



## **On approval of the Regulations of the National Bank of the Republic of Kazakhstan**

### *Invalidated Unofficial translation*

Resolution of the Board of the National Bank of the Republic of Kazakhstan dated March 17, 2016 № 90. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 3, 2016 № 13675. It became invalid by Resolution No. 66 of the Board of the National Bank of the Republic of Kazakhstan dated June 21, 2021.

### *Unofficial translation*

**Footnote. Expired by Resolution of the Board of the National Bank of the Republic of Kazakhstan dated June 21, 2021 No. 66 (effective from 01.07.2021).**

In accordance with subparagraph 82 of part 2 of Article 15 of the Law of the Republic of Kazakhstan dated March 30, 1995 "On National Bank of the Republic of Kazakhstan" the Board of the National Bank of the Republic of Kazakhstan hereby **RESOLVED as follows:**

1. To approve the attached Regulations of the National Bank of the Republic of Kazakhstan.

2. The Legal Department (N.V. Sarsenova) in accordance with the procedure established by the legislation of the Republic of Kazakhstan shall:

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

2) send this resolution to the republican state enterprise on the right of economic management "Republican Center of Legal Information of the Ministry of Justice of the Republic of Kazakhstan":

for official publication in the information and legal system "Adilet" within ten calendar days after its state registration with the Ministry of Justice of the Republic of Kazakhstan;

for inclusion in the State Register of Regulatory Legal Acts of the Republic of Kazakhstan, Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan within five working days from the date of its receipt by the National Bank of the Republic of Kazakhstan after the state registration with the Ministry of Justice of the Republic of Kazakhstan;

3) place this resolution on the official Internet resource of the National Bank of the Republic of Kazakhstan after its official publication.

3. The Directorate for the Protection of the Rights of Consumers of Financial Services and External Communications (A.L. Terentyev) shall within ten calendar days

after its state registration with the Ministry of Justice of the Republic of Kazakhstan send this resolution for official publication in periodicals.

4. Control over the execution of this resolution shall be entrusted to the Deputy Chairman of the National Bank of the Republic of Kazakhstan D.T. Galiev

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

*Chairman  
of the National bank  
of the Republic of Kazakhstan*

*D. Akishev*

Approved  
by resolution № 90  
of Board of National bank  
of the Republic of Kazakhstan  
dated March 17, 2016

## **Regulations of the National Bank of the Republic of Kazakhstan**

### **1. General provisions**

1. This Regulation of the National Bank of the Republic of Kazakhstan (hereinafter referred to as the Regulation) shall establish general rules of activity of the National Bank of the Republic of Kazakhstan (hereinafter referred to as the National Bank) in the process of performing the assigned functions in accordance with the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan dated March 30, 1995 "On National Bank of the Republic of Kazakhstan" (hereinafter referred to as the Law on the National Bank), Decree of the President of the Republic of Kazakhstan dated December 31, 2003 № 1271 "On approval of the Regulation and structure of the National Bank of the Republic of Kazakhstan" (hereinafter referred to as the Decree № 1271) and other regulatory legal acts of the Republic of Kazakhstan.

2. The requirements established by this Regulation shall apply to all employees of the subdivisions of the central office, branches and representative offices of the National Bank, as well as to republican state enterprises of the National Bank, being part of its structure (hereinafter referred to as the organizations of the National Bank).

3. Organization and maintenance of unsecured records, reception, processing and distribution of correspondence, including electronic document circulation, shall be determined by this Regulation in accordance with the requirements of the laws of the Republic of Kazakhstan dated April 6, 2016 "On legal acts" (hereinafter referred to as the Law on legal acts), dated November 27, 2000 "On administrative procedures" (hereinafter referred to as the Law on administrative procedures), dated January 7, 2003 "On electronic document and electronic digital signature" (hereinafter referred to as the Law on electronic document and electronic digital signature), dated January 12, 2007 "

On procedure for consideration of applications of individuals and legal entities" ( hereinafter referred to as the Law on procedure for consideration of applications), dated November 16, 2015 "On access to information" (hereinafter referred to as the Law on access to information) and other regulatory legal acts of the Republic of Kazakhstan.

The organization and management of secret records shall be carried out in accordance with the Law of the Republic of Kazakhstan dated March 15, 1999 "On state secrets" and the Instruction on the security regime in the Republic of Kazakhstan approved by the resolution of the Government of the Republic of Kazakhstan dated March 14, 2000 № 390-16c (hereinafter referred to as the Instruction on the security regime).

4. In the central office of the National Bank at eight-hour working hours the following mode of operation shall be established: start of work - at 9-00 o'clock, end of work - at 18-30 o'clock, lunch break - from 13-00 to 14-30 o'clock.

## **2. Planning of the work of the National Bank**

5. The planning of the activities of the National Bank shall be carried out in accordance with the Law on administrative procedures and Decree of the President of the Republic of Kazakhstan dated June 18, 2009 № 827 "On system of state planning in the Republic of Kazakhstan".

