

On approval of the Rules of activities of Astana Hub international technology park

Unofficial translation

Order of the Minister of Information and Communications of the Republic of Kazakhstan dated September 26, 2018 No. 415. Registered with the Ministry of Justice of the Republic of Kazakhstan on September 26, 2018 No. 17437.

Unofficial translation

In accordance with subparagraph 24-1) of Article 7 of the Law of the Republic of Kazakhstan dated November 24, 2015 "On informatization", **I ORDER:**

1. To approve the attached Rules of activities of the Astana Hub international technology park.
2. The informatization Department of the Ministry of Information and Communications of the Republic of Kazakhstan in the prescribed legislative procedure, to ensure:
 - 1) the state registration of this order at the Ministry of Justice of the Republic of Kazakhstan;
 - 2) within ten calendar days from the date of the state registration of this order, to send it to the Republican state enterprise on the basis of the right of economic management “Republican Center for Legal Information” for official publication and inclusion into the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan;
 - 3) the placement of this order on the Internet resource of the Ministry of Information and Communications of the Republic of Kazakhstan after its official publication;
 - 4) within ten working days after the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan, to submit the information to the Legal Department of the Ministry of Information and Communications of the Republic of Kazakhstan on the implementation of measures in accordance with subparagraphs 1), 2) and 3) of this paragraph.
3. Supervising vice minister of information and communications of the Republic of Kazakhstan shall be authorized to oversee the implementation of this order.
4. This order shall enter into force upon the expiry of ten calendar days after the day of its first official publication.

*Minister of Information and
Communications of the
Republic of Kazakhstan*

D. Abayev

"AGREED"

Ministry of investments and development of the
Republic of Kazakhstan

"__" _____ 2018

"AGREED"

Rules of activity of the Astana Hub international technology park Chapter 1. General provisions

1. These Rules of activity of the Astana Hub international technology park (hereinafter referred to as the Rules) shall be developed in accordance with subparagraph 24-1) of Article 7 of the Law of the Republic of Kazakhstan “On informatization” and shall determine the order of activities of the Astana Hub international technology park (Hereinafter – the Techno-park).

Footnote. Paragraph 1 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

2. In its activities, the Techno-park shall be guided by the legislation of the Republic of Kazakhstan, these Rules, as well as the charter and other internal documents of the Techno-park.

3. The functions of Techno-park shall include:

- 1) provision of acceleration services, technological business incubation to Techno-park participants;
 - 2) provision of services for marketing and other events for Techno-park participants;
 - 3) provision of consulting, informational, analytical, educational activities to stimulate the development of Techno-park participants;
 - 4) cooperation with international organizations, foreign partners in order to attract informational, educational and financial resources to stimulate the development of Techno-park participants, for the purposes of stimulation the development of the Techno-park participants, studying the international experience and to share knowledge;
 - 5) search for potential investors for implementation of industrial-innovative projects in the field of information and communication technologies of Techno-park participants;
 - 6) sending invitations, applications for foreigners and stateless persons to obtain visas for training under the Techno-park programs, employees of the Techno-park participant;
 - 7) attracting non-residents and residents of the Republic of Kazakhstan to participate in the Techno-park;
 - 8) registration of Techno-park participants and issuance of relevant supporting documents
- ;

9) provision of housing and creation of living conditions for persons undergoing acceleration in the Techno-park;

10) assistance in holding and organizing events aimed at developing innovations in the corporate sector in order to improve interaction between the participants of the Techno-park;

11) organization of training of qualified personnel in the field of information and communication technologies in accordance with the legislation of the Republic of Kazakhstan ;

12) financing of industrial and innovative projects of Techno-park participants in the field of information and communication technologies;

13) creation of investment funds or adoption of equity participation in investment funds.

Footnote. Paragraph 3 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

3-1. The provision of services for the implementation of educational events for the organization of training of qualified personnel in the field of information and communication technologies (hereinafter referred to as ICT), provided for in subparagraphs 3) and 11) of paragraph 3 of these Rules, the Techno-park carries out, in accordance with paragraph 10 of these Rules and the internal documents of the Techno-park.

