

**On approval of the rules for the provision of public services in the field of state registration of legal entities and record registration of branches and representative offices**

*Unofficial translation*

Order of the acting Of the Minister of Justice of the Republic of Kazakhstan dated May 29, 2020 No. 66. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 29, 2020 No. 20771.

*Unofficial translation*

In accordance with subparagraph 1) Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" **ORDER:**

1. Approve:

1) Rules for public service provision "State registration of legal entities, accounting registration of their branches and representative offices" in accordance with Annex 1 to this order;

2) Rules for the public service provision of "State re-registration of legal entities, accounting re-registration of their branches and representative offices" in accordance with Annex 2 to this order;

3) Rules for the public service provision of "State registration of introduction of amendments and additions to the constituent documents of a legal entity that shall not be related to a private business entity, as well as a joint-stock company, provisions on their branches (representative offices)" in accordance with Annex 3 to this order;

4) Rules of public service provision "State registration of termination of the activities of a legal entity, removal from the accounting registration of a branch and representative office" in accordance with Annex 4 to this order;

5) Rules for the public service provision of "Issuance of a duplicate of the charter (provision) of a legal entity that shall not be related to a private business entity, as well as a joint-stock company, their branches and representative offices" in accordance with Annex 5 to this order;

6) Rules for public service provision "Issuance of a certificate of registration (re-registration) of legal entities, accounting registration (re-registration) of their branches and representative offices" in accordance with Annex 6 to this order.

**Footnote. Paragraph 1 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 30.03.2022 No. 258 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

2. To recognize as invalid some orders in accordance with Appendix 8 to this order.

3. The Department of Registration Service and Organization of Legal Services of the Ministry of Justice of the Republic of Kazakhstan, in the manner prescribed by law, shall ensure:

- 1) state registration of this order;
- 2) posting this order on the Internet resource of the Ministry of Justice of the Republic of Kazakhstan.

3. Control over the execution of this order shall be entrusted to the supervising Vice-Minister of Justice of the Republic of Kazakhstan.

4. This order shall be enforced upon the expiration of ten calendar days after the day of its first official publication.

*Acting*  
*Minister of Justice of the Republic of Kazakhstan*

*N. Pan*

"AGREED"

Ministry of Digital Development,  
innovation and aerospace  
Republic of Kazakhstan

Appendix 1 to the order  
Minister of Justice  
Republic of Kazakhstan  
dated May 29, 2020 No. 66

## **Rules for public service provision "State registration of legal entities, registration of their branches and representative offices"**

**Footnote. Rules - in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 30.09.2022 No. 821 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

### **Chapter 1. General provisions**

1. The Rules for the public services provision of "State registration of legal entities, registration of their branches and representative offices" (hereinafter referred to as the Rules) have been developed in accordance with paragraph 1) of Article 10 of the Law "On public services" (hereinafter referred to as the Law on public services) and shall determine the procedure for the public service provision "State registration of legal entities, registration of their branches and representative offices" (hereinafter referred to as the public service).

2. The Ministry of Justice of the Republic of Kazakhstan (hereinafter referred to as the Ministry) and the territorial bodies of justice carry out state registration of legal entities that are non-profit organizations and accounting registration of their branches and representative offices.

The state corporation "Government for citizens" (hereinafter referred to as the State corporation) shall carry out state registration of legal entities that are commercial

organizations and accounting registration of their branches and representative offices ( hereinafter referred to as the service provider).

3. The state registration of public and religious associations with republican and regional status, including political parties, the Republican notary chamber, the Republican bar association, the Republican chamber of private bailiffs, the National chamber of entrepreneurs of the Republic of Kazakhstan, the Chamber of judicial experts of the Republic of Kazakhstan , the Arbitration Chamber of the Republic of Kazakhstan, the Republican association of legal consultants, registration of branches and representative offices of foreign and international non-profit non-governmental associations shall be carried out by the Ministry.

4. State registration of established, reorganized legal entities and registration of branches and representative offices, public and religious associations with local status, funds and associations of legal entities, registration of branches and representative offices of public and religious associations shall be carried out by territorial justice bodies.

5. The state registration of legal entities related to commercial organizations and the registration of their branches and representative offices shall be carried out by the State corporation.

6. For legal entities registered in the territory of the Republic of Kazakhstan, opening their structural subdivisions (branches and representative offices) outside the Republic of Kazakhstan, the service provider shall provide an extract from the National Register in accordance with Annex 1 of these Rules.

7. In the case of state registration of a legal entity belonging to a small and medium-sized business entity, as well as in the case provided for by part two of Article 6-1 of the Law of the Republic of Kazakhstan "On state registration of legal entities and accounting registration of branches and representative offices" (hereinafter referred to as the Law), through the web portal of "e-government," an application shall be submitted in electronic form for opening a bank account and for compulsory insurance of an employee against accidents (except when the founder (s) of a legal entity carries out (carry out) activities without entering into labor relations with individuals) in accordance with the requirements established by the Law of the Republic of Kazakhstan "On compulsory insurance of an employee against accidents in the performance of labor (official) duties "and regulatory legal acts of the authorized body for regulation, control and supervision of the financial market and financial organizations.

Second-tier banks or organizations carrying out certain types of banking operations shall have the right to refuse to open a bank account in accordance with the Law of the Republic of Kazakhstan "On payments and payment systems."

8. The state registration of a legal entity belonging to a small and medium-sized business entity shall be carried out by submitting an electronic notification in the form according to Annex 2 of these Rules, which shall be filled out by the founder (founders) on the portal.

9. In the case of electronic registration, the state registration of legal entities shall be carried out on the basis of a notification received by the state database "Legal entities" ( hereinafter referred to as the state database for Legal entities) through the portal.

10. The state registration of a legal entity, with the exception of political parties and religious associations, shall be carried out on the basis of an electronic application submitted through the web portal "e-government," as well as other objects of informatization, in the manner determined by the Ministry in accordance with Article 6 of the Law.

11. Registration of a branch (representative office) of a legal entity, with the exception of branches (representative offices) of political parties and religious associations, shall be carried out on the basis of an electronic application submitted through the "electronic government" web portal, as well as other objects of informatization, in the manner determined by the Ministry in accordance with Article 6-2 of the Law.

12. The state registration of a legal entity created by reorganization, with the exception of political parties and religious associations, shall be carried out on the basis of an electronic application submitted through the web portal "e-government," as well as other objects of informatization, in the manner determined by the Ministry in accordance with Article 6-3 of the Law.

13. When contacting the portal, the result of the provision of the state service in the form of an electronic document certified by the EDS is sent to the "personal account" of the service recipient.

## **Chapter 2. Procedure for public service provision**

14. For public service, individuals and/or legal entities (hereinafter referred to as the service recipient) shall submit an application in the form set out in Annexes 3, 4, 5, 6 and 7 to the Rules (hereinafter referred to as the application) and a package of documents on the list provided for in the list of basic requirements for the public service provision "State registration of legal entities, accounting registration of their branches and representative offices" in accordance with Annex 8 to these Rules (hereinafter referred to as the "List") to the State corporation or on the "e-government" web portal: [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the "portal").

15. The list of the main requirements for the public service provision, including the characteristics of the process, the form, content and result of the provision, as well as other information taking into account the peculiarities of the public service provision, shall be given in the List.

16. When receiving documents, the employee of the service provider checks the identity document or the electronic document from the service of digital documents (for identification ) of the service recipient with the information contained in state information systems, and then shall return it to the service recipient.

17. If the service recipient submits an incomplete package of documents and (or) expired documents, the service provider shall refuse to accept the documents and issue a receipt in the form specified in Annex 9 to the Rules.

18. Upon presentation of the full package of documents to the service provider, the service recipient shall be issued a receipt for acceptance of documents indicating the date and time of receipt of the result of the public service.

19. Upon receipt of documents for the public service provision in accordance with paragraphs 3 and 4 of these Rules, an employee of the office of the service provider shall receive documents according to the register and send them to the department (department) of registration of legal entities.

The head of the department (department) of registration of legal entities within 20 minutes shall determine the executor and submit to him for execution.

Contractor: check the submitted documents for the correctness of their preparation (execution) for compliance with the current legislation of the Republic of Kazakhstan and in the absence of grounds for refusal (break) draw up an order on state registration of a legal entity, on accounting registration of a branch (representative offices), enter information into the National register of business identification numbers (hereinafter referred to as the National register), draw up a certificate on the state registration of a legal entity, on the registration of a branch (representative offices) with an assigned business identification number, draw up a case containing one copy of constituent and other documents after filing the case (putting the corresponding stamps confirming the assignment of the BIN).

After consideration by the contractor, a certificate of state registration of a legal entity, registration of a branch (representative office) with an assigned business identification number or a reasoned refusal order (on a break) shall be sent for signing to management. The documents signed by the management shall be transferred by the contractor to the office of the service provider. An employee of the office of the service provider shall transfer documents to the non-profit joint stock company "State corporation "Government for citizens" (hereinafter referred to as the State corporation) or shall send them to the service recipient through the portal.

**Footnote. Paragraph 19 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 13.07.2023 No. 479 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

20. Upon receipt of documents for the public service provision in accordance with paragraph 5 of these Rules, an employee of the State corporation shall accept, shall check documents submitted by the service recipient and accepted documents, shall be sent to the relevant division of the State corporation in the field of registration of legal entities.

The head of the department (department) of registration of legal entities within 20 minutes shall determine the executor and submit to him for execution.

The Contractor: check the submitted documents for the correctness of their preparation (execution) for compliance with the current legislation of the Republic of Kazakhstan and, in the absence of grounds for refusal (interruption), draw up an order on state registration of a legal entity, on accounting registration of a branch (representative office), enter information into the National register; draw up a certificate of state registration of a legal entity, on the registration of a branch (representative office) with an assigned business identification number, draw up a case containing one copy of constituent and other documents after the case has been drawn up (putting the appropriate stamps confirming the assignment of a BIN).

After consideration by the contractor, a certificate of state registration of a legal entity, registration of a branch (representative office) with an assigned business identification number, or a reasoned refusal order (on a break) shall be sent for signing to management. The documents signed by the management shall be transferred by the contractor to the issuance department of the State corporation.

**Footnote. Paragraph 20 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 13.07.2023 No. 479 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

21. In the State corporation, the issuance of finished documents shall be carried out upon presentation of an identity card (or its representative acting on the basis of a document issued in accordance with the civil legislation of the Republic of Kazakhstan, which shall indicate the relevant powers of the representative).

The state corporation shall provide storage of documents for 1 (one) month, after which it transfers them to the service provider for further storage.

When the service recipient applies after one (1) month, at the request of the State corporation, the service provider shall send ready-made documents to the State corporation within one (1) working day for issuing to the service recipient.

22. If documents are submitted on the portal, a notification on state registration of legal entities for small and medium-sized businesses or a motivated response of the service provider to refuse to provide a state service in the form of an electronic document certified by the EDS of the service provider is sent to the personal account.

23. In cases of submitting an incomplete package of documents, the presence of shortcomings in them, the need to obtain an expert (specialist) opinion from the constituent documents, as well as on other grounds provided for by legislative acts of the Republic of Kazakhstan, the period of state (accounting) registration shall be interrupted until the identified shortcomings are eliminated or the corresponding conclusion (examination) is obtained.

If the grounds for the interruption of the term for the provision of the state service are identified, the service provider shall terminate the term for the public service provision for no more than one month with the indication of the reasons and transfer the documents to the State corporation.

The decision on the interruption of state registration shall be made by the service provider from the moment of acceptance of documents for state registration until the issue of the document, but not later than the expiration of the service.

After the elimination of the comments specified in the order on the break, the service recipient shall re-send the documents to the service provider through the State corporation.

If, within one month, the circumstances that have been the basis for a break in registration by the service recipient shall not be eliminated, then a reasoned order shall be issued to refuse to provide public service no later than three working days before the end of the break period.

**Footnote. Paragraph 23 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 13.07.2023 No. 479 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

24. If there are grounds for refusal of state registration of a legal entity, accounting registration of a branch (representative office), the service provider within the time frame provided for in Article 11 of the Law shall issue to him in writing a reasoned refusal to provide public service on the grounds specified in Paragraph 9 of the List.

When making a decision on refusal to provide a state service, the service provider shall within one day notify the service recipient of a preliminary decision on refusal to provide a public service, as well as the time and place of hearing, in order to be able to express a position to the service recipient by a preliminary decision.

The notice of hearing shall be sent at least three working days before the completion of the term for the public service provision.

The objection of the service recipient by a preliminary decision shall be accepted by the service provider within 2 working days from the date of its receipt.

Based on the results of the hearing, the service provider shall make a decision on state registration or forms a motivated refusal to provide public service.

For public services, which have a less than three-day period for provision, hearing will not be held.

25. The service provider shall provide data entry into the information system for monitoring the public service provision on the stage of public service provision in accordance with the procedure established by the authorized body in the field of informatization, in accordance with paragraph 11) of paragraph 2 of Article 5 of the Law on public services.

26. In the event of a failure of the information system of the state database for Legal entities, the service provider immediately shall notify the operator of the information and communication infrastructure of the "electronic government" (hereinafter referred to as the operator).

In this case, the operator takes measures to determine the cause of the information system failure and within 1 (one) working day draws up a minute (act) on a technical problem and signs it by the service provider.



### **Chapter 3. Procedure for appeal against decisions, actions (inaction) of service providers and (or) their officials on the public service provision**

27. A complaint about the decisions, actions (inaction) of the service providers and (or) their employees on the public services provision shall be submitted to the head of the service provider.

The complaint of the service recipient, received by the service provider directly providing the public service, in accordance with paragraph 2 of Article 25 of the Law on public services , shall be the subject to consideration within five working days from the date of its registration.

The complaint of the service recipient received by the authorized body for the assessment and control of the quality of the public service provision shall be subject to consideration within fifteen working days from the date of its registration.

When contacting through the portal, information on the procedure for appeal can be obtained by calling a unified contact center on the public service provision.

28. Consideration of the complaint shall be carried out by the authorized body that carries out state regulation and control of activities in the field of state registration of legal entities and accounting registration of branches and representative offices, the authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the body considering the complaint).

The complaint shall be submitted to the service provider, whose decision, action (inaction ) is appealed.

The service provider, whose decision, action (inaction)) is appealed, not later than three working days from the date of receipt of the complaint shall send it and the administrative case to the body considering the complaint.

At the same time, the service provider, whose decision, action (inaction)) shall be appealed, shall have the right not to send a complaint to the body considering the complaint, if it takes a decision or other administrative action within three working days that fully meets the requirements specified in the complaint.

Unless otherwise provided by the Law, appeal to the court shall be allowed after appeal in pre-trial order.

Annex 1 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

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Name of the registration authority



## Extract from the National register of business identification numbers

This statement shall contain legal entity information

\_\_\_\_\_  
(full name of the legal entity)

The National register of business identification numbers shall contain information on the following indicators:

Legal form: \_\_\_\_\_

Full name of the legal entity in Kazakh: \_\_\_\_\_

\_\_\_\_\_  
Full name of the legal entity in Russian: \_\_\_\_\_

— Business identification number: \_\_\_\_\_

Date of registration (re-registration): \_\_\_\_\_

Information about the address (location) of the legal entity: \_\_\_\_\_

— (with full mailing address)

Name of the registration authority: \_\_\_\_\_

— Date of issue \_\_\_\_\_

Head signature full name (if any)

Place for seal

Annex 2 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

**Notice for business start (for small businesses) with the opening of a bank account and mandatory insurance of the employee against accidents (except when the founder (s) of a legal entity carries out (carry out) activities without entry in labor relations with individuals)**

1. Form of organization: \_\_\_\_\_

2. Legal form: \_\_\_\_\_

3. Specify the name of the organization without an organizational and legal form:

name in the state language without specifying the organizational and legal form: \_\_\_\_\_

\_\_\_\_\_

name in Russian without specifying the organizational and legal form: \_\_\_\_\_

name in English with indication of organizational and legal form: \_\_\_\_\_

short name in the state language: \_\_\_\_\_

short name in Russian: \_\_\_\_\_

short name in English with indication of organizational and legal form: \_\_\_\_\_

4. Head: full name (if any )/citizenship/number (batch if any), issuing authority/validity period, identity document data, including IIN

5. Decision of the authorized body of the legal entity on the appointment of the head  
decision number: \_\_\_\_\_ decision date: \_\_\_\_\_

6. Information about the founding residents: for an individual:

IIN, full name (if any), deposit amount \_\_\_\_\_ KZT,

share in the authorized capital of \_\_\_\_ %;

for a legal entity: BIN, organization name, deposit amount \_\_\_\_\_ KZT,

share in the authorized capital of \_\_\_\_ %;

6.1. Information about non-resident founders:

for an individual: IIN (if any), document data

identity, full name (if any), citizenship, deposit amount \_\_\_\_\_ KZT,

interest \_\_\_\_ %;

for a legal entity: BIN (if any), number under which the organization shall be registered in a foreign country, name of the organization, jurisdiction (country) of registration, address of location, amount of deposit \_\_\_\_ KZT, participation share \_\_\_\_ %

7. Acts according to the standard charter: Yes \_\_\_\_\_, No \_\_\_\_\_

8. Information about the beneficial owner (s): citizenship, full name (if any), data of the identity document, IIN (if any)

9. Location of a legal entity, branch (representative office) type

locations: address of own real estate \_\_\_\_\_

the address of the leased property \_\_\_\_\_

address registration code: \_\_\_\_\_

address: \_\_\_\_\_ region, city, district, \_\_\_\_\_

rural district, district in the city: \_\_\_\_\_

village, village \_\_\_\_\_

part of the settlement (street, avenue): \_\_\_\_\_

real estate type: \_\_\_\_\_ room, building \_\_\_\_\_

identification data: \_\_\_\_\_ house number, \_\_\_\_ building number,

\_\_\_\_\_ unit number, apartment \_\_\_\_\_

postal code: \_\_\_\_\_ phone number (fax) \_\_\_\_\_

10. Registration authority (to be filled in automatically according to the specified address)

:

11. Key economic activity code: \_\_\_\_\_

12. Expected (approximate) number of employed people (at least 1 person): \_\_\_\_\_

13. VAT registration: Yes \_\_\_\_\_, No \_\_\_\_\_

14. Open a bank account and enter into an insurance contract.

15. Select bank (master data selection): \_\_\_\_\_

16. Select bank branch (selection from master data): \_\_\_\_\_

17. Select currency (master data selection): \_\_\_\_\_

18. Phone number: \_\_\_\_\_

19. Information about the executive body: sole \_\_\_\_\_,

collegial \_\_\_\_\_ name of the executive body \_\_\_\_\_

20. Select insurance company (selection from reference book): \_\_\_\_\_

21. Annual wage fund in KZT \_\_\_\_\_

22. Specify the start and end date of the insurance period: the start date of the insurance period \_\_\_\_\_

the end date of the insurance period \_\_\_\_\_

23. Attach documents: an electronic copy of the charter (if any).

I hereby agree to the use of information constituting a secret protected by law contained in information systems \_\_\_\_\_

Note:

BIN - Business identification Number

IIN - individual identification number

Full name - last name, first name, patronymic (if any)

VAT - Value added tax

Beneficial owner - an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or shares of a client - a legal entity or a foreign structure placed (minus preferred and redeemed by the company) without forming a legal entity that exercises control over the client in a different way, in whose interests the client performs transactions with money and (or) other property.

Annex 3 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

**Application for state (accounting) registration legal entity, branch (representative office)**

1. Form of organization (specify in the corresponding cell x)

1) legal entity \_\_\_\_\_

2) branch \_\_\_\_\_

3) representation \_\_\_\_\_

2. Name of legal entity, branch (representative office)

3. Participation in legal entity, branch (representative office) of foreign investors  
(specify in the corresponding cell x)

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

4. Location of legal entity, branch (representative office)

Address registration code: \_\_\_\_\_ post code: \_\_\_\_\_

Area: \_\_\_\_\_

City, district, \_\_\_\_\_

Rural district, district in the city: \_\_\_\_\_

Village, settlement \_\_\_\_\_

Part of the settlement (street, avenue): \_\_\_\_\_

House number \_\_\_\_\_, room: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

5. Full name (if any) of the manager \_\_\_\_\_

IIN \_\_\_\_\_

6. Composition and number of founders (specify in the corresponding cell x,  
number in numeric designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

Name of the legal entity \_\_\_\_\_

BIN, equivalent of tax registration number, or country code (for foreign  
legal entity) \_\_\_\_\_

Share in the authorized capital% \_\_\_\_\_ Deposit amount (thousand KZT) \_\_\_\_\_

Full name (if any) of an individual \_\_\_\_\_

IIN, equivalent to tax registration number, or country code (for foreign  
individual) \_\_\_\_\_

Share in the authorized capital% \_\_\_\_\_ Deposit amount (thousand KZT) \_\_\_\_\_

If the founders have more than one information about them: full name (if any), IIN,  
equivalent of tax registration number, or country code (for an individual),  
name, BIN, equivalent of tax registration number, or country code (for  
legal entity), as well as their share in the authorized capital in interest and monetary  
expressions shall be attached to the application on a separate sheet.

7. Information about the beneficial owner (s): citizenship, full name, data  
identification document, IIN (if any), share in the authorized  
the capital of a legal entity or the amount of outstanding shares owned by  
to the beneficial owner \_\_\_\_\_

8. Specify the key of the main economic activity: \_\_\_\_\_

9. Registration as VAT payer (specify in the corresponding box x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

10. Amount of authorized capital \_\_\_\_\_

11. Information about the legal entity creating the branch office (representative office)

Legal entity (non-resident)

Name of the \_\_\_\_\_

BIN, (if you do not have to specify an analogue of the tax registration number or country code) \_\_\_\_\_

12. The expected (approximate) number of employed people \_\_\_\_\_

13. Private enterprise entity (specify in the corresponding box x):

1) medium-sized business entity \_\_\_\_\_

2) a big business entity \_\_\_\_\_

14. The creation of a legal entity shall be preceded by a reorganization (specify in the corresponding

cell x)

1) conversion \_\_\_\_\_

2) merger \_\_\_\_\_

3) isolation of \_\_\_\_\_

4) separation of \_\_\_\_\_

I hereby agree to the use of information constituting a secret protected by the Law,  
contained in information systems \_\_\_\_\_

Attached to the application shall be: \_\_\_\_\_

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20

\_\_\_\_\_  
Full name (if any) and signature of the applicant

Note:

BIN - Business identification number

IIN - individual identification number

Full name - last name, first name, patronymic (if any)

VAT - Value added tax

Beneficial owner - an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or shares of a client - a legal entity or a foreign structure placed (minus preferred and redeemed by the company) without forming a legal entity that exercises control over the client in a different way, in whose interests the client performs transactions with money and (or) other property.

Form

**Application for state registration of business associations, operating on the basis of a standard charter**

1. Name of the legal entity \_\_\_\_\_  
\_\_\_\_\_
2. Legal form (specify in the corresponding box x):
  - 1) full partnership \_\_\_\_\_
  - 2) limited liability partnership \_\_\_\_\_
  - 3) a commandite partnership \_\_\_\_\_
  - 4) partnership with additional responsibility \_\_\_\_\_
3. Participation in the composition of foreign investors (specify in the corresponding cell x):
  - 1) yes \_\_\_\_\_ 2) no \_\_\_\_\_
4. The legal entity shall be a subsidiary (specify in the corresponding box x):
  - 1) yes \_\_\_\_\_ 2) no \_\_\_\_\_
5. Location of the legal entity:  
Address registration code: \_\_\_\_\_  
Zip code: \_\_\_\_\_  
Area: \_\_\_\_\_  
City, district, \_\_\_\_\_  
Rural district, district in the city: \_\_\_\_\_  
Village, settlement \_\_\_\_\_
- \_\_\_\_\_
- Part of the settlement (street, avenue): \_\_\_\_\_  
House number \_\_\_\_\_, room: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_
6. Full name (if any) of the manager \_\_\_\_\_  
(including ID and ID details)
7. Information about the beneficial owner (s): citizenship, full name, data  
identification document, IIN (if any), share in the authorized  
the capital of a legal entity or the amount of outstanding shares owned by  
to the beneficial owner \_\_\_\_\_
8. Specify the key of the main economic activity: \_\_\_\_\_
9. Registration as VAT payer (specify in the corresponding box x):
  - 1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

10. Amount of authorized capital \_\_\_\_\_

11. Composition and number of founders (specify in the corresponding cell x, number in numeric designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

Name of the legal entity \_\_\_\_\_

\_\_\_\_\_  
(with the indication of the BIN)

Share in the authorized capital% \_\_\_\_\_ Deposit amount (thousand KZT) \_\_\_\_\_

\_\_\_\_\_  
Full name (if any) of an individual \_\_\_\_\_

\_\_\_\_\_  
(including ID and ID details)

Share in the authorized capital% \_\_\_\_\_ Deposit amount (thousand KZT) \_\_\_\_\_

\_\_\_\_\_  
If there are more than one founders, information about them: full name (if any) with indication of ID and IIN data, analogue of tax registration number, or country code (for an individual), name indicating the BIN, analogue of the number tax registration, or country code (for a legal entity), as well as their share in the authorized capital in interest and monetary terms shall be attached to the application for separate sheet.

