



## **On approval of the Rules for the Personified Accounting of Participants in the System of Compulsory Social Insurance and Their Social Contributions and Social Benefits**

### *Unofficial translation*

Order of Acting Minister of Health and Social Development of the Republic of Kazakhstan No. 15 dated January 13, 2016. Registered with the Ministry of Justice of the Republic of Kazakhstan No. 13094 of February 17, 2016. By the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 03.17.2020 No. 100 (shall be enforced from 01.01.2020).

### *Unofficial translation*

**Footnote. By the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 03.17.2020 No. 100 (shall be enforced from 01.01.2020).**

In accordance with subparagraph 12-4) of article 11 of the Law of the Republic of Kazakhstan dated April 25, 2005 " On Compulsory Social Insurance" **I HEREBY ORDER:**

1. That the attached Rules for Personified Accounting of Participants in the System of Compulsory Social Insurance and Their Social Contributions and Social Benefits shall be approved.

2. In the manner prescribed by law, the Department for Social Security and Social Insurance, shall:

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

2) within ten calendar days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, send a copy hereof in print and electronic form for official publication in periodicals and Adilet, the legal information system, as well as in the Republican Center for Legal Information for inclusion in the reference control bank of regulatory legal acts of the Republic of Kazakhstan;

3) place this order on the official Internet resource of the Ministry of Health and Social Development of the Republic of Kazakhstan;

4) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submit the information on the implementation of measures provided for in subparagraphs 1), 2) and 3) of this paragraph to the Department of Legal Services of the Ministry of Health and Social Development of the Republic of Kazakhstan.

3. The control over the execution of this order shall be entrusted to Vice Minister of Health and Social Development of the Republic of Kazakhstan Zhakupov S. K.

4. This order shall come into force on March 1, 2016 and shall be subject to official publication.

*Acting*

*Minister of Health*

*and Social Development*

*of the Republic of Kazakhstan*

*B. Nurymbetov*

“AGREED BY”

Minister for Investment and

Development of the Republic of Kazakhstan

\_\_\_\_\_ A. Issekeshv

January 20, 2016

Approved

by order of the Minister of

Health and Social

Development of the Republic of Kazakhstan

No. 15 dated January 13, 2016

## **Rules**

### **for the Personified Accounting of Participants in the System of Compulsory Social Insurance and Their Social Contributions and Social Benefits**

**Footnote. The Rules as reworded by order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan No. 122 dated March 13, 2019 (see paragraph 4 for the enactment procedure).**

## **Chapter 1. General Provisions**

1. These Rules for the Personified Accounting of Participants in the System of Compulsory Social Insurance and Their Social Contributions and Social Benefits (hereinafter referred to as the Rules) are developed in accordance with subparagraph 12-4) of Article 11 of the Law of the Republic of Kazakhstan dated April 25, 2005 “On Compulsory Social Insurance” (hereinafter - Law) and determine the procedure for maintaining a personified record of information on each participant in the compulsory social insurance system for which social contributions have been made and to which social payments have been made.

2. The following concepts are used in these Rules:

1) State Corporation “Government for Citizens” (hereinafter referred to as the State Corporation) shall be a legal entity created by decision of the Government of the Republic of Kazakhstan to provide public services, services for issuing technical conditions for connecting to networks of natural monopoly entities and services of quasi-public sector

entities with the legislation of the Republic of Kazakhstan, the organization of receipt of applications for the provision of public services, services for the issuance of technical conditions to connect to the networks of natural monopoly entities, services of quasi-public sector entities and to provide their results to the service recipient on a “one-stop-principle”, as well as ensuring the provision of public services in electronic form, carrying out state registration of rights to real estate at its location;

2) social contributions - compulsory payments established by the Law, paid to the State Social Insurance Fund, which entitle the participant to the compulsory social insurance system for which social security contributions are made, and in case of loss of the breadwinner, his dependent family members, receive social benefits in accordance with the legislation of the Republic of Kazakhstan on compulsory social insurance;

3) a participant in the system of compulsory social insurance for which social contributions are made - an individual for whom social contributions are paid and who has the right to receive social benefits in cases of social risk provided for by the Law;

4) social benefits - payments made by the State Social Insurance Fund in favor of the recipient of social benefits;

5) recipient of social benefits - an individual for whom social contributions are made to the State Social Insurance Fund before the occurrence of a social risk event and for which the State Social Insurance Fund made a decision on assigning social benefits, and in case of death of a person who is a member of the compulsory social insurance for whom social contributions are made - members of the family of the deceased (recognized by the court as missing or declared dead) breadwinner, who were dependent on him;

