

## **On approval of the Rules for inclusion in the regional quota of reception of candases and immigrants**

### *Unofficial translation*

Order No. 20 of the acting Minister of Healthcare and Social Development of the Republic of Kazakhstan as of January 15, 2016. Registered with the Ministry of Justice of the Republic of Kazakhstan on February 29, 2016, No. 13334.

### **Unofficial translation**

Footnote. Title - as amended by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 11.08.2021 № 284 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).

In accordance with subclause 4-5) of Article 11 of the Law of the Republic of Kazakhstan “On Population Migration” and subclause 1) of Article 10 of the Law of the Republic of Kazakhstan “On State Services”, **I HEREBY ORDER:**

**Footnote. The Preamble - as amended by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 31.05.2024 № 173 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

1. To approve the Rules for inclusion in the regional quota for receiving candases and resettlers according to the Appendix to this order.

**Footnote. Paragraph 1 - as amended by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 31.05.2024 № 173 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

2. The Labor, Social Protection and Migration Committee of the Ministry of Healthcare and Social Development of the Republic of Kazakhstan shall:

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

2) within ten calendar days of the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, send its copy for official publication to print periodicals and the “Adilet” Legal Information System, and also to the Republican State Enterprise with the Right of Economic Management “Republican Center of Legal Information” of the Ministry of Justice of the Republic of Kazakhstan for its inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this order on the website of the Ministry of Healthcare and Social Development of the Republic of Kazakhstan;

4) within ten working days of the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submit information about the implementation of

measures, provided for in subparagraphs 1), 2) and 3) of this paragraph, to the Legal Service Department of the Ministry of Healthcare and Social Development of the Republic of Kazakhstan;

3. The control over the execution of this order shall be assigned to the deputy minister of healthcare and social development of the Republic of Kazakhstan, B.B.Nurymbetov.

4. This order shall take effect ten calendar days of its first official publication.

*Acting Minister  
of Healthcare and Social Development  
of the Republic of Kazakhstan*

*B. Nurymbetov*

AGREED

Acting Minister of  
Investments and Development of  
the Republic of Kazakhstan

\_\_\_\_ J. Kassymbek

January 28, 2016

AGREED

Minister of Foreign Affairs of  
the Republic of Kazakhstan

\_\_\_\_ Y. Idrissov

" \_\_\_\_ " \_\_\_\_ 2016

Appendix 1  
to Order №20 of the acting  
Minister of Healthcare and Social  
Development of the  
Republic of Kazakhstan  
as of January 15, 2016

## **Rules for inclusion in the regional quota for receiving candases and resettlers**

**Footnote.** The rules - as amended by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 31.05.2024 № 173 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).

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

1. These Rules for inclusion in the regional quota for receiving candases and resettlers (hereinafter – the Rules) have been developed in accordance with subclause 4-5) of Article 11 of the Law of the Republic of Kazakhstan “On Population Migration” (hereinafter – the Law), subclause 1) of Article 10 of the Law of the Republic of Kazakhstan “On State Services” and shall determine the procedure for inclusion in the regional quota for receiving candases and resettlers.

2. The following basic concepts are used in these Rules:

1) State Corporation "Government for citizens" (hereinafter – the State Corporation) is a legal entity created by a Government decision of the Republic of Kazakhstan to provide state services in accordance with the legislation of the Republic of Kazakhstan, the organization of the work on receiving applications for the provision of state services and issuance of their results to the service recipient according to “one-stop shop” principle, ensuring the provision of state services in electronic form;

2) service recipient - individuals and legal entities, except for central state bodies, foreign missions of the Republic of Kazakhstan, local executive bodies of regions, cities of republican significance, capital, districts, cities of regional significance, akims of city districts, cities of district significance, settlements, villages, rural districts;

3) candás – ethnic Kazakhs and (or) members of his family of Kazakh nationality, who have not previously been citizens of the Republic of Kazakhstan and who have obtained the relevant status in accordance with the procedure established by the authorized body on migration issues of the population;

4) regional quota for the receiving candas - the maximum number of candas or candas and their family members arriving for permanent residence in the regions determined by the Government of the Republic of Kazakhstan, who are provided with measures of state support provided to participants of active measures to promote employment in accordance with the Social Code of the Republic of Kazakhstan;

5) resettler – an internal migrant, resettled to regions, determined by the Government of the Republic of Kazakhstan within the framework of regional quotas of admission of resettlers and candases in accordance with the legislation of the Republic of Kazakhstan in the field of migration, providing for voluntary resettlement;

6) regional quota for receiving resettlers - the maximum number of resettlers or resettlers and members of their families arriving for permanent residence in the regions determined by the Government of the Republic of Kazakhstan, who are provided with measures of state support provided to participants of active measures to promote employment in accordance with the Social Code of the Republic of Kazakhstan;

7) career center – a branch of a labor mobility center, performing its functions in districts, cities of regional and republican significance, the capital city;

8) local executive body for the issues of social protection and employment of the population – a local executive body of a region, cities of republican significance, the capital, which determines the directions in the field of social protection and employment of the population;

9) Web portal of “e-government” - information system representing a single window of access to all consolidated government information, including the regulatory legal framework, and to state services, services for issuing technical conditions for connection to the networks of natural monopolies and services of quasi-public sector entities rendered in electronic form;

10) ethnic Kazakh is a foreigner or a stateless person of Kazakh nationality.