12. If the Supervisory Board is formed, specify the exclusive competence:

\_\_\_\_\_  
13. Specify the term of the audit commission (sole auditor)

\_\_\_\_\_  
14. The expected (approximate) number of employed people \_\_\_\_\_

15. Private enterprise entity (specify in the corresponding box x):

1) small business entity: \_\_\_\_\_

2) medium-sized business entity \_\_\_\_\_

3) a subject of large business \_\_\_\_\_

16. The creation of a legal entity shall be preceded by a reorganization (specify in the corresponding cell x):

1) transformation \_\_\_\_\_ 2) merging \_\_\_\_\_

3) isolation \_\_\_\_\_ 4) separation \_\_\_\_\_



17. Number of legal entities involved in the reorganization \_\_\_\_\_

18. If you are converting, you must specify the following information:

The former name of the legal entity \_\_\_\_\_

Business Identification Number (BIN) \_\_\_\_\_

19. In case of merging, the following conclusions shall be specified:

Names of legal entities involved in the merger \_\_\_\_\_

Business Identification Number (BIN) \_\_\_\_\_

20. If selected, specify the following information:

Name of the current legal entity from which the new legal entity is separated  
face \_\_\_\_\_

Business identification Number (BIN) \_\_\_\_\_

21. In case of separation, the following information must be specified:

Name of the legal entity on the basis of which the legal entities have been created

Business identification number (BIN) \_\_\_\_\_

I hereby agree to the use of information constituting a secret protected by law,  
contained in information systems \_\_\_\_\_

Attached to the application shall be: \_\_\_\_\_

" \_\_\_\_ " \_\_\_\_\_ 20

Full name (if any) and signature of the founder (either by one of the founders or  
by an authorized founder person in cases where the sole founder or  
one of the founders shall be a foreigner or foreign legal entity). Full name

(if any) and the signatures of the founders (in the case when maintaining a register of  
participants

shall be carried out by the central depository - the signature of the individual authorized  
by the minute

general meeting of founders (by the decision of the participant).

The authenticity of the signature (s) must be certified by a notary  
order, except for business associations.

Note:

BIN - Business identification number

IIN - individual identification number

Full name - last name, first name, patronymic (if any)

VAT - Value added tax

Beneficial owner - an individual to whom directly or indirectly own more than twenty-five percent of the interest in the authorized capital or placed (less preferred and repurchased by the company) shares of the client - a legal entity or a foreign entity without a legal entity, exercising control over the client in another way, in the interests of which the client transactions shall be made with money and/or other property.

Annex 5 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

**State registration application a company operating on the basis of a standard charter**

1. Name of the registered joint stock company

\_\_\_\_\_

2. Participation in the composition of foreign investors (specify in the corresponding cell x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

3. The legal entity shall be a subsidiary (specify in the corresponding box x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

4. Location of the joint-stock company registration code

addresses \_\_\_\_\_ post code: \_\_\_\_\_

Region: \_\_\_\_\_ city, district, \_\_\_\_\_

Rural district, district in the city: \_\_\_\_\_

Village, settlement \_\_\_\_\_

Part of the settlement (street, avenue): \_\_\_\_\_

House number \_\_\_\_\_, room: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

5. Full name (if any) of the manager \_\_\_\_\_

(including ID and ID details)

6. Specify the key of the main economic activity: \_\_\_\_\_

7. Information about the beneficial owner (s): citizenship, full name, data of the identity document, IIN (if any), interest in the authorized capital of the legal entity or the amount of outstanding shares owned by the beneficial owner \_\_\_\_\_

Amount of authorized capital \_\_\_\_\_

8. Registration as VAT payer (specify in the corresponding box x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

9. Composition and number of founders (specify in the corresponding cell x,

number in numeric designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

10. Specify the guaranteed dividend amount for the preferred share:

---

(in a fixed expression or indexed to any indicator, provided that its values shall be regular and publicly available)

11. Specify the frequency of dividend payment on preferred shares: \_\_\_\_\_

12. Specify the media used to publish the information, subject to mandatory publication \_\_\_\_\_

13. Number of members of the company's board of directors \_\_\_\_\_

The requirements of paragraph 37 of the model articles of association apply to financial institutions.

14. Number of members of the company's management board \_\_\_\_\_

15. The expected (approximate) number of employed people \_\_\_\_\_

16. Private enterprise entity (specify in the corresponding box x):

1) medium-sized business entity \_\_\_\_\_

2) a subject of large business \_\_\_\_\_

17. The creation of a legal entity shall be preceded by a reorganization (specify in the corresponding cell x):

1) transformation \_\_\_\_\_ 2) merging \_\_\_\_\_

3) isolation \_\_\_\_\_ 4) separation \_\_\_\_\_

18. Number of legal entities involved in the reorganization \_\_\_\_\_

19. If you are converting, you must specify the following information:

The former name of the legal entity \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

20. If you merge, you must provide the following information:

Names of legal entities involved in the merger \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

21. If selected, specify the following information:

Name of the current legal entity from which the new legal entity shall be separated face \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

22. In case of separation, the following information must be specified:

Name of the legal entity on the basis of which the legal entities are created \_\_\_\_\_

---

Business identification number (BIN) \_\_\_\_\_

I agree to the use of information constituting a secret protected by law contained in information systems \_\_\_\_\_

Attached to the application are: \_\_\_\_\_

" \_\_\_\_\_ " \_\_\_\_\_ 20

Full name (if any) and signature of the head The authenticity of the signature shall be notarized.

Note:

BIN - Business identification number

IIN - individual identification number

Full name - last name, first name, patronymic (if any)

VAT - Value added tax

Beneficial owner - an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or shares of a client - a legal entity or a foreign structure placed (minus preferred and redeemed by the company) without forming a legal entity that exercises control over the client in a different way, in whose interests the client performs transactions with money and (or) other property.

Annex 6 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

### **Application for state registration of production a cooperative operating on based on a model charter**

1. Name of the production cooperative \_\_\_\_\_

2. Participation in the composition of foreign investors (specify in the corresponding cell x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

3. The legal entity shall be a subsidiary (specify in the corresponding box x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

4. Location of the production cooperative address registration code:

\_\_\_\_\_ post code: \_\_\_\_\_

Region: \_\_\_\_\_ city, district, \_\_\_\_\_

Rural district, district in the city: \_\_\_\_\_

Village, settlement \_\_\_\_\_

Part of the settlement (street, avenue): \_\_\_\_\_

House number \_\_\_\_\_, room: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

5. Full name (if any) of the manager \_\_\_\_\_  
(including ID and ID details)

6. Specify the key of the main economic activity: \_\_\_\_\_

7. Information about the beneficial owner (s): citizenship, full name, document data,  
identity, IIN (if any), equity interest

legal entity or the amount of outstanding shares owned by the beneficiary  
to the owner \_\_\_\_\_

8. Agricultural cooperative (specify in the corresponding cell x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

9. Registration as VAT payer (specify in the corresponding box x):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

10. Composition and number of founders (specify in the corresponding cell x, number in  
numeric designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

11. Information about the founders of legal entities full name of an individual

\_\_\_\_\_  
(indicating ID data, IIN, equivalent of tax number  
registration, or country code (for a foreign individual)

\_\_\_\_\_  
Share amount% \_\_\_\_\_ property contribution \_\_\_\_\_

Full name (if any) of an individual \_\_\_\_\_

IIN, equivalent to tax registration number, or country code (for foreign physical  
persons) \_\_\_\_\_

Share amount% \_\_\_\_\_ property contribution \_\_\_\_\_

If the founders have more than one information about them: full name, certificate data  
identity, IIN, BIN, name, location, tax tax number

registration, or country code (as well as property contribution), information on the amount  
of share

attached to the application on a separate sheet.

12. Procedure, methods and terms of making a property contribution by members of the  
cooperative

\_\_\_\_\_  
13. The relationship between the cooperative and its members, the executive body and the  
workforce: \_\_\_\_\_

14. Composition of the audit committee \_\_\_\_\_

15. Term of election of the audit committee \_\_\_\_\_

16. The expected (approximate) number of employed people \_\_\_\_\_

17. Private enterprise entity (specify in the corresponding box x):

1) small business entity \_\_\_\_\_

2) medium-sized business entity \_\_\_\_\_

3) a subject of large business \_\_\_\_\_

18. The creation of a legal entity shall be preceded by a reorganization (specify in the corresponding cell x):

1) transformation \_\_\_\_\_ 2) merging \_\_\_\_\_

3) isolation \_\_\_\_\_ 4) separation \_\_\_\_\_

19. Number of legal entities involved in the reorganization \_\_\_\_\_

20. If you are converting, you must specify the following information:

The former name of the legal entity \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

21. If you merge, you must provide the following information:

Names of legal entities involved in the merger \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

22. If selected, specify the following information:

Name of the current legal entity from which the new legal entity shall be separated  
face \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

23. In case of separation, the following information must be specified:

Name of the legal entity on the basis of which the legal entities were created

\_\_\_\_\_  
Business identification number (BIN) \_\_\_\_\_

I hereby agree to the use of information constituting a secret protected by law,  
contained in information systems \_\_\_\_\_

Attached to the application shall be: \_\_\_\_\_

" \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

Full name (if any) and signature of the chairman of the board (chairman) of the cooperative.

The authenticity of the signature (s) shall be notarized.

Note:

BIN - Business identification number

IIN - individual identification number

Full name - last name, first name, patronymic (if any)

VAT - Value added tax

Beneficial owner - an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or shares of a client - a legal entity or a foreign

structure placed (minus preferred and redeemed by the company) without forming a legal entity that exercises control over the client in a different way, in whose interests the client performs transactions with money and (or) other property.

Annex 7 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

**Application for state registration of a medium-sized entity entrepreneurship, as well as to open a bank account and for compulsory employee accident insurance (except when the founder (s) legal entity carries out (carry out) activities without entering into labor relations with individuals)**

1. Form of organization: \_\_\_\_\_

2. Legal form: \_\_\_\_\_

3. Specify the name of the organization without an organizational and legal form:

name in the state language without specifying the organizational and legal form: \_\_\_\_\_

\_\_\_\_\_

name in Russian without specifying the organizational and legal form: \_\_\_\_\_

\_\_\_\_\_

name in English with indication of organizational and legal form: \_\_\_\_\_

\_\_\_\_\_

short name in the state language: \_\_\_\_\_

short name in Russian: \_\_\_\_\_

short name in English with indication of organizational and legal form: \_\_\_\_\_

4. Head: full name (if any )/citizenship/number (batch if any), body

issuance/validity period, identity document data, including ID

5. Resolution of the authorized body of the legal entity on the appointment of the head  
resolution number: \_\_\_\_\_

Resolution date: \_\_\_\_\_

6. Information about the founding residents:

for an individual:

IIN, full name (if any), deposit amount \_\_\_\_\_ KZT,

share in the authorized capital of \_\_\_\_ %;

for a legal entity: BIN, organization name, deposit amount \_\_\_\_\_ KZT,

share in the authorized capital of \_\_\_\_ %;

6. 1. Information about non-resident founders: for an individual:

IIN (if any), identity document details,

Full name (if any),



citizenship, the amount of the deposit \_\_\_\_\_ KZT, the share of participation \_\_\_\_%; for legal entity:

BIN (if any), number under which the organization shall be registered in a foreign state, name of organization, jurisdiction (country) of registration, address of place location, deposit amount \_\_\_\_\_ KZT, participation share \_\_\_\_%

7. Acts according to the standard charter: Yes \_\_\_\_\_, No \_\_\_\_\_

8. Information about the beneficial owner (s): citizenship, full name, data identification document, IIN (if any), share in the authorized the capital of a legal entity or the amount of outstanding shares owned by to the beneficial owner \_\_\_\_\_

9. Location of legal entity, branch (representative office) location type:

address of own real estate \_\_\_\_\_

the address of the leased property \_\_\_\_\_

address registration code: \_\_\_\_\_

address: \_\_\_\_\_ region, city, district, \_\_\_\_\_

rural district, district in the city: \_\_\_\_\_

village, settlement \_\_\_\_\_

part of the settlement (street, avenue): \_\_\_\_\_

real estate type: \_\_\_\_\_ room, building \_\_\_\_\_

identification data: \_\_\_\_\_ house number, building number \_\_\_\_\_

\_\_\_\_\_ unit number, apartment \_\_\_\_\_

postal code: \_\_\_\_\_ phone number (fax) \_\_\_\_\_

10. Registration authority (to be filled in automatically according to the specified address)

:

11. Key economic activity code: \_\_\_\_\_

12. Expected (approximate) number of employed people (at least 1 person): \_\_\_\_\_

13. VAT registration: Yes \_\_\_\_\_, No \_\_\_\_\_

14. Open a bank account and enter into an insurance contract.

15. Select Bank (Master data selection): \_\_\_\_\_

16. Select bank branch (selection from master data): \_\_\_\_\_

17. Select currency (Master data selection): \_\_\_\_\_

18. Phone number: \_\_\_\_\_

19. Information about the executive body: sole \_\_\_\_\_,

collegial \_\_\_\_\_ name of the executive body \_\_\_\_\_

20. Select insurance company (selection from reference book): \_\_\_\_\_

21. Annual wage fund in KZT \_\_\_\_\_

22. Specify the date of the beginning and end of the insurance period:

the start date of the insurance period \_\_\_\_\_

the end date of the insurance period \_\_\_\_\_

23. Attach documents: an electronic copy of the charter (if any).

I hereby agree to the use of information constituting a secret protected by law, contained in information systems \_\_\_\_\_

BIN - Business identification number

IIN - individual identification number

OLF - organizational and legal form

VAT - Value added tax

CFR – Coefficient of performance ratio

Full name (if any) - last name, first name, patronymic (if any)

LE - legal entity

Note:

BIN - Business identification number

IIN - individual identification number

Full name - last name, first name, patronymic (if any)

VAT - Value added tax

Beneficial owner - an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or shares of a client - a legal entity or a foreign structure placed (minus preferred and redeemed by the company) without forming a legal entity that exercises control over the client in a different way, in whose interests the client performs transactions with money and (or) other property.

Annex 8 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

### **List of main requirements for the public service provision "State registration of legal entities, accounting registration of their branches and representative offices"**

**Footnote. Appendix 8 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated 24.01.2023 № 53 (effective ten calendar days after the date of its first official publication).**

Name of the state service "State registration of legal entities, registration of their branches and representative offices"		
Name of subspecies of public service:		
1. Notification on the start of entrepreneurial activity (for small businesses);		
2. Registration of commercial legal entities;		
3. Registration of non-commercial legal entities (political parties, religious associations, their branches and representative offices);		
4. Registration of branches and representative offices.		
1	Name of the service provider	Ministry of Justice (hereinafter referred to as the Ministry), territorial bodies of justice, State corporation.

2	Methods of public service provision	<p>1. Notification of the start of entrepreneurial activity (for small businesses) - State corporation, web portal "e-government";</p> <p>2. Registration of commercial legal entities - State corporation, e-government web portal;</p> <p>3. Registration of non-profit legal entities (political parties, religious associations, their branches and representative offices) - State corporation, e-government web portal.</p>
3	Term of public service provision	<p>1. Notification of the start of entrepreneurial activity (for small businesses) - on the portal, state registration of legal entities belonging to private businesses, with the exception of joint-stock companies, their branches (representative offices), shall be provided within 1 hour from the date of application.</p> <p>2. Registration of commercial legal entities - state registration of commercial legal entities, registration of their branches (representative offices) with the participation of foreign individuals who shall not have identification numbers in accordance with the Law of the Republic of Kazakhstan "On national registers of identification numbers" (hereinafter referred to as the Law on national registers), shall be carried out no later than one working day following the day of submission of the application.</p> <p>3. State registration of legal entities not related to private business entities, as well as joint-stock companies operating on the basis of a charter that shall not be typical, with the exception of political parties , registration of their branches (representative offices), as well as branches (representative offices) of foreign non-profit organizations must be carried out no later than 5 working days following the day of submission of the application with the necessary documents attached.</p> <p>4. The state registration of political parties and the registration of their</p>

		<p>branches (representative offices) must be carried out no later than one month from the date of submission of the application with the necessary documents attached.</p> <p>5. State registration of public and religious associations with republican and regional status, including registration of branches and representative offices of foreign and international non-profit non-governmental associations, shall be carried out no later than 5 working days following the day of submission of the application with the necessary documents;</p> <p>at the location of the service provider , no later than 10 working days outside the location of the service provider following the day of submission of the application with the necessary documents attached.</p> <p>6. State registration of commercial legal entities, registration of their branches (representative offices) with the participation of foreign individuals who shall not have identification numbers in accordance with the Law on national registers shall be carried out no later than one working day following the day of submission of the application.</p> <p>The maximum allowed waiting time for the service recipient to submit a package of documents to the service provider shall be 20 minutes.</p> <p>The maximum allowable service time of the service recipient shall be 20 minutes.</p>
4	Form of public service provision	<p>1. Notification on the start of entrepreneurial activity (for small businesses) - electronic (partially automated)/paper/provided on the basis of "one statement."</p> <p>2. Registration of commercial legal entities - Electronic (partially automated )/paper/provided on the basis of "one application."</p> <p>3. Registration of non-commercial legal entities (political parties, religious associations, their branches</p>

		<p>and representative offices) - Electronic (partially automated )/ paper.</p> <p>4. Registration of branches and representative offices - Electronic (partially automated )/paper/provided on the basis of "one application."</p>
5	Result of public service provision	<p>1. Notification of the start of entrepreneurial activity (for small businesses).</p> <p>When contacting the portal - "personal account" a notification of state registration of legal entities for small and medium-sized businesses or a motivated response of the service provider to refuse to provide public service in the form of an electronic document certified by the electronic digital signature (hereinafter referred to as the EDS) of the service provider shall be sent.</p> <p>2. Registration of commercial legal entities - certificate of state registration of a legal entity, in the form according to Annex 10 to these Rules, as well as certificate of registration of a branch (representation) of a legal entity, in the form, in accordance with Annex 11 to the Rules (hereinafter referred to as the certificate), or in writing a reasoned order to refuse to provide public services in cases and on the grounds provided for in paragraph 9 of this list.</p> <p>3. Registration of non-profit legal entities (political parties, religious associations, their branches and representative offices) - a certificate, or in writing, a reasoned order to refuse to provide public services in cases and on the grounds provided for in paragraph 9 of this list.</p> <p>4. Registration of branches and representative offices - a certificate, or in writing a reasoned order to refuse to provide public services in cases and on the grounds provided for in paragraph 9 of this list.</p>
		<p>1. Notification of the start of entrepreneurial activity (for small businesses) - free of charge.</p>

The amount of payment charged to the service recipient during the public service provision, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan

2. Registration of commercial legal entities shall be paid.

3. Registration of non-profit legal entities (political parties, religious associations, their branches and representative offices) shall be paid.

4. Registration of branches and representative offices - paid.

Payment for the state service for registration of non-profit organizations and their branches and representative offices shall be established by the registration fee.

The amount of the registration fee shall be calculated at the rates established by the Code of the Republic of Kazakhstan "On taxes and other mandatory payments to the budget (Tax code)" (hereinafter referred to as the Tax code) in accordance with Annex 12 to these Rules and shall be paid before submitting the relevant documents at the place of registration of the subject of taxation.

For the public service provision for registration of commercial organizations and their branches and representative offices, payment shall be charged in accordance with the prices for goods (works, services) in the field of state registration of legal entities in accordance with Article 10 of the Law "On state registration of legal entities and accounting registration of branches and representative offices" (hereinafter referred to as the Law).

If an electronic request for a public service is submitted through the portal, payment shall be made through the payment gateway of the "electronic government."

1. The Ministry and its territorial justice bodies - from Monday to Friday, in accordance with the established work schedule from 9.00 to 18.30, with the exception of weekends and holidays, according to the Labor Code of the Republic of Kazakhstan (hereinafter referred to as the Labor Code) with a lunch break from 13.00 to 14.30.

7	Schedule of the service provider	<p>2. Acceptance of applications and issuance of ready-made results of public services shall be carried out through the State corporation from Monday to Friday inclusive from 9.00 to 18.00 without interruption, duty departments of public services of the State corporation from Monday to Friday inclusive from 9.00 to 20.00 and on Saturday from 9.00 to 13.00 except for holidays and weekends in accordance with the Labor code.</p> <p>service condition of the service provider/State corporation: the state service shall be provided in the "electronic" queue, without accelerated service, the electronic queue shall be booked through the portal.</p> <p>3. Portal - around the clock, with the exception of technical breaks in connection with the repair work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the Labor Code, applications shall be accepted and the results of the provision of public service shall be issued by the following working day).</p>
		<p>List of documents in the context of organizations that accept applications, as well as subspecies of services:</p> <ol style="list-style-type: none"> <li>1. Notification on the start of entrepreneurial activity (for small businesses);</li> <li>2. Registration of commercial legal entities.</li> </ol> <p>Applications shall be submitted to the State corporation for state registration of legal entities in accordance with Annexes 3, 4, 5, 6 and 7: application for state (accounting) registration of a legal entity, branch (representative office); application for state registration of business associations operating on the basis of a model charter; application for state registration of a joint-stock company operating on the basis of a standard charter;</p>



application for state registration of a production cooperative operating on the basis of a model charter;

application for state registration of a medium-sized business entity and opening a bank account and for compulsory insurance of an employee against accidents (except for cases when the founder (founders) of a legal entity carries out (carry out) activities without entering into labor relations with individuals) in the form according to the Annex to the Rules (hereinafter referred to as the application).

Legal entities with the participation of the state submit a statement marking the registrar.

State registration of legal entities belonging to subjects of medium and large business with foreign participation, with the exception of individuals who shall not have identification numbers, according to the Law, shall be carried out in the manner established for state registration of legal entities of the Republic of Kazakhstan belonging to subjects of medium and large business.

Unless otherwise established by international treaties ratified by the Republic of Kazakhstan, the following shall be additionally submitted:

a copy of a legalized extract from the trade register or other legalized document certifying that the founder - a foreign legal entity shall be a legal entity under the legislation of a foreign state, with a notarized translation into Kazakh and Russian; a copy of the passport or other document certifying the identity of the foreign founder, with a notarized translation into Kazakh and Russian.

Service providers shall receive digital documents from the digital document service through the implemented integration, subject to the consent of the owner of the document provided by the user's subscriber cellular number registered on the electronic government web

portal by transmitting a one-time password or by sending a short text message as a response to the notification of the electronic government web portal.

Joint stock company shall:

articles of association, except for a joint-stock company operating on the basis of a standard charter;

minutes of the constituent meeting or the resolution of the sole participant;

a receipt or other document confirming payment to the budget of the fee for state registration or a document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

The state registration of state-owned enterprises, legal entities, more than fifty percent of shares (interests in the authorized capital) of which belong to the state, and persons affiliated with them who shall carry out their activities on the territory of the Republic of Kazakhstan, shall be carried out by the registration body with the consent of the antimonopoly authority.

Commandit partnership:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Full partnership:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Production cooperative:

list of members of the production cooperative indicating the surname, name, patronymic (if any), individual identification number (hereinafter referred to as IIN), place of residence; document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Consumer cooperative:

articles of association; memorandum of association; receipt or other

document confirming payment of the state registration fee to the budget; the consumer cooperative shall provide a list of members of this cooperative with the name, surname, patronymic (if any), place of residence, IIN and data of the document certifying the identity of the citizen - for citizens, and information about the names, place of discovery, bank details and business identification number - for legal entities.

Partnership with additional responsibility:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Limited liability partnership:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

State-owned enterprise:

articles of association;

the resolution of the Government of the Republic of Kazakhstan or the local executive body to establish an enterprise; document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Joint stock company:

articles of association, except for a joint-stock company operating on the basis of a standard charter;

minutes of the constituent meeting or the resolution of the sole participant;

a receipt or other document confirming payment to the budget of the fee for state registration or a document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

The state registration of state-owned enterprises, legal entities, more than fifty percent of shares (interests in the authorized capital) of which belong to the state, and individuals affiliated with them who shall carry

out their activities on the territory of the Republic of Kazakhstan, shall be carried out by the registration body with the consent of the antimonopoly authority.

Commandit partnership:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Full partnership:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Production cooperative:

list of members of the production cooperative indicating the surname, name, patronymic (if any), individual identification number (hereinafter referred to as IIN), place of residence; document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Consumer cooperative:

articles of association; memorandum of association; receipt or other document confirming payment of the state registration fee to the budget; the consumer cooperative shall provide a list of members of this cooperative with the name, surname, patronymic (if any), place of residence, IIN and data of the document certifying the identity of the citizen - for citizens, and information about the names, place of discovery, bank details and business identification number - for legal entities.

Partnership with additional responsibility:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

Limited liability partnership:

document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

State-owned enterprise:

articles of association;

the resolution of the Government of the Republic of Kazakhstan or the local executive body to establish an enterprise; document confirming payment to the State corporation, with the exception of legal entities related to small and medium-sized businesses.

a document confirming the location of the public association;

receipt or other document confirming payment of the state registration fee to the budget.