The activities of the National Bank shall be carried out in accordance with the strategic and operational plans, on the basis of which the subdivisions of the central apparatus, branches, representation and organizations of the National Bank shall develop their work plans for the quarter, year and long term.

6. The strategic plan of the National Bank for the planning period shall be developed in accordance with the Budget Code of the Republic of Kazakhstan dated December 4, 2008, by the Decrees of the President of the Republic of Kazakhstan dated June 18, 2009 No. 827 "On system of state planning in the Republic of Kazakhstan" and dated March 4, 2010 No. 931 "On some issues relating to the further functioning of the System of state planning in the Republic of Kazakhstan".

The strategic plan of the National Bank shall be developed on the basis of strategic and policy documents and approved forecast of socio-economic development of the Republic of Kazakhstan in consultation with the central authorized bodies for state and budget planning and approved by the order of the Chairman of the National Bank.

In order to implement the strategic plan of the National Bank, an operational plan shall be developed annually, containing concrete actions of the National Bank in the current fiscal year, with an indication of the responsible employees and time frame for

the implementation of activities to achieve the goals, targets, objectives and results of the strategic plan. The operational plan shall be approved by the order of the Chairman of the National Bank.

7. The strategic plan of the National Bank and the report on its implementation shall be posted on the official Internet resource of the National Bank, ensuring the protection of information containing service information of limited distribution.

### **3. Planning, preparation and conduct of meetings of the Management Board and the Board of directors of the National Bank**

8. The bodies of the National Bank in accordance with the Law of the National Bank and Decree № 1271 shall be the Management Board and the Board of Directors.

The Board shall be the highest body of the National Bank, the Board of Directors shall be the operational management body of the National Bank.

9. The planning of the Management Board and the Board of Directors shall be planned by preparing the work plan of the Management Board and the Board of Directors, which shall include questions for consideration at their meetings.

Issues for consideration at meetings of the Management Board and the Board of Directors shall be determined on the basis of the powers of the Management Board and the Board of Directors established by the Law on the National Bank and Decree № 1271.

The work plans of the Management Board and the Board of Directors shall be approved by the order of the Chairman of the National Bank.

The Management Board and the Board of Directors shall operate under the authority of the Chairman of the National Bank or the person performing his duties.

10. Organization, planning and holding of meetings of the Management Board and the Board of Directors shall be provided by the subdivision of the central office of the National Bank, which shall be entrusted with the functions of documentation support of the National Bank's activities and control (hereinafter referred to as the authorized subdivision).

11. Meetings of the Management Board and the Board of Directors shall be held in the state and (or) Russian languages in accordance with their work plan, as well as necessary, but not less than once a month.

Meetings of the Management Board and the Board of Directors shall be open, if necessary, the Chairman of the National Bank shall initiate a closed meeting.

The number of issues considered at meetings of the Management Board and the Board of Directors shall not be limited.

The Chairman of the National Bank shall conduct the meetings of the Management Board and the Board of directors. Members of the Management Board, the Board of

Directors shall participate in the meetings of the Management Board, the Board of Directors without the right of replacement.

Meetings of the Management Board and the Board of Directors shall be valid if there are enough meeting participants to be recognized as valid (hereinafter referred to as a quorum), which shall be determined by participation in the meeting of not less than two thirds of the total number of members of the Management Board and the Board of Directors, including the Chairman of the National Bank. The quorum shall also be determined taking into account the absent members of the Management Board, the Board of Directors (depending on the reason of absence and if there is their opinion on the issues of the meeting agenda expressed in writing).

Extraordinary meetings of the Management Board shall be held at the request of the Chairman of the National Bank or three members of the Management Board.

Extraordinary meetings of the Board of Directors shall be held at the request of the Chairman of the National Bank or at least one third of the total number of members of the Board of Directors.

By the decision of the Chairman of the National Bank it shall be allowed to hold an absentee meeting of the Management Board, the Board of Directors, at which decisions on issues on the agenda of the absentee meeting shall be taken by means of a survey (depending on the content of the issues under consideration).

At the invitation of the Chairman of the National Bank, representatives of state bodies, organizations and other persons shall take part in the meetings of the Management Board and the Board of Directors.

12. The Management Board and the Board of Directors on matters falling within their competence shall adopt resolutions, which shall be issued on stamp forms in the state language (if necessary, the Russian version shall be applied).

13. The official Internet resource of the National Bank must contain information on the activities of the Management Board and the Board of Directors.

#### **4. Interactions with branches, representative body and organizations of the National Bank**

14. The structure of the National Bank shall include subdivisions of the head office, branches, representative body and organizations of the National Bank in accordance with the Law on the National Bank and Decree № 1271.

Interaction between branches of the head office of the National Bank with branches, representative body and organizations of the National Bank shall be carried out in accordance with the laws on the National Bank, on administrative procedures, Decree №1271, as well as the provisions on branches and representative body of the National Bank, on subdivisions of the head office of the National Bank, and the statutes of the organizations of the National Bank.

The Chairman of the National Bank and his deputies shall provide overall governance and coordination of the activities of the head office, branches, representative bodies and organizations of the National Bank.