Footnote. The Rules as amended with paragraph 3-1 in accordance with the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 12.08.2021 No. 277/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication); as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

4. The search for potential investors for implementation of industrial-innovative projects in the field of ICT shall be carried out in the following ways:

1) attracting domestic and foreign investors;

2) the organization and conduct of events for demonstration of industrial and innovative projects in the field of ICT;

3) the organization and conduct of measures for commercial sale and (or) the transfer of intellectual property on domestic developments in the field of ICT under a contract on the transfer or provision of exclusive (property) rights;

4) the establishment and maintenance of ongoing relations with the media for marketing promotion of the Techno-park activities;

5) the establishment of contractual relations with foreign legal entities and individuals necessary for the operation of the Techno-park;

6) assistance in holding domestic events in the field of ICT and projects (exhibitions, forums and conferences) and participation in foreign events, including through the allocation of funds."

Footnote. Paragraph 4 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

5. The functions of the Techno-park shall be carried out through the implementation of programs developed by the Techno-park.

6. Programs shall be designed to stimulate the development of information and communication technologies in the following areas:

1) the creation of educational consortia with organizations implementing programs of higher, vocational and technical education, with the aim of organizing and conducting training activities in the form of courses, seminars and training courses for advanced training and retraining of personnel;

2) establishing relations with state, public and other organizations working in the areas related to the Techno-park activities in and outside the territory of the Republic of Kazakhstan, including with the aim of creating and implementing partnership programs and projects, increasing the professional level of the organization's employees, the development of new techniques for their adaptation and application in the framework of the organization's work;

3) organizing and conducting training events and courses for training, retraining and advanced training, including in the form of seminars, trainings and other team-building corporate events in a wide range of management and production and technical disciplines;

4) development of methodological materials, textbooks, including in electronic form, distance learning courses, modular and multimedia programs;

5) organization and holding of exhibitions, forums, contests, round tables, meetings, competitions and other events not prohibited by the law;

6) participation in the preparation and holding of events, arranged by other organizations, state bodies, public foreign funds on the issues related to the Techno-park activities;

7) the introduction and implementation of innovative educational and scientific programs and technologies;

8) production of experimental and industrial prototypes of new technologies and their testing;

9) the organization and conduct of analytical studies in the field of information and communication technologies;

10) technological business incubation in the field of information and communication technologies;

11) acceleration;

12) attracting domestic and foreign experts in the field of information and communication technologies;

13) assistance in protection of intellectual property rights.

Chapter 2. Order of Techno-park activities Paragraph 1. Requirements for Techno-park participants

7. To register as a participant in the Techno-park, the applicant must meet the following requirements:

to be a legal entity;

at the time of filing the application for participation in the Techno-park, the absence of branches, except for representative offices;

do not relate to the organizations, implementing (that implemented) an investment priority project in accordance with Article 284 of the Entrepreneurial Code of the Republic of Kazakhstan dated October 29, 2015, as well as an investment strategic project on investment contracts, concluded before January 1, 2015;

not to be a legal entity, fifty and more percent of shares (share in the authorized capital) of which are directly or indirectly owned by the state, national managing holdings, national holdings and national companies or their subsidiaries;

not to be a subsoil user or a member of a special economic zone;

not to be a payer of excisable goods in accordance with Article 461 of the Code of the Republic of Kazakhstan dated December 25, 2017 "On taxes and other obligatory payments to the budget (Tax Code)" (hereinafter - the Code);

to carry out one and (or) several priority types of activities in the field of ICT, as well as within the framework of one priority type of activity, carry out one and (or) several works provided for in it in accordance with the List of priority types of activities in the field of ICT, approved by order of the Minister of Digital Development, defense and aerospace industry of the Republic of Kazakhstan dated April 11, 2019 No. 37/HK (registered in the Register of State Registration of Normative Legal Acts under No. 18523) (hereinafter referred to as the List of priority activities in the field of ICT⁸).