When registering political parties, the following shall be submitted:

1) application in the form established by the registration authority;

2) the charter and program of the political party in two copies signed by the head of the political party;

3) minute of the constituent congress (conference) of a political party;

4) lists of members of the party, which should include at least five thousand party members representing the party's structural subdivisions (branches and representative offices) in all regions, the city of republican significance and the capital, with at least two hundred party members in each of them, indicating the surname, name, patronymic (if any), IIN, address of residence.

5) a document on the payment of a fee for state registration of a legal entity.

To create a political party, the organizing committee for the creation of a political party shall submit to the registration body a notice of the intention to create a political party in the form specified in Annex 13 to the Rules, as well as in accordance with Article 6 of the Law of the Republic of Kazakhstan "On political parties":

1) a list of the initiative group of citizens to create a political party on electronic (in EXCEL format) and paper media in form according to

Annex 14 to the Rules and information on members of the organizing committee on electronic and paper media in form according to Annex 15 to the Rules;

2) the minutes of the meeting of the organizing committee, which shall indicate the purpose of its creation, the alleged name of the political party, the location, the alleged sources of the formation and use of money and other property of the organizing committee, as well as information about the members of the organizing committee authorized to open a settlement account for the formation of funds of the organizing committee and conclude civil law contracts to ensure its activities.

On the day of receipt of the notification and documents provided for in paragraphs 1), 2) of this Paragraph, the Registering body shall issue to the authorized person of the Organizing committee a confirmation of the submission of documents in the form specified in Annex 16 to the Rules confirming their submission.

Association of legal entities in the form of an association (union), association of individual entrepreneurs and legal entities, association of individual entrepreneurs: charter;

a memorandum of association signed by all the founders of the association  
;

resolution of the authorized body to establish a legal entity;

receipt or other document confirming payment of the state registration fee to the budget.

Chamber of auditors:

articles of association;

resolution of the authorized body to establish a legal entity;

receipt or other document confirming payment of the state registration fee to the budget.

Religious association:

the charter of the religious association, signed by the head of the religious association;  
minutes of the constituent assembly (congress, conference);  
list of citizens-initiators of the created religious association on electronic and paper media in the form, according to Annex 18 to the Rules; a document confirming the location of the religious association;  
printed religious materials revealing the history of the origin and basis of the creed and containing information about its relevant religious activities;  
receipt or other document confirming payment of the state registration fee to the budget; the resolution to elect the head of a religious association or, if the head is appointed by a foreign religious center, a document confirming coordination with the authorized body.

When registering a regional religious association, a list of participants of each of the local religious associations initiating the creation of regional religious associations shall be additionally submitted in the form established by the registering body, as well as notarized copies of the charters of their local religious associations;

a religious association that has a governing center outside the republic additionally presents: a copy of the charter of a foreign center with a notarized translation in Kazakh and Russian; an extract from the register or other document certifying that the religious center shall be a legal entity under the legislation of its country with a notarized translation in Kazakh and Russian, charters (provisions) of religious educational institutions, mosques, monasteries and other religious associations founded by religious administrations (centers) shall be approved by these religious administrations (centers); for registration, a resolution of the



authorized body of religious administration (center) on their creation shall be submitted.

Institution: resolution of the owner to establish an institution;

regulation (articles of association);

memorandum of association or similar agreement (if the number of owners (founders) is more than one);

receipt or other document confirming payment of the state registration fee to the budget.

Chamber of assessors:

articles of association;

resolution of the authorized body to establish a legal entity;

receipt or other document confirming payment of the state registration fee to the budget.

Chamber of legal advisers:

articles of association;

resolution of the authorized body to establish a legal entity;

receipt or other document confirming payment of the state registration fee to the budget.

Law office:

articles of association;

resolution of the authorized body to establish a legal entity;

receipt or other document confirming payment to the budget of the fee for state registration of legal entities and registration of branches and representative offices.

For accounting registration of branches (representative offices): branch (representative office) of a Kazakhstani legal entity: application;

The application shall be accompanied by a receipt or other document confirming the payment to the budget of the registration fee for the registration of a branch (representative office) of legal entities related to non-profit organizations, or a document confirming the payment to the State corporation for a branch (representative office) of legal entities related to commercial organizations.

For branches (representative offices) of legal entities not related to private

List of documents required for  
public service provision

business entities, as well as joint-stock companies, the following shall be additionally provided:

provision on a branch (representation ) in two copies in Kazakh and Russian, approved by a legal entity, copies of the charter (provision) and power of attorney of a legal entity ( with the exception of public and religious associations) issued to the head of the branch (representation). If the head of a legal entity is the head of a branch (representative office), then a power of attorney shall not be required to be submitted to the registering body.

When creating a branch ( representative office), the state enterprise shall additionally submit a document confirming the consent of the National Bank or the authorized state property management body ( local executive body) to create a branch (representative office).

Branch (representative office) of a foreign legal entity:

statement;

regulation on branch (representation) approved by the body of a legal entity;

a power of attorney issued by a legal entity to the head of a branch or representative office, with a notarized translation into Kazakh and Russian;

the resolution of the legal entity to establish a branch (representative office) with a notarized translation into Kazakh and Russian;

a legalized extract from the trade register or other legalized document certifying that this entity opening a branch (representative office) in the Republic of Kazakhstan shall be a legal entity under the legislation of its country, with a notarized translation into Kazakh and Russian;

a copy of the constituent documents of the legal entity with a notarized translation into Kazakh and Russian;

a receipt or other document confirming payment to the budget of the registration fee for registration of

a branch (representative office) of a foreign non-profit organization or a document confirming payment to the State corporation for a branch (representative office) of a foreign commercial organization.

For the state registration of a legal entity created by reorganization, the following applications shall be submitted:

the resolution of the owner of the property of the legal entity or the body authorized by the owner, founders (participants), the resolution of the body authorized by the constituent documents of the legal entity, or the resolution of the court in cases provided for by Article 231 of the Business Code of the Republic of Kazakhstan and paragraph 3 of Article 45 of the Civil Code (hereinafter referred to as the Code);

when merging, joining, transforming - transfer act, when dividing, allocating - subdivision balance sheet indicating the provisions on succession under the obligations of the reorganized legal entity, approved by the owner of the property of the legal entity or the body that made the resolution to reorganize the legal entity, and the resolution of the authorized body of the legal entity to approve the transfer act and subdivision balance sheet;

a document confirming the written notification of creditors about the reorganization of a legal entity; a receipt or other document confirming the payment to the budget of the fee for the termination of the activities of a reorganized legal entity related to a non-profit organization, or a document confirming the payment to the State corporation for the termination of the activities of a reorganized legal entity related to a commercial organization. When submitting documents through the portal.

For the state registration of a legal entity belonging to a small business

entity, the founder (founders) shall submit a notice of the beginning of entrepreneurial activity with the opening of a bank account and mandatory insurance of an employee against accidents (except for cases when the founder (founders) of the legal entity carries out (carry out) activities without entering into labor relations with individuals) in the form specified in Annex 2 to the Rules.

For the state registration of a legal entity belonging to a medium-sized business entity, the founder (s) shall fill out a form on state registration of a medium-sized business entity and the opening of a bank account and compulsory insurance of the employee against accidents (except for cases when the founder (s) of the legal entity carries out (carry out) activities without entering into labor relations with individuals) according to the form, according to Annex 7 to the Rules.

For state registration of legal entities, branches and representative offices (except for political parties and religious associations):

electronic copy of the charter (provisions);

payment of registration fee through "e-government" payment gateway;

an electronic copy of the document confirming the location of the public association;

an electronic copy of the resolution of the authorized body.

For the joint stock company:

an electronic copy of the articles of association, with the exception of a joint-stock company operating on the basis of a standard charter;

an electronic copy of the minutes of the constituent assembly, or the resolution of the sole participant;

payment of registration fee through "e-government" payment gateway;

an electronic copy of the prior consent of the antimonopoly authority, if the legal entity refers to a market entity occupying a

monopoly position in the relevant commodity market, as well as state enterprises, legal entities, more than fifty percent of the shares (interests in the authorized capital) of which belong to the state, and individuals affiliated with them who shall carry out their activities on the territory of the Republic of Kazakhstan, except for cases when the creation shall be directly provided for by the Laws of the Republic of Kazakhstan, shall be carried out by the registration body with the prior consent of the antimonopoly authority.

For the Commandite partnership:  
payment of the registration fee through the e-government payment gateway, with the exception of legal entities belonging to small and medium-sized businesses.

For full partnership:  
payment of the registration fee through the e-government payment gateway, with the exception of legal entities belonging to small and medium-sized businesses.

For the production cooperative:  
an electronic copy of the list of members of the production cooperative indicating the surname, name, patronymic (if any), IIN, place of residence; payment of registration fee through "e-government" payment gateway.

For a consumer cooperative:  
an electronic copy of the charter; an electronic copy of the memorandum of association;  
payment of registration fee through "e-government" payment gateway;  
an electronic copy of the list of members of these cooperatives indicating their last name, first name, patronymic (if any), IIN and place of residence - for citizens, and information about the location, bank details and BIN - for legal entities.

For a partnership with additional responsibility:  
payment of the registration fee through the e-government payment gateway, with the exception of legal

entities belonging to small and medium-sized businesses.

For a limited partnership:

payment of the registration fee through the e-government payment gateway, with the exception of legal entities belonging to small and medium-sized businesses.

For state-owned enterprise:

an electronic copy of the charter;  
an electronic copy of the resolution of the Government of the Republic of Kazakhstan or the local executive body to establish an enterprise;

payment of registration fee through "e-government" payment gateway.

For a public institution:

an electronic copy of the resolution to establish a state institution;

an electronic copy of the regulation (articles of association); payment of registration fee through "e-government" payment gateway.

For the housing construction cooperative and housing cooperative

: an electronic copy of the charter;  
payment of the registration fee through the payment gateway of the "e-government" electronic copy of the list of members of these cooperatives indicating their last name, first name, patronymic (if any), place of residence and IIN.

For the cooperative of owners of premises (apartments):

an electronic copy of the minutes of the constituent meeting of owners of premises (apartments) in the condominium facility or a minute with voting lists based on the results of a written survey;

an electronic copy of the charter; an electronic copy of the document certifying the location of the legal entity; an electronic copy of the state act on registration or re-registration of the condominium object, or a document confirming the state registration of the condominium object with a stamp of the registration authority; payment of registration fee through "e-government" payment gateway.

For the Bar:

an electronic copy of the articles of association approved by the constituent assembly (conference) of the members of the Bar association;  
an electronic copy of the resolution of the authorized body on the approval of the charter;  
payment of registration fee through "e-government" payment gateway.

For the Notary Chamber:

an electronic copy of the charter approved by the supreme governing body of the notary chamber;  
an electronic copy of the resolution of the highest management body on the approval of the charter;  
payment of registration fee through "e-government" payment gateway.

For the fund:

an electronic copy of the charter;  
electronic copy of the memorandum of association (with more than one founder);  
an electronic copy of the resolution of the authorized body on the approval of the charter;  
an electronic copy of the resolution of the collegial body (board of trustees) on the appointment of an executive body;  
payment of registration fee through "e-government" payment gateway.

To merge:

an electronic copy of the charter adopted at the constituent congress (conference, meeting);  
an electronic copy of the minutes of the constituent congress (conference, meeting), which adopted the charter, signed by the chairman and secretary of the congress (conference, meeting);  
an electronic copy of the list of citizen initiators of a public association indicating the surname, first name, patronymic (if any), IIN, place of residence, home and office phones, personal signature;  
an electronic copy of the document confirming the location of the public association;

payment of registration fee through "e-government" payment gateway.

To unite property owners, registration shall be carried out through the integration of informatization objects and the state database "Legal entities" (hereinafter referred to as SD LE) in electronic form.

For associations of legal entities in the form of an association (union), associations of individual entrepreneurs and legal entities, associations of individual entrepreneurs:

an electronic copy of the charter;

an electronic copy of the memorandum of association signed by all founders of the association;

an electronic copy of the resolution of the authorized body to create a legal entity;

payment of registration fee through "e-government" payment gateway.

For the Chamber of auditors:

an electronic copy of the charter;

an electronic copy of the resolution of the authorized body to create a legal entity; payment of registration fee through "e-government" payment gateway.

For the Chamber of assessors:

an electronic copy of the charter;

an electronic copy of the resolution of the authorized body to create a legal entity; payment of registration fee through "e-government" payment gateway.

For the Chamber of legal advisors:

an electronic copy of the charter;

an electronic copy of the resolution of the authorized body to create a legal entity;

payment of registration fee through "e-government" payment gateway.

For the law office:

an electronic copy of the charter;

an electronic copy of the resolution of the authorized body to create a legal entity;

payment of registration fee through "e-government" payment gateway.



For the state registration of a legal entity created by reorganization, the following notification shall be submitted;

an electronic copy of the resolution of the owner of the property of a legal entity or the body authorized by the owner, founders (participants) , the resolution of the body authorized by the constituent documents of the legal entity, or a court resolution in cases provided for by Article 231 of the Entrepreneurial Code of the Republic of Kazakhstan and paragraph 3 of Article 45 of the Code;

when merging, joining, transforming

- an electronic copy of the transfer certificate, when dividing, allocating

- an electronic copy of the separation balance sheet indicating the provisions on succession for the obligations of the reorganized legal entity, approved by the owner of the property of the legal entity or the body that made the resolution to reorganize the legal entity, and the resolution of the authorized body of the legal entity to approve the transfer certificate and the subdivision balance sheet;

an electronic copy of the document confirming the written notification of creditors about the reorganization of the legal entity;

payment of the registration fee through the e-government payment gateway for termination of the activity of a reorganized legal entity belonging to a non-profit organization, or a document confirming payment to the State corporation for termination of the activity of a reorganized legal entity belonging to a commercial organization.

When contacting the service recipient through the portal, a notification shall be sent to the "personal account" indicating the date and time of receiving the result of the state service in the form of an electronic document certified by the EDS.

Electronic copies of documents confirming the location of a legal entity shall be a lease agreement and other document provided for by civil law.

If the owner of the premises is an individual, then the notarized consent of the individual to provide the premises as the location of the legal entity shall be provided.

Constituent documents of legal entities related to commercial organizations, with the exception of constituent documents of joint-stock companies and state-owned enterprises, shall not be submitted during state registration.

Constituent documents of legal entities not related to private business entities shall be submitted in Kazakh and Russian.

In cases stipulated by Article 6 of the Law, in case of state registration of a legal entity whose subject matter shall be the provision of financial services, the National register of Business identification numbers (hereinafter referred to as the National register) shall receive information on the availability of permission from the authorized body for regulation, control and supervision of the financial market and financial organizations by electronic notification.

For registration of Kazakhstan branches (representative offices) of a legal entity:

an application for registration shall be submitted;

payment of the registration fee through the e-government payment gateway for registration of a branch (representative office) of legal entities related to non-profit organizations or a document confirming payment to the State corporation for a branch (representative office) of legal entities related to commercial organizations.

For branches (representative offices) of legal entities not related to private business entities, as well as joint-stock companies, an electronic copy of the regulation on a branch (

representative office) in Kazakh and Russian, approved by a legal entity, copies of the charter (provision) and a power of attorney of a legal entity (with the exception of public and religious associations) issued to the head of the branch (representative office) shall be additionally submitted.

When creating a branch (representative office), the state enterprise shall additionally submit an electronic copy of the document confirming the consent of the National bank or the authorized state property management body (local executive body) to create a branch (representative office);

branch (representative office) of a foreign legal entity: notification of registration;

an electronic copy of the regulation on the branch (representation) approved by the body of the legal entity;

an electronic copy of the power of attorney issued by the body of the legal entity to the head of the branch or representative office, with a notarized translation into Kazakh and Russian;

an electronic copy of the resolution of the legal entity to establish a branch (representative office) with a notarized translation into Kazakh and Russian;

an electronic copy of a legalized extract from the trade register or other legalized document certifying that this entity opening a branch (representative office) in the Republic of Kazakhstan shall be a legal entity under the legislation of its country, with a notarized translation into Kazakh and Russian;

an electronic copy of the constituent documents of the legal entity with a notarized translation into Kazakh and Russian;

payment of the registration fee through the e-government payment gateway for registration of a branch (representative office) of a foreign non-profit organization or a

		document confirming payment to the State corporation for a branch (representative office) of a foreign commercial organization.
		<p>1. Registration of commercial legal entities;</p> <p>2. Registration of non-commercial legal entities (political parties, religious associations, their branches and representative offices);</p> <p>3. Registration of branches and representative offices.</p> <p>1) violation of the procedure for the creation, re-registration and reorganization of a legal entity established by legislative acts of the Republic of Kazakhstan, non-compliance of constituent documents with the Law;</p> <p>2) failure to provide a transfer act or a dividing balance sheet or absence of provisions on the succession of a reorganized legal entity in them;</p> <p>3) if the legal entity or the sole founder (participant) of the legal entity shall be an inactive legal entity ;</p> <p>4) if an individual who is the founder (member, member) and (or) the head of a legal entity is the sole founder (member) and (or) the head of inactive legal entities;</p> <p>5) if an individual who is the founder (participant, member) and (or) head of a legal entity is included in the list of organizations and individuals related to the financing of terrorism and extremism, in accordance with the legislation of the Republic of Kazakhstan;</p> <p>6) if an individual who is the founder (participant, member) and (or) head of a legal entity is found to be incapacitated or of limited capacity;</p> <p>7) if an individual who is the founder (member, member) and (or) head of a legal entity is declared missing, declared deceased, registered as a deceased person or his status is not determined;</p> <p>8) if an individual who is the founder (participant, member) and (or) head of a legal entity has an outstanding</p>

Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan

or unexplained criminal record for crimes under Articles 237, 238 of the Criminal Code of the Republic of Kazakhstan;

9) if, during state registration, the founder (individual and (or) legal entity), its founders, head of a legal entity, founder and (or) head of a legal entity that is the founder (participant, member) of a legal entity are debtors under an executive document, with the exception of an individual who is a debtor in executive proceedings on collection of periodic payments and shall not have debt under executive proceedings on periodic recovery for more than three months;

10) if, during the state re-registration, the new founders (participants, members) and (or) individuals alienating the share are debtors under the executive document, with the exception of the person who is the debtor in the executive proceedings on the collection of periodic payments and does not have debt in the executive proceedings on periodic recovery for more than three months;

11) submission of lost and/or invalid identity documents;

12) availability of judicial acts and orders (prohibitions, arrests) of judicial officers and law enforcement agencies;

13) lack of consent of the service recipient provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection" to access to personal data of limited access required for the public service provision;

unless otherwise established by the Laws of the Republic of Kazakhstan or a judicial act, registration actions shall be interrupted until the circumstances that constituted the basis for the interruption of the period are eliminated, but not more than one month;

If the circumstances that have been the basis for the interruption of the

		period are not eliminated within one month, the registration actions are refused, with the exception of receiving the opinion of the expert (specialist).
10	Other requirements taking into account the peculiarities of the public service provision, including those provided in electronic form and through the State corporation	<p>Other requirements taking into account the peculiarities of the public service provision:</p> <p>Service recipients who, in accordance with the procedure established by the Law, have a complete or partial loss of the ability or ability to carry out self-service, move, navigate independently, receive documents for the public service provision shall be carried out by an employee of the State corporation with a visit to the place of residence through an appeal through the Unified Contact Center "1414," 8 800 080 7777. The service recipient shall have the opportunity to receive a public service in electronic form through the e-government portal, subject to the availability of an EDS.</p> <p>The digital document service shall be available to users authorized in the mobile application.</p> <p>To use a digital document, you must be authorized in a mobile application using an electronic digital signature or one-time password, then go to the "Digital documents" section and select the required document. The service recipient shall have the opportunity to receive information on the procedure and status of the public service provision in the remote access mode through the "personal account" of the portal, reference services of the service provider, as well as the Unified Contact Center "1414," 8-800-080-7777.</p>

Annex 9 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

Full name (if any)  
(hereinafter referred to as full name),

or name of the organization  
service recipient)

(service recipient address)

### Receipt on refusal to accept documents

In accordance with paragraph 2 of Article 20 of the Law on public services, department No. \_\_\_\_ of the branch of the State corporation (indicate the address) shall refuse to accept documents for the public service provision (indicate the name of the public service in accordance with the list of public service) due to your submission of an incomplete package of documents according to the list provided for by the list of public services, namely:

Name of missing documents:

1. \_\_\_\_\_;
2. \_\_\_\_\_;
3. \_\_\_\_\_.

This receipt shall be made in 2 copies, one for each party.

Full name (if any) (employee of the State corporation) (signature)

Executor: full name (if any) \_\_\_\_\_

Phone number \_\_\_\_\_

Received: full name (if any) / \_\_\_\_ /signature of the service recipient

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

Annex 10 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

**Form Registration authority \_\_\_\_\_ Certificate of state registration of a legal entity \_\_\_\_\_**  
**Business identification number**

" \_\_\_\_ " \_\_\_\_\_ 20 settlement

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Manager: \_\_\_\_\_

Founders (members): \_\_\_\_\_

Carry out activities on the basis of a standard charter. Certificate shall be a document confirming the state registration of a legal entity, in accordance with the legislation of the Republic of Kazakhstan Head of the registration body

\_\_\_\_\_  
(Signature) (full name (if any)

Place of sealing

Date of issue

Annex 11 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

**Registration authority Account registration certificate of the branch (representative office) of a  
legal entity \_\_\_\_\_ Business identification number \_\_\_\_\_**

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

settlement

Name of the branch (representative office) of legal entity: \_\_\_\_\_

Legal entity name: \_\_\_\_\_

Location of the branch (representative office) of the legal entity: \_\_\_\_\_

Certificate shall be a document confirming the registration of a branch office  
(representative offices) in accordance with the legislation of the Republic of Kazakhstan

Head of the registration authority \_\_\_\_\_

(Signature) (full name (if any)

Place of sealing

Date of issue

Annex 12 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Fee rates shall be calculated based on the size of the monthly calculated indicator  
established for the corresponding fiscal year by the Law on the republican budget (hereinafter  
referred to as the MCI), and shall be:

№ r/n	Types of registration actions	Rates (MCI)
1	2	3
1.	For state registration (re-registration) , state registration of termination of the activities of legal entities ( including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan), accounting registration ( re-registration), deregistration of	



	their branches and representative offices, with the exception of commercial organizations:	
1.1)	legal entities, their branches and representative offices	6,5
1.2)	political parties, their branches and representative offices	14
2.	For state registration (re-registration), state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan) of institutions financed from the budget, state enterprises, cooperatives of owners of premises (apartments) and associations of owners of property of an apartment building, accounting registration (re-registration), deregistration of their branches and representative offices; :	
2.1)	for state registration, registration of termination of activities, accounting registration, removal from accounting registration	1
2.2)	for re-registration	0,5
3.	For state registration (re-registration), state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan) of children's and youth public associations, as well as public associations of persons with disabilities, registration (re-registration), deregistration of their branches and representative offices, branches of republican and regional national-cultural public associations:	
3.1)	for registration (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan)	2
3.2)	for re-registration, state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan), removal from accounting registration	1

Form

**NOTICE on the intention to create a political party**

"\_\_" \_\_\_\_\_ 20\_\_ год № \_\_\_\_\_

In accordance with Article 6 of the Law of the Republic of Kazakhstan "On political parties," we, hereby the undersigned shall notify the Ministry of the intention to create a political party

\_\_\_\_\_  
assumed name

(Full name (if any), signature) 1. \_\_\_\_\_;

(Full name (if any), signature) 2. \_\_\_\_\_;

(Full name (if any), signature) 3. \_\_\_\_\_;

(Full name (if any), signature) 4. \_\_\_\_\_;

(Full name (if any), signature) 5. \_\_\_\_\_;

(Full name (if any), signature) 6. \_\_\_\_\_;

(Full name (if any), signature) 7. \_\_\_\_\_;

(Full name (if any), signature) 8. \_\_\_\_\_;

(Full name (if any), signature) 9. \_\_\_\_\_;

(Full name (if any), signature) 10. \_\_\_\_\_;

Attached shall be the following

**List of initiative group members \_\_\_\_\_ name of the  
political party \_\_\_\_\_ region, Astana, Almaty and  
Shymkent**

№ r/n	Surname, patronymic name (if any)	Date of birth	IIN	Identification document number of a citizen of the Republic of Kazakhstan	Address of the residence
1	2	3	4	5	6

name and signature of the person responsible for the list preparation (each list sheet shall be signed by the individual responsible for the list preparation)

Annex 15 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

Form

### About organizational committee members on the creation of a political party

" \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ года

№	Surname, first name, patronymic (if any)	Month and year of birth	Identity or identification number information	Place of residence, contact phone number	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Annex 16 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

### Document submission confirmation

The Ministry hereby confirms that the authorized person of the organizing committee

\_\_\_\_\_  
surname, first name, patronymic (if any)

identity document: \_\_\_\_\_

number, date of issue of the document, by whom it have been issued, and the registration authority received " \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ . No. \_\_\_\_\_ the following documents:

№	Name of the document	Documents submitted	
		on paper (number of sheets )	on electronic media (file name)
1.	notice		

2.	list of the initiative group of citizens to create a political party		
3.	information about members of the organizing committee		
4.	Minutes of the meeting of the organizing committee of " ____ " _____ 20		
Registering body			
5.	Position of the employee of the registration authority		
6.	Surname		
7.	Name		
8.	Patronymic (if any)		
9.	Contact phone number		
10.	Signature		

Annex 17 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

**List of members** \_\_\_\_\_ **name of the political party** \_  
\_\_\_\_\_ **region, Astana, Almaty and Shymkent**

№ r/n	Surname, name, patronymic (if any)	Month and year of birth	Identification document number of a citizen of the Republic of Kazakhstan and IIN	Address Residence
1	2	3	4	5

\_\_\_\_\_ name and signature of the individual responsible for the list preparation (each list sheet shall be signed by the individual responsible for the list preparation)

Annex 18 to the Rules  
for public service "State registration  
of legal entities, accounting  
registration of their branches  
and representative offices "

**List of citizen initiators of the created religious association** \_\_\_\_\_  
\_\_\_\_\_ **name of the religious association** \_\_\_\_\_  
\_\_\_\_\_ **region, Astana, Almaty and Shymkent**

			Information on the identity		
--	--	--	-----------------------------	--	--

№ r/n	Surname, patronymic name (if any)	Date of birth	document of a citizen of the Republic of Kazakhstan, IIN	Address of residence, home and office phone number	personal signature
1	2	3	4	5	6

Approved by Order  
of the Acting Minister of Justice  
of the Republic of Kazakhstan  
dated May 29, 2020 No. 66  
"On approval of the rules for  
the provision of public services  
in the field of state registration  
of legal entities and  
registration of branches and  
representative offices"

## **The Rules for the provision of public services "State re-registration of legal entities, accounting re-registration of their branches and representative offices"**

**Footnote. Rules - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated September 30, 2022 No. 821 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

### **Chapter 1. General provisions**

1. The rules for the provision of the public service "State re-registration of legal entities, accounting registration of their branches and representative offices" (hereinafter referred to as the Rules) have been developed in accordance with the Law on Public Services and shall determine the procedure for providing the public service "State re-registration of legal entities , accounting registration of their branches and representative offices" (hereinafter referred to as Public service).