Coordination of activities of branches, representative bodies and organizations of the National Bank shall be carried out in accordance with the order of the Chairman of the National Bank on the assignment of duties between the Chairman of the National Bank and his deputies.

## **5. Registration, passing, consideration of inwards and outwards correspondence**

15. Reception, registration, passing, consideration and registration of inwards and outwards correspondence and other service documents in the National Bank shall be carried out in accordance with the Law of the Republic of Kazakhstan dated July 11, 1997 "On languages in the Republic of Kazakhstan" (hereinafter referred to as the Law on Languages), laws on administrative procedures, on electronic document and electronic digital signature, on procedure for consideration of applications, on access to information, resolution of the Government of the Republic of Kazakhstan dated December 10, 2002 № 1300 "On Regulations of the Government of the Republic of Kazakhstan" (hereinafter referred to as the Regulations of the Government) and these Regulations.

16. The National Bank shall receive inwards correspondence in paper and electronic form through postal communication enterprises, the republican special communication service, the state postal and courier service, organizations providing courier services for the delivery of correspondence, Unified Electronic Document Management System of state bodies (hereinafter referred to as UEDMS SB), the interdepartmental corporate state information system "Intranet Portal of State Bodies" (hereinafter referred to as IPSB), of the information system "Database state "E-licensing", of electronic means of the National Bank.

Inwards correspondence, with the exception of correspondence from the Administration of the President of the Republic of Kazakhstan, the Parliament of the Republic of Kazakhstan and the Office of the Prime Minister of the Republic of Kazakhstan, shall be accepted and registered by the authorized subdivision of the National Bank on working days from 9:00 to 5:00 p.m.

Correspondence received from the Administration of the President of the Republic of Kazakhstan, the Parliament of the Republic of Kazakhstan and the Office of the Prime Minister of the Republic of Kazakhstan shall be accepted on working days up to 8:00 p.m., on Saturday days - up to 5:00 p.m., by organization of duty among employees of the authorized division.

17. Documents prepared by state bodies pursuant to urgent instructions (with a period of up to 10 working days) shall be accepted during the working day if there is a

document confirming urgency (copies of acts and instructions of the President of the Republic of Kazakhstan, the Administration of the President of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan, his deputies, the Head of the Office of the Prime Minister of the Republic of Kazakhstan).

Correspondence (except urgent, reports of financial market entities) received on working days after 5:00 p.m. shall be registered on the next working day.

Correspondence received on Saturdays after 5:00 p.m. or on public holidays shall be recorded on the first working day following the Saturday, public holidays.

The exchange of documents (reception, sending) on electronic media between the National Bank and state bodies of the Republic of Kazakhstan shall be carried out through UEDMS and IPSB.

Inwards documents shall be registered in the information system of electronic document management of the National Bank (hereinafter referred to as IS EDM) on the day of receipt to the National Bank, outwards - on the day of their sending to the addressee.

18. When documents are received from state bodies in electronic form and on paper, the authorized subdivision shall check them for identity, registration on the corresponding stamp form of the established model in the state language (with the Annex, if necessary, of the version in Russian) and for the presence of the following mandatory details:

1) outwards number and date;

2) reference to the relevant acts and orders of the President of the Republic of Kazakhstan, Administration of the President of the Republic of Kazakhstan, the Parliament of the Republic of Kazakhstan, the Government and the Prime Minister of the Republic of Kazakhstan, its deputies, the Head of the Office of the Prime Minister of the Republic of Kazakhstan on documents submitted pursuant to acts, orders, as well as when responding to the request of the public authority - the number and date of the request, Except for documents (letters) received by the National Bank on a proactive basis;

3) the signature of the first head of the state body or its deputies or the responsible secretary (or the official exercising the powers of the responsible secretary);

4) the name of the performer and his phone number.

Electronic documents on issues of special significance, with archival life established by the authorized state body for the management of archives and documents, shall be issued and sent to the state bodies both electronically through the UEDMS and on paper.

Inwards correspondence issued in violation of the requirements of this paragraph shall not be accepted and shall be returned by the authorized subdivision on the same day to the relevant state body, except for correspondence from the Administration of

the President of the Republic of Kazakhstan, the Parliament of the Republic of Kazakhstan, the Prime Minister and the Office of the Prime Minister of the Republic of Kazakhstan.

19. The documents received in accordance with the procedure established by the Regulation shall be registered with indication in the registration and control card and (or) in the registration stamp of the document of the number, date and number of sheets, distributed between the Chairman of the National Bank, his deputies (hereinafter referred to as the National Bank executives) according to competence (in accordance with the order on assignment of duties between them) and subdivisions of the National Bank.

20. Inwards correspondence registered in IS EDM shall be transmitted to the reception offices of the National Bank in accordance with the order on the assignment of duties between them or to the reception executives of the relevant subdivisions of the head office of the National Bank on competence, if the documents do not require mandatory consideration by the National Bank executives.

Documents shall be sent to subdivisions of the head office of the National Bank depending on the content of the issues, in accordance with the provisions on subdivisions, as well as documents sent directly to them.

