

**On approval of the Rules for bringing into compliance information about an individual in information systems**

***Invalidated***
***Unofficial translation***

Resolution N 372 of the Government of the Republic of Kazakhstan dated April 17, 2013.

*Unofficial translation*

      Footnote. Became invalid by the Decree of the Government of the Republic of Kazakhstan dated 05.08.2021 No. 523 (comes into effect after ten calendar days after the date of its first official publication).

      In accordance with Article 5 of the Law of the Republic of Kazakhstan dated June 28, 2005, “On state allowances for families with children”, the Government of the Republic of Kazakhstan RESOLVES:

      1 To approve the attached Rules for bringing into compliance information about an individual in information systems.

      2. This resolution shall be enforced upon expiry of ten calendar days after the date of its first official publication.

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| *Prime Minister*  *of the Republic of Kazakhstan* | *S.Akhmetov* |

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|  | Approved by Resolution N 372 of the Government of the Republic of Kazakhstan dated April 17, 2013 |

**Rules for bringing into compliance information about an individual in information systems**

**1. General provisions**

      1. These Rules for bringing into compliance information about an individual in information systems (hereinafter referred to as the Rules) shall have been developed in accordance with the Law of the Republic of Kazakhstan dated June 28, 2005 , “On state allowances for families with children”, shall define the procedure and time frame for bringing information into compliance about an individual in information systems.

      2. Following basic concepts used in these Rules:

      1) information system - a system intended for storage, processing, search, distribution, transmission and presentation of information using a hardware and software complex;

      2) the operator of the information system - state bodies, legal entities collecting, processing and protecting information about the individual (applicant);

      3) the authorized body for the appointment and payment of child allowance - the local executive body of the city of republican significance, the capital, the district (the city of regional significance);

      4) electronic copy of the document - a document that fully reproduces the type and information (data) of the original document in electronic-digital form, certified by the electronic digital signature of the applicant or the person having the authority to certify this document, or the authorized employee of the public service center, on the basis of the written consent of the recipient of the state service given at the moment of his personal presence;

      5) an individual (hereinafter referred to as the applicant) is a person applying on behalf of the family for allowances (birth allowance, care allowance or child allowance);

      6) the branch of the authorized organization (hereinafter referred to as the branch of the center) - city, district branches of the republican state-owned enterprise established by the decision of the Government of the Republic of Kazakhstan;

      7) The Public Service Center (hereinafter referred to as PSC) is a republican state-owned enterprise that shall organize the provision of public services to individuals and/or legal entities on the receipt of applications and the issuance of documents on the principle of "one window."

      3. The basis for bringing into compliance information about an individual in information systems shall be the request of the branch of the center or the PSC or the authorized body for the appointment and payment of child allowance to the operator of the information system for bringing into compliance missing information about an individual in the information system.

**2. Procedure and time limits for bringing into compliance information about the individual in information systems**

      4. If the operator of the information system shall receive electronic documents confirming the absence of the requested information about the applicant in the information systems, a branch of the centre or PSC or an authorized body for the appointment and payment of child allowance, the applicant who shall have made the request on the day of the application shall notify him of the need to submit the original documents, specified in paragraph 5 of the Rules to bring information into compliance about the applicant in the information systems.

      The notification shall be issued in the form specified in Appendix 1 to these Rules in the form of an electronic document certified by an electronic digital signature (hereinafter referred to as the EDS) of an authorized person of the branch of the centre or PSC or the authorized body for the appointment and payment of child allowance.

      5. In order to bring information into compliance in the information systems, the applicant shall submit to the branch of the centre or the PSC or the authorized body for the appointment and payment of child allowance within three working days from the date of receipt of the notification an application in the form specified in Appendix 2 to these Rules and the original documents:

      1) identity document of the applicant (identity card of a citizen of the Republic of Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the individual - identity documents and powers of the representative;

      2) a document containing information about the applicant not included in the information systems.

      The application shall be executed and registered on the date of the applicant's submission.

      The absence of the document referred to in subparagraphs (1) and (2) of this paragraph shall constitute grounds for refusal to register the application.

      6. When the operator of the information system shall submit electronic documents confirming the absence of requested information about the applicant in the information systems, the authorized body, responsible for the appointment and payment of child allowance, shall notify the akim of the settlement, village, rural district on the day of receipt of documents, and shall send through it notification to the applicant of the need to obtain from the applicant written consent to bring information into compliance about him in information systems according to the form specified in Appendix 3 to these Rules.

