



On approval of the standard of the state service "Subsidizing of rates of remuneration on loans issued by second-tier banks to private entrepreneurs for housing construction"

Unofficial translation

Order of the Minister for Investment and Development of the Republic of Kazakhstan dated December 12, 2017 No. 859. Registered with the Ministry of Justice of the Republic of Kazakhstan on January 23, 2018 No. 16265. Abolished by order of the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan dated April 29, 2020 No. 244.

U n o f f i c i a l t r a n s l a t i o n

Footnote. Abolished by the order of the Minister of Industry and Infrastructure Development of the Republic of Kazakhstan dated April 29, 2020 No. 244 (shall be enforced upon expiry of twenty one calendar days after the day of its first official publication).

In accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services" **I hereby ORDER:**

1. To approve the enclosed standard of the state service "Subsidizing of rates of remuneration on loans issued by second-tier banks to private entrepreneurs for housing construction".

2. The Committee **on Construction, Housing** and Utilities Services of the Ministry for Investments and Development of the Republic of Kazakhstan shall:

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

2) within ten calendar days from the date of state registration of this order, send its copy in paper and electronic form both in the Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management "Republican Center of Legal Information" for official publication and inclusion in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) within ten calendar days after the state registration of this order, send its copy to the periodic printed publications for official publication;

4) place this order on the Internet resource of the Ministry for Investments and Development of the Republic of Kazakhstan;

5) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submit to the legal Department of the Ministry for Investments and Development of the Republic of Kazakhstan the information on execution of activities, in accordance with subparagraph 1), 2), 3) and 4) of this paragraph.

3. The supervising Vice-Minister for Investments and Development of the Republic of Kazakhstan shall be authorized to oversee the implementation of this order.

4. This order shall be enforced upon expiry of twenty one calendar days after its first official publication.

*Minister for Investments
and Development of the
Republic of Kazakhstan*

Zh. Kassymbek

"AGREED"

Minister of National
Economy of the
Republic of Kazakhstan

_____ T. Suleimenov

"__" _____ 2017

"AGREED"

Acting Minister of National
Economy of the
Republic of Kazakhstan

_____ S. Zhumangarin

January 3, 2018

Approved
by Order No. 859
of the Minister for Investments
and Development of
the Republic of Kazakhstan
dated December 12, 2017

The standard of the state service

"Subsidizing of rates of remuneration on loans issued by second-tier banks to private entrepreneurs for housing construction"

Chapter 1. General provisions

1. The state service "Subsidizing of rates of remuneration on loans issued by second-tier banks to private entrepreneurs for housing construction" (hereafter – the state service).

2. The standard of the state service have been developed by the Ministry for Investments and Development of the Republic of Kazakhstan (hereinafter – the Ministry).

3. The state service shall be rendered by the local executive bodies of regions, cities of Astana and Almaty, a district, a city of regional significance (hereinafter – the service provider).

Receipt of application and issuance of the result of rendering of the state service shall be carried out through the office of the service provider.

Chapter 2. Procedure for rendering the state service

4. Period of rendering of the state service shall be:

1) from the time of submission of the documents to the service provider – 16 (sixteen) working days;

2) maximum allowable waiting time for submission of the documents – 30 (thirty) minutes;

3) maximum allowable service time – 20 (twenty) minutes.

Within 1 (one) working day from the receipt of the documents of the service recipient, the service provider shall verify the completeness of the submitted documents.

In the event of incompleteness and expiration of submitted documents by the service recipient according to the list provided by paragraph 9 of this standard of the state service, the service provider shall refuse to accept the application.

5. The form of rendering of the state service shall be: on paper.

6. The result of rendering of the state service shall be an extract from the minutes of the meeting of the Regional Coordination Council or a written reasonable refusal in rendering of the state service in cases and on the grounds, provided by paragraph 10 of this standard of the state service.

The form of the result for rendering of the state service shall be: on paper.

7. The state service shall be rendered on a free basis to legal entities (hereinafter – the service recipient).

8. Working hours of the service provider – Monday to Friday from 8.30, 9.00 to 18.00 with a lunch break from 13.00 to 14.30, except days off and holidays in accordance with the labor legislation of the Republic of Kazakhstan.