A copy of the urgent correspondence shall be sent electronically at the same time to the head of the subdivision of the National Bank, which shall be competent to deal with the issues raised in the received document.

21. Registration, distribution and communication of inwards correspondence to the National Bank executives and its subdivisions shall be carried out by the authorized subdivision on the day of its receipt to the National Bank and urgent - immediately (in an extraordinary manner).

22. Inwards correspondence shall be considered by the National Bank executives on the day of receipt, and urgent - immediately. Based on the results of the consideration of the inwards correspondence by the National Bank executives, the relevant orders shall be given, drawing up in the form of resolutions.

23. The Chairman of the National Bank shall be referred to:

- 1) acts and orders of the President of the Republic of Kazakhstan;
- 2) acts and orders of the Head of Administration of the President of the Republic of Kazakhstan;
- 3) acts and orders of the Prime Minister of the Republic of Kazakhstan containing orders to the National Bank;
- 4) acts and orders of the Head of the Office of the Prime Minister of the Republic of Kazakhstan, containing instructions to the National Bank;
- 5) deputy requests;



6) correspondence from the State Secretary of the Republic of Kazakhstan, the Senate and Majilis of the Parliament of the Republic of Kazakhstan, the Prosecutor General of the Republic of Kazakhstan, the Accounting Committee of the Republic of Kazakhstan;

7) appeals of individuals and legal entities.

The Deputy Chairmen of the National Bank shall submit for consideration documents falling within their competence in accordance with the order on the assignment of duties among the National Bank executives.

In the resolutions of the National Bank executives, the responsible executor for the received document shall define the subdivision of the National Bank, whose competence shall include the issues contained in the document.

The inwards correspondence considered by the National Bank executives shall be sent to the authorized subdivision of the National Bank for further transfer to the executor (s) in accordance with the resolution of the National Bank executives.

24. The National Bank executives and the heads of subdivisions of the head office of the National Bank shall sign documents within the competence defined by Decree № 1271, the provisions on subdivisions of the head office of the National Bank, the order of the Chairman of the National Bank on the assignment of duties between the Chairman of the National Bank and his deputies.

Signed outgoing documents are recorded in the corresponding logs in IS EDM.

25. Correspondence of the National Bank with state bodies of the Republic of Kazakhstan shall be carried out in the state language (if necessary, the Russian language version shall be applied) in electronic form via UEDMS, as well as on paper (if necessary, depending on the period of storage of documents established by the authorized body in the field of archival business and documentation).

Correspondence with other individuals and legal entities shall be carried out in the language of application, on paper.

Inwards correspondence between subdivisions of the head office and branches of the National Bank shall be carried out via IS EDM in electronic form, as well as on paper (if necessary, depending on the period of storage of documents established by the authorized body in the field of archival business and documentation).

26. Documents addressed to the President of the Republic of Kazakhstan, the Administration of the President of the Republic of Kazakhstan, the Head of the Administration of the President of the Republic of Kazakhstan and his deputies, to the Presidents of the Chambers of the Parliament of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan and his deputies, to the Head of the Office of the Prime Minister, the State Secretary of the Republic of Kazakhstan, the first heads of state bodies, directly subordinate and accountable to the Head of State, the first heads of central executive bodies of the Republic of Kazakhstan, Heads of offices of

the Chambers of the Parliament of the Republic of Kazakhstan, Chairman of the Constitutional Council of the Republic of Kazakhstan, to the Chairman of the Supreme Court of the Republic of Kazakhstan, the Prosecutor General of the Republic of Kazakhstan, the Chairman of the Central Election Commission of the Republic of Kazakhstan, akims of regions, cities of Astana and Almaty, answers to the requests of deputies of the Parliament of the Republic of Kazakhstan, responses to requests received by citizens and organizations under the control orders of the President of the Republic of Kazakhstan, Prime Minister of the Republic of Kazakhstan and his deputies, Head of Administration of the President of the Republic of Kazakhstan and his deputies, Head of the Office of the Prime Minister of the Republic of Kazakhstan, prepared by subdivisions of the head office of the National Bank, who are competent to consider the relevant issues, shall be recorded by their heads, Vice-Chairmen of the National Bank (in the supervised areas of work) and signed by the Chairman of the National Bank or by the person performing his duties.

Documents prepared in response to the deputies' appeals to the Chairman of the National Bank shall be prepared by the concerned subdivisions of the head office of the National Bank, recorded by their heads, deputy chairmen of the National Bank (in the supervised areas of work) and signed by the Chairman of the National Bank or by the person performing his duties.

Documents addressed to the Head of Departments of the Administration of the President of the Republic of Kazakhstan, Deputy Heads and Head of Departments of the Office of the Prime Minister shall be prepared by the subdivisions of the head office of the National Bank, being competent to consider the relevant issues, shall be recorded by their heads and signed by the supervising Vice-Presidents of the National Bank.

Documents addressed to the first heads of international organizations, responses to submissions on elimination of violations of the law, shall be prepared by subdivisions of the head office of the National Bank, being competent to consider the relevant issues, shall be recorded by their heads and signed by the supervising Vice-Chairmen of the National Bank.