Footnote. Paragraph 7 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Paragraph 2. Procedure for registration of Techno-park participants and issuance of relevant supporting documents

8. Submission of an application for registration as a Technopark participant, its further consideration by the Technopark, and notification of changes in the status of the application shall be carried out through the Technopark Internet resource.

To register as a participant in the Technopark, the applicant shall send an electronic application for participation in the Technopark, attaching the documents specified in paragraph 9 of these Rules (hereinafter referred to as the Application for participation), filled out on the Technopark Internet resource.

Footnote. Paragraph 8 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

9. The following documents shall be attached to the application for participation:

1) a business plan for the project containing the necessary information specified in Appendix 3 to these Rules;

2) information about the absence (presence) of debt, records of which are kept by the tax authorities, not exceeding six times the monthly calculation index established for the corresponding financial year by the law on the republican budget, issued no earlier than ten calendar days preceding the date of applying for participation in the Technopark;

3) a document confirming the location where the applicant plans to carry out activities (copies of lease agreements, gratuitous use of property, trust management of property, notarized consent of an individual to provide premises for the location of a legal entity). If the location changes, the applicant shall immediately notify the Technopark.

Footnote. Paragraph 9 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023. № 317/ HK (shall come into force ten calendar days after the day of its first official publication).

9-1. In case of changing and (or) supplementing the type of activity carried out by the Techno-park participant within the framework of the List of priority types of activities in the field of ICT, the Techno-park participant shall send an electronic application for changing and (or) supplementing the type of activity with the attachment of the Business Plan, filled out on the Internet Techno-park resource. The decision to change and (or) supplement the type of activity shall be made by the Commission for the selection of participants of the Techno-park (hereinafter referred to as the Commission) within ten working days from the date of receipt of the application for change and (or) addition of the type of activity from the Techno-park.

Footnote. The Rules as amended with paragraph 9-1 in accordance with the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 12.08.2021 No. 277/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication); as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

10. The application for participation and the documents attached to it shall be sent in the Kazakh or Russian, or in English languages. When providing documents in English, the Techno-park shall provide for their translation into Kazakh or Russian.

11. The applicant shall ensure the completeness and accuracy of the submitted documents, baseline data, calculations, justifications contained in the application.

12. Technopark, within five working days from the date of sending the application for participation, as well as the documents specified in paragraph 9 of these Rules, shall review them for completeness and accuracy, as well as for compliance with the requirements specified in these Rules.

Footnote. Paragraph 12 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into force ten calendar days after the day of its first official publication).

13. If the application for participation and the documents specified in paragraph 9 of these Rules are complete and accurate, as well as compliance with the requirements specified in these Rules, Technopark shall send the documents specified in paragraph 9 of these Rules for consideration by the Commission. The position and composition of the Commission shall be determined by the Technopark.

The Commission shall consist of representatives of government bodies and (or) specialists in the field of IT technologies with appropriate qualifications, and international experts may also be involved in the Commission.

Footnote. Paragraph 13 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

14. In case of incompleteness and (or) unreliability and (or) discrepancy in the information contained in the application for participation, as well as in the documents specified in paragraph 9 of these Rules, Technopark no later than five working days from the date of sending the application for participation shall send to the applicant notice indicating comments.

Footnote. Paragraph 14 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

15. Excluded by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

16. The Techno-park, from the moment of the elimination of the comments, shall submit an application for participation to the Commission for consideration.

The commission within ten working days shall consider the application and make a decision on the registration of the applicant as a participant or on the refusal of such registration.

The Commission shall refuse to register the applicant as a participant for the following reasons:

non-compliance of the business plan with the information provided for in Annex 3 of these Rules;

non-compliance of the applicant's project with one or more areas of priority activities in the field of information and communication technologies, as well as within one priority type of activity to carry out one and (or) several works provided for in it in accordance with the List of priority activities in the field of information and communication technologies.

Footnote. Paragraph 16 - as amended by the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 12.08.2021 No. 277 /HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

17. The Technopark shall send the applicant a notice of registration as a Technopark participant or a reasoned refusal of such registration within five working days from the date of such a decision by the Commission.

Rejection of an application shall not prevent the applicant from re-applying, provided that the reasons for rejecting the application are eliminated.

