



On approval of the Rules for provision of public services by the National Security Committee of the Republic of Kazakhstan in the field of information security and special technical means intended for operational-search activities

Unofficial translation

Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated May 6, 2020 № 34 / ке. Registered in the Ministry of Justice of the Republic of Kazakhstan on May 11, 2020 № 20609.

Unofficial translation

In accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services", **I HEREBY ORDER:**

Footnote. The preamble as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication).

1. To approve the attached rules for provision of public services:

1) Rules for provision of a public service "Issuance of a license to engage in activities for development, production, repair and sale of special technical means intended for operational-search activities" in accordance with Annex 1 to this order;

2) Rules for provision of public service "Issuance of a license for development of means of cryptographic protection of information" in accordance with Appendix 2 to this order;

3) Rules for provision of public service "Issuance of a license for provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities" in accordance with Appendix 3 to this order;

4) Rules for provision of public service "Issuance of a conclusion (permit) for import, export and transit of special technical means intended for secret receipt of information, to which measures of non-tariff regulation in trade with third countries are applied" in accordance with Appendix 4 to this order;

5) Rules for provision of public service "Issuance of a conclusion (permit) for import, export and transit of encryption (cryptographic) means, to which measures of non-tariff regulation in trade with third countries are applied" in accordance with Appendix 5 to this order;

6) Rules for provision of a public service "Issuance of a conclusion on technical study regarding the classification of goods to the means of cryptographic protection of information and special technical means intended for carrying out operational-search activities" in accordance with Annex 6 to this order;

7) Rules for provision of public service "Registration of notifications about characteristics of goods (products) containing encryption (cryptographic) means" in accordance with Appendix 7 to this order;

8) Rules for provision of public service "Issuance of permission for sale (including other transfer) of means of cryptographic protection of information" in accordance with Appendix 8 to this order.

Footnote. Paragraph 1 as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication)

2. To recognize as invalid some orders of the Chairman of the National Security Committee of the Republic of Kazakhstan in accordance with Appendix 9 to this order.

3. The Information and Cyber Security Service of the National Security Committee of the Republic of Kazakhstan, in the manner prescribed by the legislation of the Republic of Kazakhstan, to ensure:

- 1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;
- 2) placement of this order on the Internet resource of the National Security Committee of the Republic of Kazakhstan.

4. The Deputy Chairman of the National Security Committee of the Republic of Kazakhstan, D.Ye. Ergozhin is authorized to control execution of this order.

5. This order comes into effect upon the expiration of twenty one calendar days after the day of its first official publication.

Chairman of RK

National Security Committee

K. Massimov

AGREED

Ministry of digital development,
innovations and aero-space industry of the
Republic of Kazakhstan

" _____ " _____ 2020

Annex 1
to the order of the
Chairman of the National
Security Committee
of the Republic of Kazakhstan
dated May 6, 2020 № 34/ке

Rules for provision of a public service " Issuance of a license to engage in activities for development, production, repair and sale of special technical means intended for operational-search activities"

Footnote. The Rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication)

Chapter 1. General provisions

1. These Rules for provision of a public service " Issuance of a license to engage in activities for development, production, repair and sale of special technical means intended for operational-search activities" (hereinafter referred to as the Rules), have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and shall determine the uniform procedure for the provision of a public service "Issuance of a license to engage in activities for development, production, repair and sale of special technical means intended for operational-search activities" (hereinafter referred to as the public service) for subtypes of activities:

1) development, production of special technical means intended for operational-search activities;

2) repair and sale of special technical equipment intended for operational-search activities.

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches or representative offices of a legal entity, licensees), who applied to the service provider for licensing (hereinafter referred to as the service recipient).

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter referred to as the portal) electronic copies of the documents specified in subparagraph 1) of paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. An application for issuance of a license to engage in activities for development, production, repair and sale of special technical means intended for operational-search activities (hereinafter referred to as the license), is considered within 15 working days from the date of its registration.

The service provider, within two working days from the date of receipt of the service recipient's documents for the issuance of a license, verifies the completeness of the submitted documents.

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, about payment of a license fee (in case of payment through the payment gate of "electronic government"), contained in state information systems, independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, the service provider within the specified period sends to the "personal account" of the service recipient in the form of an electronic document certified by the electronic digital signature of the authorized person of the service provider, a reasoned refusal to further consider the application.