Documents concerning issues of explanation and practice of implementation of the legislation of the Republic of Kazakhstan shall be recorded by the head of the legal subdivision.

27. The outwards documents intended for sending to the Administration of the President of the Republic of Kazakhstan, the Parliament of the Republic of Kazakhstan and the Office of the Prime Minister of the Republic of Kazakhstan, before signing by the executives of the National Bank, shall be subject to agreement with the authorized subdivision for reference to orders and correct registration, including compliance with action plans and acts on their approval.

28. Responses to requests for information available in information systems accessible to users, on the official Internet resources of the National Bank or received from state bodies shall be posted in accordance with the established procedure in these information systems or on the official Internet resources of the National Bank.

## **6. Preparation, design and approval of the draft of regulatory legal acts**

29. Preparation of draft regulatory legal acts (hereinafter referred to as drafts) developed by the National Bank within the limits of competence, shall be carried out by subdivisions of the head office of the National Bank in the state and Russian languages in accordance with the requirements of the Laws on languages, on legal acts, Decree of the President dated April 27, 2010 № 976 “On approval of the rules for the preparation, approval and submission for consideration by the President of the Republic of Kazakhstan of the draft address of the President of the Republic of Kazakhstan to the people of Kazakhstan, preparation, approval and submission for signature of draft acts and orders of the President of the Republic of Kazakhstan, for implementation of the address of the President of the Republic of Kazakhstan to the people of Kazakhstan, monitoring the implementation of acts and orders of the President of the Republic of Kazakhstan and monitoring of regulatory legal decrees of the President of the Republic of Kazakhstan ” (hereinafter referred to as Decree № 976 ), Government Regulations, resolutions of the Government of the Republic of Kazakhstan dated May 30, 2002 № 598 “On measures to improve normative activities” , dated August 21, 2003 № 840 “On approval of the Rules for the Organization of Legislative Work in Authorized Bodies of the Republic of Kazakhstan” and the Regulations.

30. Preparation of projects shall be carried out by subdivisions of the head office of the National Bank on their own initiative within the limits of their competence, on behalf of the executives of the National Bank, the Management Board or the Board of Directors and in other cases provided for by regulatory legal acts of the Republic of Kazakhstan (hereinafter referred to as the development subdivision). If necessary, a working group is created to develop the project.

31. The projects developed by the development subdivisions shall be submitted for approval to the subdivisions of the National Bank, whose competence they shall affect (hereinafter referred to as the subdivisions concerned) by accompanying letters of the head of the development subdivision.

32. The project affecting the interests of private business entities shall be sent by the development subdivision to the National Chamber of Entrepreneurs of the Republic of Kazakhstan and accredited associations of private business entities for approval.

33. Internal approval of projects shall be carried out within 10 (ten) working days.

The period of approval on complex (affecting the interests of many subdivisions of the National Bank or regulating relations previously not regulated by regulatory legal acts) and (or) voluminous (more than fifteen pages) projects shall be 15 (fifteen) working days.

The legal subdivision shall approve projects after approval by all concerned subdivisions of the National Bank.

34. After internal approval, the development subdivision, together with explanatory notes and comparative tables to them (in cases of amendments and (or) additions), places open regulatory legal acts on the Internet portal for public discussion before sending them for approval to the concerned state bodies.

35. Within 3 (three) working days from the date of receipt of expert opinions of the National Chamber of Entrepreneurs of the Republic of Kazakhstan and accredited associations of private business entities, the development subdivision of the project affecting the interests of private business entities shall place them on the official Internet resource of the National Bank, and in case of disagreement with them shall provide reasoned causes for non-acceptance.

36. The development subdivision of the project shall place on the IPSB in the form of electronic documents of the project, explanatory note to it and other necessary documents certified by the electronic digital signature of the head of the legal subdivision (or the person performing his duties), the executives of the National Bank and shall send for approval to the relevant state bodies through the IPSB, and organizations shall be sent for approval a paper copy of the electronic document certified in accordance with the procedure established by the Rules of electronic document management approved by the resolution of the Government of the Republic of Kazakhstan dated April 17, 2004 № 430.

37. When submitting to the Office of the Prime Minister of the Republic of Kazakhstan project conclusions of the Government of the Republic of Kazakhstan on legislation initiated by deputies of the Parliament of the Republic of Kazakhstan prepared in accordance with the Regulations of the Government, the National Bank shall attach to them a copy of the protocol decision of the Interdepartmental Commission on legislative activities under the Government of the Republic of Kazakhstan (hereinafter referred to as the Interdepartmental Commission), copies of letters from the Ministries of Justice and National Economy, as well as, if necessary, financial and economic calculations in terms of possible reduction of state revenues or increase of state expenses.

38. When a project is submitted to the Office of the Prime Minister of the Republic of Kazakhstan, if it is recorded by a person acting as the Chairman of the National Bank, a copy of the order to assign to him the duties of the Chairman of the National Bank shall be attached to the project.