      The applicant shall present to authorized body on payment of child allowance through the akim of the settlement, village, rural district the written consent to bring the information into compliance in the information systems on the basis of the documents submitted earlier by it copies in the form specified in Appendix 4 to these Rules within three working days after the issue of the notification to the applicant.

      7. The authorized person of the branch of the center or PSC or the authorized body for the appointment and payment of child allowance on the day of acceptance of the application and original documents from the applicant shall make electronic copies of the documents and shall return the original documents to the applicant after that shall:

      1) send to the operator of the information system a request according to the form specified in Appendix 5 to these Rules, in the form of an electronic document certified by the EDS of the authorized person of the authorized body for the appointment and payment of child allowance, with attached electronic copies of documents;

      2) send to the applicant through the akim of the settlement, village, rural district the receipt on submission of the written consent to bring information into compliance about him in information systems.

      8. The operator of the information system shall, within five working days after receipt of the request from the branch of the center or the PSC or the authorized body for the appointment and payment of the child allowance, shall check the conformity of the information on the individual, contained in the request and archive documents, information contained in the information systems, after that, the operator of the information system shall carry out the following actions on the basis of the results of the inspection he shall send a notification to the branch of the center or PSC or the authorized body for the appointment and payment of child allowance:

      1) when confirming the facts specified in the request, shall make appropriate changes and (or) additions to information systems, after which shall send to the branch of the center or PSC or the authorized body for the appointment and payment of child allowance a notification on bringing information into compliance about an individual in information systems in the form specified in Appendix 6 to these Rules, in the form of an electronic document certified by the EDS of the authorized person of the information system operator;

      2) in case of non-confirmation of the facts specified in the request, shall send a notification of refusal to bring information into compliance about an individual in information systems with the indication of motivated reasons according to the form specified in Appendix 6 to these Rules, in the form of an electronic document certified by the EDS of the authorized person of the information system operator.

      9. Bringing the information into compliance about the individual in the information systems shall be provided free of charge by the operator of the information system.

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|  | Appendix 1 |
|  | to Rules for bringing |
|  | information into compliance of |
|  | about the individual in |
|  | information systems |
|  | To whom |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (to enter full name of the individual) |
|  | bank details |
|  | IIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | ph. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Notification**

**of the necessity to submit original documents for**

**bringing information into compliance about an individual in**

**information systems**

      “\_\_\_\_" 20

      No. \_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to enter the name of the office

      of a centre or PSC or an authorized body for appointment and payment of child allowance) in connection with receipt of the document

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (enter the name of the electronic document, its number, date and authority Issue) confirming absence of requested information

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (to enter a list of not included information about the individual in the

      information systems), we shall notify you of the need to submit

      within three working days application for compliance

      specified information in information systems with submission of the

      following original documents:

      1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document certifying

      identity of the applicant (identity card of the citizen of the Republic of

      Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for

      oralmans), and the representative of the person - identity documents

      and powers of the representative);

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

      (document,

      containing information about the applicant not included in the information systems).

      Position (signature) initials

      Received the notification

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (initials of the applicant, signature, date)

|  |  |
| --- | --- |
|  | Appendix 2 |
|  | to Rules for bringing |
|  | information into compliance |
|  | about an individual in |
|  | information systems |
|  | Name of the branch of the center |
|  | or PSC or authorized |
|  | body for the appointment and payment |
|  | of child allowance: |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | From a citizen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (initials of the applicant) |
|  | place of residence: |
|  | (tel. flat, house number, street, city) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | IIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICATION**

**of the individual to bring information into compliance about him in the information systems**

      In accordance with the Law of the Republic of Kazakhstan dated June 28, 2005 "On state allowances for families with children" you are kindly requested to bring information into compliance in the information system (s), in

      connection with the receipt of the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (to enter the name of the electronic document, its number, date and authority of issuance) confirming absence of the requested information

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to enter the list of information about the individual not included

      in the information systems).

      Based on the documents I shall submit:

      1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document certifying

      identity of the applicant (identity card of the citizen of the Republic of

      Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the person - identity documents and powers of the representative);

      2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document, containing information about the applicant not included in the information systems).