Receipt of applications and issuance of the results of rendering of the state service shall be carried out from 9.00 to 17.30 with a lunch break from 13.00 to 14.00, 14:30.

The state service shall be rendered in turn, without preliminary registration and accelerated servicing.

9. The list of documents necessary for rendering of the state service when the service recipient (or the representative under a power of attorney) applies:

1) application form to receive subsidies in the form according with the annex to this standard of the state service;

2) certificate of state registration (re-registration) of a legal entity (a copy certified with a seal and signature);

3) description of the project being under development (drawn up in any form with the attachment of permission documents for the construction of the project, business plan);

4) STB letter with a positive decision on the possibility of granting a loan for the project on the conditions that allow to participate in the Program.

Confirmation of acceptance of documents shall be the registration (stamp, receipt number and date) in the office of the service provider, indicating the name and initials of the person who received the documents.

10. The service provider shall refuse in rendering the state service for the following grounds:

1) the establishment of unauthenticity of documents submitted by a service recipient to obtain a state service, and (or) data (information) contained therein;

2) incompliance of the service recipient and (or) the submitted materials, objects, data and information necessary for rendering of the state service with the requirements, established by order No. 35 of the Minister of National Economy of the Republic of Kazakhstan dated January 31, 2017 "On approval of the Rules for subsidizing of rates of remuneration on loans issued by second-tier banks to private entrepreneurs for housing construction" (registered in the Register of State Registration of Regulatory Legal Acts under No. 14765).

Chapter 3. Procedure for appealing against decisions (inaction) of the service provider and (or) its officials concerning rendering of the state service

11. The complaints shall be submitted in writing by mail, or through the office of the service provider.

To appeal against decisions, actions (inaction) of the service provider and (or) its officials concerning rendering of the state services: the complaint shall be addressed to the head of the service provider at the address, stated in paragraph 13 of this standard of the state service.

Confirmation of acceptance of the complaint shall be its registration (a stamp, receipt number and date) in the office of the service provider indicating the name and initials of the person who accepted the complaint, period and place of the receipt of a response to the complaint.

The complaint of a service recipient, received by the service provider, shall be subject to consideration within 5 (five) working days from the date of its registration. A reasoned response about the results of consideration of the complaint shall be sent to the service recipient by post or shall be issued in the office of the service provider.

In case of disagreement with the results of the rendered state service, the service recipient may appeal to the authorized body to assess and monitor the quality of state services.

The complaint of the service recipient, received by an authorized body to assess and monitor the quality of state services, shall be subject to consideration within 15 (fifteen) working days from the date of its registration.

12. In case of disagreement with the results of the rendered state service, the service recipient shall apply to the court in accordance with the legislation of the Republic of Kazakhstan.

Глава 4. Other requirements in view of peculiarities of rendering of state service

13. Addresses of places of rendering of state service shall be placed on the Internet resource www.mid.gov.kz.

14. A service recipient shall have an opportunity to receive information on the procedure and the status of rendering of the state service in a remote access mode through the Integrated Call Center for the rendering of state services.

15. Contact numbers of reference services concerning the rendering of the state services shall be placed on the Internet resource: www.mid.gov.kz, Integrated Call Center: 1414.

Annex 1
to the standard of the state service
"Subsidizing of rates of
remuneration on loans issued by
second-tier banks to private
entrepreneurs for housing
construction"
Document form

To: Akimat _____

From _____

APPLICATION FORM to receive subsidies No. _____

In accordance with the Nurlly Zher Housing Program, I ask you

to initiate the issue of subsidizing of rates of remuneration on loan

_____ for the consideration by the Regional Coordination Council as follows:

1. Information about participant

| | |
|--|--|
| Name of the PE | |
| Data about the founder(s) | |
| Legal address | |
| Location address | |
| Post address | |
| Date, number of state registration / re-registration | |
| Types of activity | |
| Supervising department, holding or parent company | |
| Work experience | |

2. Senior executives

Chief executive officer

| | |
|-----------------------------|--|
| Full name | |
| Position | |
| Phone work/home | |
| Year and place of birth | |
| Document No., Identity Card | |
| Place of residence (actual) | |
| Registration | |
| Work experience | |

Chief accountant (if available)

| | |
|-----------------------------|--|
| Full name | |
| Phone work/home | |
| Year and place of birth | |
| Document No., Identity Card | |
| Place of residence (actual) | |
| Registration | |
| Work experience | |