39. The work on approval of projects of the National Bank in the head state bodies shall be coordinated by the subdivision of the head office of the National Bank, which developed the project, and the coordination subdivision (Astana city) of the National Bank.

40. Projects of state bodies submitted to the National Bank for approval shall be submitted by the authorized subdivision for consideration by the executives of the National Bank (according to the order on assignment of duties), which shall determine the subdivision of the head office of the National Bank responsible for the completion of the project, and concerned in their competence of the subdivision of the head office of the National Bank, to which the received projects shall be sent.

41. Projects of legislative acts, resolutions of the Government of the Republic of Kazakhstan, orders of the Prime Minister of the Republic of Kazakhstan, orders and resolutions of the head state body shall be submitted by the development body for approval by an accompanying letter in the form of an electronic document signed using the electronic digital signature of the certifying center of state bodies (hereinafter referred to as the EDS) of the first head of the state body or the person performing his duties and transmitted through IPSB .

The state development body of the project shall place on the IPSB in the form of electronic documents project, an explanatory note to it and other necessary documents certified with the application of the EDS of the head of the development body. In the absence of a project, explanatory note to it or other necessary document, the authorized subdivision of the National Bank shall refuse to accept the project.

42. The consideration and approval of projects shall be carried out within the following dates from the date of receipt of the project to the National Bank:

1) project resolutions, including on the submission to the President of the Republic of Kazakhstan and the Parliament of the Republic of Kazakhstan, respectively, of project acts of the President of the Republic of Kazakhstan and legislation - within 10 (ten) working days, except in cases provided for by the Regulations of the Government;

2) project orders of the Prime Minister of the Republic of Kazakhstan, except for those specified in sub-paragraph 4) of this paragraph, within 5 (five) working days;

3) project resolutions and orders on the elimination of natural and man-made emergencies, as well as humanitarian assistance - within 3 (three) working days;

4) project orders of the Prime Minister of the Republic of Kazakhstan concerning official visits - within 1 (one) working day;

5) project laws shall be considered in case of primary receipt - within 20 (twenty) working days, in case of secondary receipt - within 10 (ten) working days;

6) project resolutions on introducing to the Parliament of the Republic of Kazakhstan draft laws on ratification and denunciation of international treaties on loans - within 5 (five) working days.

43. The subdivisions of the head office of the National Bank shall, within 5 (five) working days from the date of receipt of the project for approval, if the executives of the National Bank does not set shorter terms, consider the project and submit their conclusions to the subdivision of the National Bank responsible for the project completion.

The executor of the responsible subdivision of the National Bank shall summarize the opinions of the concerned subdivisions and shall prepare a project response to the development body on the presence or absence of comments, which is recorded by the head of the subdivision responsible for the project completion (if necessary - heads of the concerned subdivisions), the executives of the National Bank, after which it shall be submitted for signature to the executives of the National Bank according to the order on assignment of duties.

The result of the approval at the IPSB shall be certified by the EDS of the executives of the National Bank in accordance with the order on assignment of duties.

44. In case of approval of projects (laws of the Republic of Kazakhstan, decrees of the President of the Republic of Kazakhstan, resolutions of the Government of the Republic of Kazakhstan, orders of the Prime Minister of the Republic of Kazakhstan, resolutions and orders of head state bodies) without comments, the developer body shall submit the original of the project in the form of a paper copy of the electronic document for recording to the executives of the National Bank.

45. The branch of the National Bank responsible for the project completion shall be prepared an official note addressed to the Chairman of the National Bank (or the person acting the duties) on the possibility of project approval (recording). The term of final approval of the project shall not exceed 5 (five) working days and within 3 (three) working days shall be visited by the heads of the concerned subdivisions, the executives of the National Bank in accordance with the order on assignment of duties. The terms shall be calculated from the date of receipt of the project to the National Bank.

46. In cases when the development bodies submit projects for approval to the National Bank, pursuant to urgent orders of the President of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan and his deputies, the Head of the Administration of the President of the Republic of Kazakhstan and the Head of the Office of the Prime Minister of the Republic of Kazakhstan, the National Bank shall submit its proposals to the development body, to which has been assigned 3 (three) working days before its due date, unless otherwise specified by the relevant order, and on orders with due date less than 5 (five) days - within 1 (one) working day from the date of receipt of the order.

## **7. Preparation, publication and state registration of regulatory legal acts and service documents of the National bank**

47. The preparation, publication and state registration of regulatory legal acts to which the National Bank shall be an authorized body and of official documents shall be carried out in accordance with the laws on legal acts, administrative procedures, Decree № 976, resolution of the Government of the Republic of Kazakhstan dated January 31, 2001 № 168 “On approval of some orders” and the Regulations.

