

**On approval of the Rules for the provision of state service "Issuing a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones"**

*Unofficial translation*

Order of the Minister of Education and Science of the Republic of Kazakhstan dated August 24, 2020, No. 363. Registered with the Ministry of Justice of the Republic of Kazakhstan on August 27, 2020, No. 21129

Unofficial translation

In accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services" **I HEREBY ORDER:**

1. To approve the attached Rules for the provision of state service "Issuing a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones" in accordance with Annex 1 to this order.

2. To recognize as terminated:

1) Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 8, 2019, No. 8 On Approval of the Standard of the State Service "Issuance of a License for the Export of Collection Materials on Mineralogy, Paleontology, and Fossil Animal Bones" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18166, published on January 18, 2019 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan);

2) Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 4, 2019. No. 181 On Approval of the Regulations of the State Service "Issuance of a License for the Export of Collection Materials on Mineralogy, Paleontology, and Fossil Animal Bones" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18642, published on May 21, 2019 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).

3. The Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan, in the manner prescribed by law, shall ensure:

1) state registration of this Order with the Ministry of Justice of the Republic of Kazakhstan;

2) posting this Order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan

3) within ten working days after the state registration of this Order, submission to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan the information on the implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

4. Control over the execution of this Order shall be entrusted to the supervising Vice-Minister of Education and Science of the Republic of Kazakhstan.

5. This Order shall come into effect upon the expiration of twenty-one calendar days after the day of its first official publication.

*Minister of Education and  
Science of the Republic of Kazakhstan*

*A. Aimagambetov*

" A G R E E D "

Ministry of Digital Development,  
Innovation and Aerospace  
Industry of the Republic of Kazakhstan

Appendix  
to the order of the  
Minister of Education and Science  
of the Republic of Kazakhstan  
dated August 24, 2020 No. 363

## **The Rules for the provision of the state service "Issuing a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones"**

### **Chapter 1. General Provisions**

1. These Rules for the provision of state service "Issuing a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On state services" (hereinafter referred to as the Law) and determine the procedure for its provision.

2. The state service "Issuing a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones" (hereinafter referred to as the State service) shall be provided by the Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the Service provider) in accordance with these Rules

### **Chapter 2. The procedure for the provision of state services**

3. To receive state service, individuals and legal entities (hereinafter referred to as the service recipient) provide the service provider through the web portals of "electronic government" [www.egov.kz](http://www.egov.kz), [www.elicense.kz](http://www.elicense.kz) (hereinafter referred to as the portal) the documents specified in paragraph 8 of the State Service Standard "Issuance of a License for the export of Collection materials on Mineralogy, Paleontology, and fossil Animal bones" (hereinafter referred to as the State Service Standard) in accordance with Annex 1 to these Rules.

The service provider receives information about the identity document, about the state registration (re-registration) of a legal entity from the relevant state information systems through the gateway of the "electronic government".

The status of acceptance of the request for a state service, as well as a notification indicating the date and time of receipt of the result of the state service, is sent to the service recipient in the "personal account".

4. The list of basic requirements for the provision of state services, including the characteristics of the process, the form, content, and result of the provision, as well as other information, taking into account the specifics of the provision of state services, shall be reflected in the Standard for the provision of state services.

5. The office of the service provider within 2 (two) hours from the moment of receipt of the request to the portal registers the received documents in the USEDMS and submits them for consideration to the head of the service provider (or to the person performing his duties).

If the service recipient applies after the end of working hours, on weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015, the request is accepted and the results of the provision of state services are issued on the next working day.

The head of the service provider (or the person performing his duties) within one hour from the moment of receipt of the documents writes them to the head of the department, the chief expert and/or the expert of the department.

The chief expert and / or management expert (hereinafter referred to as the executor) checks the completeness of the submitted documents within 2 (two) hours.

If the service recipient submits an incomplete set of documents and / or submits expired documents, the contractor sends a reasoned refusal to further consider the application in the form of an electronic document certified by the EDS of the authorized person of the service provider.