## **Chapter 2. Procedure for inclusion to the regional quota for receiving candases**

3. To receive the state service “Inclusion in the regional quota for admission of Kandas”, ethnic Kazakhs who were not previously included in the regional quota and received the status of Kandas under the conditions stipulated by subclause 1) of paragraph 9 of the Rules for assigning or extending the status of candas, approved by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated July 22, 2013 № 329-Ө-М (registered in the Register of state registration of regulatory legal acts under № 8624), widowers of candases, and their joint children, arrived after the inclusion of candas into the regional quota of the receipt of candases and (or) who were born in the Republic of Kazakhstan before their parents have received the citizenship of the Republic of Kazakhstan, as well as ethnic Kazakhs, who received the status of candas, residing in the territory of the Republic of Kazakhstan, shall provide an application in the form according to Appendix 1 to these Rules, attached with documents, specified in paragraph 8 of the List of basic requirements for the provision of a state service, according to Appendix 2 to these Rules :

1) в local executive body for the issues of social protection and employment of the population, determined in subclause 2) of paragraph 3 of Article 112 of the Social Code ( hereinafter – the Service Provider);

2) portal “Migration.enbek.kz”;

3) Through the State Corporation “Government for Citizens” (hereinafter – the State Corporation);

4) through the web-portal of “e-government” (hereinafter – the web-portal).

**Footnote. Paragraph 3 - as amended by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 30.07.2024 № 281 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

4. The result of provision, as well as other information taking into account the peculiarities of providing the state service are given in the List of basic requirements for the provision of the state service according to Appendix 2 to these Rules.

5. The State Corporation receives information confirming the registration at the permanent place of residence and the availability to the candas and family members living permanently with them of dwellings owned by them by right of ownership in the locality of arrival from the relevant State information systems through the gateway of “e-government”.

6. On the date of receipt of an application and documents of the applicant indicated in paragraph 8 of the List of requirements to the provision of a state services, the State Corporation shall send it to the service provider through the gateway of "e-government".

The specialist of the State Corporation, who accepted the application, shall check the completeness of the package of documents accepted from the applicant for inclusion in the regional quota for the admission of candas, ensure the quality of reproduction of electronic

copies of the documents and their compliance with the originals submitted by the applicant in accordance with the list of basic requirements for the provision of state services in accordance with Appendix 2 to these Rules, certify by means of his/her EDS, after which the original documents shall be returned to the applicant.

When applying through the State Corporation, if the service recipient submits an incomplete set of documents, as well as documents with expired validity period, the specialist of the State Corporation shall refuse to accept the application and issue a receipt of refusal to accept the documents in the form according to Appendix 3 to these Rules.

The specialist of the State Corporation who accepted the application shall give the applicant a receipt of acceptance of documents.

7. When applying through the web-portal in case of submission of a full package of documents, provided by the list of basic requirements for the provision of state service, the status of acceptance of the application for the provision of state service shall be displayed in the “personal account” of the service recipient.

8. If the service recipient submits an incomplete set of documents, as well as documents with expired validity period, the service provider within one working day shall notify the service recipient of the refusal to accept the application for the provision of the state service “Inclusion in the regional quota for receiving candas” through the information system AIS “Candas”.

9. The application submitted through the portal “Migration.enbek.kz” shall be entered into the AIS “Candas” and registered by the service provider on the day of receipt of the application.

10. The service provider shall form a list of candas applying for inclusion in the regional quota for receiving candas, within six working days after the day of receipt of applications shall send it to the commission for the admission of candas for consideration to make recommendations on inclusion in the regional quota for receiving candas or on refusal to do so.

11. The Commission for the Admission of Candas shall, within five working days after receiving the lists of applicants, make a recommendation on inclusion or refusal of inclusion in the regional quota for receiving candas.

The Commission for the Admission of Candas, when considering the applications and documents of ethnic Kazakhs, shall verify their compliance with the requirements established by the Law.

12. In case of reasoned comments on the documents submitted, the performer of the service provider, on the date of receipt of recommendation according to Article 73 of the Administrative procedural and Process-Related Code of the Republic of Kazakhstan ( hereinafter – APPRC RK) shall send to the service recipient a notice of the preliminary decision to refuse to provide state service, as well as the time and place of the hearing for the service recipient to express his/her position on the preliminary decision.

Objections of the service recipient on the preliminary decision are accepted by the service provider not later than two working days from the day of its receipt.