2. The Ministry of Justice of the Republic of Kazakhstan (hereinafter referred to as the Ministry) and territorial justice bodies shall carry out state re-registration of legal entities that are non-profit organizations and accounting re-registration of their branches and representative offices.

The State Corporation "Government for Citizens" (hereinafter referred to as the State Corporation) shall carry out state re-registration of legal entities that are commercial organizations and accounting re-registration of their branches and representative offices ( hereinafter referred to as the Service provider).

3. State re-registration of public and religious associations with republican and regional status, including political parties, the Republican Notary Chamber, the Republican Bar Association, the Republican Chamber of Private Bailiffs, the National Chamber of Entrepreneurs of the Republic of Kazakhstan, the Chamber of Forensic Experts of the

Republic of Kazakhstan, the Arbitration Chamber of Kazakhstan, Republican College of Legal Consultants, the registration re-registration of branches and representative offices of foreign and international non-profit non-governmental associations shall be carried out by the Ministry.

4. State re-registration of created, reorganized legal entities, and accounting registration of branches and representative offices, public and religious associations with local status, funds and associations of legal entities, accounting re-registration of branches and representative offices of public and religious associations, shall be carried out by territorial justice authorities.

5. State re-registration of legal entities related to commercial organizations and accounting re-registration of their branches and representative offices shall be carried out by the State Corporation.

6. State re-registration of a legal entity, except for political parties and religious associations, shall be carried out based on an electronic application submitted through the "electronic government" web portal, as well as other informatization objects, in the manner determined by the Ministry in accordance with Article 14 of the Law.

## **Chapter 2. Procedure for providing public services**

7. To receive public service, individuals and (or) legal entities (hereinafter referred to as the Service recipient) shall submit an application in the form in accordance with Annexes 1, 2, 3 and 4 to these Rules (hereinafter referred to as the Application) and a package of documents according to the list provided in the list of public services "State re-registration of legal entities, accounting re-registration of their branches and representative offices" in accordance with Annex 5 to these Rules (hereinafter referred to as the List) at the location of the service provider in the State Corporation or on the "electronic government" web portal: [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the Portal).

8. The list of basic requirements for the provision of public services, including characteristics of the process, form, content and result of the provision, as well as other information taking into account the specifics of the provision of public services, shall be given in the List.

9. When accepting documents, the employee of the service provider shall check the identity document or an electronic document from the digital document service (for identification) of the service recipient with the information contained in government information systems, and then return it to the service recipient.

10. If the service recipient submits an incomplete package of documents and (or) expired documents, the service provider shall refuse to accept the application with the issuance of a receipt in the form in accordance with Annex 6 to these Rules.

11. Upon presentation of a complete package of documents to the service provider, the service recipient shall be issued a receipt for the acceptance of documents indicating the date and time of receipt of the result of the public service.

12. Upon receipt of documents for the provision of public services in accordance with paragraphs 3 and 4 of these Rules, an employee of the service provider's office shall receive documents according to the register and send them to the Department of registration of legal entities.

The head of the Department of registration of legal entities shall determine the executor within 20 minutes and transfer it to him/her for execution.

Executor: shall check the submitted documents for the correctness of their preparation (registration) for compliance with the current legislation of the Republic of Kazakhstan and, in the absence of grounds for refusal (interruption), draw up an order for the state re-registration of a legal entity, for the accounting re-registration of a branch (representative office), enter information into the National Register, draw up a certificate of state re-registration of a legal entity, on accounting re-registration of a branch (representative office) with an assigned business identification number shall be drawn up in a file containing one copy of constituent and other documents after registration of the case (affixing the appropriate stamps confirming the assignment of a BIN).

After consideration by the executor, a certificate of state re-registration of a legal entity, of accounting re-registration of a branch (representative office) with an assigned business identification number, or a reasoned order of refusal (on an interruption) shall be sent to management for signing.

The documents signed by the management shall be transferred by the executor to the office of the service provider. An employee of the service provider's office shall transfer documents to the State Corporation through a courier or send them to the service recipient through the portal.

**Footnote. Paragraph 12 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

13. Upon admission of documents for the provision of public services in accordance with paragraph 5 of these Rules, an employee of the State Corporation shall accept and check the documents submitted by the service recipient and the accepted documents are sent to the appropriate division of the State Corporation in the field of registration of legal entities.

The head of the management (department) of registration of legal entities shall determine the executor within 20 minutes and transfer it to him/her for execution.

The executor: shall check the submitted documents for the correctness of their preparation (execution) for compliance with the current legislation of the Republic of Kazakhstan and, in the absence of grounds for refusal (interruption), draw up an order for the state re-registration of a legal entity, for the accounting re-registration of a branch (representative office), enter

information into the National Register; draw up a certificate of state re-registration of a legal entity, on accounting re-registration of a branch (representative office) with an assigned business identification number, draw up a file containing one copy of constituent and other documents after filing the case (affixing the appropriate stamps confirming the assignment of a BIN).

After consideration by the executor, a certificate of state re-registration of a legal entity, of accounting re-registration of a branch (representative office) with an assigned business identification number, or a reasoned order of refusal (on an interruption) shall be sent to management for signing.

The documents signed by the management shall be transferred by the executor to the issuing department of the State Corporation.

**Footnote. Paragraph 13 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

14. In the State Corporation, the issuance of ready-made documents shall be carried out upon presentation by the service recipient of an identity card or an electronic document from the digital document service (for identification) (or his/her representative acting on the basis of a document issued in accordance with the civil legislation of the Republic of Kazakhstan, which indicates the corresponding powers of the representative).

15. In the case of submitting documents on the portal - "to personal account", a notification about the state re-registration of legal entities for small and medium-sized businesses or a reasoned response from the service provider about the refusal (about interruption) in the provision of public services is sent in the form of an electronic document, certified by the service provider's digital signature.

**Footnote. Paragraph 15 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

16. In cases of submission of an incomplete package of documents, the presence of shortcomings in them, the need to obtain an expert (specialist) opinion on the constituent documents, as well as on other grounds provided for by the legislative acts of the Republic of Kazakhstan, the period of state (record) registration shall be interrupted until the identified shortcomings are eliminated or until the corresponding conclusion (expertise).

If grounds are identified for interrupting the period for providing public service, the service provider shall interrupt the period for providing the public service for no more than one month, indicating the reasons, and transfer the documents to the State Corporation.

The decision to interrupt state registration shall be made by the service provider from the moment of receipt of documents for state registration until the moment the document is issued, but no later than the expiration of the service provision period.



After eliminating the comments specified in the interruption order, the service recipient shall re-send the documents to the service provider through the State Corporation.

If within one month the circumstances that were the grounds for the interruption in registration by the service recipient are not eliminated, then a reasoned order shall be issued to refuse to provide the public service no later than three working days before the end of the interruption.

**Footnote. Paragraph 16 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

17. If there are grounds for refusal of state re-registration of a legal entity, accounting re-registration of a branch (representative office), the service provider, within the time limits provided for in Article 11 of the Law, shall issue in writing a reasoned order to refuse to provide public service, on the grounds specified in paragraph 9 of the List.

When a decision is made to refuse to provide public service, the service provider, within one day, shall notify the service recipient of the preliminary decision to refuse to provide the public service, as well as the time and place of the hearing for the opportunity to express the service recipient's position on the preliminary decision.

Notice of the hearing shall be sent at least three working days before the end of the period for providing the public service.

The service recipient's objection to the preliminary decision shall be accepted by the service provider within 2 working days from the date of its receipt.

Based on the results of the hearing, the service provider shall decide on state registration or form a reasoned refusal to provide public service.

For public services for which a period of less than three days is established for provision, a hearing shall not be held.

18. The service provider shall ensure that data is entered into the information system for monitoring the provision of public services about the stage of provision of public services in the manner established by the authorized body in the field of informatization, in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on Public Services.

19. In the event of a failure of the information system of the SDB of a legal entity, the service provider shall immediately notify the operator of the information and communication infrastructure of the "electronic government" (hereinafter referred to as the Operator).

In this case, the operator shall take measures to determine the cause of the information system failure and, within 1 (one) working day, draw up a protocol (act) about the technical problem and sign it with the service provider.

**Chapter 3. The procedure for appealing decisions, actions (inaction) of service providers and (or) their officials regarding the provision of public services**

20. A complaint about decisions, actions (inaction) of the service provider and (or) their employees regarding the provision of public services shall be submitted to the head of the service provider.

A complaint from a service recipient received by a service provider directly providing public service, in accordance with paragraph 2) of Article 25 of the Law on Public Services, is subject to consideration within five working days from the date of its registration.

A complaint from a service recipient received by the authorized body for assessing and monitoring the quality of public services is subject to consideration within fifteen working days from the date of its registration.

When applying through the portal, information on the appeal procedure may be obtained by calling the unified contact center for issues related to the provision of public services.

21. Consideration of the complaint shall be carried out by the authorized body that carries out state regulation and control of activities in the field of state registration of legal entities and accounting registration of branches and representative offices, the authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the Body considering the complaint).

The complaint shall be submitted to the service provider whose decision, action (inaction) is being appealed.

The service provider, whose decision, action (inaction) is being appealed, no later than three working days from the date of receipt of the complaint, shall send it and the administrative file to the body considering the complaint.

In this case, the service provider, whose decision, action (inaction) is being appealed, shall be entitled not to send the complaint to the body considering the complaint if, within three working days, it takes a decision or other administrative action that fully satisfies the requirements specified in the complaint.

Unless otherwise provided by law, an appeal to the court shall be allowed after appealing through the pre-trial process.

Annex 1  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

**Application for state (accounting) re-registration  
of a legal entity, branch (representative office)**

1. Form of organization (indicate x in the appropriate cell)

1) legal entity \_\_\_\_\_ 2) branch \_\_\_\_\_ 3) representative office \_\_\_\_\_

\_\_\_\_\_

2. Name of the legal entity, branch (representative office) \_\_\_\_\_

3. Business Identification Number (BIN) \_\_\_\_\_

4. Grounds for re-registration (indicate x in the appropriate cell):

1) change of name \_\_\_\_\_

2) reduction in the size of the authorized capital \_\_\_\_\_

3) change in the composition of participants in a business partnership (except for limited liability partnerships, in which the register of participants is maintained by the central depository) \_\_\_\_\_

5. Location legal entity, branch (representative office)

Registration address code: \_\_\_\_\_

Postal code: \_\_\_\_\_

Region: \_\_\_\_\_

City, district, area in the city: \_\_\_\_\_

Settlement (village, town): \_\_\_\_\_

Street, micro-district, block, lane, avenue: \_\_\_\_\_

House number \_\_\_\_\_, apartment, room: \_\_\_\_\_

Telephone (fax) number: \_\_\_\_\_

6. Last name, first name, patronymic (if any) of the manager (indicating ID card details and IIN)

7. Composition and number of founders (indicate x in the appropriate cell, number in the digital designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

Name of legal entity \_\_\_\_\_ (indicating BIN)

Share in the charter capital % \_\_\_\_\_ Deposit amount (thousand tenge) \_\_\_\_\_

\_\_\_\_\_  
Last name, first name, patronymic (if any). individual \_\_\_\_\_

\_\_\_\_\_  
(indicating the details of the identity card and IIN)

Share in the authorized capital % \_\_\_\_\_ Amount of contribution (thousand tenge)

\_\_\_\_\_  
If the founders have more than one piece of information about them:

Last name, first name, patronymic (if any) indicating the details of the identity card and IIN (for an individual), the name indicating the BIN (for a legal entity), as well as their share in the authorized capital in percentage and monetary terms are attached to the application on a separate sheet.

8. Information about the beneficial owner(s): citizenship, Last name, first name, patronymic

(if any), details of the identification document, IIN (if any), the share of participation in the authorized capital of a legal entity or the amount of outstanding shares owned by the beneficial owner \_\_\_\_\_

9. Indicate the code of the main type of economic activity: \_\_\_\_\_

10. Amount of authorized capital \_\_\_\_\_

11. Expected (approximate) number of employed people \_\_\_\_\_

12. The grounds for re-registration of a legal entity arose as a result of reorganization (indicate x in the appropriate cell):

1. yes \_\_\_\_\_ 2. no \_\_\_\_\_

13. In case of a merger, the following information shall be indicated:

Names of the merged legal entities \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

14. Private business entity (indicate x in the appropriate cell):

1. small business entity \_\_\_\_\_ 2. medium-sized business entity \_\_\_\_\_

3. large business entity \_\_\_\_\_

I hereby agree to the use of information constituting a legally protected secret contained in information systems

The following is attached to the application: \_\_\_\_\_

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ (signature)

Last name, first name, patronymic (if any) and the applicant's signature

Note:

BIN – business identification number

IIN - individual identification number

VAT - value-added tax

The beneficial owner is an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or placed (minus preferred and purchased by the company) shares of a client - a legal entity or a foreign structure without forming a legal entity, exercising control over the client in any other way, in whose interests the client carries out transactions with money and (or) other property.

Annex 2

to the State Service Rules

"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

### **Application for state re-registration**

**of business partnerships carrying out their activities on the basis of a standard charter**

1. Name of the legal entity \_\_\_\_\_

2. Organizational and legal form of the legal entity (indicate x in the appropriate cell):

1) general partnership \_\_\_\_\_

2) limited partnership \_\_\_\_\_

3) limited liability partnership \_\_\_\_\_

4) additional liability partnership \_\_\_\_\_

3. Business identification number (BIN) \_\_\_\_\_

4. Grounds for re-registration of a business partnership (indicate x in the appropriate cell):

1) change of name \_\_\_\_\_

2) reduction in the size of the authorized capital \_\_\_\_\_

3) change in the composition of participants of the business partnership (except for limited

liability partnerships, in which the register of participants is maintained by the central depository) \_\_\_\_\_

5. Location of the legal entity persons

Registration address code: \_\_\_\_\_

Postal code: \_\_\_\_\_

Region: \_\_\_\_\_

City, district, area in the city: \_\_\_\_\_

Locality (village, town): \_\_\_\_\_

Street, micro-district, block, lane, avenue: \_\_\_\_\_

House number \_\_\_\_\_, apartment, room: \_\_\_\_\_

Telephone (fax) number: \_\_\_\_\_

6. Last name, first name, patronymic (if any) manager \_\_\_\_\_

\_\_\_\_\_  
(indicating the details of the identity card and IIN)

7. Information about the beneficial owner(s): citizenship, Last name, first name, patronymic (if any), details of the identity document, IIN (if any), the share of participation

in the authorized capital of a legal entity or the number of outstanding shares owned by the beneficial owner

\_\_\_\_\_  
8. Indicate the code of the main type of economic activity: \_\_\_\_\_

9. Amount of the authorized capital \_\_\_\_\_

\_\_\_\_\_  
10. Composition and number of founders (indicate x in the appropriate cell, number in digital designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

11. Indicate information about the founders of the legal entity (except for limited liability partnerships,

in which a register of participants is maintained by the central depository)

Name of the legal entity \_\_\_\_\_

(indicating the BIN) Share in the authorized capital % \_\_\_\_\_ Deposit amount (thousand tenge) \_\_\_\_\_

Last name, first name, patronymic (if any). individual \_\_\_\_\_

\_\_\_\_\_ (indicating the details of the identity card and IIN)

Share in the authorized capital % \_\_\_\_\_ Amount of contribution (thousand tenge) \_\_\_\_\_

\_\_\_\_\_ If the founders have more than one piece of information about them: Last name, first name, patronymic

(if any) indicating the details of the identity card and IIN, an analogue of the tax registration number,

or country code (for an individual), name indicating the BIN, an analogue of the tax registration number,

or the country code (for a legal entity), as well as their share in the authorized capital in percentage and

monetary terms are attached to the application on a separate sheet.

12. Expected (approximate) number of employed people \_\_\_\_\_

13. In case of formation of a supervisory board, indicate the exclusive competence: \_\_\_\_\_

\_\_\_\_\_ 14. Indicate the term of the audit commission (sole auditor) \_\_\_\_\_

15. Private business entity (indicate x in the appropriate cell):

1) small business entity \_\_\_\_\_

2) medium-sized business entity \_\_\_\_\_

3) large business entity \_\_\_\_\_

16. The grounds for re-registration arose as a result of reorganization (indicate x in the appropriate cell):

1) yes \_\_\_\_\_

2) no \_\_\_\_\_

17. In case of a merger, it is necessary to indicate the following information:

Names of the merged legal entities \_\_\_\_\_

\_\_\_\_\_ Business Identification Number (BIN) \_\_\_\_\_

I hereby agree to the use of information constituting a legally protected secret contained

in information systems \_\_\_\_\_

The following is attached to the application: \_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_ "\_\_\_\_\_" \_\_\_\_\_ 20 \_\_\_\_ (signature)

Last name, first name, patronymic (if any) and the signatures of the founders (in the case when

the register of participants is maintained by the central depository - the signature of the person authorized

by the minutes of the general meeting of the founders (decision of the participant).

The authenticity of the signature(s) shall be notarized.

Note:

BIN – business identification number

IIN - individual identification number

VAT - value-added tax

The beneficial owner is an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or placed (minus preferred and purchased by the company) shares of a client - a legal entity or a foreign structure without forming a legal entity, exercising control over the client in any other way, in whose interests the client carries out transactions with money and (or) other property.

Annex 3  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

**Application for state re-registration of a joint-stock company operating  
on the basis of a standard charter**

1. Name of the joint stock company \_\_\_\_\_

2. Business Identification Number (BIN) \_\_\_\_\_

3. Grounds for re-registration of the joint-stock company (indicate x in the appropriate cell):

1) change of name \_\_\_\_\_

—

2) reduction of the authorized capital \_\_\_\_\_

4. Location of the joint-stock company

Postal code: \_\_\_\_\_

Region: \_\_\_\_\_

City, district, area in the city: \_\_\_\_\_

Locality (village, town): \_\_\_\_\_

Street, micro-district, block, lane, avenue: \_\_\_\_\_

House number \_\_\_\_\_, apartment, room: \_\_\_\_\_

Telephone (fax) number: \_\_\_\_\_

5. Last name, first name, patronymic (if any) of the manager \_\_\_\_\_

(indicating ID card details and IIN)

6. Indicate the code of the main type of economic activity: \_\_\_\_\_

7. Information about the beneficial owner(s): citizenship, Last name, first name, patronymic

(if any), details of the identification document, IIN (if any), share of participation in the authorized

capital of a legal entity or the amount of outstanding shares owned by the beneficial owner \_\_\_\_\_

— 8. Amount of authorized capital \_\_\_\_\_

— 9. Composition and number of founders (indicate x in the appropriate cell, the number in digital designation):

1) legal entity \_\_\_\_\_

2) individual \_\_\_\_\_

10. Indicate the guaranteed amount of dividend on preferred shares: \_\_\_\_\_

\_\_\_\_\_  
(in fixed terms or with indexing relative to any indicator, subject to the regularity and availability of its values)

11. Indicate the frequency of payment of dividends on preferred shares: \_\_\_\_\_

— \_\_\_\_\_  
12. Indicate the media used to publish information subject to mandatory publication

— \_\_\_\_\_  
13. Number of members of the board of directors of the company \_\_\_\_\_

— The requirements of paragraph 37 of the model charter shall apply to financial organizations.

14. Number of members of the company's board \_\_\_\_\_

—



15. Expected (approximate) number of employed people \_\_\_\_\_

16. Private business entity (indicate x in the appropriate cell):

1) medium-sized business entity \_\_\_\_\_

2) large business entity \_\_\_\_\_

17. The grounds for the re-registration of the joint stock company arose as a result of the reorganization (indicate x in the appropriate cell):

1) yes \_\_\_\_\_

2) no \_\_\_\_\_

18. In case of a merger, the following information shall be provided:

Names of the merged legal entities \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

I hereby agree to the use of information, constituting a secret protected by law, contained in information systems

The following is attached to the application: \_\_\_\_\_

\_\_\_\_\_ "\_\_\_\_\_" 20 \_\_\_\_ (signature)

Last name, first name, patronymic (if any) and signature of the manager The authenticity of the signature shall be certified by a notary.

Note:

BIN – business identification number

IIN - individual identification number

VAT - value-added tax

The beneficial owner is an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or placed (minus preferred and purchased by the company) shares of a client - a legal entity or a foreign structure without forming a legal entity, exercising control over the client in any other way, in whose interests the client carries out transactions with money and (or) other property.

Annex 4  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

**Application for state re-registration of a production  
cooperative operating on the basis of a standard charter**

1. Name of the production cooperative \_\_\_\_\_

2. Changing the name of the production cooperative to \_\_\_\_\_

3. Business identification number (BIN) \_\_\_\_\_

4. Location of the legal entity

Postal code: \_\_\_\_\_

Region: \_\_\_\_\_

City, district, area in the city: \_\_\_\_\_

Locality (village, town): \_\_\_\_\_

Street, micro-district, block, lane, avenue: \_\_\_\_\_

House number \_\_\_\_\_ apartment, room: \_\_\_\_\_

telephone (fax) number: \_\_\_\_\_

5. Last name, first name, patronymic (if any) of the manager \_\_\_\_\_

\_\_\_\_\_  
(indicating ID card details and IIN)

6. Indicate the code of the main type of economic activity: \_\_\_\_\_

7. Information about the beneficial owner(s): citizenship,

Last name, first name, patronymic (if any), details of the identity document, IIN (if any),  
share of participation in the authorized capital of a legal entity or the number of  
outstanding shares owned by the beneficial  
owner \_\_\_\_\_

\_\_\_\_\_  
8. Amount of capital \_\_\_\_\_

9. Composition and number of founders (indicate x in the appropriate cell, number in  
digital designation):

1) legal entity \_\_\_\_\_

2) individual \_\_\_\_\_

10. Information about the founders of the legal entity

Last name, first name, patronymic (if any) of the individual \_\_\_\_\_  
\_\_\_\_\_  
IIN,

an analogue of the tax registration number, or country code (for a foreign individual) \_\_\_\_\_

\_\_\_\_\_  
Share size % \_\_\_\_\_ Property contribution \_\_\_\_\_ Last name,  
first name,  
patronymic (if any) of the individual \_\_\_\_\_ IIN, an analogue  
of the tax registration number, or country code (for a foreign individual) \_\_\_\_\_

\_\_\_\_\_  
Share size % \_\_\_\_\_ Property contribution \_\_\_\_\_ If the founders have more than one  
piece

of information about them: Last name, first name, patronymic ID card details, IIN, an  
analogue of tax

registration number, or country code, as well as property contribution, information on the size of the share

are The following is attached to the application on a separate sheet.