Footnote. Paragraph 17 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

18. The participant within three working days from the date of the decision to register as a participant shall receive a certificate of registration of the participant in the Techno-park according to the form in Annex 1 to these Rules.

Footnote. Paragraph 18 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

19. Excluded by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

20. Information about the Technopark participant, with whom an agreement has been concluded on the terms of the activity of the Technopark participant, shall be included within three working days in the List of Technopark participants posted on the Technopark Internet resource.

Footnote. Paragraph 20 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023. № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

21. Excluded by order of the Minister of Digital Development, Innovation and Aerospace

Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (to come into effect ten calendar days after the day of its first official publication).

Paragraph 3. Procedure for attraction of non-residents and residents of the Republic of Kazakhstan to participate in Techno-park

22. Residents shall be attracted without restrictions.

23. In the case of attracting non-residents, the participant, when submitting quarterly reports, shall indicate the following information about the attracted foreigners and stateless persons:

surname, first name, patronymic (if any), including in Latin letters;

date of birth;

citizenship (country of permanent residence);

number, date and issuing authority of the passport (identity document);

duration of expected stay (month, year) on the territory of the Republic of Kazakhstan;

information about qualifications;

information about visa extension (if any);

purpose of stay on the territory of the Republic of Kazakhstan;

information about family members of non-residents.

In this case, information about family members must contain the following:

surname, first name, patronymic (if any), including in Latin letters;

date of birth;

surname, first name, patronymic (if any), including in Latin letters, of the person attracted by the Technopark, whose family members they are;

degree of relationship and information about documents confirming the relationship (marriage certificate, birth certificate or other documents confirming information about the relationship);

number, date and issuing authority of the passport (identity document);

information about visa extension (if any);

purpose of staying on the territory of the Republic of Kazakhstan.

Footnote. Paragraph 23 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (shall come into force ten calendar days after the day of its first official publication).

24. Excluded by the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 26.01.2023 No. 29/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Paragraph 4. Interaction of Techno-park with participants for organization of their activities

25. Techno-park shall provide the participant with the conditions to implement industrial-innovative projects in the field of ICT in accordance with these Rules.

Footnote. Paragraph 25 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

26. The technology park, if premises are available, shall provide the participant for temporary use with administrative, production, and auxiliary premises necessary for the implementation of the project.

The conditions for the provision of premises shall be determined by the agreement concluded with the Technopark participant.

Footnote. Paragraph 26 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (shall come into effect ten calendar days after the day of its first official publication).

27. Within ten working days from the date the Techno-park's request is received, the participant shall provide copies of the state statistical reporting, tax declarations (calculations) on taxes, fees (duties) that he pays, as well as an audit report on the accuracy of the annual accounting (financial) statements.

28. Within ten working days from the day of the state re-registration and liquidation of a legal entity, a participant shall notify the Techno-park of the relevant event with the submission of copies of supporting documents.

29. The participant shall provide the Techno-park with the information necessary for tax accounting purposes. If necessary, the participant shall provide information on the accounting (financial) statements at the request of the Techno-park.

30. Information of a technical, economic and commercial nature, submitted by the participant or the Techno-park in connection with the activities of the relevant participant, shall be confidential and not subject to disclosure to third parties without the prior written consent of the participant or the Techno-park.

Paragraph 5. Procedure for participants to pay fees and payments to the Techno-park

31. The participant shall pay fees and payments to the Techno-park from the income, received in the previous quarter, not later than the 20th day of the month following the expired quarter.

32. Fees and payments of participants shall be credited to the current account of the Techno-park in a second-tier bank of the Republic of Kazakhstan.

33. Excluded by order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (to come into effect ten calendar days after the day of its first official publication).

34. The size and types of fees and payments shall be determined by the contract, concluded with the Techno-park participant.

Paragraph 6. Term and completion of participation in the Techno-park

35. The term of participation in the Techno-park shall be determined by the Techno-park and cannot be less than one year.

36. An application for extension of the term of participation in the Techno-park shall be submitted to the Techno-park not later than ten working days prior to the end of the term of participation.