Based on the results of the hearing, the local executive body shall make a decision on inclusion in the regional quota for receiving candas or form a motivated refusal to provide the state service.

13. The local executive body within three working days from the date of recommendation by the commission for the admission of candas shall make a decision on inclusion in the regional quota for receiving candas in the form according to Appendix 4 to these Rules or a decision on refusal of inclusion in the regional quota of candas in the form according to Appendix 5 to these Rules and shall send the result of the state service to the service recipient depending on the way of application submission.

When submitting documents through the State Corporation, the decision on inclusion in the regional quota of receiving candases shall be sent by the service provider to the State Corporation for further issuance to the applicant no later than one day before the expiration of the term of provision of the state service. When the service recipient applies through the portal, the service provider shall send to the service recipient in the “personal account” a notice of inclusion in the regional quota for receiving candas or a decision to refuse inclusion in the regional quota of receiving candases.

### **Chapter 3. Procedure for inclusion to the regional quota for receiving resettlers**

14. To receive the state service “Inclusion in the regional quota for receiving resettlers” citizens of the Republic of Kazakhstan, or one of the adult family members (hereinafter - resettlers), who at the time of application have permanent registration for at least one year in the region of departure, provided for in paragraph 16 of the Rules of voluntary resettlement of persons to increase the labor mobility, approved by the order of the Deputy Prime Minister – Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated June 22, 2023 года № 234 (registered in the Register of state registration of regulatory legal acts under № 32880) shall submit via the portal "Migration.enbek.kz" or to the career centers of regions, determined by the Government of the Republic of Kazakhstan in accordance with subclause 2) of paragraph 3 of Article 112 of the Social Code or to the State Corporation "Government for Citizens" (hereinafter – the State Corporation) or the web portal of “e-government” (hereinafter - web portal) application for inclusion in the regional quota for receiving resettlers (hereinafter - application) in the form according to Appendix 6 to these Rules with the attachment of documents specified in paragraph 8 of the List of basic requirements for providing state service according to Appendix 2 to these Rules.

Resettlers who arrived independently from the regions of departure to the regions of resettlement and resided there for no more than six months, as well as graduates of the projects “Mangilik El Zhastary - Industriyaga!” (“Serpın”) and “Zharkyn Bolashak” within six months after graduation from the educational institution, regardless of the time of

registration in the region of resettlement reception, apply to career centers. (“Serpin”) and “Zharkyn Bolashak” within six months after graduation, regardless of the time of registration in the resettlement region, shall apply to career centers in the form according to Appendix 6 to these Rules, attaching the documents specified in paragraph 8 of the List of basic requirements for the provision of state service according to Appendix 2 to these Rules.

15. The application submitted through the portal “Migration.enbek.kz”, web portal or the State Corporation shall be received by the career centers of the regions through the AIS “Labor Market”.

Upon submission of a full package of documents provided by the list of basic requirements for the provision of state service, the service recipient shall receive a notification of acceptance of the application for inclusion in the regional quota for receiving resettlers of his/her application in the form according to the Appendix 7 to these Rules.

In this case, in the “personal account” of the service recipient when submitting an application through the portal “Migration.enbek.kz” or web portal, the status of acceptance of the request for state service is displayed.

Career centers of the regions within two working days from the day of receipt of the application, send the list of resettled persons to the local executive body on social protection and employment (hereinafter - the Service Provider).

16. Career centers shall receive information confirming registration at the permanent place of residence and availability of housing owned by the resettled person and family members living permanently with him/her in the settlement of reception from the relevant state information systems through the gateway of “e-government”

17. If the service recipient submits an incomplete set of documents, as well as documents with expired validity period, an employee of the service provider, State Corporation, career center shall refuse to accept the application and issue a receipt of refusal to accept the documents in the form according to Appendix 8 to these Rules.

18. The office of the service provider shall accept and register the documents on the day of their receipt.

19. The service provider forms the list of resettlers and within five working days after the day of receipt of the list sends them to the Regional Employment Commission (hereinafter referred to as the Employment Commission) for consideration to make a recommendation on inclusion in the regional quota for receiving resettlers or on refusal to include them in the list.

20. The Employment Commission within three working days after the day of receipt of the lists of resettlers applicants shall make a recommendation on inclusion or refusal of inclusion in the regional quota for receiving resettlers with a motivated justification of the reasons.

When considering applications and documents of resettlers, the Employment Commission shall check their compliance with the requirements established by the paragraph 1 and 2 of Article 112 of the Social Code.

21. In case of reasoned comments on the documents submitted, the performer of the service provider, on the date of receipt of recommendation according to Article 73 of the Administrative procedural and Process-Related Code of the Republic of Kazakhstan ( hereinafter – APPRC RK) shall send to the service recipient a notice of the preliminary decision to refuse to provide state service, as well as the time and place of the hearing for the service recipient to express his/her position on the preliminary decision.