If a full package of documents is provided, the service provider within 10 working days checks the compliance of the service recipient with the qualification requirements, established by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated January 30, 2015 №4 "On approval of qualification requirements and a list of documents confirming compliance with them to engage in activities in the areas of information security and special technical means intended for operational-search activities" (registered in the Register of State Registration of Regulatory Legal Acts under №10473) (hereinafter referred to as the qualification requirements).

In this case, the service provider carries out preventive control with a visit to the service recipient to check:

- 1) original documents;
- 2) specially allocated premises of the service recipient;
- 3) availability of a minimum set of technical means and control and measuring equipment.

After carrying out preventive control with a visit to the service recipient, the service provider assesses the level of knowledge of the declared specialists based on the results of passing the qualification test.

Based on the results of checking the compliance of the service recipient with the qualification requirements, the service provider within 3 working days prepares a license indicating a subtype(s) of activities or notifies the service recipient on preliminary decision on a reasoned refusal to issue a license, as well as the time and place (method) of conducting the hearing for the opportunity to express to the service provider a position on the preliminary decision, in the form of an electronic document signed by the electronic digital signature of the service provider's authorized person.

Notification on hearing is sent at least 3 working days before the end of the period for providing the public service. The hearing is held no later than 2 working days from the date of notification.

Based on the results of the hearing, the service provider issues a license indicating a subtype(s) of activities or a motivated refusal to issue a license on the grounds provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the "personal account" of the service provider on the portal.

5. The license is subject to renewal in the following cases:

- 1) change of surname, name, patronymic (if any) of the individual licensee;
- 2) re-registration of an individual entrepreneur-licensee, change of its name or legal address;

- 3) reorganization of the legal entity-licensee in accordance with the procedure determined by Article 34 of the Law of the Republic of Kazakhstan "On permissions and notifications";
- 4) change of the name and (or) location of the legal entity-licensee;
- 5) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan.

An application for renewal of the license must be submitted by the service recipient within thirty calendar days from the date of occurrence of the changes that served as the basis for the renewal of the license.

When reissuing a license, the service recipient sends to the service provider through the portal electronic copies of documents necessary for the provision of public services in accordance with subparagraph 2) of paragraph 8 of the Requirements to provision of a public service.

An application for renewal of a license is considered within 3 working days from the date of its registration.

The service provider shall check the completeness of the submitted documents and the changes that served as the basis for reissuing the license within 2 working days from the date of receipt of the applicant's documents.

Based on the results of checking the completeness of the submitted documents and the changes that served as the basis for reissuing the license, the service provider, within 1 working day, prepares in the form of an electronic document signed by the electronic digital signature of the authorized person of the service provider, a reissued license or a reasoned refusal to issue a license on the basis provided for in paragraph 9 of the Requirements for the provision of public services, and sends it to the service recipient's "personal account" on the portal.

Footnote. Paragraph 5 as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 07.08.2024 № 111/ке (shall come into effect upon expiry of sixty calendar days after the date of its first official publication).

6. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

7. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

8. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with paragraph 2 of Article 25 of the Law is subject to consideration within five working days from the date of its registration.

9. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

Annex 1

to the Rules for provision of a public service "Issuance of a license to engage in activities for development, production, repair and sale of special technical means,

intended for operational-search activities"

approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 № __

List of basic requirements to provision of a public service "Issuance of a license to engage in activities for the development, production, repair and sale of special technical equipment intended for operational-search activities" determines the uniform requirements for subtypes of activities:

1. development, production of special technical means intended for conducting operational-search activities;
2. repair and sale of special technical equipment intended for operational-search activities

Li	Name of service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of an application and issuance of the result of provision of public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.		For all subtypes: 1) when issuing a license - within 15 working days;

	Term for provision of a public service	2) when reissuing a license - within 3 working days
4.	Form of provision of a public service	For all subtypes - electronic (partially automated)
5.	Result of provision of a public service	Issuance of a license indicating the subtype/subtypes of activity, re-issuance of a license, or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider. The form of providing the result of provision of public service: electronic
6.	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	<p>The public service is provided on a paid basis to individual and legal entities.</p> <p>For the provision of a public service, a license fee is charged for the right to engage in certain types of activities in accordance with Article 554 of the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget (Tax Code)", which is: 1) for issuing a license - 20 monthly calculation indices; 2) for re-issuing a license - 2 monthly calculation indices. Payment is made in cash and non-cash forms through second-tier banks and organizations carrying out certain types of banking operations. Payment can be made through the payment gateway of "electronic government"</p>
7.	Work schedule of the service provider and the objects of information	<p>1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan; 2) the portal – around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of provision</p>