In case of non-compliance with the submission of the application deadline for extending the period of participation in the Technopark, the applicant shall be registered in accordance with paragraph 8 of these Rules.

Technopark shall provide a certificate of extension of the term of participation in the Technopark in the form in accordance with Annex 2 to these Rules.

Footnote. Paragraph 36 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

37. Participation in the Techno-park shall terminate on a planned or early basis.

38. The planned termination of participation in the Techno-park shall be the expiration of the period of participation in the Techno-park.

39. Early termination of participation in the Technopark shall be carried out in the following cases:

1) Technopark shall identify the inappropriateness of further implementation of the project based on the results of monitoring carried out in accordance with paragraph 9 of this chapter;

2) achieving planned results;

3) the participant's refusal to further implement the project within the framework of Technopark programs;

4) failure to provide information and reports provided for in paragraphs 64, 64-1 and 66 of these Rules;

5) liquidation of a legal entity-participant;

6) failure to notify the participant of a change in location, change and (or) addition of the type of activity, as well as in the event of impossibility of establishing the location of the participant;

7) failure to pay fees and charges in accordance with paragraph 31 of these Rules;

8) failure of the participant to fulfill the obligations stipulated by the agreement on the terms of activity concluded between Technopark and the participant.

Footnote. Paragraph 39 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

40. Ten working days prior to the decision making to refuse to further implement the project, within the framework of the Techno-park programs, the participant shall notify the Techno-park thereof.

Footnote. Paragraph 40 - as amended by the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 26.01.2023 No. 29/ HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

41. In the cases provided for in subparagraphs 1), 2), and 8) of paragraph 39 of these Rules, Technopark shall submit for consideration by the Commission the issue of early termination of the participant's participation in the Technopark.

The Commission, if there are grounds provided for in subparagraphs 1), 2) 8) of paragraph 39 of these Rules, decides on early termination of participation in the Technopark.

Footnote. Paragraph 41 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

Paragraph 7. Procedure for rendering Techno-park's services and determining their cost

42. Within the framework of the function to attract residents and non-residents of the Republic of Kazakhstan to participate in the Techno-park, the Techno-park shall render the services, provided for by the Techno-park programs, Techno-park participants, as well as individuals and legal entities (hereinafter referred to as the service Recipient) who are not participants of the Techno-park under the Techno-park acts.

43. Acceleration shall envisage a program for the development of industrial-innovative projects in the field of ICT, where educational programs, training from trackers (mentors), expert consultations are available to program participants.

Footnote. Paragraph 43 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

44. Technological business incubation shall provide for a program to support industrial and innovative projects in the field of ICT of Technopark participants at the initial stage of their operation, which includes services for the provision of premises, equipment (if such places are available in the Technopark), provision of accounting and legal advice questions, as well as support in attracting investments and other information services.

Footnote. Paragraph 44 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

45. The Technopark shall provide advice on conducting marketing and other activities related to assessing the competitiveness of products and promoting them to the market.

Footnote. Paragraph 45 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

46. As part of the educational actions, the Techno-park shall attract domestic and foreign trainers, teachers, and experts.

47. To receive services, the service Recipient shall send an electronic application for receiving services to the Techno-park (hereinafter referred to as the application), which is filled out on the Techno-park's Internet resource before the deadline for receiving applications

48. The following information shall be attached to the electronic application for services:

1) name of the project, direction of the project, brief description of the project with the expected results of the project;

2) contact details of the applicant:

phone number;

email address;

city and country;

3) the stage of readiness of the project (product), the technologies used, the problem that the product solves, the business model of the project, the lifespan of the project (if necessary for the corresponding service);

4) the number of project participants, and team involvement in the project (if necessary for the relevant service);

5) link to the project presentation (if necessary for the relevant service).

Footnote. Paragraph 48 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

49. The application and information, attached to it, shall be submitted in the Kazakh or Russian, or English languages. When providing documents in English, the Techno-park shall ensure their translation into Kazakh or Russian.

50. The applicant shall ensure the completeness and accuracy of the submitted documents, baseline data, calculations, substantiations contained in the application.