11. Procedure, methods and terms for making property contributions by members of the cooperative

12. Composition of the audit commission \_\_\_\_\_

13. Deadline for election of the audit commission \_\_\_\_\_

14. Expected (approximate) number of employed people \_\_\_\_\_

15. Relationships between the cooperative and its members, executive body and labor collective:

16. Private business entity (indicate x in the appropriate cell):

1) small business entity \_\_\_\_\_

2) medium-sized business entity \_\_\_\_\_

3) large business entity \_\_\_\_\_

17. The grounds for the re-registration of the production cooperative arose as a result of reorganization (indicate x in the appropriate cell):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

18. In case of a merger, the following information shall be provided:

Names of the merged legal entities \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

I hereby agree to the use of information constituting a secret protected by law contained in the information systems \_\_\_\_\_

The following is The following is attached to the application: \_\_\_\_\_

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_ (signature)

Last name, first name, patronymic (if any) and signatures of the chairman of the board (chairman) of the cooperative.

The authenticity of the signature(s) shall be notarized.

Note:

BIN – business identification number

IIN - individual identification number

VAT - value-added tax

The beneficial owner is an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or placed (minus preferred and

purchased by the company) shares of a client - a legal entity or a foreign structure without forming a legal entity, exercising control over the client in any other way, in whose interests the client carries out transactions with money and (or) other property.

Annex 5  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

### List of basic requirements for the provision of public services

#### "State re-registration of legal entities, accounting re-registration of their branches and representative offices"

**Footnote. Annex 5 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated January 24, 2023 No. 53 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

Name of the state service "State re-registration of legal entities, accounting re-registration of their branches and representative offices"		
1. Change of name 2. Reducing the size of the authorized capital 3. Change in the composition of participants (founders)		
1	Name of the service provider	Ministry of Justice (hereinafter referred to as the Ministry), territorial bodies of justice, State Corporation.
2	Methods of providing public services	1. Change of name - State Corporation, "electronic government" web portal; 2. Reducing the size of the authorized capital - State Corporation, "electronic government" web portal; 3. Change in the composition of participants (founders) - State Corporation.
		to the State Corporation: State re-registration of legal entities belonging to private businesses, accounting re-registration of their branches (representative offices), except for joint-stock companies, their branches (representative offices), shall be carried out within 1 working day from the date of applying. State re-registration of legal entities that are not private businesses, as well as joint-stock companies operating based on a

Duration of provision of public services

non-standard charter, except for political parties, accounting re-registration of their branches (representative offices), as well as branches (representative offices) of foreign non-profit organizations shall be carried out no later than 5 working days following the day of applying with the necessary documents attached.

State re-registration of political parties and accounting re-registration of their branches (representative offices) shall be carried out no later than 1 month from the date of applying with the necessary documents attached. State re-registration of public and religious associations with republican and regional status, including accounting re-registration of branches and representative offices of foreign and international non-profit non-governmental associations, shall be carried out no later than 5 working days following the day of applying with the necessary documents attached.

at the location of the service provider , no later than 10 working days outside the location of the service provider following the day of applying with the necessary documents attached.

On the portal - state re-registration of legal entities belonging to private businesses and their branches (representative offices), except for joint-stock companies, their branches (representative offices) operating based on a charter that is not a standard one, branches and representative offices of foreign non-profit legal entities, shall be carried out within one working day (when the service recipient applies after the end of working hours, on weekends and holidays, according to the Labor Code of the Republic of Kazakhstan, the application shall be accepted and the result of the provision of public services shall be issued on the next working day).

		<p>The maximum allowable waiting time for delivery of a package of documents by the service recipient service provider is 20 minutes;</p> <p>The maximum allowable service time for the service recipient is 20 minutes.</p>
4	Form of provision of public services	<p>State re-registration of legal entities, accounting re-registration of their branches and representative offices:</p> <ol style="list-style-type: none"> <li>1. Change of name - Electronic (partially automated) /paper;</li> <li>2. Reducing the size of the authorized capital - Electronic (partially automated) /paper;</li> <li>3. Change in the composition of participants (founders) – paper.</li> </ol>
5	The result of the provision of public services	<p>A certificate of state re-registration of a legal entity, in accordance with Annex 7 to these Rules, as well as a certificate of accounting re-registration of a branch (representative office) of a legal entity, in accordance with Annex 8 to these Rules (hereinafter referred to as the Certificate), or a written reasoned refusal to provide public services in cases and on the grounds provided for in paragraph 9 of the List of these Rules.</p> <p>When submitted on the portal - "to personal account", a notification of state re-registration of legal entities for small and medium-sized businesses or a reasoned response from the service provider about the refusal to provide public service shall be sent in the form of an electronic document, certified by the electronic digital signature (hereinafter referred to as EDS) of the service provider.</p>
		<p>A registration fee shall be established for the provision of public services for the re-registration of non-profit organizations and their branches and representative offices.</p> <p>The amount of the registration fee shall be calculated at the rates established by the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget (Tax Code)" (hereinafter</p>

6	<p>The amount of payment collected from the service recipient when providing public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan</p>	<p>referred to as the Tax Code) in accordance with Annex 9 to these Rules of the basic requirements for the provision of public services and shall be paid before submitting the relevant documents for place of registration of the taxable object.</p> <p>For the provision of state services for the registration of commercial organizations and their branches and representative offices, payment shall be charged in accordance with the prices of goods (work, services) in the field of state registration of legal entities in accordance with Article 10 of the Law "On state registration of legal entities and accounting registration of branches and representative offices."</p> <p>In the case of submitting an electronic request for a government service through the portal, payment shall be made through the "electronic government" payment gateway.</p>
7	<p>Work schedule of the service provider</p>	<ol style="list-style-type: none"> <li>1. The Ministry and its territorial bodies of justice - from Monday to Friday inclusive from 9.00 to 18.30, with a lunch break from 13.00 to 14.30, except for weekends and holidays in accordance with the Labor Code of the Republic of Kazakhstan;</li> <li>2. Reception of applications and issuance of finished results of public services shall be carried out through the State Corporation from Monday to Friday inclusive from 9.00 to 18.00 without a break, duty service departments of the State Corporation from Monday to Friday inclusive from 9.00 to 20.00 and on Saturday from 9.00 to 13.00 except holidays and weekends in accordance with the Labor Code of the Republic of Kazakhstan. Reception shall be carried out in an "electronic" queue, at the choice of the service recipient without expedited service; it shall be possible to book an electronic queue through the portal.</li> <li>3. portal - around the clock, except for technical breaks associated with repair work (when the service recipient contacts after the end of</li> </ol>

		<p>working hours, on weekends and holidays, according to the Labor Code of the Republic of Kazakhstan, the application shall be accepted and the result of the provision of public services shall be issued on the next working day).</p>
		<p>To the State Corporation: Applications in forms according to Annexes 1, 2. 3 and 4 (hereinafter referred to as the Application): Service providers shall receive digital documents from the digital document service through the implemented integration, subject to the consent of the document owner provided through the user's cellular subscriber number registered on the e-government web portal by transmitting a one-time password or by sending a short text message as a response to a notification from the e-government web portal. A legal entity in which the state participates shall apply with the registrar's mark; a decision or an extract from the decision of the authorized body of a legal entity on state (recording) re-registration, providing for the introduction of amendments and additions to the constituent documents of the legal entity, the regulations on the branch (representative office), sealed by the legal entity, except for filing an electronic application. if the legal entity is a private business entity, then sealing of documents shall not be required; for legal entities, branches (representative offices): two copies of constituent documents with amendments and additions made, or the text of amendments and additions made to the constituent documents of a legal entity not related to a private business entity, branch (representative office); for joint stock companies: one copy of the notarized charter (regulations) with the amendments and additions made, or the text of the</p>



amendments and additions made to the charter of the joint-stock company, regulations on the branch (representative office);

when including a non-resident of the Republic of Kazakhstan among the participants, an electronic copy of a legalized extract from the trade register or another legalized document certifying that the founder - a foreign legal entity is a legal entity under the laws of a foreign state, with a notarized translation in Kazakh and Russian languages;

when a foreign person is included in the list of participants, an electronic copy of a passport or other document identifying the founder - a foreigner, with a notarized translation in Kazakh and Russian, if the director, introduced new participant/founder is a foreign person;

a document confirming payment to the budget of the registration fee for the state re-registration of a legal entity that is a non-profit organization, or the accounting re-registration of its branch (representative office);

document confirming payment to the State Corporation for the state re-registration of a legal entity that is a commercial organization, or the accounting re-registration of its branch (representative office). Branches and representative offices are subject to re-registration in case of name change.

On the portal:

for state re-registration of legal entities belonging to private businesses, by the founder (founders): electronic application; when reducing the size of the authorized capital and notifying in printed publications, an electronic copy of the publication clipping; an electronic copy of the receipt/payment order if the service recipient has not chosen the method of paying the state fee for the provision of the service through the payment gateway of the e-government (hereinafter referred to

List of documents required for the provision of public services

as PGEP); when changing location:  
in case of ownership of real estate:  
electronic confirmation from the State Database "Real Estate Register" (hereinafter referred to as the SDB RR) about the ownership of a primary or secondary property located at the address specified by the service recipient, registered with the business identification number of the service recipient, signed by the digital signature of the SDB RR; in case of renting premises from a legal entity:  
an electronic copy of the lease agreement.  
In the case of renting premises from an individual:  
an electronic copy of the notarized consent of an individual to provide premises as the location of a legal entity; in case of sublease of premises:  
electronic copies of leases and subleases; when including a non-resident of the Republic of Kazakhstan among the participants, an electronic copy of a legalized extract from the trade register or another legalized document certifying that the founder - a foreign legal entity is a legal entity under the laws of a foreign state, with a notarized translation in Kazakh and Russian languages; when a foreign person is included in the list of participants, an electronic copy of a passport or other document identifying the founder - a foreigner, with a notarized translation in Kazakh and Russian, if the director, introduced new participant/founder is a foreign person; when the composition of participants changes in a joint-stock company or business partnership in which the register of participants is maintained by the central depository, an electronic copy of the register of participants certified by the registrar's seal. The electronic application shall be signed with the digital signature of the service recipient. If the authorized person of the service recipient is not

his manager, the application shall be agreed upon with the manager. For a legal entity, except for business partnerships, joint stock companies and production cooperatives, an electronic application shall be agreed upon on the "electronic government" portal with its participants. For a branch (representative office) - by the head of its legal entity. For the state re-registration of business partnerships based on a change in the composition of participants, except for business partnerships in which the register of participants in a business partnership is maintained by a professional participant in the securities market engaged in maintaining a system of registers of securities holders, an electronic copy of the agreement on the alienation (assignment) of the right of the retiring a participant in a business partnership for a share in the property (authorized capital) of the partnership or its part in accordance with the laws of the Republic of Kazakhstan and the constituent documents.

An electronic copy of the agreement for the alienation (assignment) of the right of a retiring participant in a business partnership to a share in the property (authorized capital) of the partnership or its part, to which an individual is a party, is subject to notarization.

For a legal entity in which the state participates, an electronic copy of the application with a mark of the registrar is submitted; an electronic copy of the decision or an extract from the decision of the authorized body of a legal entity on state (accounting) re-registration, providing for the introduction of amendments and additions to the constituent documents of the legal entity, the regulations on the branch (representative office), an electronic copy of the notarized charter (regulations) with the amendments and additions, or text of amendments and additions to the charter of the

		joint-stock company, regulations on the branch (representative office); payment of the registration fee through the "electronic government" payment gateway or an electronic document confirming payment to the State Corporation for the state re-registration of a legal entity that is a commercial organization, or the accounting re-registration of its branch (representative office).
		<p>1. violation of the procedure for creation, re-registration and reorganization of a legal entity established by legislative acts of the Republic of Kazakhstan, non-compliance of constituent documents with the law of the Republic of Kazakhstan;</p> <p>2. failure to submit a transfer act or separation balance sheet or the absence of provisions in them on the legal succession of the reorganized legal entity;</p> <p>3. if the legal entity or the sole founder (participant) of the legal entity is an inactive legal entity;</p> <p>4. if an individual who is a founder (participant, member) and (or) head of a legal entity is the only founder (participant, member) and (or) head of inactive legal entities;</p> <p>5. if an individual who is a founder (participant, member) and (or) head of a legal entity is included in the list of organizations and persons associated with the financing of terrorism and extremism, in accordance with the legislation of the Republic of Kazakhstan;</p> <p>6. if an individual who is a founder (participant, member) and (or) head of a legal entity is declared incompetent or partially capable;</p> <p>7. if an individual who is a founder (participant, member) and (or) head of a legal entity is declared missing, declared dead, registered as deceased, or his/her status is not determined;</p> <p>8. if an individual who is a founder (participant, member) and (or) head of a legal entity has an outstanding or unexpunged conviction for crimes</p>

Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan

under Articles 237, 238 of the Criminal Code of the Republic of Kazakhstan;

9. if, during state registration, the founder (individual and (or) legal entity), its founders, the head of the legal entity, the founder and (or) the director of the legal entity that is the founder (participant, member) of the legal entity are debtors under the executive document, except for a person who is a debtor in enforcement proceedings for the collection of periodic payments and who does not have a debt in enforcement proceedings for periodic collections for more than three months;

10. if, during state re-registration, new founders (participants, members ) and (or) persons alienating the share are debtors under the executive document, except for a person who is a debtor in enforcement proceedings for the collection of periodic payments and does not have a debt in enforcement proceedings for periodic collections for more than three months;

11. submission of lost and (or) invalid identification documents;

12. the presence of judicial acts and resolutions (bans, arrests) of bailiffs and law enforcement agencies;

13. lack of consent of the service recipient, provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and Their Protection," to access restricted personal data that shall be required for the provision of public services;

14. unless otherwise established by the laws of the Republic of Kazakhstan or a judicial act, registration actions shall be interrupted until the circumstances that served as the grounds for the interruption of the period are eliminated, but not more than for one month.

If within one month the circumstances that served as the grounds for the interruption of the

		period are not eliminated, registration actions shall be refused, except for obtaining an expert (specialist) opinion.
10	Other requirements taking into account the specifics of the provision of public services, including those provided in electronic form and through the State Corporation	<p>For service recipients who, in accordance with the procedure established by law, have a complete or partial loss of the ability or capacity to carry out self-service, move independently, and orient themselves, documents for the provision of public services shall be accepted by an employee of the State Corporation with a visit to the place of residence by contacting the Unified Contact Center "1414", 8 800 080 7777.</p> <p>The service recipient shall have the opportunity to receive public services in electronic form through the "electronic government" web-portal, subject to the availability of an electronic signature.</p> <p>The digital document service shall be available to users authorized in the mobile application.</p> <p>To use a digital document, it is necessary to authorize in the mobile application using an electronic digital signature or a one-time password, then go to the "Digital Documents" section and select the required document.</p> <p>The service recipient shall have the opportunity to obtain information about the procedure and status of the provision of public services in remote access mode through the "personal account" of the portal; the service provider's help desks, as well as the Unified Contact Center "1414", 8-800-080-7777.</p>

Annex 6  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

**(Last name, first name, patronymic (if any), or name of the organization  
service recipient)**

\_\_\_\_\_ (address of service recipient)

**Receipt for refusal to accept documents**

Guided by paragraph 2 of Article 20 of the Law on Public Services, department No. \_\_\_\_\_ of the branch of the State Corporation (indicate the address) refuses to accept documents for the provision of public services (indicate the name of the public service in accordance with the list of basic requirements for the provision of public services) due to your submission of an incomplete package of documents according to the list provided for by the list of basic requirements for the provision of public services, namely:

Name of missing documents:

1. \_\_\_\_\_;
2. \_\_\_\_\_;
3. \_\_\_\_\_;

This receipt is made in 2 copies, one for each party. Last name, first name, patronymic (if any) (employee of the State Corporation) (signature) Executor: Last name, first name, patronymic (if any) \_\_\_\_\_ Telephone number \_\_\_\_\_

Received by: Last name, first name, patronymic (if any) / \_\_\_\_\_ / signature of the service recipient

"\_\_" \_\_\_\_\_ 20\_\_

Annex 7  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

**Registration authority** \_\_\_\_\_

**Certificate of state re-registration of a legal entity** \_\_\_\_\_  
**business identification number**

"\_\_" \_\_\_\_\_ 20\_\_

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Head: \_\_\_\_\_

Founders (participants): \_\_\_\_\_

Carries out activities based on a standard charter.

The certificate is a document confirming the state re-registration of a legal entity, in accordance with the legislation of the Republic of Kazakhstan

Head of the registration authority \_\_\_\_\_

(Signature) (Last name, first name, patronymic (if any))

Place of seal  
Date of issue

Annex 8  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Form

Registration authority \_\_\_\_\_

Certificate of accounting re-registration of a branch (representative office) of a legal entity \_\_\_\_\_  
\_\_\_\_\_ business identification number

" \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_

Locality

Name of the branch (representative office) of the legal entity: \_\_\_\_\_

Name of the legal entity: \_\_\_\_\_

Location of the branch (representative office) of the legal entity: \_\_\_\_\_

The certificate is a document confirming the accounting re-registration of the branch (representative office), in accordance with the legislation of the Republic of Kazakhstan

Head of the registration authority \_\_\_\_\_

(Signature) (Last name, first name, patronymic (if any))

Place of seal Date of issue

Annex 9  
to the State Service Rules  
"State re-registration of legal entities,  
accounting re-registration of their  
branches and representative offices"

Fee rates are calculated based on the monthly calculation indicator established for the corresponding financial year by the law on the republican budget (hereinafter referred to as the MCI) and are:

No.	Types of registration actions	Rates (MCI)
1	2	3
1.	For state registration (re-registration), state registration of termination of activities of legal entities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan), accounting registration (re-registration),	



	deregistration of their branches and representative offices, except for commercial organizations:	
1.1)	legal entities, their branches and representative offices	6.5
1.2)	political parties, their branches and representative offices	14
2.	For state registration (re-registration), state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan) of institutions financed from the budget, state-owned enterprises, cooperatives of owners of premises (apartments) and associations of property owners of an apartment building, accounting registration (re-registration), deregistration of their branches and representative offices:	
2.1)	for state registration, registration of termination of activity, accounting registration, deregistration	1
2.2)	for re-registration	0.5
3.	For state registration (re-registration), state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan) of children's and youth public associations, as well as public associations of persons with disabilities, registration (re-registration), deregistration of them branches and representative offices, branches of republican and regional national-cultural public associations:	
3.1)	for registration (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan)	2
3.2)	for re-registration, state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan), deregistration	1

Approved  
by Order of the Acting  
Minister of Justice

of the Republic of Kazakhstan  
dated May 29, 2020 No. 66  
"On approval of the Rules  
for the provision of public services  
in the field of state registration  
of legal entities and registration  
of branches and representative offices"

**The Rules for the provision of public services "State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches (representative offices)"**

Footnote. Rules - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated September 30, 2022 No. 821 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

**Chapter 1. General provisions**

1. The Rules for the provision of the public service "State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches (representative offices)" (hereinafter referred to as the Rules) have been developed in accordance with the Law on public services and shall determine the procedure for providing the public service "State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches (representative offices)" (hereinafter referred to as Public service).

2. The Ministry of Justice of the Republic of Kazakhstan (hereinafter referred to as the Ministry), territorial bodies of justice and the State Corporation "Government for Citizens" (hereinafter referred to as the State Corporation) (hereinafter referred to as the service Provider ) shall carry out state registration of amendments and additions to the constituent documents of a legal entity not related to for a private business entity, as well as a joint-stock company, regulations on their branches (representative offices).

3. State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, provisions on their branches (representative offices) of public and religious associations with republican and regional status, including political parties, the Republican the Chamber of Notaries, the Republican College of Lawyers, the Republican Chamber of Private Bailiffs, the National Chamber of Entrepreneurs of the Republic of Kazakhstan, the Chamber of Forensic Experts of the Republic of Kazakhstan, the Arbitration Chamber of Kazakhstan, the Republican College of Legal Consultants, branches and representative offices of foreign and international non-profit non-governmental associations shall be carried out by the Ministry.

4. State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches (representative offices) of public and religious associations with local status, funds and associations of legal entities, branches and representative offices public and religious associations, shall be carried out by territorial justice authorities.

5. State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches (representative offices) related to commercial organizations and accounting re-registration of their branches and representative offices shall be carried out by the State Corporation.

6. State registration of amendments and additions to the constituent documents of a legal entity, except for political parties and religious associations, shall be carried out on the basis of an electronic application submitted through the "electronic government" web portal, as well as other informatization objects, in the manner determined by the Ministry in accordance with Article 14-1 of the Law.

## **Chapter 2. Procedure for providing public services**

7. To receive public service, individuals and (or) legal entities (hereinafter referred to as the service recipient) shall submit an application in the form in accordance with Annexes 1 and 2 to these Rules (hereinafter referred to as the Application) and a package of documents according to the list provided in the List of basic requirements for the provision of public services "State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches (representative offices)" in accordance with Annex 3 to these Rules (hereinafter referred to as the List) in the State Corporation or on the web - "electronic government" portal: [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the Portal).

8. The list of basic requirements for the provision of public services, including characteristics of the process, form, content and result of the provision, as well as other information taking into account the specifics of the provision of public services, shall be given in the List.

9. The application shall be accompanied by a decision or an extract from the decision of the authorized body of a legal entity on making amendments and additions to the constituent documents, as well as the text of the amendments and additions made to the constituent documents of a legal entity that is not a private business entity, as well as a joint-stock company, regulations on their branches (representative offices), sealed with the seal of a legal entity (if any), except for filing an electronic application.

10. State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on

their branches (representative offices) shall be carried out in cases of change of location, adoption of the charter (regulations) in a new edition.

11. The portal shall provide a notification procedure for changing and supplementing registration and other information of a legal entity, or branch (representative office).

12. Amendments and additions to the registration data of a legal entity, or branch (representative office) shall be made when:

1) changing the location of a legal entity related to a private business entity, branch (representative office), except for a joint-stock company, branch (representative office);

2) change of manager (appointment of a manager, appointment of an acting manager, appointment of a manager of property and activities of a legal entity, removal of a manager);

3) making amendments and additions to the constituent documents, except for the requirements provided for in Article 14-1 of the Law;

4) transfer of a share of the authorized capital into trust management;

5) increasing the authorized capital of business partnerships;

6) change in the main type of economic activity;

7) changing the composition of founders (participants, members) of non-profit organizations, except for political parties.

13. Amendments and additions to the registration data of a legal entity, branch (representative office) specified in subparagraphs 2), 6) and 7) of part one of Article 14-2 of the Law shall be made automatically based on an electronic notification.

14. Amendments and additions to the registration data of a legal entity, branch (representative office), specified in subparagraphs 1), 3), 4) and 5) of part one of Article 14-2 of the Law, shall be made based on an electronic notification with the attachment provided for in Article 14-2 Law of documents.

15. A change in the location of a legal entity belonging to a private business entity, branch (representative office), except for a joint-stock company, branch (representative office), shall be carried out with the consent of the owner of real estate through an electronic digital signature.

16. The exceptions are cases of changing the names of settlements and street names in accordance with the requirements of the Law of the Republic of Kazakhstan "On the administrative-territorial structure of the Republic of Kazakhstan".

17. When transferring a share of the authorized capital into trust management, a notarized trust management agreement shall be additionally presented.

18. When changing the composition of the founders (participants, members) of non-profit organizations, a list of founders (participants, members) of the non-profit organization shall be additionally provided, indicating the last name, first name, patronymic (if it is indicated in the identity document), date, month, year of birth, individual identification number, place of residence, contact telephone number, personal signature.

19. Legal entities, and branches (representative offices) shall notify the registration authority of amendments and additions to the constituent documents specified in part one of Article 14-2 of the Law within one month from the date of the decision to make amendments and additions to the constituent documents.

20. Amendments and additions to the registration and other information of a legal entity, or branch (representative office) shall be made within three working days from the date of submission of the electronic notification.

21. The presence of judicial acts, decisions (bans, arrests) of bailiffs and law enforcement agencies, as well as cases provided for in subparagraphs 3), 4), 4-1) and 5) of part one of Article 11 of the Law, shall be the grounds for leaving an electronic notification without execution with notification of this to the applicant.

22. Responsibility for the completeness and accuracy of the entered information lies with the legal entity, branch (representative office).

23. When accepting documents, the employee of the service provider shall check the identity document or electronic document from the digital document service (for identification) (in the case of an application through the State Corporation) of the service recipient with the information contained in state information systems and then return it to the service recipient.

24. If the service recipient submits an incomplete package of documents and (or) expired documents, the service provider shall refuse to accept the application with the issuance of a receipt in the form in accordance with Annex 4 to these Rules.

25. Upon presentation by the service provider of a complete package of documents, the service recipient shall be issued a receipt for the acceptance of documents indicating the date and time of receipt of the result of the public service.

26. Upon receipt of documents for the provision of public services in accordance with paragraphs 3 and 4 of these Rules, an employee of the service provider's office shall receive documents according to the register and send them to the department of registration of legal entities.

The head of the management (department) of registration of legal entities shall determine the executor within 20 minutes and transfer it to him/her for execution.