		of public services are issued on the next working day). The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz
8.	List of documents and information, required from service recipient for provision of a public service	<p>1) to obtain a license: an application of a legal entity in the form of an electronic document certified by the electronic digital signature of the service recipient in the form in accordance with Annex 2 to these Rules or an application of an individual in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form according to Annex 3 to these Rules; information confirming payment of the license fee to the budget, with the exception of cases of payment through the payment gateway of “electronic government”; electronic form of information on the compliance of the service recipient with the qualification requirements in the form in accordance with Annex 4 to these Rules; 2) to renew the license: an application of a legal entity in the form of an electronic document certified by the electronic digital signature of the service recipient in the form in accordance with Annex 5 to these Rules or an application of an individual in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form according to Annex 6 to these Rules; information confirming payment of the license fee to the budget, except for cases of payment through the payment gateway of “electronic government”; electronic copies of documents containing information about the changes that served as the basis to renew the license, except for documents, information from which is contained in state information systems</p>
		1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining a license, and (or) the data (information) contained

9.	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	therein;2) the license fee has not been paid;3) non-compliance of the service recipient and (or) the submitted data and information necessary for provision of public services with qualification requirements;4) in relation to the service recipient there is a court decision (verdict) that has entered into legal force on suspension or prohibition of activities or certain types of activities subject to licensing;5)) on the basis of the recommendation of the enforcement agent, the court temporarily prohibited to issue a license to the service recipient-debtor. When reorganizing a legal entity-licensee in the form of division:1) failure to submit or improper execution of the documents specified in subparagraph 2) of paragraph 8 of the Requirements to provision of a public service;2) non-compliance of the service recipient with the qualification requirements;3) if earlier the license and (or) annex to the license were reissued to another legal entity from among those newly emerged as a result of the division of legal entities-licensees
10.	Other requirements, taking into account the specifics of provision of a public service	The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature. The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode on the portal in the "personal account" of the service recipient, as well as by calling the service provider and the Unified Contact Center for provision of a public service: 8 (7172) 76-49-49

Annex 2

to the Rules for provision of a public service "Issuance of a license to engage in activities for development, production, repair and sale of special technical means, intended for operational-search activities"

Form

Application of a legal entity to obtain a license

To _____
(full name of the licensor)

from _____

1
—
(full name, location, business identification number of a legal entity (including a foreign legal entity),

business identification number of a branch or representative office of a foreign legal entity – if the legal entity does not have a business identification number)

I ask to issue a license and (or) annex to the license (specify as required) to implement

(indicate the full name of the type of activity and (or) subtype (s) of the activity)

Legal entity address _____

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room)

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them; the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

Manager _____

(signature) (surname, name, patronymic (if any))

Date of filling: " __ " _____ 20__

¹The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 3

to the Rules for provision of a public
service "Issuance of a license to engage
in activities for development, production,
repair and sale of special technical means,

intended for operational-search activities"

approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 № __

Form

Application of an individual to obtain a license

To _____

(full name of the licensor)

from

(surname, name, patronymic (if any) of an individual, individual identification number)

I ask to issue a license and (or) annex to the license (specify as required) to implement

(indicate the full name of the type of activity and (or) subtype (s) of the activity)

Residence address of an individual

(postal code, region, city, district, locality, street name, house / building number)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room))

_____ document (s) attached

It is hereby confirmed that:

all specified data are official contacts and any information on the issue or refusal

to issue a license and (or) annexes to the license may be sent to them; the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

Manager _____

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20__

²The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 4

to the Rules for provision of a public service "Issuance of a license to engage in activities for development, production, repair and sale of special technical means,

intended for operational-search activities"

approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated "___" _____ 2022 № __

Form

Form of information on compliance of the service recipient with qualification requirements to engage in activities for the development, production, repair and sale of special technical means intended for operational-search activities

1. To engage in activities for development and production of special technical means intended for operational-search activities:

1) information about the service recipient

_____,
(surname, name, patronymic (if any)) of an individual, individual identification number, date and number of issue of the certificate/certificate of state registration/re-registration of a legal entity)

2) information about the declared specialist (s) who have higher technical education

(indicate specialty and qualification, as well as the number, date and place of issue of the diploma(s)),

name of educational institution, attaching a copy(ies) of the diploma(s)

3) information on the availability of permit from the national security bodies

of the Republic of Kazakhstan to work with information constituting state secrets of the Republic of Kazakhstan according to the declared type of activity

(indicate the details of the permit: number, date and subdivision of the national