Objections of the service recipient on the preliminary decision are accepted by the service provider not later than two working days from the day of its receipt.

Based on the results of the hearing, the local executive body shall make a decision on inclusion in the regional quota for receiving the resettler or form a motivated refusal to provide the state service.

22. The local executive body within three working days after the day of making a recommendation by the Employment Commission shall make a decision on inclusion in the regional quota for receiving resettlers in the form according to Appendix 9 to these Rules or a decision to refuse inclusion in the regional quota for receiving resettlers in the form according to Appendix 10 to these Rules and send the result of the state service to career centers.

Career centers within 1 (one) working day through AIS “Labor Market” shall send to the service recipient the decision on inclusion in the regional quota for receiving resettlers or the decision on refusal to include in the regional quota for receiving resettlers depending on the method of application submission.

#### **Chapter 4. The procedure for appealing decisions, actions (inaction) on issues of the provision of state services**

23. A service recipient shall appeal a decision, action (inaction) of a service provider, an official, in accordance with paragraph 1 of article 91 of the APPRC RK. A complaint for the decision, action (inaction) of a service provider concerning the provision of a state service shall be submitted in the name of the head of the service provider or to the authorized body for assessment and control over the provision of state services, in accordance with the legislation of the Republic of Kazakhstan.

24. A complaint of an applicant, received by the service provider, in accordance with paragraph 2 of Article 25 of the Law of the Republic of Kazakhstan "On state services" shall be subject to consideration within 5 (five) working days after the date of its registration.

25. A complaint of the applicant, received by the authorized body for assessment and control over the quality of state services, shall be subject to consideration within 15 (fifteen) working days from the date of its registration.

26. The service recipient appeals against the decision, action (inaction) of the local executive body on the provision of state service, an official in accordance with paragraph 1 of Article 91 of the APPRC RK. A complaint against a decision, action (inaction) of a local executive body on issues of provision of state service shall be filed to the head of the local



executive body or to the authorized body for evaluation and control over the quality of the provision of state services, in accordance with the legislation of the Republic of Kazakhstan.

27. In case of extension of the term of consideration of a complaint, an official authorized to consider complaints, within 3 (three) working days from the moment of extension of the term of consideration of a complaint shall inform in writing (when filing a complaint on paper ) or in electronic form (when filing a complaint in electronic form) the applicant who filed a complaint about the extension of the term of consideration of a complaint, indicating the reasons for extension.

28. Unless otherwise provided by law, appeal to court shall be allowed after appealing in a pre-trial order. In the event that the law provides for the possibility of appeal to court without the need to appeal to a higher authority, an administrative body, official, administrative act, administrative action (inaction) of which are challenged, along with the review shall submit to the court a motivated position of the head of the higher administrative body, official.

29. The authorized body on the formation of state policy in the field of migration of the population of the Republic of Kazakhstan shall, within three working days, inform the service providers, the State Corporation and the operator of the information and communication infrastructure of the “electronic government”, including the Single Contact Center, about the changes and additions made to the Requirements for the provision of state service.

Appendix 1  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

**Application for inclusion in the regional quota for receiving candases**

\_\_\_\_\_  
(Name of the service provider)

Please include me/myself and my family members in the regional quota for receiving candases

IIN	
Surname, Name, Patronymic (if any)	
Date of birth	
Sex	
Residential address	

I have the following family members (filled in if necessary) who are not citizens of the Republic of Kazakhstan: spouse, parents of the applicant, children (including adopted children), full blood and half-blood brothers and sisters.

IIN	Surname, Name, Patronymic (if any)	Degree of relationship	Date of birth	Citizenship	Nationality

1	2	3	4	5	6
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The following documents are attached to the application/:

\_\_\_\_\_;

\_\_\_\_\_.

I hereby give my consent to the collection and processing of my personal data necessary for the provision of the state service "Inclusion in the regional quota for receiving candases".

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(signature of the applicant)

\_\_\_\_\_  
(Surname, Name, Patronymic (if any), position of the person, who accepted documents)

#### Appendix 2

to the Rules for inclusion to the regional  
quota for receiving candases and resettlers

List of basic requirements for the provision of state service "Inclusion to the regional quota for receiving candases and resettlers" Name of the subtype of state service:

1. Inclusion to the regional quota for receiving candases
2. Inclusion to the regional quota for receiving resettlers

1	Name of the service provider	Local executive body for social protection and employment of population of regions, determined in subclause 2) of paragraph 3 of Article 112 of the Social Code
2	Methods of providing state service	Acceptance of an application and issuance of the result of provision of state service for inclusion to the regional quota for receiving candases and resettlers shall be carried out via: 1) the informatization object "Migration.enbek.kz" portal; 2) local executive bodies for social protection and employment of population of regions, determined in subclause 2) of paragraph 3 of Article 112 of the Social Code; 3) State Corporation; 4) web-portal of "e-government". When including into the regional quota for receiving resettlers via: 1) career centers of regions, determined in subclause 2) of paragraph 3 of Article 112 of the Social Code;
		Within 14 working days. The maximum allowed waiting time for submitting a package of