51. The Techno-park shall consider the application for compliance with paragraph 48 of these Rules and shall decide on the conclusion of a contract for provision of services or refuse to enter into such a contract.

The procedure for consideration and decision making on applications shall be governed by the acts of the Techno-park.

52. In case of non-compliance of the documents, attached to the application with paragraph 48 of these Rules, the Techno-park shall send the applicant a notification with the indication of the comments.

53. Excluded by the order of the Minister of Digital Development,, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 26.01.2023 No. 29/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

54. The grounds for refusal to conclude a contract shall be non-compliance of the documents, attached to the application, with paragraph 48 of these Rules, non-elimination of comments, non-compliance of the applicant with the conditions for concluding a contract.

Footnote. Paragraph 54 - as amended by the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 26.01.2023 No. 29/ HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

55. A refusal to conclude a contract shall not prevent the applicant from re-applying subject to the elimination of the reasons that served as the grounds for refusal to conclude a contract.

56. The conditions for agreeing shall be posted on the Technopark Internet resource no later than one month before the start date for accepting applications.

The draft agreement concluded with the Service Recipient shall contain the conditions for the provision of services by the Technopark, as well as the procedure and amount of payment by the Service Recipient to the Technopark.

Footnote. Paragraph 56 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

57. The cost of the Techno-park service shall be determined by the internal documents of the Techno-park, developed and approved by the Techno-park.

Depending on the specifics of the services provided by the Techno-park, third parties may be involved, the cost of their services shall be determined on the basis of commercial price offers.

Paragraph 8. Procedure for provision of housing and creation of living conditions for persons undergoing acceleration in the Techno-park

58. If available, the Techno-park, shall provide housing or create conditions for living for persons undergoing acceleration in the Techno-park (hereinafter referred to as persons) who do not have housing in the settlement determined for the implementation of the corresponding acceleration program.

Footnote. Paragraph 58 - as amended by the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 26.01.2023 No. 29/ HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

59. Persons shall move into the provided housing on the basis of an agreement concluded with the Technopark and ensure the safety of housing and common property in accordance with the housing legislation of the Republic of Kazakhstan.

Footnote. Paragraph 59 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

60. Persons excluded from passing the acceleration, shall vacate and transfer housing to the Technopark within two working days according to the act of acceptance and transfer.

Footnote. Paragraph 60 as amended by the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication)..

61. In the presence of the vacated housing, the Techno-park shall transfer it to other persons referred to in paragraph 58 of these Rules.

Paragraph 9. Monitoring of activities and implementation of projects of participants

62. The participant shall submit reports to the Techno-park in accordance with these Rules

63. The purpose of monitoring of implementation of the projects under the Techno-park programs shall be to reflect the actual progress of the participant's project.

64. Monitoring of project implementation shall include recording information provided by Technopark participants as part of the following information:

- 1) a quarterly report on the progress of activities and implementation of projects with an analysis of the results achieved;
- 2) additional information requested by the Technopark as part of monitoring.

Footnote. Paragraph 64 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/ HK (shall come into effect ten calendar days after the day of its first official publication).

64-1. The participant shall provide Technopark with the necessary documents according to the request received as part of monitoring the activities and implementation of their project within 10 working days from the date of receipt of such a request.

Footnote. The rules are supplemented by paragraph 64-1 in accordance with the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of

Kazakhstan dated 04.08.2023 No. № 317/HK (shall be enforced ten calendar days after the day of its first official publication).

65. The form and content of the report shall be determined by the agreement concluded between Technopark and the participant.

Footnote. Paragraph 65 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (shall come into effect ten calendar days after the day of its first official publication).

66. The participant shall submit to the Techno-park a quarterly report on their activities, no later than the 10th day of the month following the reporting quarter.

Footnote. Paragraph 66 - as amended by the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 12.08.2021 No. 277 /HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

67. Excluded by order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (to come into effect ten calendar days after the day of its first official publication).

68. The reporting period for the preparation of quarterly reports shall be a calendar quarter

Footnote. Paragraph 68 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (shall come into effect ten calendar days after the day of its first official publication).