; security bodies of the Republic of Kazakhstan, issued this permit, attaching a copy of the document)

4) information on availability of a minimum set of technical means and control and measuring equipment

(indicate the details of the letter of the service recipient with the attachment of documents confirming

; availability of these means and equipment on the basis of the right of ownership: registration number and date)

5) information on availability of an designated production facility

(indicate the details of documents confirming ownership or other legal

; grounds: name of the document, registration number and date, attaching a copy of the document)

6) information on the availability of a specially designated room for storing special technical equipment developed and produced

(indicate the details of documents confirming ownership right or other legal

grounds as well as an agreement(s) on provision of services of the security and

fire alarm automated systems with specialized organization(s):

registration numbers and dates, as well as the names of the relevant organizations, attaching a copy(s) of the document(s)

2. To engage in activities for repair and sale of special technical equipment, intended for operational-search activities:

1) information about the service recipient

;

(surname, name, patronymic (if any) of an individual, individual identification number, date and number of issue of the certificate/certificate of state registration/re-registration of a legal entity)

2) information about the declared specialist (s) who have higher technical education

;

(indicate the specialty and qualifications, as well as the number, date and place of issue

;

of diploma(s), name of educational institution, attaching a copy(ies) of the diploma(s)

3) information on the availability of permit from the national security bodies of the Republic of Kazakhstan to work with information constituting state secrets of the Republic of Kazakhstan according to the declared type of activity

(indicate the details of the permit: number, date and subdivision of the national

;

security bodies of the Republic of Kazakhstan, issued this permit, attaching a copy of the document)

4) information on availability of a minimum set of technical means and control and measuring equipment

(indicate the details of the letter of the service provider attaching

documents, confirming the availability of these means and equipment on the ownership right

;

Registration number and date)

5) information on availability of a specially allocated premise

(indicate the details of documents confirming ownership right or other legal

—

grounds, as well as agreement(s) on provision of services of the security

and _____

_____ fire alarm automated systems with specialized organization(s):

— registration numbers and dates, as well as the names of the relevant organizations, attaching

a copy(s) of the document(s) Note: assessment of the level of knowledge of the declared persons

is carried out based on the results of a qualification test in the development, production, repair

and sale of special technical means intended for operational-search activities. The list of questions for the qualifying test is established by the service provider. The qualification test is submitted to the service provider's department at the place of activity of the service recipient.

_____ ³The service provider receives information independently from the relevant state information

systems through the gate of "electronic government".

_____ ⁴The service provider receives information independently from the relevant state information

systems through the gate of "electronic government".

Annex 5

to the Rules for provision of a public service "Issuance of a license to engage in activities for development, production, repair and sale of special technical means,

intended for operational-search activities"

_____,
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 № __

Form

Application of a legal entity to renew the license

To _____

— (full name of the licensor)

from _____

5

(full name, location, business identification number of a legal entity (including a foreign legal

entity), business identification number of the branch or representative office of a foreign legal

entity – if the legal entity does not have a business identification number)

I ask to reissue the license and (or) annex(es) to the license (specify as necessary)

No _____ dated " ____ " _____ 20____, issued

(number(s) of the license and (or) annex(s) to the license, date of issue, name of the licensor

who issued the license and (or) annex(s) to the license)

To engage in _____

(full name of the type of activity and (or) subtype(s) of activity)

in accordance with the following ground(s) (indicate X in the relevant box)):

1) reorganization of the legal entity-licensee in accordance with the procedure determined by Article 34 of the Law of the Republic of Kazakhstan "On permissions and notifications

" through (indicate X in the relevant box)): merger ____ reorganization ____ accession ____ spin-off ____ division ____

2) change of the name of a legal entity- licensee _____

3) change of the location of a legal entity- licensee _____

4) alienation by the licensee of the license issued under the class "permits issued to objects",

together with the object in favor of third parties in cases where alienation of the license is provided for by Annex 1 to the Law of the Republic of Kazakhstan "On permissions and notifications" _____

5) change of the address of the location of the object without its physical movement for a license issued under the class "permits issued to objects" or for annexes to a license indicating objects _____

6) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan

7) change of the name of the type of activity _____

8) change of the name of the subtype of activity _____

Legal entity address _____

(country - for a foreign legal entity, postal code, region, city, district, locality, street name, house / building number (stationary room))

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

— (postal code, region, city, district, locality, street name, house/building number (stationary room))

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them; the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

Manager _____

(signature) (surname, name, patronymic (if any))