3	The term of provision of the state service	documents: 30 minutes for a Service Provider, and 15 minutes for the State Corporation. The maximum allowed service time of service provider is 30 minutes, for the State Corporation – 20 minutes
4	The form of provision of and presentation of the result of a state service	Electronic (partially automated) / paper-based
5	The result of provision of a state service	Decision on inclusion in the regional quota for admission of candidates or refusal. Decision on inclusion in the regional quota for admission of migrants or refusal. When applying through the Web-portal, the result of provision of the state service shall be sent to the service provider in the “personal account” in the form of an electronic document certified by the EDS of the service provider's official.
6	The amount of payment collected from the service recipient when providing a state service and the methods of its collection in cases stipulated by the legislation of the Republic of Kazakhstan	The state service is provided to individuals free of charge.
7	Work schedule	1) Service Provider - acceptance of applications and issuance of the result of public services from 9.00 a.m. to 5.00 p.m. with a break for lunch from 1.00 p.m. to 2.30 p.m. 2) State Corporation - Acceptance of applications and issuance of finished results of public services is carried out through the State Corporation from Monday to Friday inclusive from 9.00 a.m. to 6.00 p.m. without a break, on-duty service departments of the State Corporation from Monday to Friday inclusive from 9.00 a.m. to 8.00 p.m. and on Saturday from 9.00 a.m. to 1.00 p.m. except holidays and weekends According to the Labor Code of the Republic of Kazakhstan. 3) Web portal – around the clock, except for technical breaks related to repair work.

List of documents required for the provision of state service

To be included in the regional quota for receiving candases, it is necessary to submit:

1) a document proving the identity of the applicant (for identification) and his/her family members (if any) including from the digital document service;

2) a copy of the marriage certificate or divorce certificate (if available);

3) copies of documents confirming education, qualification and work experience in a certain specialty (if available), or a labor book (if available) or a certificate from the place of employment

Service Providers receive digital documents from the Digital Document Service through the implemented integration, subject to the consent of the document owner, provided through the cellular subscriber number of the user registered on the Web Portal by transmitting a one-time password or by sending a short text message as a response to the Web Portal notification.

To be included in the regional quota for receiving resettlers, it is necessary to submit:

1) copies of identity documents of the resettled person and his/her family members (if available), including from the digital document service;

2) copy of the marriage certificate or divorce certificate (if available);

3) copies of documents confirming education, qualification and work experience in a certain specialty (if available), or a labor book (if available) or a certificate from the place of work.

The Service Provider receives digital documents from the digital document service through the implemented integration, subject to the consent of the document owner provided through the user's cellular subscriber number registered on the e-government web portal by transmitting a one-time password or

		<p>by sending a short text message as a response to the e-government web portal notification;</p> <p>4) Graduates of the projects “Мәңгілік ел zhastary - Industriyaga!” (“Serpın”) and “Zharkyn Bolashak” projects provide a certificate from their place of study confirming their participation in this project.</p>
9	<p>Grounds for refusal to provide a state service established by the legislation of the Republic of Kazakhstan</p>	<p>The grounds for refusal to be included into the regional quota for receiving candases shall be the conditions, stipulated in Article 20 of the Law “On Population Migration”.</p> <p>1) non-compliance of applicants with the conditions established by the subclause 13) of Article 1 of the Law “On Population Migration”, in particular – a candas – an ethnic Kazakh and (or) members of his/her family of Kazakh nationality, who have not been previously the citizens of the Republic of Kazakhstan, who received the status in the manner, established by the authorized body for migration of the population;</p> <p>2) determination of unreliability of the documents submitted by an ethnic Kazakh to receive a state service and (or) data (information) contained in them;</p> <p>3) availability of compromising information about committing offenses in the territory of the Republic of Kazakhstan by ethnic Kazakhs applying for granting the status of candas and (or) inclusion in the regional quota for receiving candases, and other information about their belonging to terrorist or extremist organizations;</p> <p>4) absence of a consent of an ethnic Kazakh, presented in accordance with Article 8 of the Law of the Republic of Kazakhstan “On personal data and their protection”, for the access to personal data of restricted access;</p> <p>5) absence of the regional quota for receiving candases in a territorial-administrative unit or</p>