Executor: shall check the submitted documents for the correctness of their preparation (execution) for compliance with the current legislation of the Republic of Kazakhstan and, in the absence of grounds for refusal (interruption), draw up an order for state registration to make amendments and additions to the constituent documents, enter information into the National Register, draw up a certificate of state registration (re-registration) of a legal entity, on the accounting registration (re-registration) of a branch (representative office) with an assigned business identification number, draw up a file containing one copy of constituent and other documents after registration of the case (affixing the appropriate stamps confirming the assignment of a BIN).

After consideration by the executor, a certificate of state registration (re-registration) of a legal entity, a certificate of registration (re-registration) of a branch (representative office) with an assigned business identification number, or a reasoned order of refusal (on an interruption) shall be sent to management for signing. The documents signed by the management are transferred by the executor to the office of the service provider or sent to the service recipient via the portal. An employee of the service provider's office shall transfer documents to the State Corporation through a courier.

**Footnote. Paragraph 26 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

27. Upon receipt of documents for the provision of public services in accordance with paragraph 5 of these Rules to the State Corporation, an employee of the State Corporation shall accept and check the documents submitted by the service recipient and the accepted documents shall be sent to the appropriate division of the State Corporation in the field of registration of legal entities.

The head of the management (department) of registration of legal entities shall determine the executor within 20 minutes and transfer it to him/her for execution.

The executor: shall check the submitted documents for the correctness of their preparation (execution) for compliance with the current legislation of the Republic of Kazakhstan and, in the absence of grounds for refusal (interruption), draw up an order for state registration to make amendments and additions to the constituent documents, enter information into the National Register; draw up a certificate of state registration (re-registration) of a legal entity, record registration (re-registration) of a branch (representative office) with an assigned business identification number, draw up a file containing one copy of constituent and other documents after registration of the case (affixing the appropriate stamps confirming the assignment of a BIN).

After consideration by the executor, a certificate of state registration (re-registration) of a legal entity, a certificate of registration (re-registration) of a branch (representative office) with an assigned business identification number, or a reasoned order of refusal (on an interruption) shall be sent to management for signing. The documents signed by the management shall be transferred by the executor to the issuing department of the State Corporation.

**Footnote. Paragraph 27 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

28. In the State Corporation, the issuance of ready-made documents shall be carried out upon presentation by the service recipient of an identity card or an electronic document from

the digital document service (for identification) (or his/her representative acting on the basis of a document issued in accordance with the civil legislation of the Republic of Kazakhstan, which indicates the corresponding powers of the representative).

29. In the case of submitting documents on the portal - "to personal account", a notification of state registration (re-registration) of legal entities for small and medium-sized businesses or a reasoned response from the service provider about the refusal (about interruption) in the provision of public services shall be sent in the form of an electronic document, certified with EDS of the service provider.

**Footnote. Paragraph 29 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

30. In cases of submission of an incomplete package of documents, the presence of shortcomings in them, the need to obtain an expert (specialist) opinion on the constituent documents, as well as on other grounds provided for by the legislative acts of the Republic of Kazakhstan, the period of state (record) registration shall be interrupted until the identified shortcomings are eliminated or until the corresponding conclusion (expertise).

If grounds are identified for interrupting the period for providing public service, the service provider shall interrupt the period for providing the public service for no more than one month, indicating the reasons, and transfer the documents to the State Corporation.

The decision to interrupt state registration shall be made by the service provider from the moment of receipt of documents for state registration until the moment the document is issued, but no later than the expiration of the service provision period.

After eliminating the comments specified in the interruption order, the service recipient shall re-send the documents to the service provider through the State Corporation.

If within one month the circumstances that were the grounds for the interruption in registration by the service recipient are not eliminated, then a reasoned order shall be issued to refuse to provide the public service no later than three working days before the end of the interruption.

**Footnote. Paragraph 30 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

31. If there are grounds for refusing state registration of amendments and additions to the constituent documents of a legal entity that is not related to a private business entity, as well as a joint-stock company, the regulations on their branches (representative offices), the service provider shall within the time limits provided for in Article 14-1 of the Law, in writing issue him/her a reasoned order to refuse to provide public service, on the grounds specified in paragraph 9 of the List of basic requirements for the provision of public services.

When a decision is made to refuse to provide public service, the service provider shall, within one day, notify the service recipient of the preliminary decision to refuse to provide the

public service, as well as the time and place of the hearing for the opportunity to express the service recipient's position on the preliminary decision.

Notice of the hearing shall be sent at least three working days before the end of the period for providing the public service.

The service recipient's objection to the preliminary decision shall be accepted by the service provider within 2 working days from the date of its receipt.

Based on the results of the hearing, the service provider shall decide on state registration or form a reasoned refusal to provide public service.

32. The service provider shall ensure that data is entered into the information system for monitoring the provision of public services about the stage of provision of public services in the manner established by the authorized body in the field of informatization, in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on Public Services.

33. In the event of a failure of the information system of the SDB of a legal entity, the service provider shall immediately notify the operator of the information and communication infrastructure of the "electronic government" (hereinafter referred to as the Operator).

In this case, the operator shall take measures to determine the cause of the information system failure and, within 1 (one) working day, draw up a protocol (act) about the technical problem and sign it with the service provider.

### **Chapter 3. The procedure for appealing decisions, actions (inaction) of service providers and (or) their officials regarding the provision of public services**

34. A complaint about decisions, actions (inaction) of the service provider and (or) their employees regarding the provision of public services shall be submitted to the head of the service provider.

A complaint from a service recipient received by a service provider directly providing public service, in accordance with paragraph 2) of Article 25 of the Law on Public Services, is subject to consideration within five working days from the date of its registration.

A complaint from a service recipient received by the authorized body for assessing and monitoring the quality of public services is subject to consideration within fifteen working days from the date of its registration.

When applying through the portal, information on the appeal procedure may be obtained by calling the unified contact center for issues related to the provision of public services.

35. Consideration of the complaint shall be carried out by the authorized body that carries out state regulation and control of activities in the field of state registration of legal entities and accounting registration of branches and representative offices, the authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the Body considering the complaint).

The complaint shall be submitted to the service provider whose decision, action (inaction) is being appealed.



The service provider, whose decision, action (inaction) is being appealed, no later than three working days from the date of receipt of the complaint, shall send it and the administrative file to the body considering the complaint.

In this case, the service provider, whose decision, action (inaction) is being appealed, shall have the right not to send a complaint to the body considering the complaint if, within three working days, he/she makes decision or other administrative action that fully satisfies the requirements specified in the complaint.

Unless otherwise provided by law, an appeal to the court shall be allowed after appealing through the pre-trial process.

Annex 1  
to the State Service Rules  
"State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint stock company, regulations on their branches (representative offices)"

Form

**Application for state (accounting) registration of amendments and additions to the constituent documents of a legal entity, branch (representative office)**

1. Form of organization (indicate x in the appropriate cell)

1) legal entity \_\_\_\_\_ 2) branch \_\_\_\_\_ 3) representative office \_\_\_\_\_

2. Name of the legal entity, branch (representative office) \_\_\_\_\_

3. Business identification number (BIN) \_\_\_\_\_

4. Reasons for making amendments to the constituent documents of a legal entity (indicate x in the appropriate cell):

1) change of location \_\_\_\_\_

2) approval of the charter (regulations) in a new edition \_\_\_\_\_

5. Location of the legal entity, branch (representative office)

Postal code: \_\_\_\_\_

Region: \_\_\_\_\_

City, district, area in the city: \_\_\_\_\_

Locality (village, town): \_\_\_\_\_

Street, micro-district, block, lane, avenue: \_\_\_\_\_

House number \_\_\_\_\_, apartment, room: \_\_\_\_\_

telephone (fax) number: \_\_\_\_\_

6. Last name, first name, patronymic (if any) of the manager \_\_\_\_\_

---

(indicating ID card details and IIN)

7. Composition and number of founders (indicate x in the appropriate cell, number in digital designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

Name of the legal entity \_\_\_\_\_

---

\_\_\_\_\_ (indicating BIN)

Share in the authorized capital % \_\_\_\_\_

Deposit amount (thousand tenge) \_\_\_\_\_

Last name, first name, patronymic (if any). individual \_\_\_\_\_

---

(indicating the details of the identity card and IIN)

Share in the authorized capital % \_\_\_\_\_ Amount of contribution (thousand tenge) \_\_\_\_\_

If the founders

have more than one piece of information about them: Last name, first name, patronymic (if any) indicating

the details of the identity card and IIN (for an individual), name indicating BIN (for a legal entity), as well

as their share in the authorized capital in percentage and monetary terms are The following is attached

to the application on a separate sheet.

8. Information about the beneficial owner(s): citizenship, Last name, first name, patronymic, identification

document details, IIN (if any), share in the authorized capital of a legal entity or the size of outstanding

shares owned by the beneficial owner \_\_\_\_\_

9. Indicate the code of the main type of economic activity: \_\_\_\_\_

10. The size of the authorized capital \_\_\_\_\_

11. The expected (approximate) number of employed people \_\_\_\_\_

12. The grounds for the change arose as a result of the reorganization (indicate x in the appropriate cell):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

13. In case of a merger, the following information shall be indicated:

Names of the merged legal entities \_\_\_\_\_

Business identification number (BIN) \_\_\_\_\_

14. Private business entity (indicate x in the appropriate cell):

1) medium-sized enterprise \_\_\_\_\_

2) large business enterprise \_\_\_\_\_

I hereby agree to the use of information constituting a secret protected by law contained in information systems \_\_\_\_\_

The following is attached to the application: \_\_\_\_\_

\_\_\_\_\_ " " \_\_\_\_\_ 20 \_\_\_\_ (signature) \_

\_\_\_\_\_  
Last name, first name, patronymic (if any) and signature of the applicant

Note:

BIN – business identification number

IIN - individual identification number

VAT - value-added tax

The beneficial owner is an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or placed (minus preferred and purchased by the company) shares of a client - a legal entity or a foreign structure without forming a legal entity, exercising control over the client in any other way, in whose interests the client carries out transactions with money and (or) other property.

Annex 2

to the State Service Rules

"State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint stock company, regulations on their branches (representative offices)"

Form

### **Application for state registration with amendments**

### **and additions of a joint-stock company operating based on a standard charter**

1. Name of the registered joint stock company \_\_\_\_\_

2. Participation in the composition of foreign investors (indicate x in the appropriate cell):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

3. The legal entity is a subsidiary organization (indicate x in the appropriate cell):

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_

4. Grounds for making amendments to the constituent documents (indicate x in the appropriate cell):

1) change of location \_\_\_\_\_

5. Location of the joint stock company Postal code: \_\_\_\_\_

Region: \_\_\_\_\_

City, district, area in the city: \_\_\_\_\_

Settlement (village, town): \_\_\_\_\_

Street, micro-district, block, lane, avenue: \_\_\_\_\_

House number \_\_\_\_\_, apartment, room: \_\_\_\_\_

telephone (fax) number: \_\_\_\_\_

6. Last name, first name, patronymic of the manager \_\_\_\_\_

\_\_\_\_\_ (indicating ID card details and IIN)

7. Indicate the code of the main type of economic activity: \_\_\_\_\_

8. Amount of authorized capital \_\_\_\_\_

9. Composition and number of founders (indicate x in the appropriate cell, number in digital designation):

1) legal entity \_\_\_\_\_ 2) individual \_\_\_\_\_

10. Information about the beneficial owner(s): citizenship,

Last name, first name, patronymic, data identification document, IIN (if any), the share of participation in the authorized capital of a legal entity or the size

of placed shares owned by the beneficial owner \_\_\_\_\_

11. Indicate the guaranteed amount of dividend on a preferred share:

\_\_\_\_\_

\_\_\_\_\_ (in fixed terms or with

indexation relative to any indicator provided that its meanings are regular and publicly available)

12. Specify the frequency of payment of dividends on preferred shares:

\_\_\_\_\_

13. Indicate the media used for the publication of information subject to mandatory publication, determined by the authorized body \_\_\_\_\_

14. Number of members of the board of directors of the company \_\_\_\_\_

\_\_\_\_\_ the requirements

of paragraph 37 of the model charter apply to financial organizations.

15. Number of board members of the company \_\_\_\_\_

16. Expected (approximate) number of employed people \_\_\_\_\_

17. Private business entity (indicate x in the appropriate cell):

1) medium-sized enterprise \_\_\_\_\_ 2) large enterprise \_\_\_\_\_

18. The creation of a legal entity is preceded by reorganization (indicate x in the appropriate cell):

1) transformation \_\_\_\_\_

2) merger \_\_\_\_\_

3) spin-off \_\_\_\_\_

4) separation \_\_\_\_\_

5) joining \_\_\_\_\_

19. Number of legal entities participating in the reorganization \_\_\_\_\_

20. In case of transformation, the following information shall be provided:

Previous name of the legal entity \_\_\_\_\_

Business Identification Number (BIN) \_\_\_\_\_

21. In the case of a merger, the following information shall be provided:

Names of the legal entities participating in the merger \_\_\_\_\_

Business Identification Number (BIN) \_\_\_\_\_

22. In the case of a spinoff, the following information shall be provided:

The name of the existing legal entity from which the new legal entity is separated

\_\_\_\_\_  
Business Identification Number (BIN) \_\_\_\_\_

23. In case of division, the following information shall be indicated:

Name of the legal entity based on which the legal entities were created

\_\_\_\_\_  
Business Identification Number (BIN) \_\_\_\_\_

I hereby agree to the use of information constituting a legally protected secret contained in the information systems \_\_\_\_\_

The following is attached to the application: \_\_\_\_\_

— "\_\_\_" \_\_\_\_ 20 \_\_\_\_ signature)

Last name, first name, patronymic (if any) and signature of the manager

The authenticity of the signature shall be certified by a notary.

Note:

BIN – business identification number

IIN - individual identification number

VAT - value-added tax

The beneficial owner is an individual who directly or indirectly owns more than twenty-five percent of the shares in the authorized capital or placed (minus preferred and purchased by the company) shares of a client - a legal entity or a foreign structure without forming a legal entity, exercising control over the client in any other way, in whose interests the client carries out transactions with money and (or) other property.

Annex 3  
to the State Service Rules  
"State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint stock company, regulations on their branches (representative offices)"

Footnote. Annex 3 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated January 24, 2023 No. 53 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

<p>The list of basic requirements for the provision of public services "State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches (representative offices)"</p> <p>Name of subtype of public service:</p> <p>1. In case of a change of location.</p> <p>2. Adoption of the charter (regulations) in a new edition.</p>		
1	Name of the service provider	Ministry of Justice (hereinafter referred to as the Ministry), territorial bodies of justice, State Corporation.
2	Methods of providing public services	<p>1. In case of change of location - State Corporation, "electronic government" web portal;</p> <p>2. Adoption of the charter (regulations) in a new edition - State Corporation.</p>
3	Duration of provision of public services	<p>In case of a change of location;</p> <p>Adoption of the charter (regulations) in a new edition;</p> <p>1. in the State Corporation:</p> <p>State registration of amendments and additions to the constituent documents of legal entities not related to private businesses, as well as joint-stock companies operating on the basis of a non-standard charter, shall be carried out no later than 5 working days following the day of applying with the necessary documents attached.</p> <p>State registration of amendments and additions to the constituent documents of public and religious associations with republican and regional status, including accounting registration of amendments and additions to the constituent documents of branches and representative offices of foreign and international non-profit non-governmental associations, shall be carried out no later than 5 working days following the day of applying with the necessary documents attached.</p> <p>at the location of the service provider , no later than 10 working days outside the location of the service</p>

		<p>provider following the day of applying with the necessary documents attached.</p> <p>2. On the portal:</p> <p>In case of a change of location; legal entities are reflected within 5 working days from the date of applying for state registration.</p> <p>The maximum allowable waiting time for delivery of a package of documents by the service recipient service provider is 20 minutes;</p> <p>The maximum allowable service time for the service recipient is 20 minutes.</p>
4	Form of provision of public services	<p>State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint-stock company, regulations on their branches ( representative offices):</p> <p>1. In case of change of location - electronic (fully automated)/paper;</p> <p>2. Adoption of the charter ( regulations) in a new edition - electronic (partially automated)/ paper.</p>
5	The result of the provision of public services	<p>a certificate of state registration ( re-registration) of a legal entity in accordance with Annexes 1 and 2 to this List of basic requirements for the provision of public services, or a refusal to provide public services in the cases and on the grounds specified in paragraph 9 of this list.</p> <p>When accessing the portal, the service recipient shall be sent to the " personal account" the result of the provision of public service or a refusal response for legal entities belonging to a large and medium-sized enterprise in the form of an electronic document certified by an electronic digital signature ( hereinafter referred to as EDS).</p>
6	The amount of the fee charged to the service recipient for the provision of public services, and methods of obtaining it in cases provided for by the legislation of the Republic of Kazakhstan	Free of charge

Work schedule of the service provider

1. The Ministry and its territorial bodies of justice - from Monday to Friday inclusive from 9.00 to 18.30 with a lunch break from 13.00 to 14.30, except for weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan.

2. Reception of applications and issuance of finished results of public services shall be carried out through the State Corporation from Monday to Friday inclusive from 9.00 to 18.00 without a break, duty service departments of the State Corporation from Monday to Friday inclusive from 9.00 to 20.00 and on Saturday from 9.00 to 13.00 except holidays and weekends in accordance with the Labor Code of the Republic of Kazakhstan.

Reception shall be carried out in an "electronic" queue at the choice of the service recipient; it shall be possible to book an electronic queue through the portal.

3. portal - around the clock, except for technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays, the application shall be accepted and the result of the provision of public services shall be issued from the next working day in accordance with the Labor Code of the Republic of Kazakhstan).

To the State Corporation:  
application in the form in accordance with Annexes 1 and 2 to these Rules;  
Service providers receive digital documents through the subscriber's cellular number of a user registered on the e-government web portal, with the consent of the owner of the submitted document, through implemented integration by providing a one-time password from the digital document service or by sending a short text message in response to a web notification - "electronic government" portal.



List of documents required for the provision of public services

a decision or an extract from the decision of the authorized body of a legal entity on making amendments and additions to the constituent documents of a legal entity, regulations on a branch (representative office), sealed by the seal of the legal entity (if any);  
for legal entities, branches (representative offices):  
two copies of constituent documents with amendments and additions made, or the text of amendments and additions made to the constituent documents of a legal entity not related to a private business entity, branch (representative office);  
for joint stock companies:  
one copy of the notarized charter (regulations) with the amendments and additions made, or the text of the amendments and additions made to the charter of the joint-stock company, regulations on the branch (representative office);  
a notarized lease agreement and other documents provided for by civil law.

If the owner of the building is a legal entity itself, documents confirming its location shall not be required.

If the owner of the building is an individual, a notarized consent of the individual shall be required to transfer the building as a location to a legal entity.

To the notice:

a decision or an extract from the decision of the authorized body of a legal entity on making amendments and additions to the constituent documents, sealed by the seal of the legal entity (if any), as well as the text of the amendments and additions made to the constituent documents;

a document confirming the actual location of a legal entity belonging to a private business entity, except for a joint-stock company and its branches (representative offices).

Constituent documents, drawn up in the manner established by the

		<p>legislation of the Republic of Kazakhstan, in the state and Russian languages, shall be submitted in bound and numbered form, in two copies.</p> <p>In case of a change of location on the e-government portal:</p> <ol style="list-style-type: none"> <li>1. application in the form in accordance with Annexes 1 and 2 to these Rules;</li> <li>2. an electronic copy of a document confirming the actual location (in case of a location change).</li> </ol> <p>In case of a change of location within one month from the date of the decision, the authorized body applies for state registration of the amendments and additions made to the constituent documents.</p>
9	<p>Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan</p>	<ol style="list-style-type: none"> <li>1. violation of the procedure for making amendments and additions to the constituent documents of a legal entity, regulations on a branch (representative office), failure to appear constituent documents (regulations) established by the legislative acts of the Republic of Kazakhstan, as well as Article 24 of the Law of the Republic of Kazakhstan "On Non-Commercial Organizations";</li> <li>2. presentation of lost and (or) invalid identification documents, as well as unreliable documents submitted by the service recipient to receive public services, and (or) data (information) contained in them;</li> <li>3. judicial acts and decisions (bans, arrests) of bailiffs and law enforcement agencies, including court decisions (sentences) prohibiting activities or certain types of activities requiring the receipt of public services, as well as court decisions based on which the service recipient is deprived of a special right availability associated with receiving public services is the basis;</li> <li>4. lack of consent of the service recipient, provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and Their Protection,"</li> </ol>

		to access restricted personal data that shall be required for the provision of public services.
10	Other requirements taking into account the specifics of the provision of public services, including those provided in electronic form and through a state corporation	<p>For service recipients who, in accordance with the procedure established by law, have a complete or partial loss of the ability or capability to carry out self-service, move independently, and orient themselves, documents for the provision of public services shall be accepted by an employee of the State Corporation with a visit to the place of residence by contacting the Unified Contact Center "1414", 8 800 080 7777.</p> <p>The service recipient shall have the opportunity to receive public services in electronic form through the "electronic government" web portal if he/she has an electronic signature.</p> <p>The digital document service shall be available to authorized users in the mobile application.</p> <p>To use a digital document, it is necessary to authorize in the mobile application using an electronic digital signature or a one-time password, then go to the "digital documents" section and select the necessary document.</p> <p>The service recipient shall have the opportunity to obtain information about the procedure and status of the provision of public services in remote access mode through the "Personal account" of the portal, the service provider's help desks, as well as the Unified Contact Center "1414", 8-800-080-7777.</p>

#### Annex 4

#### to the State Service Rules

"State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint stock company, regulations on their branches (representative offices)"

Form

**Receipt of refusal to accept an application**

Guided by paragraph 2 of Article 20 of the Law on Public Services, department No. \_\_ branch of the State Corporation (indicate address) refuses to accept documents for the provision of public services (indicate the name of the public service in accordance with the list of basic requirements for the provision of public services) due to Your submission of an incomplete package of documents according to the list provided for by the list of basic requirements for the provision of public services, namely:

Name of missing documents:

- 1) \_\_\_\_\_;
- 2) \_\_\_\_\_;
- 3) \_\_\_\_\_;

This receipt is made in 2 copies, one for each party.

Last name, first name, patronymic (if any) (employee of the State Corporation) (signature)

Executor: Last name, first name, patronymic (if any) \_\_\_\_\_

Telephone \_\_\_\_\_

Received: Last name, first name, patronymic (if any) / \_\_\_\_\_ / signature of the service recipient

" \_\_ " \_\_\_\_\_ 20 \_\_

Annex 5  
to the State Service Rules  
"State registration of amendments and additions to the constituent documents of a legal entity not related to a private business entity, as well as a joint stock company, regulations on their branches (representative offices)"

Form

Registration authority \_\_\_\_\_

**Certificate of state registration/re-registration of a legal entity**

\_\_\_\_\_ **business identification number**

" \_\_ " \_\_\_\_\_ 20 \_\_

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Director: \_\_\_\_\_

Founders (participants): \_\_\_\_\_

Carries out activities on the basis of a standard charter.

The certificate is a document confirming the state re-registration of a legal entity, in accordance with the legislation of the Republic of Kazakhstan

Head of the registration authority \_\_\_\_\_

(Signature) (Last name, first name, patronymic (if any))

Place of seal Date of issue

Annex 6  
to the State Service Rules  
"State registration of amendments and  
additions to the constituent documents  
of a legal entity not related to a private  
business entity, as well as a joint stock  
company, regulations on their branches  
(representative offices)"

Form

Registration authority \_\_\_\_\_

**Certificate of registration/re-registration of a branch (representative office) of a legal entity**

\_\_\_\_\_ **business identification number**

"\_\_" "\_\_" 20\_\_

Locality

Name of the branch (representative office) of the legal entity:

\_\_\_\_\_

\_\_\_\_\_  
Name of the legal entity: \_\_\_\_\_

\_\_\_\_\_  
Location of the branch (representative office) of the legal entity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
The certificate is a document confirming the accounting re-registration of the branch (representative office),

in accordance with the legislation of the Republic of Kazakhstan

Head of the registration authority \_\_\_\_\_

(Signature) (Last name, first name, patronymic (if any))

Place of seal Date of issue

Approved  
by Order of the acting  
Minister of Justice  
of the Republic of Kazakhstan  
dated May 29, 2020 No. 66  
"On approval of the Rules  
for the provision of public  
services in the field of state  
registration of legal entities  
and accounting registration

**The Rules for the provision of the state service "State registration of termination of the activities of a legal entity, deregistration of a branch and representative office"**

**Footnote. Rules - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated September 30, 2022 No. 821 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

**Chapter 1. General provisions**

1. The Rules for the provision of the state service "State registration of termination of the activity of a legal entity, deregistration of a branch and representative office" (hereinafter referred to as the Rules) have been developed in accordance with the Law on State Services and shall determine the procedure for the provision of the state service "State registration of termination of the activity of a legal entity, deregistration accounting registration of branches and representative offices" (hereinafter referred to as the State service).