69. Based on the results of monitoring and evaluating the activities of participants, Technopark shall give a conclusion on the advisability of further implementation of the project within the framework of participation in the Technopark or the inappropriateness of the project.

Upon completion of the monitoring stage, Technopark shall send a notification to the Participant about the monitoring results and, if necessary, the Participant shall correct the identified comments within 30 calendar days from the date of receipt of the notification.

Footnote. Paragraph 69 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (shall come into effect ten calendar days after the day of its first official publication).

70. Technopark shall quarterly prepare analytical information for the authorized body on the feasibility of implementing participants' projects based on the results of monitoring carried out within a month after the reporting period.

Footnote. Paragraph 70 - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/HK (shall come into effect ten calendar days after the day of its first official publication).

Paragraph 10. Procedure for carrying out educational events for organization of training the qualified personnel in the field of ICT

Footnote. Chapter 2 was added with paragraph 10 in accordance with the order of the Acting Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 23.08.2022 No. 292/HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

71. The Techno-park shall provide services for conducting educational events to organize the training of qualified personnel in the field of ICT in accordance with subparagraph 3) and 11) of paragraph 3 of these Rules.

72. The Techno-park shall announce the start and end of accepting applications for participation in the training of individuals in the field of ICT from applicants, in the media and through the Techno-park Internet resource.

73. The applicant shall send an application for participation in the training of individuals in the field of ICT in electronic form on the Techno-park Internet resource with the following documents attached:

1) syllabuses of courses approved by the applicant's first supervisor (containing the name of the courses and their detailed description: study plan by week and academic hours, duration, student selection criteria and course cost);

2) a document confirming the creation of a franchise, the sale of a franchise between the franchisor and the franchisee, registered in accordance with the legislation of the Republic of Kazakhstan (if any);

3) a document confirming the rights to use foreign teaching methodology (if any);

4) a document on the transfer by the copyright holder of exclusive rights to the course to the applicant (if any);

5) a document confirming the internship, employment of graduates in companies in the field of ICT (if any);

6) a document confirming the right to own, use, dispose of a room suitable for conducting classes on the territory of the Republic of Kazakhstan (if any).

74. An application for participation in the training of individuals in the field of ICT and the documents attached to it shall be sent in the state or Russian, or in English. When providing documents in English, Techno-park, if necessary, shall provide their translation into the Kazakh or Russian language.

75. The applicant shall ensure the completeness and reliability of the submitted documents, initial data, calculations, justifications contained in the application for participation in the training of individuals in the field of ICT.

76. The Techno-park within ten working days from the date of sending an application for participation in training individuals in the field of ICT shall consider it for the completeness of information.

The Techno-park refuses the applicant in case of:

- 1) the presence of tax debt and debt on pension, professional pension contributions and social contributions in an amount exceeding six times the monthly calculation index established for the corresponding financial year by the law on the republican budget;
- 2) establishing the fact of submission of false information;
- 3) establishing the fact that the applicant is subject to the bankruptcy or liquidation procedure;
- 4) establishing the fact of registration in the registers of unscrupulous procurement participants;
- 5) establishing the fact of registration in the Unified Register of Debtors posted on the official Internet resource of the authorized body in accordance with Article 36 of the Law of the Republic of Kazakhstan "On Enforcement Proceedings and the Status of Law Enforcement Agents";
- 6) duration of ICT courses less than six months;
- 7) the absence of a detailed training plan for courses in the field of ICT;
- 8) the absence of an Internet resource with information about the Techno-park participant.

77. When providing complete information contained in the application for participation in the training of individuals in the field of ICT, Techno-park shall send it to the Independent Commission for the Selection of Candidates (hereinafter - the Independent Commission), determined by Techno-park. The independent commission consists of representatives of Techno-park, state bodies and (or) specialists in the field of IT technologies and education with appropriate qualifications, as well as international experts are involved in the Commission.

78. When providing incomplete information contained in the application for participation in the training of individuals in the field of ICT, the Techno-park, no later than ten working days from the date of sending the application for participation in the training of individuals in the field of ICT, shall send a notification to the applicant, indicating the comments.

