of the
commission:

(full name, a member of the Commission)

(dissenting opinion of a member of the Commission during the discussion)

Commission chairman:

(position, full name signature)

Executive secretary of the commission

(position, full name signature)

Commission members:

(position, full name signature)

(position, full name signature)

(position, full name signature)

ANNEX 2
to the Model Regulations

Put into operation
by order of the head

(name of company)

from "___" _____ 20__ N _____

LIST
trade secrets of the organization

N	Information of commercial value constituting a trade secret of the organization	Duration of the trade secret regime	Data on the withdrawal of the trade secret regime
1.			
2.			

Executive secretary of the
Commission:

Commission members:

Agenda: Consideration of the issue of canceling (extinguishing the right) of the trade secret
regime initiation in: _____

Decided:

for the following reason (select one or more reasons):

- ☐ loss of commercial value;
- ☐ transition to the category of publicly available information by virtue of publication

Put into operation
by order of the head

(name of company)

from " ____ " ____ 20__ N ____

PROTOCOL

of the Commercial Secret Commission on the cancellation (change of the term) of the commercial secret regime

from " ____ " ____ 20__ N ____

Participated:

Chairman of the Commission -

(Full name, position)

Executive secretary of the
commission -

(Full name, position)

Commission members:

(Full name, position)

(Full name, position)

(Full name, position)

Agenda: Consideration of the issue of canceling (changing the term) of the trade secret regime in relation to: _____.

Listened:

(full name speaker, position)

for the following reason (select one or more reasons):

- ☐ loss of commercial value;
- ☐ transition to the category of publicly available information by virtue of publication

☐ date of publication _____, source of publication _____;

☐ expiration of the established period of validity of the trade secret regime;

☐ expediency of extending the period of validity of the trade secret regime.

Cancel (change the term) the trade secret regime in relation to the following information:

- (number according to the List of commercial secrets _____)

- (number according to the List of commercial secrets _____)

- (number according to the List of commercial secrets _____)

Commission
members:

(full name)

(dissenting opinion of the members of the commission, expressed during the discussion)

Commission chairman::

(position, full name signature)

Executive secretary of the commission

(position, full name signature)

Commission members:

(position, full name signature)

(position, full name signature)

(position, full name signature)

ACT
receiving and transferring material
trade secret carriers

"__" _____ 20__y. N _____

In accordance with the order of the head of the organization
dated _____ N _____ and the List of commercial secrets
approved by the order of the head of the organization dated _____ N _____,

(position, full name, signature) conveyed,

(position, full name, signature) accepted

the following material carriers of trade secrets:

- material carriers of trade secrets in the amount (sheets, gigabytes) _____.

Serial number of document	Form of performance (if any)	Document description date, full name, signature	Document value date, signature, full name	Document number	Document mark (if any)
1	2	3	4	5	6

JOURNAL
registration of tangible media
trade secrets received
to the organization

(name of the structural unit)

(name of company)

N	Incoming number and registration date	Date and outgoing number of the sender	Name of the sender's organization	Summary of the document	Number of sheets and copy number	
					main document	annexes
...	1	2	3	4	5	6

Resolution on document	Term of performance (if any)	Document acceptance date, full name, signature	Document return date, signature, full name	Case number	Destruction mark (number and date of the destruction report)
7	8	9	10	11	12

ANNEX 6
to the Model Regulations

JOURNAL
accounting for the movement of material carriers
trade secrets in the form of documents

(name of the structural unit)

(name of company)

N	Incoming number, date	Where did the document come from and where is it sent	Type and summary of the document	Number of sheets and copy number		To whom is the document for execution, signature and date transferred?
				main document	annexes	
...	1	2	3	4	5	6

Signature of receipt from the artist and date	Case number where the document is filed	Document check mark	Number and date of the act of destruction (transfer to the archive) of the document	Note
7	8	9	10	11

JOURNAL
accounting for the movement of material carriers
trade secrets in the form of removable
information carriers

(name of the structural unit)

(name of company)

N	Type and size of RM	RM number and date of receipt	Where did the RM come from and where is it sent	Summary of information on RM	To whom RM was transferred for performance, signature and date
...	1	2	3	4	5

Receipt of the person responsible for the commercial secret in the receipt of RM, date	Case number, location of RM	RM check mark	Number and date of the act on the destruction of information on the RM	Information on deregistration of RM	Note
6	7	8	9	10	11

INTERNAL DESCRIPTION
documents in the case
classified as "trade secret"

N _____

N	Document Number	Date of submission of the document	Title and summary of the document	Sheet numbers	Number of copies	Note
...	1	2	3	4	5	6

Total: _____ documents.
(in figures and words)

(position full name signature)

REFERENCE
according to documents withdrawn from the case
classified as "trade secret"

Document N _____ dated _____ on _____ sheets was removed from the case.

(when filing in another case, the number of the new case is indicated;

upon departure - where it was sent, what is the period with the indication of the date of departure and return;

upon destruction - the number and date of the act of destruction)

Base: _____

(position

full name

signature)

"APPROVED"

Head of the organization

(signature FULL NAME)

"__" "__" 20__

(name of company)

ACT N _____

**checking the availability of tangible media
trade secrets and affairs with the stamp
"trade secret"**

Base

(annual inventory, unscheduled inspection in case of loss of material wearтеля

trade secrets, change (dismissal) of the official responsible for registration,

accounting and storage of material carriers of commercial secrets)

When checked, set:

1. Total is listed according to credentials:

_____ material carriers of trade secrets;
_____ cases classified as "commercial secret".

Available:

_____ material carriers of trade secrets;
_____ cases classified as «commercial secret».

Not found:

_____ material carriers of trade secrets;
_____ cases classified as «commercial secret».

2. Not Entered Credentials Detected:

_____ material carriers of trade secrets;
_____ cases classified as «commercial secret».

3. Characteristics of the state of material carriers of commercial secrets _____

(satisfactory, unsatisfactory, with damage, without damage)

characteristics of the state of affairs with the stamp "commercial secret" _____

(satisfactory, unsatisfactory, with damage, without damage)

The Commission selectively checked material carriers of a commercial secret or cases marked "commercial secret" N _____.

Of these, the following are available: _____ *material carriers of*
commercial secrets or cases with the stamp "commercial secret"
N _____;
not found: _____ tangible carriers of commercial secrets or cases
classified as "commercial secrets" N _____.

Decision based on verification _____

Commission chairman:

_____	_____	_____
(position,	full name	signature)

Executive secretary of the commission

_____	_____	_____
(position,	full name	signature)

Commission members:

_____	_____	_____
(position,	full name	signature)

_____	_____	_____
(position,	full name	signature)

_____	_____	_____
(position,	full name	signature)

" _____ " ? _____ 20 ____ y.