2. The Ministry of Justice of the Republic of Kazakhstan (hereinafter referred to as the Ministry) and territorial justice bodies shall carry out state registration of the termination of the activities of a legal entity that is a non-profit organization, and deregistration of a branch and representative office.

The State Corporation "Government for Citizens" (hereinafter referred to as the State Corporation) shall carry out state registration of the termination of the activities of legal entities that are commercial organizations, and deregistration of branches and representative offices (hereinafter referred to as the Service provider).

3. State registration of termination of the activities of a legal entity, public and religious associations with republican and regional status, including political parties, the Republican Notary Chamber, the Republican Bar Association, the Republican Chamber of Private Bailiffs, the National Chamber of Entrepreneurs of the Republic of Kazakhstan, the Chamber of Forensic Experts of the Republic of Kazakhstan, Arbitration Chamber of Kazakhstan, Republican College of Legal Consultants, deregistration of branches and representative offices of foreign and international non-profit non-governmental associations shall be carried out by the Ministry.

4. State registration of termination of the activities of a legal entity, deregistration of branches and representative offices, public and religious associations with local status, funds and associations of legal entities, registration of branches and representative offices of public and religious associations shall be carried out by territorial bodies of justice.

5. State registration of termination of the activities of a legal entity, deregistration of branches and representative offices related to commercial organizations and registration of their branches and representative offices shall be carried out by the State Corporation.

6. State registration of termination of the activities of a legal entity, except for political parties and religious associations, shall be carried out on the basis of an electronic application submitted through the "electronic government" web portal, as well as other informatization objects, in the manner determined by the Ministry in accordance with Article 16 of the Law.

7. The activities of legal entities, and their branches (representative offices) are subject to compulsory termination if they simultaneously meet the following conditions: those who have not applied in the manner determined by the authorized body in the field of state registration of legal entities to the registration authority to generate a business identification number; not registered with state revenue authorities as taxpayers. Compulsory termination of activities shall be carried out in court at the request of the body carrying out state registration of legal entities. Exclusion from the National Register of Business Identification Numbers of legal entities shall be carried out based on a court decision on forced liquidation that has entered into legal force.

**Footnote. Paragraph 7 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

## **Chapter 2. Procedure for providing public services**

8. To receive public service, individuals and (or) legal entities (hereinafter referred to as the Service recipient) shall submit an application in the form in accordance with Annex 1 to these Rules (hereinafter referred to as the Application) and a package of documents according to the list provided in the List of basic requirements for the provision of public services "State registration of termination of activities of a legal entity, deregistration of branches and representative offices" in accordance with Annex 2 to these Rules (hereinafter referred to as the List) to the State Corporation or on the "electronic government" web portal: [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the Portal).

9. A list of basic requirements for the provision of public services, including characteristics of the process, form, content and result of the provision, as well as other information taking into account the specifics of the provision of public services, shall be given in the List.

10. When accepting documents, the employee of the service provider shall check the identity document (in the case of an application through the State Corporation) of the service recipient with the information contained in state information systems and then return it to the service recipient.

11. In this case, if the service recipient submits an incomplete package of documents and (or) expired documents, the service provider shall refuse to accept the documents with the issuance of a receipt in the form in accordance with Annex 3 to these Rules.

12. Upon presentation of a complete package of documents to the service provider, the service recipient shall be issued a receipt for the acceptance of documents indicating the date and time of receipt of the result of the public service.

13. Upon receipt of documents for the provision of public services in accordance with paragraphs 3 and 4 of these Rules, an employee of the service provider's office shall receive documents according to the register and send them to the Department of Registration of Legal Entities.

The head of the management (department) of registration of legal entities shall determine the executor within 20 minutes and transfer it to him/her for execution.

The executor: shall check compliance with the liquidation procedure established by the legislative acts of the Republic of Kazakhstan and, in the absence of grounds for refusal ( interruption), enter information on the liquidation of the legal entity into the National Register ; issue an order to register the termination of the activities of a legal entity (branch and representative office), annulment a certificate (record) of state registration (re-registration) and exclude it from the National Register.

**Footnote. Paragraph 13 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

14. After consideration by the executor, the order to register the termination of the activities of a legal entity (branch and representative office), or a reasoned order of refusal (on an interruption) shall be sent to management for signing.

The documents signed by the management shall be transferred by the executor to the office of the service provider. An employee of the service provider's office shall transfer documents to the State Corporation through a courier.

**Footnote. Paragraph 14 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

15. Upon receipt of documents for the provision of public services in accordance with paragraph 5 of these Rules to the State Corporation, the employee shall receive the documents and, according to the register, transfer them to the appropriate division of the State Corporation in the field of registration of legal entities.

The head of the management (department) of registration of legal entities shall determine the executor within 20 minutes and transfer it to him/her for execution.

The executor: checks compliance with the liquidation procedure established by the legislative acts of the Republic of Kazakhstan and, in the absence of grounds for refusal ( interruption), enters information on the liquidation of the legal entity into the National Register; issues an order to register the termination of the activities of a legal entity (branch and representative office), annulment a certificate (record) of state registration (re-registration ) and exclude it from the National Register.



After consideration by the executor, the order to register the termination of the activities of a legal entity (branch and representative office), or a reasoned order of refusal (on an interruption) shall be sent to management for signing.

The documents signed by the management shall be transferred by the executor to the issuing department of the State Corporation.

**Footnote. Paragraph 15 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

16. In the State Corporation, the issuance of ready-made documents shall be carried out upon presentation by the service recipient of an identity card or an electronic document from the digital document service (for identification) (or his/her representative acting on the basis of a document issued in accordance with the civil legislation of the Republic of Kazakhstan, which indicates the corresponding powers of the representative).

17. In the case of submitting documents on the portal - "to personal account", a notification of state registration of legal entities for small and medium-sized businesses or a reasoned response from the service provider about the refusal (about interruption) in the provision of public services shall be sent in the form of an electronic document, certified by the service provider's digital signature.

**Footnote. Paragraph 17 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

18. In cases of submission of an incomplete package of documents, the presence of shortcomings in them, the need to obtain an expert (specialist) opinion on the constituent documents, as well as on other grounds provided for by the legislative acts of the Republic of Kazakhstan, the period of state (record) registration shall be interrupted until the identified shortcomings are eliminated or until the corresponding conclusion (expertise).

If grounds are identified for interrupting the period for providing public service, the service provider shall interrupt the period for providing the public service for no more than one month, indicating the reasons, and transfer the documents to the State Corporation.

The decision to interrupt state registration shall be made by the service provider from the moment of receipt of documents for state registration until the moment the document is issued, but no later than the expiration of the service provision period.

After eliminating the comments specified in the interruption order, the service recipient shall re-send the documents to the service provider through the State Corporation.

If, within one month, the circumstances that were the grounds for an interruption in the registration of termination of the activities of a legal entity by the service recipient are not eliminated, then a reasoned order shall be issued to refuse to provide the public service no later than three working days before the end of the interruption.

Footnote. Paragraph 18 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated July 13, 2023 No. 479 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

19. If there are grounds for refusal of state registration of a legal entity, or registration of a branch (representative office), the service provider shall, within the time limits provided for in Article 16 of the Law, issue in writing a reasoned refusal to provide public service, on the grounds specified in paragraph 9 of the List of Basic Requirements to the provision of public services.

When a decision is made to refuse to provide public service, the service provider shall, within one day, notify the service recipient of the preliminary decision to refuse to provide the public service, as well as the time and place of the hearing for the opportunity to express the service recipient's position on the preliminary decision.

Notice of the hearing shall be sent at least three working days before the end of the period for providing the public service.

The service recipient's objection to the preliminary decision shall be accepted by the service provider within 2 working days from the date of its receipt.

Based on the results of the hearing, the service provider shall decide on state registration or form a reasoned refusal to provide public service.

20. The service provider shall ensure that data is entered into the information system for monitoring the provision of public services about the stage of provision of public services in the manner established by the authorized body in the field of informatization, in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on Public Services.

21. In the event of a failure of the information system of the SDB of a legal entity, the service provider shall immediately notify the operator of the information and communication infrastructure of the "electronic government" (hereinafter referred to as the Operator).

In this case, the operator shall take measures to determine the cause of the information system failure and, within 1 (one) working day, draw up a protocol (act) about the technical problem and sign it with the service provider.

### **Chapter 3. The procedure for appealing decisions, actions (inaction) of service providers and (or) their officials regarding the provision of public services**

22. A complaint about decisions, actions (inaction) of the service provider and (or) their employees regarding the provision of public services shall be submitted to the head of the service provider.

A complaint from a service recipient received by a service provider directly providing public service, in accordance with paragraph 2 of Article 25 of the Law on Public Services, is subject to consideration within five working days from the date of its registration.

A complaint from a service recipient received by the authorized body for assessing and monitoring the quality of public services is subject to consideration within fifteen working days from the date of its registration.

When applying through the portal, information on the appeal procedure may be obtained by calling the unified contact center for issues related to the provision of public services.

23. Consideration of the complaint shall be carried out by the authorized body that carries out state regulation and control of activities in the field of state registration of legal entities and accounting registration of branches and representative offices, the authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the Body considering the complaint).

The complaint shall be submitted to the service provider whose decision, action (inaction) is being appealed.

The service provider, whose decision, action (inaction) is being appealed shall, no later than three working days from the date of receipt of the complaint, send it and the administrative file to the body considering the complaint.

In this case, the service provider, whose decision, action (inaction) is being appealed, shall be entitled not to send the complaint to the body considering the complaint if, within three working days, he/she makes decision or other administrative action that fully satisfies the requirements specified in the complaint.

Unless otherwise provided by law, an appeal to the court shall be allowed after appealing through the pre-trial process.

Annex 1  
to the State Service Rules  
"State registration  
of termination of the  
activities of a legal entity,  
deregistration of a branch  
and representative office"

Form

**Application for registration of termination of activities  
of a legal entity, branch (representative office)**

1. Form of organization (indicate x in the appropriate cell)

1) legal entity \_\_\_\_\_ 2) branch \_\_\_\_\_ 3) representative office \_\_\_\_\_

2. Name of the legal entity, branch (representative office) \_\_\_\_\_

3. Business identification number (BIN) (in case of absence - registration number) \_\_\_\_\_

4. The grounds for termination of activity arose as a result of (indicate x in the appropriate cell)

1) liquidation \_\_\_\_\_ 2) reorganization by merger \_\_\_\_\_

5. Termination of the activities of a legal entity, branch (representation) (indicate x in the appropriate cell)

1) voluntary \_\_\_\_\_

2) forced \_\_\_\_\_

6. Name of the publication in which the announcement of the termination of the activities of a legal entity, branch (representative office) was published, number and date of publication

7. Information about branches (representative offices) of the legal entity (indicate x in the appropriate cell)

1) yes \_\_\_\_\_ 2) no \_\_\_\_\_ The following is attached to the application:

\_\_\_\_\_  
Last name, first name, patronymic (if any) and signature of the applicant

I hereby agree to the use of information constituting secrets protected by law contained in information systems

\_\_\_\_\_  
" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ (signature)

Annex 2 to the  
State Service Rules  
"State registration  
of termination of the activities  
of a legal entity, deregistration  
of a branch and representative  
office"

**Footnote. Annex 2 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated January 24, 2023 No. 53 (shall come into effect ten calendar days after the day of its first official publication).**

The List of basic requirements for the provision of public services "State registration of termination of the activities of a legal entity, deregistration of branches and representative offices"

Name of subtype of public service:

1. Termination of the activities of a legal entity based on liquidation;
2. Registration of termination of the activities of a state enterprise privatized as a property complex;
3. Compulsory termination of activities shall be carried out in court at the request of the authority;

1	Name of the service provider	Ministry of Justice (hereinafter referred to as the Ministry), territorial bodies of justice, State Corporation.
		1. Termination of the activities of a legal entity based on liquidation - State Corporation, "electronic government" web portal;

2	Methods of providing public services	<p>2. Registration of termination of the activities of a state enterprise privatized as a property complex - State Corporation;</p> <p>3. Compulsory termination of activities shall be carried out in court at the request of the body - the State Corporation.</p>
3	Duration of provision of public services	<p>State registration of termination of the activities of a legal entity and deregistration of branches and representative offices shall be carried out within 5 working days following the day of applying with the necessary documents attached.</p> <p>State registration of termination of the activities of a legal entity, public and religious associations with republican and regional status, deregistration of branches and representative offices of foreign and international non-profit non-governmental associations shall be carried out no later than 5 working days following the day of applying with the necessary documents attached.</p> <p>at the location of the service provider , no later than 10 working days outside the location of the service provider following the day of applying with the necessary documents attached.</p> <p>Maximum allowable waiting time for delivery of a package of documents by the service recipient service provider - 20 minutes;</p> <p>The maximum allowable service time for the service recipient - 20 minutes.</p>
4	Form of provision of public services	<p>State registration of termination of activities of a legal entity, deregistration of branches and representative offices:</p> <p>1. Termination of the activities of a legal entity based on liquidation - electronic (fully automated)/paper;</p> <p>2. Registration of termination of activities of a state enterprise privatized as a property complex - paper;</p>

		<p>3. Termination of activities forcibly shall be carried out in court at the request of the authority - paper.</p>
5	The result of the provision of public services	<p>An order on state registration of the termination of the activities of a legal entity or the deregistration of a branch and representative office from registration, or a reasoned refusal to provide public service in the cases and on the grounds provided for in paragraph 9 of this List.</p> <p>When submitting documents to the portal-to-personal account, notification of state registration of termination of the activities of legal entities for small and medium-sized businesses or a reasoned response about the refusal to provide public service shall be sent in the form of an electronic document certified by an electronic digital signature ( hereinafter referred to as EDS) of the service provider.</p>
6	The amount of the fee charged to the service recipient for the provision of public services, and methods of obtaining it in cases provided for by the legislation of the Republic of Kazakhstan	<p>A registration fee has been established for the provision of public services to non-profit organizations.</p> <p>The amount of the registration fee shall be calculated at the rates in accordance with Annex 4 to these Rules of the basic requirements for the provision of public services, established by the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget (Tax Code)" and paid before the submission of the relevant documents at the place of registration of the taxable object.</p> <p>In accordance with Article 10 of the Law "On state registration of legal entities and accounting registration of branches and representative offices" for the provision of public services by commercial organizations and their branches and representative offices in accordance with Article 10 of the Law in accordance with prices for goods ( work, services) in the sphere of</p>

		<p>public For registration of legal entities, the corresponding fee is charged.</p> <p>The public service is provided for a fee to legal entities, except for legal entities belonging to small and medium-sized businesses.</p> <p>In the case of submitting an electronic request for government service through the portal, payment shall be charged through the "electronic government" payment gateway.</p>
7	Work schedule of the service provider	<p>1. The Ministry and its territorial bodies of justice - from Monday to Friday inclusive from 9.00 to 18.30 with a lunch break from 13.00 to 14.30, except for weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan.</p> <p>2. Reception of applications and issuance of finished results of public services shall be carried out through the State Corporation from Monday to Friday inclusive from 9.00 to 18.00 without a break, duty service departments of the State Corporation from Monday to Friday inclusive from 9.00 to 20.00 and on Saturday from 9.00 to 13.00 except holidays and weekends in accordance with the Labor Code.</p> <p>Reception shall be carried out in an "electronic" queue at the choice of the service recipient; it shall be possible to book an electronic queue through the portal.</p> <p>3. Portal - around the clock, except for technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays, the application is accepted and the result of the provision of public services is issued from the next working day in accordance with the Labor Code).</p>
		<p>Termination of activities of a legal entity based on liquidation:</p> <p>State corporation:</p> <p>1. application for registration of termination of the activities of a</p>

legal entity, branch (representative office) in the form in accordance with Annex 1 to these Rules;

Service providers shall receive digital documents through the subscriber's cellular number of a user registered on the e-government web portal, with the consent of the owner of the submitted document, through implemented integration with the digital document service by assigning a one-time password or by sending a short text message in response to a notification to "electronic government" web portal.

A legal entity with state participation shall apply with the mark of the registrar.

a decision of the owner of the property of a legal entity or a body authorized by the owner or a body of a legal entity authorized by the constituent documents, sealed by the seal of the legal entity. If the legal entity is a private business entity, the documents shall not be required to be sealed.

2. a decision of the owner of the property of a legal entity or a body authorized by the owner or a body of a legal entity authorized by the constituent documents, sealed by the seal of the legal entity. If the legal entity is a private business entity, the documents shall not be required to be sealed;

3. a document confirming the publication of information on the liquidation of a legal entity, the procedure and deadlines for filing claims by creditors in periodicals distributed throughout the territory of the Republic of Kazakhstan;

4. document confirming the destruction of the seal of a legal entity (if any).

5. document confirming payment; a non-profit organization that is a legal entity, for state registration of termination of activities, registration fee to the budget;

6. a document confirming payment to the state corporation "Government for Citizens" for state registration of



the termination of the activities of a legal entity that is a commercial organization, except for legal entities that are small and medium-sized businesses.

An application for state registration of the liquidation of a legal entity shall be submitted to the registration authority two months from the date of publication of information about the liquidation of the legal entity.

Registration of termination of activities of a state enterprise privatized as a property complex:

1. application for state registration in the form established by the Ministry;
2. decision of the Government of the Republic of Kazakhstan (local executive body) on the privatization of a state enterprise as a property complex;
3. a copy of the purchase and sale agreement for the property complex of a state enterprise;
4. a copy of the transfer act of the state enterprise;
5. payment for state registration of a legal entity or registration of a branch (representative office).

Termination of activities forcibly shall be carried out in court upon application of the body:

State registration of the termination of the activities of a legal entity in respect of which the court has decided on the forced liquidation of the legal entity shall be carried out on the basis of such a decision that has entered into legal force.

For state registration of termination of the activities of a state enterprise privatized as a property complex, the buyer shall submit the following documents:

1. application for state registration in the form in accordance with Annex 1 to these Rules;
2. decision of the Government of the Republic of Kazakhstan (local executive body) on the privatization of a state enterprise as a property complex;

List of documents required for the provision of public services

3. a copy of the purchase and sale agreement for the property complex of a state enterprise;
4. copy of the transfer act of the state enterprise;
5. document confirming payment for state registration of a legal entity or accounting registration of a branch (representative office).

After receiving a decision on the liquidation of a legal entity, the registering authority shall verify compliance with the liquidation procedure established by the legislative acts of the Republic of Kazakhstan and enter information about the liquidation of the legal entity into the National Register.

State revenue authorities, based on information from the National Register, provide information about the absence (presence) of debt for a legal entity that is terminating its activities, records of which are maintained by state revenue authorities, or refuse to provide the specified information about the debt in the event of failure of such a legal entity to fulfill its obligations in the manner established legislation of the Republic of Kazakhstan, Carried out in the manner determined by the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code) (hereinafter referred to as the Tax Code) and the Code of the Republic of Kazakhstan "On customs regulation in the Republic of Kazakhstan" (Customs Code). If during the inspection process, no violations of the liquidation procedure are revealed, the registering authority shall register the termination of the legal entity's activities within five working days following the day of applying for state registration of liquidation of the legal entity, attaching the necessary documents. State registration of termination of the activity of a natural monopoly entity shall be carried out by the registration authority with the prior consent of

the authorized body exercising management in the areas of natural monopolies.

If violations of the procedure for liquidation of a legal entity are identified, as well as in cases where the liquidated legal entity has a debt, the accounting of which is maintained by the state revenue authorities, branches (representative offices) have not been deregistered, or the refusal of the state revenue authorities to provide the specified information about the debt, non-fulfillment such a legal entity's obligations in the manner established by the legislation of the Republic of Kazakhstan, as well as in cases where branches (representative offices) have not been deregistered are taken into account by state revenue authorities. In cases determined by the Tax and Customs Code, the registering authority shall decide to refuse state registration. registration of termination of activities of a legal entity.

A branch (representative office) is subject to deregistration based on:

1. application in the form in accordance with Annex 1 to these Rules;
2. regulations on the branch (representative office), except for joint-stock companies;
3. a document confirming payment to the budget of the registration fee for deregistration of a branch (representative office) of a legal entity that is a non-profit organization;
4. a document confirming payment to the state corporation "Government for Citizens" for deregistration of a branch (representative office) of a legal entity that is a commercial organization.

State revenue authorities, based on information from the National Register, shall provide information on the absence (presence) of debt for a branch (representative office) of a foreign legal entity that is terminating its activities, for which

records are kept with the state revenue authorities or a branch (representative office) of a foreign legal entity that is terminating the activities of such a branch (representative office) of a foreign legal entity terminating its activities refuses to provide the specified information about the debt in case of failure to fulfill obligations under, Carried out in the manner prescribed by the Tax and Customs Code.

Deregistration of a branch (representative office) of a legal entity that has decided to declare the debtor bankrupt and liquidate it with the initiation of bankruptcy proceedings shall be carried out on the basis of a court ruling on the completion of bankruptcy proceedings that have entered into legal force.

Deregistration of a branch (representative office) of a legal entity in respect of which the court has decided on the forced liquidation of the legal entity shall be carried out on the basis of such a decision that has entered into legal force.

If violations of the procedure for terminating the activities of a branch (representative office) of a legal entity established by the laws of the Republic of Kazakhstan are detected, as well as if there is a debt for which records are kept with state revenue authorities, or in the event of failure of such a branch (representative office) of a foreign legal entity to fulfill its obligations in the manner established by the law of the Republic of Kazakhstan, in case of refusal of state revenue authorities to provide the specified information about debt, On refusal to remove a branch (representative office) from registration by the registering authority in the manner prescribed by the Tax and Customs Code, if violations of the procedure for terminating activities are identified in the manner established by the

		<p>legislation of the Republic of Kazakhstan branch (representative office) of a legal entity shall decide.</p> <p>Termination of activities of a legal entity based on liquidation:</p> <p>On the portal:</p> <p>For state registration of termination of the activities of a legal entity based on liquidation, an application for termination of the activities of a legal entity, branch or representative office is submitted by filling out an electronic document and paying the registration fee through the "electronic government" payment gateway, attaching electronic copies of the documents provided for in paragraph 9 of this List of Basic requirements for the provision of public services.</p>
9	<p>Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan</p>	<ol style="list-style-type: none"> <li>1. violation of the procedure for liquidation of a legal entity (branch or representative office, as well as branches (representative offices) of the liquidated legal entity that have not been deregistered;</li> <li>2. the presence of tax debt, debt for mandatory pension contributions and social contributions, or the refusal of state revenue authorities to provide the specified information about the debt in the event of failure of such a legal entity (branch or representative office of a foreign legal entity) to fulfill its tax obligation in the manner established by the Tax Code.</li> <li>3. establishing the unreliability of the documents submitted by the service recipient to receive public service, and (or) the data (information) contained in them;</li> <li>4. a negative response from an authorized state body to a request for approval required for the provision of public service, as well as a negative conclusion of an examination, study or audit;</li> <li>5. if concerning the service recipient there is a court decision (sentence) that has entered into legal force on the prohibition of activities or certain types of activities requiring the receipt of public service;</li> </ol>

		<p>6. if concerning the service recipient there is a court decision that has entered into legal force, based on which the service recipient is deprived of a special right in connection with the receipt of public service;</p> <p>7. lack of consent of the service recipient, provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and Their Protection," to access restricted personal data that shall be required for the provision of public services.</p>
10	Other requirements taking into account the specifics of the provision of public services, including those provided in electronic form and through a state corporation	<p>For service recipients who, in accordance with the procedure established by law, have the possibility of complete or partial loss of the ability for self-service, independent movement, orientation, documents for the provision of public services shall be accepted by an employee of the state corporation with a visit to the place of residence by contacting the Unified Contact Center "1414", 8 800 080 777.</p> <p>The service recipient has the opportunity to receive public services in electronic form through the "electronic government" web portal if he has an electronic signature.</p> <p>The digital document service shall be available to authorized users in the mobile application</p> <p>To use a digital document, it is necessary to be authorized in the mobile application using an electronic digital signature or a one-time password, then go to the "digital documents" section and select the necessary document. The service recipient shall have the opportunity to obtain information about the procedure and status of the provision of public services in remote access mode through the "Personal Account" of the portal, the service provider's help desks, as well as the Unified Contact Center "1414", 8-800-080-7777.</p>

Annex 3  
to the State Service Rules  
"State registration  
of termination of the activities  
of a legal entity, deregistration  
of a branch and representative  
office"

Form

**(Last name, first name, patronymic if any), or the name of the organization service recipient) \_\_\_\_\_  
\_\_\_\_\_ (service recipient address) Receipt for refusal to accept  
documents**

Guided by paragraph 2 of Article 20 of the Law on Public Services, department No. \_\_ of the State Corporation branch (indicate address) refuses to accept documents for the provision of public services (indicate the name of the public service in accordance with the list of basic requirements for the provision of public services) due to your submission of an incomplete package of documents according to the list provided for by the list of basic requirements for the provision of public services, namely:

Name of missing documents:

- 1) \_\_\_\_\_;
- 2) \_\_\_\_\_;
- 3) \_\_\_\_\_;

This receipt is made in 2 copies, one for each party.