When the service recipient provides a full package of documents, an employee of the responsible structural unit of the service provider prepares documents for consideration by the commission for making a decision on issuing a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones (hereinafter referred to as the commission).

The Commission is created from among the officials of the Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan. The commission includes representatives of interested organizations in Kazakhstan, leading scientists in the field of mineralogy, paleontology, and fossil animal bones.

The Commission makes a decision within 3 (three) hours on the issue of a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones.

Based on the decision of the commission, the head of the service provider signs the license or refusal of licensing within one hour.

6. In the event of a decision to issue a license, the service provider issues the service recipient a license to export collection materials on mineralogy, paleontology, and fossil animal bones, or a reasoned response to the refusal to provide a state service in the cases and on the grounds provided for in paragraph 9 of the state service standard.

7. The result of the provision of state services is sent to the portal and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider.

8. The service provider shall ensure that information on the stage of the provision of state services is entered into the information system for monitoring the provision of state services in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law.

### **Chapter 3. The procedure for appealing decisions, actions (inaction) of the service provider and (or) its officials on the provision of state services**

9. The complaint against the decision, actions (inaction) of the service provider on the provision of state service may be filed in the name of the head of the service provider, to the authorized body for assessing and monitoring the quality of the provision of state services, in accordance with Chapter 29 of the Civil Procedure Code of the Republic of Kazakhstan (hereinafter – the Code).

The complaint of the service recipient received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) working days from the date of its registration.

The service recipient's complaint received by the authorized body for the assessment and control over the quality of the provision of state service shall be subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of the provision of state services, the service recipient shall apply to the court in accordance with the procedure established by Chapter 29 of the Code.

Appendix 1  
to the Rules for the provision  
of the state service "Issuance of a  
license for the export of collection  
materials on mineralogy,  
paleontology, bones fossil  
animals"

The Standard for the provision of state service "Issuing a license for the export of collection materials on mineralogy, paleontology, and fossil animal bones"		
1	Service provider name	Science Committee of the Ministry of Education and Science of the Republic of Kazakhstan
2	Methods of providing state services	e-government web portal <a href="http://www.egov.kz">www.egov.kz</a> , <a href="http://www.elicense.kz">www.elicense.kz</a> (hereinafter referred to as the Portal).
3	The term for providing state services	Delivery period - 1 working day

4	Form of providing state services	Electronic (fully automated).
5	The result of the providing state services	<p>Issuance of a license for the export of collection materials on mineralogy, paleontology, bones of fossil animals, or a reasoned response to the refusal to provide a state service in the cases and on the grounds provided for in paragraph 9 of the standard of state services.</p> <p>The form of providing the result of the provision of public services is electronic.</p> <p>Condition for issuing the result of the provision of public services: The result of the provision of public services is sent to the "personal account" of the service recipient in the form of an electronic document, an electronic digital signature (hereinafter-EDS) of the authorized person of the service provider.</p> <p>Condition of storage by the service provider of documents unclaimed in time: If the service recipient does not apply for the result of the state service within the specified period, the service provider ensures their storage at the place of reception until the service recipient receives them.</p>
6	The amount of payment charged from the service recipient when rendering a state service, and methods of collecting it in the cases provided for by the legislation of the Republic of Kazakhstan	The state service is provided free of charge to individuals and legal entities.
7	Schedule	<p>service provider – from Monday to Saturday inclusive, except for weekends and holidays, according to the labor legislation of the Republic of Kazakhstan, in accordance with the established work schedule of the service provider from 9.00 to 18.30 hours, with a lunch break from 13.00 to 14.30 hours.</p> <p>portal - around the clock, except for technical breaks in connection with the repair work (when the service recipient applies after the end of working hours, on weekends and holidays, according to the labor legislation of the Republic of Kazakhstan, the application is accepted and the result of the provision of state services is issued on the next working day).</p> <p>The addresses of places where state services are provided are posted on:</p> <p>1) the service provider's internet resource;</p> <p>2) portal <a href="http://www.egov.kz">www.egov.kz</a>.</p>
8	The list of documents required for the provision of state services.	<p>1) application in accordance with Annex 2 to the Rules in the form of an electronic document certified by the EDS of the service recipient;</p> <p>2) electronic foreign trade agreement( contract), appendices and (or) additions to it (for a one-time license), and in the absence of a foreign trade agreement – contract) - another document confirming the intentions of the parties;</p> <p>3) information on the availability of a license to carry out a licensed type of activity, if such type of activity is associated with the turnover of goods for which licensing has been introduced in the territory of the Republic of Kazakhstan;</p> <p>4) electronic copies of documents on compliance with the qualification requirements for licensing the export and import of goods and a list of documents confirming compliance with them, approved by Order of the Minister of National Economy of the Republic of Kazakhstan dated January 30, 2015 No. 67 " On Approval of the qualification requirements for Licensing the export and import of goods, a list of documents confirming compliance with them, application forms for obtaining a license and (or) an appendix to the license, forms of licenses and (or) appendices to the license" (registered in the Register of State Registration of Regulatory Legal Acts</p>