      "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_. Signature of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Appendix 3 |
|  | to Rules for bringing |
|  | information into compliance |
|  | about an individual in |
|  | information systems |
|  | To whom |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (to enter full name of the individual) |
|  | bank details |
|  | IIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | ph. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Notification**

**of liability of an individual’s consent to**

**bring information into compliance in information systems**

      “\_\_\_\_" 20

      No. \_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to enter the name of the office

      of the centre or the authorized body for the appointment and payment of the child allowance or PSC) in connection with the receipt of the document

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to enter the name of the electronic document, number, date and authority of issuance), confirming absence of requested information

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( to enter the list of information

      about the individual not included in information systems), we shall notify you of the need to agree within three working days to

      bring information into compliance about an individual in information

      systems based on the copies of documents you shall have submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      to the akim (of the settlement, village, rural district):

      1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document certifying

      identity of the applicant (identity card of the citizen of the Republic of

      Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans),

      and the representative of the person - identity documents and powers of the representative);

      2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document,

      containing information about the applicant not included in the information systems).

      Position (signature) initials

      Received the notification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (initials of the applicant, signature, date)

|  |  |
| --- | --- |
|  | Appendix 4 |
|  | to Rules for bringing information |
|  | into compliance in information systems |
|  | Name of the office of the center |
|  | or PSC or authorized |
|  | body for the appointment and |
|  | payment child allowance: \_\_\_\_\_\_\_\_\_\_ |
|  | location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | from the citizen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (full name of the applicant) |
|  | place of residence: |
|  | (tel. flat, house number, street, city) |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | IIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Notification**

**of liability of an individual’s consent to**

**bring information into compliance in information systems**

      In accordance with the Law of the Republic of Kazakhstan dated June 28, 2005 "On state allowances for families with children" you are kindly requested to bring information into compliance in the information system (s), in

      connection with the receipt of the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (to enter the name of the electronic document, its number, date and authority of issuance) confirming absence of the requested information

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to enter the list of information about the individual not included

      in the information systems).

      Based on the documents I shall submit:

      1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document certifying

      identity of the applicant (identity card of the citizen of the Republic of

      Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the person - identity documents and powers of the representative);

      2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document, containing information about the applicant not included in the information systems).

      "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_. Signature of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Appendix 5 |
|  | to Rules for bringing information |
|  | into compliance about an individual |
|  | in information systems |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (name of the operator of the |
|  | information systems |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (address) |

**Request form**

**for bringing into compliance information about an individual**

**not included in the information systems**

      “\_\_\_\_" 20

      No. \_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to enter the name of the

      centre or PSC or the authorized body for the appointment and payment of the child allowance- a requestor) shall ask to bring into compliance information about an individual (applicant) not included in the information systems.

      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the requestor)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name, date of birth of the applicant, bank details, IIN | Causes of request (absence of information) | List of information, not included in the information systems | Information on the response message of the information system reported the absence of the information | Name of electronic document, its number and date of issue confirming absence of requested information about the applicant |
|  |  |  |  |  |

      3.\_\_\_\_\_\_\_\_\_ (full name and position of the employee of the branch of the centre or PSC, or specialist of the authorized body for the appointment and payment of child allowance requested).

      Appendix (electronic copies of documents):

      1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (identity document of the applicant (identity card of a citizen of the Republic of Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the person - identity documents and powers of the representative);

      2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (document containing information about the applicant, not included in the information systems).

      Position (signature) initials

|  |  |
| --- | --- |
|  | Appendix 6 |
|  | to Rules for bringing information |
|  | into compliance about an individual |
|  | in information systems |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (name of the service centre |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (address) |

**Notice**

**on amendments and/or additions to information about an individual in the information systems/about refusal**

**to make amendments and/or additions to information about an individual in information systems**

      " " 20 № \_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name of the operator of the information systems) shall inform about the amendments and/or additions to information about an individual in the information systems/about refusal to make amendments and/or additions to information about an individual in information systems

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number and date of the request to bring information into compliance about the individual in the information systems | IIN of the individual | Surname | Name | patronymic name | Amendments and/or additions to information about an individual in the information systems/basis for refusal to make amendments and/or additions to information about an individual in information systems according to paragraph 8 of the Rules to bring information into compliance in the information system approved by the Government of the Republic of Kazakhstan dated\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_ |
|  |  |  |  |  |  |

      Position (signature) initials

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