## **8. Carrying out legal monitoring of regulatory legal acts in the National Bank**

48. Carrying out legal monitoring of regulatory legal acts developed by the National Bank, shall be ensured by subdivisions of the head office of the National Bank on a permanent basis in accordance with Decree № 976, Methodological recommendations for monitoring regulatory legal decrees of the Head of State and Rules of interaction of structural subdivisions of the Administration of the President of the Republic of Kazakhstan and state bodies, being the developers of regulatory legal decrees of the President of the Republic of Kazakhstan, as well as requirements for information provided by state bodies on monitoring of regulatory legal decrees of the Head of State, approved by the order of the Head of Administration of the President of the Republic of Kazakhstan dated May 17, 2012 № 01-38.76 "On some issues of monitoring regulatory legal decrees of the President of the Republic of Kazakhstan", resolution of the Government of the Republic of Kazakhstan dated August 25, 2011 № 964 “On approval of the Rules for the legal monitoring of regulatory legal acts”.

49. Coordination of the activities of the subdivisions of the head office of the National Bank on legal monitoring of regulatory legal acts and placement of the results of legal monitoring of regulatory legal acts in the subsystem "Legal monitoring of regulatory legal acts" of the corporate portal of the Ministry of Justice of the Republic of Kazakhstan shall be carried out by the legal subdivision. The results shall be sent monthly to the legal subdivision until the 10 (tenth) day of the month following the reporting period.

50. Legal monitoring of regulatory legal acts of the National Bank shall be carried out on the basis of a schedule approved annually by the Chairman of the National Bank no later than December 20 (twentieth) of the previous year.

51. Information on the legal monitoring of regulatory legal acts of the National Bank of the subdivision of the head office of the National Bank shall be submitted to the legal subdivision within the first day of the last month of the half-year (until June 1 (first) and December 1 (first)) and, if necessary, make proposals to improve the standards of the current legislation.

## **9. Control over execution of documents**

52. Control over timely and qualitative execution of control documents shall be carried out in accordance with the laws on administrative procedures, on the procedure for consideration of applications by individuals and legal entities, Decree № 976, as well as other regulatory legal acts and these Regulations.

53. The control system of the National Bank shall consist of:

1) The Chairman of the National Bank, carrying out general direction and control over the activities of the National Bank, including timely and qualitative execution of control documents;

2) Vice-Chairmen of the National Bank, carrying out general direction and control over the activities of the National Bank subdivision under their supervision, including timely and qualitative execution of control documents;

3) Heads of subdivisions of the head office of the National Bank, who shall monitor timely and qualitative execution of documents in the subdivisions headed by them, shall make proposals to bring to disciplinary responsibility their employees who have committed violations of deadlines or poor quality execution of control documents, bear personal responsibility to the executives of the National Bank for the work of the subdivisions of the National Bank entrusted to them;

4) the head of the authorized subdivision, ensuring timely registration and issuance of documents for control, shall set deadlines for their implementation taking into account the resolution of the executives of the National Bank, shall monitor the state of the execution discipline in the National Bank, shall inform the executives of the National Bank weekly about the received control orders and the terms of their execution by sending lists of control documents and reminders about the date of their execution, shall coordinate the work of the employees of the subdivisions of the National Bank responsible for the management of records and internal control, shall have personal responsibility for the organization of the office and the work of the authorized subdivision; shall make proposals within the limits of its competence to the executives of the National Bank on bringing to justice heads of subdivisions that do not effectively perform their functions, as well as employees of the National Bank who have committed violation of deadlines or poor performance of control orders;

5) the authorized subdivision, which shall monitor the terms of execution and passing of control documents, the state of execution discipline in the National Bank, the submission of documents for control, removal of executed documents from control, preparation of lists of control orders and sending reminders on the terms of their execution to the executives of the National Bank and subdivisions of the National Bank



; shall be responsible for correct submission of documents for control and their removal from control, establishment and postponement of deadlines for execution of control documents;

6) the subdivision of the head office of the National Bank for the protection of state secrets, which shall monitor the timely execution of secret documents.

54. The following documents, including secret documents (hereinafter referred to as the control documents) shall be submitted for control:

1) acts or paragraphs of acts of the President of the Republic of Kazakhstan in which orders shall be given to the National Bank;

2) orders or paragraphs of orders of the President of the Republic of Kazakhstan, data on the results of international events and regional trips, in which there shall be orders to the National Bank;

3) orders or paragraphs of orders which shall be contained in protocols of meetings, meetings and socially significant actions with participation of the President of the Republic of Kazakhstan in which there shall be orders to National Bank;

4) personal orders of the President of the Republic of Kazakhstan, which shall be given to the National Bank;

5) orders or paragraphs of orders of the President of the Republic of Kazakhstan on official and other documents in the presence of a stamp "Bakylauga alyndy";

6) resolutions of the Government of the Republic of Kazakhstan, orders of the Prime Minister of the Republic of Kazakhstan, minutes of meetings of the Government of the Republic of Kazakhstan, meetings with the Prime Minister of the Republic of Kazakhstan, Head of the Office of the Prime Minister of the Republic of Kazakhstan, in which there shall be orders to the National Bank;

7) Orders of the Prime Minister of the Republic of Kazakhstan, his deputies, the Executives of the Administration of the President of the Republic of Kazakhstan to the Office of the Prime Minister of the Republic of Kazakhstan, the Head of the Office of the Prime Minister of the Republic of Kazakhstan (the person performing his duties), which shall specify the terms of execution or have instructions to take control, marks: "urgent," "very urgent", "accelerate", as well as orders from the content of which it shall be necessary to put under control;