		<p>N o . 1 1 0 7 4 ) .</p> <p>The service provider receives information about the identity document, about the state registration (re-registration) of a legal entity from the relevant state information systems through the gateway of the "electronic government". When the service recipient submits all the necessary documents through the portal, the status of acceptance of the request for the provision of state services is displayed in the "personal account" of the service recipient, indicating the date of receipt of the result of the state service.</p>
9	<p>Grounds for refusal to provide state services established by the legislation of the Republic of Kazakhstan</p>	<p>1) engaging in a type of activity is prohibited by the laws of the Republic of Kazakhstan for this category of individuals or legal entities;</p> <p>2) the service recipient does not meet the qualification requirements;</p> <p>3) the service provider has received a response from the relevant approving state body on the non-compliance of the service recipient with the licensing requirements;</p> <p>4) in relation to the service recipient, there is a court decision (sentence) that has entered into legal force on the suspension or prohibition of activities or certain types of activities subject to licensing;</p> <p>5) establishing the unreliability of the documents submitted by the service recipient for receiving the state service, and (or) the data (information) contained in them;</p> <p>6) termination or suspension of one or more documents that serve as the basis for issuing a license;</p> <p>7) violation of the international obligations of the member states, which may occur as a result of the performance of the contract (contract) for the implementation of which a license is requested;</p> <p>8) exhaustion of the quota, as well as the tariff quota, or their absence (in the case of issuing a license for the quoted goods);</p> <p>9) other grounds provided for by the act of the Eurasian Economic Commission.</p>
10	<p>Other requirements, taking into account the specifics of the provision of state services, including those provided in electronic form and through the State Corporation</p>	<p>The service recipient has the opportunity to receive the state service in electronic form through the portal, provided that the EDS is available. The service recipient has the opportunity to obtain information about the procedure and status of the provision of state services in the remote access mode through the "personal account" of the portal, the reference services of the service provider, as well as the Single Contact Center "1414", 8-800-080-7777.</p>

Appendix 2  
to the Rules for the provision  
of the state service "Issuance of a  
license for the export of collection  
materials on mineralogy,  
paleontology, bones fossil  
animals"

## Application for a license to export collection materials on mineralogy, paleontology, and fossil animal bones

1. Statement №	2. Validity period from DD. MM. YYYY to DD. MM. YYYY	
3. Type of license   EXPORT	4. Contract № from	
5. Service recipient	6. Purchaser	
7. Country of destination	8. Purchaser's country	
9. Contract currency	10. Cost	11. Statistical cost

12. Country of origin	13. Quantity	14. Unit of measurement
15. Product code according to the CN FEA EEU and its description		
16. Additional information		
17. Basis for issuing a license	18. Authorized person of the service recipient F u l l n a m e P o s i t i o n T e l e p h o n e Signature and seal Date	