



On Approval of the Rules for recording and systematization of regulatory legal acts by authorized bodies

Unofficial translation

Resolution of the Government of the Republic of Kazakhstan No. 477 dated August 24, 2016.

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In accordance with paragraph 2 of Article 52 of the Law of the Republic of Kazakhstan dated April 6, 2016 "On legal acts", the Government of the Republic of Kazakhstan **HEREBY RESOLVES** to:

1. Approve the attached Rules for recording and systematization of regulatory legal acts by authorized bodies.

2. Invalidate Resolution No. 1146 of the Government of the Republic of Kazakhstan dated October 25, 2013 "On approval of the Rules for recording and systematization of regulatory legal acts by state bodies" (CAPG of the Republic of Kazakhstan, 2013, No. 62, Art. 852).

3. This resolution shall be enforced from the date of its signing and is subject to official publication.

*Prime Minister
of the Republic of Kazakhstan*

K. Massimov

Approved
by Resolution No. 477
of the Government
of the Republic of Kazakhstan
dated August 24, 2016

Rules for recording and systematization of regulatory legal acts by authorized bodies

1. These Rules for recording and systematization of regulatory legal acts by authorized bodies (hereinafter referred to as the Rules) have been developed in accordance with paragraph 2 of Article 52 of the Law of the Republic of Kazakhstan dated April 6, 2016 "On Legal Acts".

2. The rules shall govern the procedure for recording and systematization of regulatory legal acts by authorized bodies according to the regulatory legal acts adopted by them.

3. Recording and systematization of regulatory legal acts are pursuant to ensuring the availability of legislation, ease of use.

4. The functions of recording and systematization of regulatory legal acts in the authorized bodies shall be performed by the relevant units or servant (servants) of the authorized body, determined (defined) by the decision of the head of the executive office, and in state bodies without the head of the executive office position - by the head of the authorized body.

Footnote. Paragraph 4 as amended by Resolution No. 145 of the Government of the Republic of Kazakhstan dated 18.03.2021 (shall be enforced ten calendar days after the date of its first official publication).

5. Recording and systematization of regulatory legal acts shall be carried out by authorized bodies in the Kazakh and Russian languages on an ongoing basis.

Recording shall be kept in paper form and involve the collection and storage of existing regulatory legal acts, arrangement in accordance with the activity areas of the authorized body in chronological order.

Systematization shall be carried out by maintaining regulatory legal acts in a control state by introducing changes and (or) additions to their texts, information about the loss of effect, termination, suspension in electronic form.

The systematization of regulatory legal acts marked "For official use" shall be carried out in paper form.

Footnote. Paragraph 5 as amended by Resolution No. 54 of the Government of the Republic of Kazakhstan dated 14.02.2018.

5-1. For administrative use.

Footnote. The Resolution has been supplemented by paragraph 5-1 in accordance with Resolution No. 54 of the Government of the Republic of Kazakhstan dated 14.02.2018.

6. The authorized body shall receive the original regulatory legal act in the Kazakh and Russian languages with the conclusion on state registration attached, sent by the Ministry of Justice of the Republic of Kazakhstan and its territorial bodies in accordance with the Rules for the execution, coordination, state registration of regulatory legal acts and their cancellation, approved by the Government of the Republic Kazakhstan.

After receiving the regulatory legal act, the responsible person of the authorized body shall make corresponding entries in the register of regulatory legal acts in accordance with the Appendix to these Rules.

Appendix
to the Rules of recording
and systematization of regulatory
legal acts by authorized bodies

No	Date of receipt of regulatory legal act, incoming registration number	Form and title of regulatory legal act	Date of acceptance	Registration number	Date and number of state registration with the Ministry of Justice of the Republic of Kazakhstan	Structural unit, person responsible for development of the regulatory legal act	Note
1	2	3	4	5	6	7	8

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