8) requests of deputies of the Parliament of the Republic of Kazakhstan and legislations initiated by them, on which the conclusion of the Government of the Republic of Kazakhstan shall be required;

9) letters of state bodies, from the content of which it shall be necessary to provide a response, clarification, to make proposals on some issues;

10) appeals of individuals and legal entities;

11) projects of regulatory legal acts submitted to the National Bank for approval;

12) acts of public prosecutor's supervision received by the National Bank;

13) resolutions of Management Board and Board of directors, orders, instructions, directives of the executives of National Bank, including protocols.

55. When receiving the National Bank for execution of acts of the President of the Republic of Kazakhstan, if necessary, a plan of organizational measures for their implementation shall be drawn up and approved by the order of the Chairman of the National Bank. The executive shall establish a special cumulative folder containing all documents related to this order.

56. Control and removal from control, extension of terms of execution of control documents in the National Bank shall be carried out in accordance with regulatory legal acts of the Republic of Kazakhstan and Regulations.

57. The terms of execution of orders established in the acts and instructions of the President of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan, his deputies, the Head of the Office of the Prime Minister of the Republic of Kazakhstan shall be calculated in working days from the date of admission to the National Bank.

Execution of acts and orders of the President of the Republic of Kazakhstan shall be ensured within the time limits specified in the acts and orders of the President of the Republic of Kazakhstan.

If there are no deadlines in the orders with the stamp "Bakylauga alyndy", they shall be executed within a month with the submission of information to the President of the Republic of Kazakhstan or the Administration of the President of the Republic of Kazakhstan. In other cases, the information shall be submitted in accordance with an additional request of the Administration of the President of the Republic of Kazakhstan in accordance with the established procedure.

If the act or order received from the Administration of the President of the Republic of Kazakhstan shall provide for joint consideration of the issue by state bodies and organizations, the head of the state body (organization) specified in the act and order first or with the indication of the mark "(convocation)" next to its name shall be responsible for the synthesis and submission of information to the Administration of the President of the Republic of Kazakhstan.

58. Project documents prepared pursuant to the control documents shall be prepared within the following time frame:

1) documents prepared in compliance with control documents with the term of execution from 5 (five) to 10 (ten) calendar days shall be transmitted for the record to the Deputy Chairmen of the National Bank according to the order on assignment of duties between them 3 (three) working days before the end of the term of execution, and for signature to the Chairman of the National Bank - 2 (two) working days before the end of the term of execution.

Note: The co-executing departments shall submit the relevant information to the main executor 3 (three) working days before the end of the execution period;

2) documents prepared in compliance with control documents with the term of execution from 3 (three) to 5 (five) calendar days shall be transmitted for record to the Deputy Chairmen of the National Bank according to the order on assignment of duties between them 2 (two) calendar days before the end of the term of execution, and to the Chairman of the National Bank - 1 (one) working day before the end of the term of execution.

Note: The co-executing subdivisions shall submit the relevant information to the main executor 3 (three) calendar days before the end of the execution period;

3) documents prepared in compliance with control documents with the term of execution of less than 3 (three) calendar days shall be submitted for record to the Deputy Chairmen of the National Bank in accordance with the order on the assignment of duties between them and shall be immediately considered by the executives of the National Bank.

Note: The co-executing subdivisions of the control document shall submit the relevant information to the main executive immediately.

Documents prepared pursuant to control documents and signed by the heads of subdivisions of the head office of the National Bank, branches, representative offices and organizations of the National Bank in accordance with the competence defined in their regulations (statutes) shall be executed within the control period established by the authorized subdivision.

59. In order to ensure transparency of correspondence procedures, the official Internet resource of the National Bank shall contain the following information:

1) surname, first name, patronymic name (if any), position, direct telephone number of employees of the authorized subdivision responsible for control of the terms of execution and transmission of documents in the National Bank;

2) surname, first name, patronymic name (if any), position, direct telephone number of the head of the authorized subdivision;

3) National Bank trust phone number;

4) reception schedule of individuals and legal entities (their representatives) by the executives of the National Bank;

5) other information.

## **10. Organization of reception of individuals and legal entities in National Bank**

60. The executives of the National Bank shall conduct personal reception of individuals and legal entities (their representatives) at the place of work at least once (

once) a month according to the schedule of reception of individuals and legal entities (their representatives) by the executives of the National Bank approved by the Chairman of the National Bank.

The schedule of reception of individuals and legal entities (their representatives) shall be placed on the official Internet resource of the National Bank, as well as in the buildings of the National Bank in places providing free access for familiarization with the schedule.

Preliminary registration for admission to the executives of the National Bank shall be made by the employees of the reception executives of the National Bank in accordance with the approved schedule of admission of individuals and legal entities (their representatives).

If the application is not authorized by the official at the time of admission, the application shall be in writing and shall be treated as a written application.