Person of contact

| | |
|---------------------|--|
| Full name, position | |
| Phone work/home | |

3. Owners

(founder, participants, for limited liability partnership
- co-founders owning 1% or more percent of shares)

| N a m e / Full name | % | Requisites |
|------------------------|---|------------|
| | | |

4. Information on current activity

| | |
|--|--|
| Industry (according to the Common Classifier of Economic Activity) | |
| Sub-industry (according to the Common Classifier of Economic Activity) | |
| Types of products and services | |
| Annual turnover | |
| Profit or loss on the last reporting date | |
| Actual number of employees | |
| Name of project (short description) | |
| Location of project development (region, city) | |
| Number of workplaces | |

5. Information about bank accounts

Bank details (specify all current and savings accounts in all serving banks): _____

6. History

Indicate all loans used in the process of the PES, as repaid, so and outstanding now.

| Creditor | Amount | Date of issue | Repayment conditions of remuneration | Repayment conditions of principal | Term of repayment under BLA | Date of actual repayment |
|----------|--------|---------------|--------------------------------------|-----------------------------------|-----------------------------|--------------------------|
| 1 | | | | | | |
| 2 | | | | | | |

7. Information on existing loans

Date and exchange rate: ____ / ____

| | Details of BLA | | | | Loan expiration | Loan purpose (short) |
|--|----------------|--|--|--|-----------------|----------------------|
| | | | | | | |

| n/n | Name of creditor | (No., Date) | Remuneration rate, % | Loan currency | Loan amount | Balance of principal debt as of the indicated date | d a t e | description) |
|-----|------------------|-------------|----------------------|---------------|-------------|--|---------|---------------|
| | | | | | | | | |
| | | | | | | | | |

8. Information on participation in other government programs and state support measures applied to PES

| n/n | Name of SP / GSM | Name of SDI | Additional information |
|-----|------------------|-------------|------------------------|
| | | | |

9. Warranties and consent

the PE shall declare and guarantee to the local (regional) coordinator the following:

1. All data, information and documentation transmitted (submitted) or submitting to the local (regional) coordinator together with this application, either at the request of the local (regional) coordinator, shall be reliable and fully true to the date below, in the event of a change in these data, I undertake to immediately notify the local (regional) coordinator.

2. Undertakes to provide and disclose on demand local (regional) coordinator any information and documents containing banking and trade secrets requested as part of this application.

3. Local (regional) coordinator shall not be obliged to check the validity of the specified assurances and guarantees.

4. The PE shall be warned about the responsibility for giving false, incomplete and (or) inaccurate information provided by the legislation of the Republic of Kazakhstan.

5. The PE shall confirm that the statutory competence of the PE allows submitting this application to the person who signs the application.

6. I agree that in the event of detection inaccuracy of the specified data and information, this application may be rejected at any stage when the information confirming the inaccuracy of the data will be revealed.

The PE hereby grants the local (regional) coordinator agreement with by that:

1. Local (regional) coordinator provides the specified information in the application, information and documents submitted by the PE to authorities (financial agents), for the purpose of checking and considering it.

2. All information contained in this application, as well as all requested by local (regional) coordinator documents shall be submitted solely for subsidies within the Program.

3. Local (regional) coordinator reserves the right to check any information provided by the PE about himself, and the documents provided by the PE and the original of the application will be kept by the local (regional) coordinator, even if no subsidy will be provided.

4. Acceptance of this application for consideration by the local (regional) coordinator, as well as the possible expenses of the PE (for registration of the required documents for

obtaining subsidies and other expenses) shall not be an obligation of local (regional) coordinator to provide subsidies or incurred reimburse by the PE.

5. I hereby confirm that I am familiar with the procedure for considering the issue of subsidizing and agree, no claims will be hold on my part from now to the local (regional) coordinator.

10. Annexes

Full name _____

(Signature) Date

| | |
|-------------------------------|---|
| Note: abbreviation expansion: | |
| PE | Private entrepreneur |
| GCEA | Economic sector in accordance with the general classifier of the types of economic activities |
| SDI | State Development Institute |
| SP | State program |
| GSM | Government support measures |
| BLA | Bank loan agreement |