		<p>refusal of an ethnic Kazakh from a territorial-administrative unit proposed for resettlement.</p> <p>Grounds for refusal to be included in the regional quota for receiving resettlers:</p> <ol style="list-style-type: none"> <li>1) establishment of unreliability of data (information) contained in the submitted documents;</li> <li>2) absence of regional quota for receiving resettlers in the territorial-administrative unit specified in the application;</li> <li>3) if the applicant was previously included in the regional quota for receiving resettlers;</li> <li>4) absence of the resettler's consent, submitted in accordance with Article 8 of the Law of the Republic of Kazakhstan “On personal data and their protection”, for the access to personal data of restricted access;</li> <li>5) in case if the applicant has been previously included into the regional quota for receiving resettlers;</li> </ol>
10	Other requirements taking into account the specifics of the provision of state service, including those provided in electronic form and through a State Corporation	<p>For applicants who have, in accordance with the procedure established by law, a complete or partial loss of the ability or opportunity to perform self-service, to move independently, to orient themselves, the acceptance of documents for the provision of public services is made by an employee of the State Corporation by means of an appeal through the Unified Contact Center 1414.</p> <p>The service of digital documents is available for subjects authorized in the mobile application and user information systems.</p> <p>The subject undergoes authorization by methods available in the mobile application and user information systems, then in the section “Digital Documents” views the necessary document for further use</p>

Appendix 3  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

## CERTIFICATE

### on refusal to accept documents

Pursuant to paragraph 2 of Article 20 of the Law of the Republic of Kazakhstan "On State Services", Department № \_\_ of the branch of the Non-Profit Joint Stock Company "State Corporation "Governments for Citizens "(specify address) refuses to accept documents for the provision of state services \_\_\_\_\_ due to your submission of an incomplete package of documents and / or expired documents in accordance with the list provided for in the List of basic requirements for the provision of state service, namely:

name of documents:

- 1) \_\_\_\_\_;
- 2) \_\_\_\_\_;

This certificate is drawn up in 2 copies, one copy for each party.

\_\_\_\_\_  
(Surname, Name, Patronymic (if any) of the employee, signature)

Performer: \_\_\_\_\_

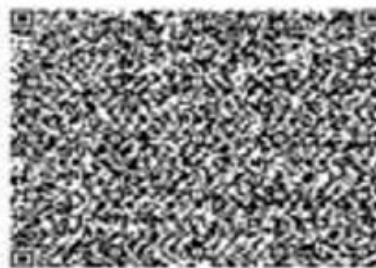
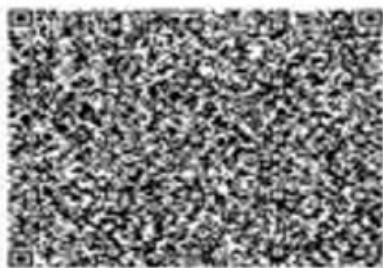
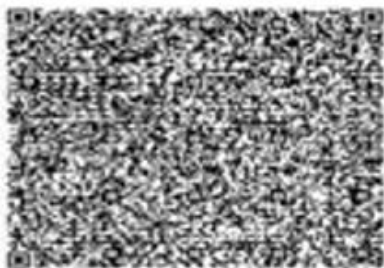
(Surname, Name, Patronymic (if any))

Telephone \_\_\_\_\_

Accepted: \_\_\_\_\_

Surname, Name, Patronymic (if any)/signature of the service recipient

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_



EDS of the head

Appendix 4  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

### DECISION on inclusion into the regional quota for receiving candases

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ № \_\_\_\_\_

\_\_\_\_\_

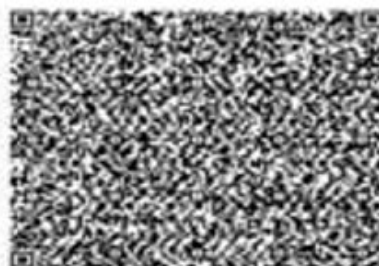
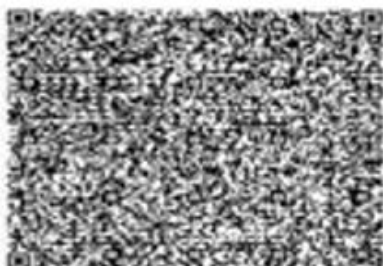
(Local executive body)

Local executive body for social protection and employment according to the recommendation of the commission for reception of Candas, in accordance with the Law of the Republic of Kazakhstan "On Population Migration", made a positive decision on the inclusion to the regional quota for receiving candases:

IIN	
Surname, Name, Patronymic (if any)	
Date of birth	
Sex	
Residential address	

Family members (if any):

IIN	Surname, Name, Patronymic (if any)	Date of birth	Sex	Family relationship



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Appendix 5  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

## DECISION

on refusal to include to the regional quota for receiving candases

" \_ " \_\_\_\_\_ 20\_\_ № \_\_\_\_\_

(Local executive body)

1	Application №	
2	Status	
3	Application type	
4	Date of acceptance	
5	Date of execution	

Information about the service recipient:

№	IIN	Surname, Name, Patronymic (if any)	Date of birth	Sex	Degree of relationship