79. Elimination of comments shall be carried out by the applicant within a period not later than ten working days from the date of their receipt.

80. The Techno-park, from the moment the remarks are eliminated, shall send an application for participation in the training of individuals in the field of ICT for consideration by the Independent Commission.

The independent commission shall hear the presentations of the applicants and decide by voting on the admission to participate in the training of individuals and the number of quotas or on refusal to participate.

81. The Techno-park shall determine and use a calculation mechanism for determining the number of quotas for Techno-park participants for training individuals in the field of ICT for further consideration by the Independent Commission.

82. The Techno-park shall send to the applicant the decision of the Independent Commission on admission to participation in the training of individuals or a reasoned refusal within five working days from the date of such a decision to the contacts indicated in the application for participation in the training of individuals in the field of ICT.

83. If the Independent Commission decides positively on the basis of the consideration of the application for participation in the training of individuals in the field of ICT, Techno-park, within ten working days, shall conclude with the applicant a contract on participation in the training of individuals in the field of ICT, determined by Techno-park.

84. The list of individuals applying for training in the field of ICT shall be determined by the applicant independently. The applicant provides training for individuals.

85. The procedure for accepting applications for participation in the training of individuals in the field of ICT from technology companies that are members of Techno-park and the criteria for their selection for participation in the training of individuals in the field of ICT shall be determined by the internal documents of Techno-park

Appendix 1
to the Rules of Operation
of the International Technology
Park "Astana Hub"

CERTIFICATE

of registration of a participant in the international technology park "Astana Hub"

Footnote. Appendix 1 - as amended by the Order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/NK (effective ten calendar days after the date of its first official publication).

Issued by

name, business identification number

location

type of activity

Date of issue: _____

Issued for the period: _____

Registration number: _____

Place of stamp/Electronic digital signature

Appendix 2
to the Rules of Operation
of the International Technology
Park "Astana Hub"

CERTIFICATE

of extension of the period of participation in the international technology park "Astana Hub"

Footnote. Appendix 2 - as amended by the Order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/NK (effective ten calendar days after the date of its first official publication).

Issued by _____
name, business identification number

location

type of activity

Date of issue: _____

Issued for the period: _____

Registration number: _____

Place of stamp/Electronic digital signature

Appendix 3
to the Rules of Operation
of the International Technology
Park "Astana Hub"

Information required for description in the project business plan

Footnote. The rules are supplemented by Appendix 3 in accordance with the Order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 08/12/2021 No. 277/NK (effective ten calendar days after the date of its first official publication); as amended by the Order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 04.08.2023 № 317/NK (effective ten calendar days after the date of its first official publication).

No.	List of information required for description in the project business plan
1.	Name of the project (projects) with its description, goals and objectives
2.	Location of the project(projects)
3.	The basis for the emergence of ownership of an informatization object. Information about patent and licensing protection, copyrights, trademarks and other intellectual property (if any).
4.	Team information. The regular number of employees, indicating the qualifications and (or) seniority, and (or) experience necessary for the actual implementation of the project, including the planned involvement of

	non-residents and residents for the implementation of the project.
5.	Stage of project(projects) readiness
6.	Key performance indicators (KPI) of the project(projects)
7.	Technical description of the project (architecture, structure, solutions used)
8.	Estimate of planned expenses for the implementation of the project (projects) for the period of participation in the Technopark.
9.	Types of goods, works, services, and property rights offered within the framework of the project (projects). Method of sales and expected annual volume of estimated sales, revenue (income) (indicated for the period of participation in the Technopark) expected annual volume of estimated sales, revenue (income) (indicated for the period of participation in the Technopark).
10.	Clients/potential clients
11.	Action plan necessary for the implementation of the project (projects) (description of specific activities (steps) necessary for the implementation and development of the project) for the period of participation in the Technopark.
12.	Social significance of the project(projects)

*If it is planned to implement several priority activities in the field of information and communication technologies, the applicant shall reflect in the business plan all projects within each type of activity.