6) personified accounting - organizing and maintaining records of information about each participant in the compulsory social insurance system for which social contributions were made and to which social payments were made;

7) database - information system of the authorized body containing data on each participant (recipient) of the system of compulsory social insurance;

8) The State Social Insurance Fund (hereinafter - the Fund) - a legal entity that accumulates social contributions, assigns and makes social payments to participants in the compulsory social insurance system, for whom social contributions were made and in respect of which there was a case of social risk, including dependent family members in the case of loss of a breadwinner;

9) authorized body - a state body that carries out regulation, control and supervision of the activities of the Fund.

## **Chapter 2. The procedure for the formation of personified accounting of participants in the system of compulsory social insurance for which social contributions are made and recipients of social payments from the Fund**

3. The personified accounting of participants in the compulsory social insurance system for which social contributions are made shall include the following information:

- 1) individual identification number (hereinafter - IIN);
- 2) surname, name, patronymic (if any);
- 3) date of birth;
- 4) gender;
- 5) the address of the place of residence;
- 6) the series and number of the identity document (oralman ID), date of issuance and the name of the issuing authority;
- 7) on changing the number and date of issue of an identity document, citizenship, on changing citizenship.

In addition, the information on the amounts of social contributions paid and (or) failure penalty, as well as on the return and excessively (erroneously) paid social contributions and (or) failure penalty for untimely and (or) incomplete payment of social contributions in the manner established by the legislation of the Republic of Kazakhstan, indicating the date of receipt, the date of payment, the numbers, the date of the document,

payment purpose code (hereinafter - PPC), the sender's name, IIN/BIN (business identification number) of the sender, the name of the recipient, the total amount of the payment, the amount of social contributions, status, period (year, month, months) for which social contributions are made.

4. Recipients of social benefits shall be accounted for by the total number of recipients of assigned social benefits that are registered in the database. Recipients of social payments shall also be subject to accounting, to whom social payments are assigned, but are not paid (suspended, withdrawn on time, but not yet having a decision to extend payments).

5. Personified accounting of participants in the compulsory social insurance system for which social contributions have been made, and (or) a penalty for untimely and (or) incomplete payment of social contributions (including the return of unnecessarily (erroneously) paid social contributions and (or) a penalty for untimely and (or) incomplete payment of social contributions and social benefits (including the return of excessively credited (paid) amounts of social benefits) shall be carried out by the State Corporation on an ongoing basis.

6. The accounting of recipients of social benefits shall include the following data:

- 1) the date of appeal;
- 2) the date of occurrence of social risk;
- 3) the date of the decision on the appointment of social benefits;
- 4) the expiration date of the social payment;
- 5) on the length of service in the system of compulsory social insurance;
- 6) the average monthly income from which social contributions have been made;
- 7) the type of social payment;

- 8) on the degree of disability;
- 9) the number of dependents;
- 10) on registration as unemployed;
- 11) the number of days of disability;
- 12) on the order of birth of the child;
- 13) the amount of the assigned social payment;
- 14) the time period for which social benefits are assigned in case of loss of work.

15) information on the amounts of the transferred social payments, as well as on the return of the erroneously transferred social payments, indicating the date of receipt, date of sending, number, date of document, payment purpose code (hereinafter - PPC), name of the sender, IIN/BIN (business identification number) of the sender, name of the recipient, total amount of payment, amount of social payments, status, period (year, month, months) for which social payments are made.

7. State Corporation shall:

timely make entry and changes to the database;

provide a personified accounting of information on the amounts of received social contributions and (or) penalties for late and (or) incomplete payments from social contributions (including the return of excessively credited (paid) amounts of social contributions), on social payments (including the return of excessively credited (paid) amounts of social payments) made to the recipients;

ensure the confidentiality of information contained in the database in accordance with the requirements of the legislation of the Republic of Kazakhstan on personal data and their protection;

monthly, according to the list, forms, deadlines for submitting financial and other statements by the State Social Insurance Fund and the Government for Citizens State Corporation, approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan No. 34 dated January 20, 2016 “On the Determination of the List, Forms, Deadlines for the Submission of Financial and Other Records of Accounts by the State Social Insurance Fund and the Government for Citizens State Corporation” (registered with the State Register -governmental registration of regulatory legal acts under № 13192) submit to the authorized body the information about the participants (recipients) of compulsory social insurance, social contributions and social payments.