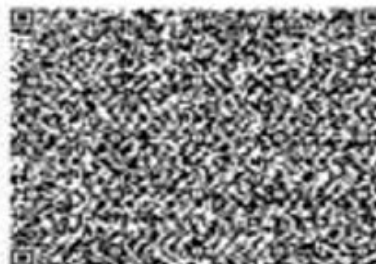
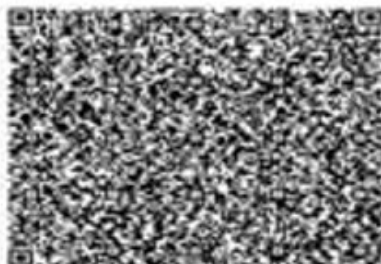
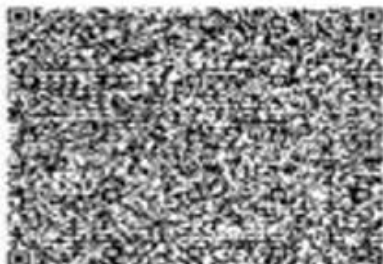
1					
2					
3					

according to recommendation of the commission for receiving candases, in accordance with the Law of the Republic of Kazakhstan dated July 22, 2011 “On Population Migration: refuses to include to the regional quota. The grounds for the refusal to include into the regional quota for receiving candases is:

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Appendix 6  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

## Application for the inclusion to the regional quota for receiving resettlers

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(Name of the service provider)

Please include me/ me and the members of my family to the regional quota for receiving resettlers

IIN	
Surname, Name, Patronymic (if any)	
Date of birth	
Sex	
Residential address	
Employment Category: 1) Salaried employee, and person in other gainful employment (elected, appointed, or approved); 2) an individual entrepreneur; 3) a person engaged in private practice; 4) an individual performing activities under a civil law contract who are not classified as an employee; 5) an individual who is a founder (participant) of business partnerships and founders, shareholders (	

participants) of joint stock companies, as well as members of production cooperatives;  
6) an independent worker;  
7) serving in the Armed Forces of the Republic of Kazakhstan, other troops and military formations, law enforcement and special state bodies of the Republic of Kazakhstan;  
8) a person carrying out activities in the form of a peasant or farmer farm;  
9) unemployed.

I have the following family members:

IIN	Surname, Name, Patronymic (if any)	Degree of relationship	Date of birth	Citizenship	Nationality	Residential address
1	2	3	4	5	6	7

The application is attached with the following documents/:

\_\_\_\_\_;  
\_\_\_\_\_;

I hereby give my consent to the collection and processing of my personal data necessary for the provision of the state service “Inclusion in the regional quota of resettlers”

" \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ (signature of the applicant)

\_\_\_\_\_  
(Surname, Name, Patronymic (if any) position of the person, who accepted documents)

Appendix 7  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

**NOTICE № \_\_\_\_\_ dated \_\_\_\_\_**

**on acceptance of an application for the inclusion to the regional quota for receiving resettlers**

Hereby we inform that the application of service recipient \_\_\_\_\_

\_\_\_\_\_  
(Surname, Name, Patronymic (if any)

on inclusion into the regional quota for receiving resettlers

\_\_\_\_\_  
(region, city of the republican significance and the capital)

is registered \_\_\_\_\_

\_\_\_\_\_  
(name of the service provider)

as incoming correspondence under № \_\_\_\_\_ dated \_\_\_\_\_

(date) and will be considered in the manner and within the period established by the law.

The following documents are attached to the application:

1) \_\_\_\_\_;  
2) \_\_\_\_\_;  
..) \_\_\_\_\_

Documents accepted by \_\_\_\_\_  
(Surname, Name, Patronymic (if any), position of the person, who accepted documents).  
\_\_\_\_\_ (signature) / \_\_\_\_\_ (date)

-----  
(cutting line)

Notice on acceptance of documents № \_\_\_\_\_

\_\_\_\_\_  
(Surname, Name, Patronymic (if any of an ethnic Kazakh)

Date of birth \_\_\_\_\_

Residential address \_\_\_\_\_

Contact data \_\_\_\_\_

(signature) / \_\_\_\_\_ (date)

Appendix 8  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

## **CERTIFICATE**

### **on refusal to accept documents**

Pursuant to paragraph 2 of Article 20 of the Law of the Republic of Kazakhstan  
“On State Services”, Department №\_\_\_ of the branch of the Non- Profit Joint Stock Company  
“State Corporation ”Governments for Citizens”

\_\_\_\_\_,  
Local executive body for social protection and employment of the population \_\_\_\_\_

\_\_\_\_\_  
refuses to accept documents for the provision of state service \_\_\_\_\_  
\_\_\_\_\_ due to submission by you of incomplete package of documents and (or) expired  
documents according to the list of basic requirements to the provision of state service, namely  
:

name of documents:

1) \_\_\_\_\_;  
2) \_\_\_\_\_;  
3).....

This certificate is made in 2 copies, one copy for each party.

