



## **On approval of the Rules for manufacture and placement of signs with the name of state bodies on administrative buildings**

### *Invalidated Unofficial translation*

Resolution of the Government of the Republic of Kazakhstan dated November 22, 2011 № 1371. Abolished by the Decree of the Government of the Republic of Kazakhstan dated January 29, 2024 No. 45

#### *Unofficial translation*

**A footnote. Abolished by Decree of the Government of the Republic of Kazakhstan dated January 29, 2024 No. 45 (effective ten calendar days after the date of its first official publication)**

In accordance with the Law of the Republic of Kazakhstan dated July 16, 2001 “On architectural, town planning and construction activities in the Republic of Kazakhstan” the Government of the Republic of Kazakhstan **hereby RESOLVED as follows**

1. To approve the attached Rules for manufacture and placement of signs with the name of state bodies on administrative buildings.
3. This resolution shall be enforced upon expiry of ten calendar days after its first official publication.

*Prime Minister of the Republic of Kazakhstan*

*K. Massimov*

Approved  
by resolution of the Government  
of the Republic of Kazakhstan  
dated November 22, 2011 № 1371

## **Rules**

### **for manufacture and placement of signs with the name of state bodies on administrative buildings**

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

1. These Rules for the manufacture and placement of signs with the name of state bodies on administrative buildings (hereinafter referred to as the Rules) shall regulate the procedure for the manufacture and placement of signs with the name of state bodies on administrative buildings on the territory of the Republic of Kazakhstan.

2. The following basic concepts shall be used in these Rules:

1) the sign with the name of state bodies - a wall element of the facade containing reference information on the name of the state body;

- 2) state bodies - state institutions authorized by the Constitution, laws and other regulatory legal acts to perform functions on behalf of the state on:  
the publication of acts defining generally binding rules of conduct;  
management and regulation of socially significant social relations;  
monitoring compliance with the state's generally binding rules of conduct;
- 3) the substrate shall be a decorative frame for the base of the sign.

## **2. Manufacture and placement of signs with the name of state bodies**

3. The sign must be at least 60 x 80 centimeters in size. If necessary, it is possible to increase the size of the sign, and the proportions of 3/4 must be observed.

The sign can be arranged both horizontally and vertically.

4. The sign shall be located on the substrate, thickness from 1 centimeter to 4 centimeters, on the substrate there shall be the sign with a graphic inscription of the name of the state body.

5. The State Coat of Arms of the Republic of Kazakhstan shall be placed on the signs.

The State Coat of Arms of the Republic of Kazakhstan shall be placed in the center in the upper third of the sign. The diameter of the State Coat of Arms of the Republic of Kazakhstan shall correspond to the following ratios:

in case of horizontal placement, the height of the sign to the diameter of the coat of arms 1/5;

in case of vertical placement: the height of the sign to the diameter of the coat of arms 1/6.

6. Under the State Coat of Arms of the Republic of Kazakhstan in the lower 2/3 part of the sign there shall be the name of the state body. The height of the letters of the sign text must be at least 3 centimeters. The background of the canvas must be blue and the letters gold.

7. On the edges, the sign shall be framed with gold-colour of at least 3 centimeters wide.

8. The font of the letters "Book Antiqua."

9. If the state institution is a structural or entrusted subdivision of the central, local representative and executive body, the name of the state body must be indicated on the sign.

This inscription shall be placed in the center above the State Coat of Arms of the Republic of Kazakhstan. The size of the letters of the inscription shall not be less than 2 centimeters.

10. The name of the state body shall be written in the state and Russian, and if necessary, in other languages.

11. In case of manufacture and placement of signs with the name of the state body in state and Russian, and in other languages they shall be made in the form of different signs, separately located from each other.

12. It shall be unacceptable to use in the text foreign words, including those made in Latin letters, abbreviations of names.

13. The placement of the sign shall inform about the name and location of the state body and shall indicate the place of entry. The sign shall be placed on the facade of the building within 10 meters from the entrance to the premises or within the premises occupied by the state body.

14. Other information data, such as the temporary mode of operation, reception schedules and the names of managers, cannot be placed on signs or near the name of the state body.

15. The signs on facades must be highlighted at night.

16. The state body shall prepare, agree, design and install the sign.

17. The signs of state bodies and state institutions shall be changed in case of amendments of the official name or subordination of the state institution, due to natural wear and tear and morally outdated signs, as well as when necessary to change the territorial location (relocation).

18. The signs shall be kept by the state body in proper technical and aesthetic condition throughout the period of operation.