Last name, first name, patronymic (if any) (employee of the State Corporation) (signature)

Executor: Last name, first name, patronymic (if any) \_\_\_\_\_

Telephone number \_\_\_\_\_

Received: Last name, first name, patronymic (if any) / \_\_\_\_ / signature of the service recipient

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_

Annex 4  
to the State Service Rules  
"State registration  
of termination of the activities  
of a legal entity, deregistration  
of a branch and representative  
office"

Fee rates shall be calculated based on the monthly calculation indicator established for the corresponding financial year by the law on the republican budget (hereinafter referred to as the MCI) and are:

No.	Types of registration actions	Rates (MCI)
1	2	3
	For state registration (re-registration) , state registration of termination of	

1.	activities of legal entities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan), accounting registration (re-registration), deregistration of their branches and representative offices, except for commercial organizations:	
1.1.	legal entities, their branches and representative offices	6.5
1.2.	political parties, their branches and representative offices	14
2.	For state registration (re-registration) , state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan) of institutions financed from the budget, state-owned enterprises, cooperatives of owners of premises (apartments) and associations of property owners of an apartment building, accounting registration (re-registration), deregistration of their branches and representative offices:	
2.1.	for state registration, registration of termination of activity, accounting registration, deregistration	1
2.2.	for re-registration	0.5
3.	For state registration (re-registration) , state registration of termination of activities (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan) of children's and youth public associations, as well as public associations of persons with disabilities, registration (re-registration), deregistration of their branches and representative offices, branches of republican and regional national-cultural public associations:	
3.1.	for registration (including during reorganization in cases provided for by the legislation of the Republic of Kazakhstan)	2
3.2.	for re-registration, state registration of termination of activities (including during reorganization in cases provided for by the legislation	1



Approved by Order  
of the acting Minister of Justice  
of the Republic of Kazakhstan  
dated May 29, 2020 No. 66  
"On approval of the Rules  
for the provision of public services  
in the field of state registration of legal  
entities and registration of branches  
and representative offices"

**The Rules for the provision of public services "Issuance of a duplicate of the charter (regulations) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices"**

**Footnote. Rules - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated September 30, 2022 No. 821 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).**

**Chapter 1. General provisions**

1. The Rules for the provision of public services "Issuance of a duplicate of the charter (regulations) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices" (hereinafter referred to as the Rules) have been developed in accordance with the Law on Public Services and shall determine the procedure for the provision of public services service "Issuance of a duplicate of the charter (regulations) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices" (hereinafter referred to as the State service).

2. The public service shall be provided by the Ministry, territorial bodies of justice and the State Corporation "Government for Citizens" (hereinafter referred to as the State Corporation) concerning legal entities, branches and representative offices that are non-profit organizations and legal entities, branches and representative offices that are commercial organizations ( hereinafter referred to as the Service provider).

3. Issuance of a duplicate of the charter (regulations) of public and religious associations with republican and regional status, including political parties, the Republican Notary Chamber, the Republican Bar Association, the Republican Chamber of Private Bailiffs, the National Chamber of Entrepreneurs of the Republic of Kazakhstan, the Chamber of Forensic Experts of the Republic of Kazakhstan, The Arbitration Chamber of Kazakhstan, the Republican College of Legal Consultants of branches and representative offices of foreign and international non-profit non-governmental associations, is produced by the Ministry.

4. Issuance of a duplicate of the charter (regulations) of created, reorganized legal entities, and accounting registration of branches and representative offices, public and religious associations with local status, funds and associations of legal entities, accounting registration of branches and representative offices of public and religious associations, shall be carried out by territorial justice authorities.

5. The issuance of a duplicate of the charter (regulations) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices related to commercial organizations shall be carried out by the State Corporation.

## **Chapter 2. Procedure for providing public services**

6. To receive public service, legal entities (hereinafter referred to as the Service recipient) shall submit an application in electronic format in accordance with Annex 1 to these Rules (hereinafter referred to as the Application) and a package of documents according to the list provided in the list of basic requirements for the provision of the public service "Issuance of a duplicate of the charter (provisions) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices" in accordance with Annex 2 to these Rules (hereinafter referred to as the List) through the "electronic government" web portal: [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the Portal).

7. A list of basic requirements for the provision of public services, including characteristics of the process, form, content and result of the provision, as well as other information taking into account the specifics of the provision of public services, shall be given in the List.

8. When the service recipient submits all the necessary documents, the status of acceptance of the request for the provision of public service shall be displayed in the service recipient's "personal account", indicating the date and time of receipt of the result of the provision of the public service.

9. Upon receipt of an electronic application for the provision of public service in accordance with paragraphs 3, 4 and 5 of these Rules, the head of the management (department) of registration of legal entities within 20 minutes shall determine the executor and send it for execution.

The executor: checks the completeness of the package of submitted documents for compliance with the current legislation of the Republic of Kazakhstan; prepares a duplicate of the charter (regulations) of a legal entity that is not a private business entity, as well as a joint-stock company, their branches and representative offices.

After consideration by the executor, the order to issue a duplicate of the charter (regulations) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices shall be sent for signing to the management of the authorized body.

After signing the order by the management, a duplicate of the charter (regulations) of a legal entity in electronic format, not related to a private business entity, as well as a joint-stock company, their branches and representative offices, shall be sent by the executor to the "personal account" of the service recipient through the portal, certified by the service provider's digital signature.

10. If there are grounds for refusal to provide public service, a notice of refusal to provide public service certified by the service provider's digital signature shall be sent to the service recipient's "personal account" on the portal.

11. The service provider shall ensure that data is entered into the information system for monitoring the provision of public services about the stage of provision of public services in the manner established by the authorized body in the field of informatization, in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on Public Services.

12. In the event of a failure of the information system of the SDB of a legal entity, the service provider shall immediately notify the operator of the information and communication infrastructure of the "electronic government" (hereinafter referred to as the Operator).

In this case, the operator shall take measures to determine the cause of the information system failure and, within 1 (one) working day, draws up a protocol (act) about the technical problem and signs it with the service provider.

### **Chapter 3. The procedure for appealing decisions, actions (inaction) of service providers and (or) their officials regarding the provision of public services**

13. A complaint about decisions, actions (inaction) of the service provider and (or) their employees regarding the provision of public services is submitted to the head of the service provider.

A complaint from a service recipient received by a service provider directly providing public service, in accordance with paragraph 2 of Article 25 of the Law on Public Services, is subject to consideration within five working days from the date of its registration.

A complaint from a service recipient received by the authorized body for assessing and monitoring the quality of public services is subject to consideration within fifteen working days from the date of its registration.

When applying through the portal, information on the appeal procedure may be obtained by calling the unified contact center for issues related to the provision of public services.

14. Consideration of the complaint shall be carried out by the authorized body that carries out state regulation and control of activities in the field of state registration of legal entities and accounting registration of branches and representative offices, the authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the Body considering the complaint).

The complaint shall be submitted to the service provider whose decision, action (inaction) is being appealed.

The service provider, whose decision, action (inaction) is being appealed, no later than three working days from the date of receipt of the complaint, shall send it and the administrative file to the body considering the complaint.

In this case, the service provider, whose decision, action (inaction) is being appealed, shall be entitled not to send the complaint to the body considering the complaint if, within three working days, he/she makes a decision or other administrative action that fully satisfies the requirements specified in the complaint.

Unless otherwise provided by law, an appeal to the court shall be allowed after appealing through the pre-trial process.

Annex 1  
to the State Service Rules  
"Issuance of a duplicate  
of the charter (regulations)  
of a legal entity not related  
to a private enterprise,  
as well as a joint-stock  
company, their branches  
and representative offices"

**Application for the issuance of a duplicate of the charter (regulations) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices**

1. Form of organization (indicate x in the appropriate cell)

1) legal entity \_\_\_\_ 2) branch \_\_\_\_ 3) representative office \_\_\_\_\_

\_\_\_\_\_  
2. Name of the legal entity, branch (representative office) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. BIN of a legal entity, branch (representative office) \_\_\_\_\_

\_\_\_\_\_  
4. Grounds for issuing constituent documents of a legal entity (branch and representative office)  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Number of the decision to obtain a duplicate and the date of its adoption \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Name of the printed publication in which the announcement of the loss of the original charter (regulations)

of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices, was published, number and date of publication \_\_\_\_\_

Last name, first name, patronymic (if any) and signature of the applicant. \_\_\_\_\_

I hereby agree to the use of information constituting a legally protected secret contained in information

Systems \_\_\_\_\_

"\_\_" \_\_ 20\_\_ (signature)

The following is attached to the application: \_\_\_\_\_

Annex 2  
to the State Service Rules  
"Issuance of a duplicate  
of the charter (regulations)  
of a legal entity not related  
to a private enterprise,  
as well as a joint-stock  
company, their branches  
and representative offices"

### The List of basic requirements for the provision of public services

**"Issuance of a duplicate of the charter (regulations) of a legal entity that is not related to a private business entity, as well as a joint-stock company, their branches and representative offices"**

**Footnote. Annex 2 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated January 24, 2023 No. 53 (shall come into effect ten calendar days after the day of its first official publication).**

Name of the state service "Issuance of a duplicate of the charter (regulations) of a legal entity not related to a private business entity, as well as a joint-stock company, their branches and representative offices"		
1	Name of the service provider	Ministry of Justice, territorial bodies of justice, State Corporation.
2	Methods of providing public services	"Electronic government" web portal: <a href="http://www.egov.kz">www.egov.kz</a>
3	Duration of provision of public services	within 1 working day following the day of applying with the necessary documents attached.
4	Form of provision of public services	Electronic (fully automated).
		issuance of a duplicate of the charter (regulations) of a legal entity not related to a private business entity,

5	The result of the provision of public services	as well as a joint-stock company, their branches and representative offices, or a notice of refusal to provide public service certified by an electronic digital signature (hereinafter referred to as the Digital signature) of the service provider
6	The amount of payment collected from the service recipient when providing public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	Free of charge
7	Work schedule of the service provider	portal - around the clock, except for technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays in accordance with the Code, applications shall be accepted and results of the provision of public services shall be issued on the next working day).
8	List of documents required for the provision of public services	<ol style="list-style-type: none"> <li>1. application in the form in accordance with Annex 1 to the attached Rules;</li> <li>2. an electronic copy of the decision or an extract from the decision of the authorized body of the legal entity on obtaining a duplicate of the charter (regulations), sealed with the seal of the legal entity (if any);</li> <li>3. an electronic copy of a document confirming publication in a printed periodical, which contains information about the loss of the original charter (regulations)</li> </ol>
9	Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan	<ol style="list-style-type: none"> <li>1. Establishing the unreliability of the documents submitted by the service recipient to receive public service, and (or) the data (information) contained in them.</li> <li>2. Lack of consent of the service recipient, provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and Their Protection," to access restricted personal data that shall be required for the provision of public services.</li> </ol>
		The service recipient shall have the opportunity to receive public

10	Other requirements taking into account the specifics of the provision of public services, including those provided in electronic form and through the State Corporation	services in electronic form through the "electronic government" web portal, subject to the availability of an electronic signature. The service recipient shall have the opportunity to obtain information about the procedure and status of the provision of public services in remote access mode through the "personal account" of the portal, the service provider's help desks, as well as the Unified Contact Center "1414" , 8-800-080-7777.
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Annex 3  
to the State Service Rules  
"Issuance of a duplicate  
of the charter (regulations)  
of a legal entity not related  
to a private enterprise,  
as well as a joint-stock  
company, their branches  
and representative offices"

Form

(Last name, first name, patronymic (if any),  
or name of  
the service recipient's organization)

---

(address of the service recipient)

## Receipt for refusal to accept documents

Approved by Order  
of the acting Minister of Justice  
of the Republic of Kazakhstan  
dated May 29, 2020 No. 66  
"On approval of the Rules  
for the provision of public services  
in the field of state registration  
of legal entities and accounting  
registration of branches and  
representative offices"

**The Rules for the provision of public services "Issue of a certificate of registration (re-registration) of legal entities, accounting registration (re-registration) of their branches and representative offices"**

Footnote. Rules - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated September 30, 2022 No. 821 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

## **Chapter 1. General provisions**

1. The Rules for the provision of the public service "Issue of a certificate of registration (re-registration) of legal entities, accounting registration (re-registration) of their branches and representative offices" (hereinafter referred to as the Rules) have been developed in accordance with the Law on Public Services and shall determine the procedure for the provision of the public service "Issuance of a certificate of registration (re-registration) of legal entities, accounting registration (re-registration) of their branches and representative offices" (hereinafter referred to as the State service).

2. The public service shall be provided by the Ministry and territorial bodies of justice concerning legal entities, branches and representative offices that are non-profit organizations and the State Corporation "Government for Citizens" (hereinafter referred to as the State Corporation) concerning legal entities, branches and representative offices that are commercial organizations (hereinafter referred to as the Service provider).

3. A certificate of state registration (re-registration) of a legal entity contains information about the date of its issue, registration authority, business identification number, date of state registration (re-registration), name and location of the legal entity, managers and founders (participants). If a legal entity belonging to a private business entity carries out its activities based on a standard charter, then information about this shall be displayed in the specified certificate.

4. The certificate of registration (re-registration) of a branch (representative office) shall contain information about the date of its issue, the registration authority, business identification number, date of registration (re-registration), name and location of the branch (representative office), name of the legal entity, who created the branch (representative office) (hereinafter referred to as the Certificate).

## **Chapter 2. Procedure for providing public services**

5. To receive public service, individuals and (or) legal entities (hereinafter referred to as the Service recipient) shall submit a request in electronic format in accordance with Annex 1 to these Rules (hereinafter referred to as the Request) through the "electronic government" web portal [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the Portal), in accordance with Annex 4 to these Rules (hereinafter referred to as the List).

6. The service recipient shall receive public service in electronic form through the portal, subject to the presence of an electronic digital signature or the use of a one-time password; in the case of registration and connection of the service recipient's subscriber number provided by the cellular operator to the portal account, the service is available to third parties.

7. The request shall be transferred for processing to the information system of the State Database of Legal Entities, where processing shall be carried out in the State Database of



Legal Entities within 20 minutes. "Request in processing" this status means that the request is being processed.

After processing the request, the service recipient shall be given the status "Request processed positively", where, based on the results, the corresponding certificate is generated: on state registration (re-registration) of a legal entity in accordance with Annex 2;

certificate of registration (re-registration) of the branch (representative office) in accordance with Annex 3 to these Rules, the certificate shall be available for viewing and saving; in the absence of information about the legal entity, a result of the absence of information shall be provided.

8. The list of basic requirements for the provision of public services, including characteristics of the process, form, content and result of the provision, as well as other information taking into account the specifics of the provision of public services, shall be given in the List.

9. The document confirming the state registration (re-registration) of a legal entity, and accounting registration (re-registration) of a branch (representative office) is a certificate in the form in accordance with Annex 2 and 3 to these Rules.

10. When accessing the portal, the result of the provision of public services shall be sent to the service recipient's "personal account" in the form of an electronic document certified by an electronic signature.

11. The service provider shall ensure that data is entered into the information system for monitoring the provision of public services about the stage of provision of public services in the manner established by the authorized body in the field of informatization, in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on Public Services.

12. In the event of a failure of the information system of the SDB of a legal entity, the service provider shall immediately notify the operator of the information and communication infrastructure of the "electronic government" (hereinafter referred to as the Operator).

In this case, the operator shall take measures to determine the cause of the information system failure and, within 1 (one) working day, draw up a protocol (act) about the technical problem and sign it with the service provider.

### **Chapter 3. The procedure for appealing decisions, actions (inaction) of service providers and (or) their officials regarding the provision of public services**

13. A complaint about decisions, actions (inaction) of the service provider and (or) their employees regarding the provision of public services shall be submitted to the head of the service provider.

A complaint from a service recipient received by a service provider directly providing public service, in accordance with paragraph 2) of Article 25 of the Law on Public Services, is subject to consideration within five working days from the date of its registration.

A complaint from a service recipient received by the authorized body for assessing and monitoring the quality of public services is subject to consideration within fifteen working days from the date of its registration.

When applying through the portal, information on the appeal procedure may be obtained by calling the unified contact center for issues related to the provision of public services.

14. Consideration of the complaint shall be carried out by the authorized body that carries out state regulation and control of activities in the field of state registration of legal entities and accounting registration of branches and representative offices, the authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the Body considering the complaint).

The complaint shall be submitted to the service provider whose decision, action (inaction) is being appealed.

The service provider, whose decision, action (inaction) is being appealed shall, no later than three working days from the date of receipt of the complaint, send it and the administrative file to the body considering the complaint.

In this case, the service provider, whose decision, action (inaction) is being appealed, shall be entitled not to send the complaint to the body considering the complaint if, within three working days, he/she makes the decision or other administrative action that fully satisfies the requirements specified in the complaint.

Unless otherwise provided by law, an appeal to the court shall be allowed after appealing through the pre-trial process.

Annex 1  
to the Rules of the State Service  
"Issue of a certificate of registration  
(re-registration) of legal entities, of  
accounting  
registration (re-registration) of their  
branches and representative offices"

Form

**Request for a certificate of registration (re-registration)  
of legal entities, accounting registration (re-registration) of their branches  
and representative offices**

I, \_\_\_\_\_

\_\_\_\_\_ (last name, first name, patronymic (if any), passport details (identity card details) and place of residence of an individual,

\_\_\_\_\_ (name and details of a legal entity) \_\_\_\_\_

\_\_\_\_\_

Acting on behalf of a legal entity \_\_\_\_\_

(to be filled in by an authorized representative) based on \_\_\_\_\_

(details document certifying authority)

Hereby request you to provide me with a certificate of registration (re-registration) of legal entities,

of accounting registration (re-registration) of their branches and representative offices for a legal entity:

(name of legal entity, branch and representative office)

The following documents are attached: \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_

(Last name, first name, patronymic (if any) and signature of the applicant/authorized representative)

(Last name, first name, patronymic (if any) and signature of the specialist who accepted the request)

Result of execution/consideration/application: \_\_\_\_\_

verified: " \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

(last name, first name, patronymic (if any) and signature of a specialist)

Annex 2  
to the Rules of the State Service  
"Issue of a certificate of registration  
(re-registration) of legal entities, of  
accounting  
registration (re-registration) of their  
branches and representative offices"

Registration authority \_\_\_\_\_

Certificate of state registration/re-registration of a legal entity

\_\_\_\_\_ business identification number

" \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

Locality

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Head: \_\_\_\_\_

Founders (participants): \_\_\_\_\_

Carries out activities on the basis of a standard charter.

The certificate is a document confirming the state registration of a legal entity, in accordance with the legislation of the Republic of Kazakhstan Date of issue

Annex 3  
to the Rules of the State Service  
"Issue of a certificate of registration  
(re-registration) of legal entities, of  
accounting  
registration (re-registration) of their  
branches and representative offices"

Registration authority \_\_\_\_\_

**Certificate of account registration/re-registration of the branch**

**(please represent the legal entity**

\_\_\_\_\_ **business identification number**

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_

Locality

Name of the branch (representative office) of the legal entity: \_\_\_\_\_

Name of the legal entity: \_\_\_\_\_

Location of the branch (representative office) of the legal entity: \_\_\_\_\_

\_\_\_\_\_ Date of initial registration of the branch (representative office):

The certificate is a document confirming the accounting re-registration of the branch (representative office), in accordance with the legislation of the Republic of Kazakhstan Date of issue

Annex 4  
to the Rules of the State Service  
"Issue of a certificate of registration  
(re-registration) of legal entities, of  
accounting  
registration (re-registration) of their  
branches and representative offices"

Footnote. Annex 4 - as amended by the Order of the Minister of Justice of the Republic of Kazakhstan dated January 24, 2023 No. 53 (shall come into effect ten calendar days after the day of its first official publication).

List of basic requirements for the provision of public services "Issuance of a certificate of registration (re-registration) of legal entities, accounting registration (re-registration) of their branches and representative offices"

1.	Name of the service provider	Ministry of Justice (hereinafter referred to as the Ministry), territorial bodies of justice, State Corporation.
2.	Methods of providing public services	"Electronic government" web portal: <a href="http://www.egov.kz">www.egov.kz</a> .
3.	Duration of provision of public services	The maximum allowed time on the portal is 20 minutes.
4.	Form of provision of public services	Electronic (fully automated)
5.	The result of the provision of public services	a certificate of state registration (re-registration) of a legal entity, in the form in accordance with Annex 2 , also a certificate of accounting registration (re-registration) of a branch (representative office) of a legal entity, in accordance with Annex 3 to these rules.
6.	The amount of payment collected from the service recipient when providing public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	Free of charge
7.	Schedule	<p>1. The Ministry and its territorial bodies of justice - from Monday to Friday inclusive from 9.00 to 18.30, with a lunch break from 13.00 to 14.30, except for weekends and holidays in accordance with the Labor Code of the Republic of Kazakhstan.</p> <p>2. Reception of applications and issuance of finished results of public services shall be carried out through the State Corporation from Monday to Friday inclusive from 9.00 to 18.00 without a break, duty service departments of the State Corporation from Monday to Friday inclusive from 9.00 to 20.00 and on Saturday from 9.00 to 13.00 except holidays and weekends in accordance with the Labor Code of the Republic of Kazakhstan.</p> <p>3. portal - around the clock, except for technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays in</p>

		<p>accordance with the Labor Code of the Republic of Kazakhstan, applications shall be accepted and results of the provision of public services shall be issued on the next working day).</p>
8.	List of documents required for the provision of public services	<p>Request for a certificate of registration (re-registration) of legal entities, of accounting registration (re-registration) of their branches and representative offices in the form of an electronic document, in accordance with Annex 1 to these Rules.</p> <p>The service recipient shall receive public service in electronic form through the portal, subject to the presence of an electronic digital signature (hereinafter referred to as EDS) or the use of a one-time password, in the case of registration and connection of the service recipient's subscriber number provided by the cellular operator to the portal account.</p>
9.	Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan	Not available
10.	Other requirements taking into account the specifics of the provision of public services, including those provided in electronic form and through the State Corporation	<p>The service recipient has the opportunity to receive public services in electronic form through the "electronic government" web portal, subject to the availability of an electronic signature.</p> <p>The service recipient has the opportunity to obtain information about the procedure and status of the provision of public services in remote access mode through the "personal account" of the portal, the service provider's help desks, as well as the Unified Contact Center "1414" , 8-800-080-7777.</p> <p>Conditions for receiving the service by third parties: the service recipient shall receive the public service in electronic form through the portal, subject to the presence of an electronic digital signature or the use of a one-time password, in the case of registration and connection of the service recipient's subscriber number</p>

### **List of some orders that have expired**

1. Order Of the Minister of Justice of the Republic of Kazakhstan dated June 26, 2019 No. 349 "On Approval of the Standards of Public Services for the Registration of Legal Entities, Branches and Representative Offices" (registered in the Register of State Registration of Regulatory Legal Acts No. 18916, published on July 2, 2019 in the Reference Control Bank of Regulatory legal acts of the Republic of Kazakhstan).

2. Order and about. Of the Minister of Justice of the Republic of Kazakhstan dated May 29, 2015 No. 301 "On approval of the regulations of public services on the registration of legal entities, branches and representative offices" (registered in the Register of State Registration of Normative Legal Acts No. 11530, published on August 3, 2015 in the information and legal system "Әділет").

3. Order Of the Minister of Justice of the Republic of Kazakhstan dated February 29, 2016 No. 100 "On amendments to the order of the Acting Minister of Justice of the Republic of Kazakhstan dated May 29, 2015 No. 301" On approval of the regulations of public services on the registration of legal entities, branches and representative offices "(registered in the Register state registration of normative legal acts No. 13508, published on March 29, 2016 in the information and legal system "Әділет").

four. Order Of the Minister of Justice of the Republic of Kazakhstan dated March 27, 2018 No. 469 "On amendments to the order of the Acting Minister of Justice of the Republic of Kazakhstan dated May 29, 2015 No. 301" On approval of the regulations of public services on the registration of legal entities, branches and representative offices "(registered in the Register state registration of regulatory legal acts No. 16723, published on April 18, 2018 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).

five. Order Of the Minister of Justice of the Republic of Kazakhstan dated January 10, 2019 No. 8 "On amendments to the order of the Acting Minister of Justice of the Republic of Kazakhstan dated May 29, 2015 No. 301" On approval of the regulations of public services on the registration of legal entities, branches and representative offices "(registered in the Register state registration of regulatory legal acts No. 18185, published on January 17, 2019 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).

6. Order Of the Minister of Justice of the Republic of Kazakhstan dated July 31, 2019 No. 421 "On amendments and additions to the order of the Acting Minister of Justice of the Republic of Kazakhstan dated May 29, 2015 No. 301" On approval of the regulations of public services on the registration of legal entities, branches and representative offices "(

registered in the Register of State Registration of Regulatory Legal Acts No. 19178, published on August 12, 2019 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).

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