\_\_\_\_\_  
(Surname, Name, Patronymic (if any) of the employee of the State Corporation, signature)

Performer: \_\_\_\_\_

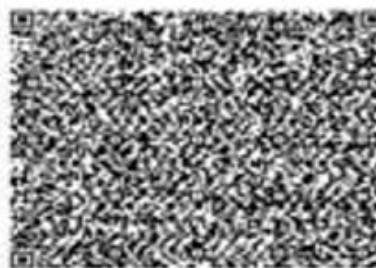
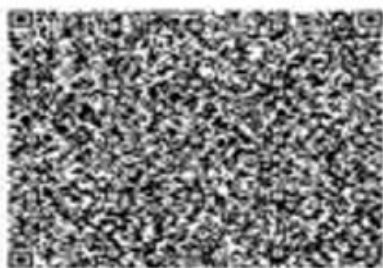
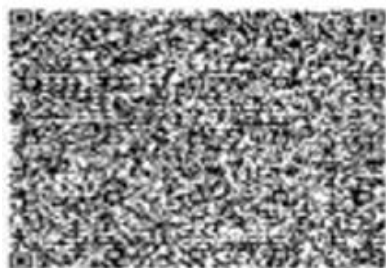
(Surname, Name, Patronymic (if any))

Telephone \_\_\_\_\_

Accepted by: \_\_\_\_\_

Surname, Name, Patronymic (if any)/signature of the service recipient

"\_\_" \_\_\_\_ 20\_\_



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Appendix 9  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

## DECISION

**on inclusion into the regional quota for receiving resettlers**

"\_\_" \_\_\_\_ 20\_\_ № \_\_\_\_

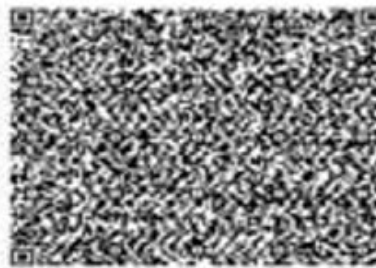
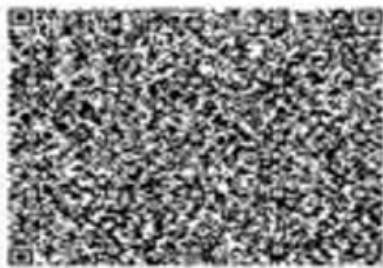
\_\_\_\_\_  
(name of the service provider)

The Regional Commission on Employment, having considered in accordance with the Law of the Republic of Kazakhstan “On Population Migration”, made a favorable decision:

IIN	
Surname, Name, Patronymic (if any)	
Date of birth	
Sex	
Residential address	

**Family members (if any):**

IIN	Surname, Name, Patronymic	Date of birth	Sex	Family relationship



EDS of the head of a local executive body

Appendix 10  
to the Rules for inclusion to the regional  
quota for receiving candases and resettlers  
Form

## DECISION

on refusal to include to the regional quota for receiving resettlers

"\_\_" \_\_\_\_ 20\_\_ № \_\_\_\_\_

\_\_\_\_\_  
(name of the service provider)

According to the Law of the Republic of Kazakhstan “On Population Migration”

1	Application №	
2	Status	
3	Application type	
4	Date of acceptance	
5	Date of execution	

Information about service recipient:

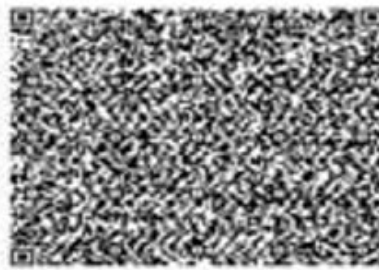
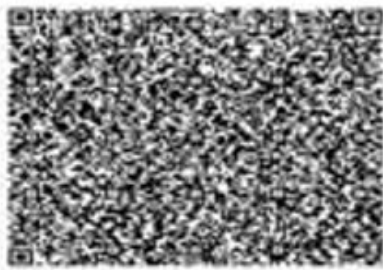
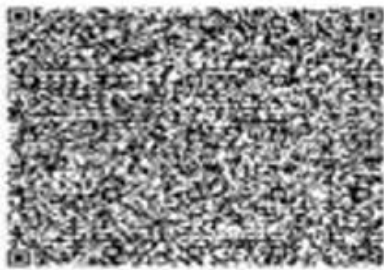
№	IIN	Surname, Name, Patronymic	Date of birth	Sex	Degree of relationship
1					
2					
3					

The reasons for refusal to be included in the regional quota for receiving resettlers are the following:

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Appendix 2  
to the order of the Acting Minister of  
Healthcare and Social Development of the  
Republic of Kazakhstan dated January 15,  
2016 № 20

### **Rules for inclusion to the regional quota for receiving resettlers**

Footnote. Appendix 2 excluded by the order of the Acting Minister of Healthcare and Social Development of the Republic of Kazakhstan dated 31.05.2024 № 173 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).

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