Date of filling: " __ " _____ 20__

—
⁵The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 6
to the Rules for provision of a public
service "Issuance of a license to engage
in activities for development, production,
repair and sale of special technical means,
intended for operational-search activities"

approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 № __

Form

Application of an individual to renew the license

To _____

—

(full name of the licensor)

from _____

6

(surname, name, patronymic (if any) of an individual, individual identification number)

I ask to reissue the license and (or) annex (s) to the license (specify as necessary)

№ _____ dated _____ 20____, issued

(number(s) of the license and (or) annex(es) to the license, date of issue, name of

the licensor, issued the license and (or) annex(es) to engage in

(full name of the type of activity and (or) subtype(s) of activity)

in accordance with the following ground(s) (indcate X in the relevant box)):

1) change of surname, name, patronymic (if any) of an individual - licensee

2) re-registration of an individual entrepreneur - licensee, change of its name

3) re-registration of an individual entrepreneur - licensee, change of its lega address

4) alienation by the licensee of the license issued under the class "permits issued to objects",

together with the object in favor of third parties in cases where alienation of the license is provided for by Annex 1 to the Law of the Republic of Kazakhstan "On permissions and notifications" _____

5) change of the address of the location of the object without its physical movement for a license issued under the class "permits issued to objects" or for annexes to a license indicating objects _____

6) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan

7) change of the name of the type of activity _____

8) change of the name of the subtype of activity _____

Residence address of an individual

(postal code, region, city, district, locality, street name, house / building number)

E-mail _____

Phones _____

Fax _____

— Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

— (postal code, region, city, district, locality, street name, house / building number (stationary room)

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them; the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20__

⁶The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 2
to the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated May 6, 2020 № 34/ке

Rules for provision of a public service

"issuance of a license for the development of the means of cryptographic protection of information"

Footnote. The rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication)

Chapter 1. General provisions

1. These Rules for provision of a public service "issuance of a license for the development of the means of cryptographic protection of information" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the

Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of a public service "issuance of a license for the development of the means of cryptographic protection of information" (hereinafter referred to as the public service).

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches and representative offices of a legal entity), who applied to the service provider for licensing (hereinafter referred to as the service recipient).

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter referred to as the portal) electronic copies of the documents specified in subparagraph 1) of paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. An application for issuance of a license for the development of the means of cryptographic protection of information (hereinafter referred to as the license) is considered within 15 working days from the date of its registration.

The service provider, within two working days from the date of receipt of the service recipient's documents for the issuance of a license, verifies the completeness of the submitted documents.

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, about the license, about payment of the license fee (in case of payment through the payment gateway of "electronic government"), contained in state information systems, independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, the service provider within the established period sends to the "personal account" of the service recipient in the form of an electronic document signed with the electronic digital signature of the authorized person of the service provider, a reasoned refusal to further consider the application.

If a full package of documents is provided, the service provider within 10 working days checks the compliance of the service recipient with the qualification requirements, set forth by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated January 30, 2015 №4 "On approval of qualification requirements and the list of documents, confirming compliance with them, to engage in activities in the field of ensuring information security and special technical means intended for operational-search

activities" (registered in the Register of State Registration of Regulatory Legal Acts under № 10473) (hereinafter referred to as the qualification requirements).

In this case, the service provider carries out preventive control with a visit to the service recipient to check:

- 1) original documents;
- 2) specially designated premise of the service recipient.

After carrying out preventive control with a visit to the service recipient, the service provider assesses the level of knowledge of the declared specialists based on the results of passing the qualification test.

Based on the results of checking the compliance of the service recipient with the qualification requirements the service provider within 3 working days prepares in the form of an electronic document, signed with an electronic digital signature of the authorized person of the service provider, license or notifies the service recipient of a preliminary decision to refuse to issue a license, as well as the time and place (method) of the hearing to allow the service recipient to express their position on the preliminary decision.

Notice of the hearing is sent at least 3 working days before the end of the period for the provision of the public service. The hearing is conducted no later than 2 working days from the date of the notice.

Based on the results of the hearing, the service provider issues a license or a reasoned refusal to issue a license on the basis provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the service recipient's "personal account" on the portal.

5. The license is subject to renewal in the following cases:

- 1) change of surname, name, patronymic (if any) of the individual licensee;
- 2) re-registration of an individual entrepreneur-licensee, change of its name or legal address;
- 3) reorganization of the legal entity-licensee in accordance with the procedure determined by Article 34 of the Law of the Republic of Kazakhstan "On permissions and notifications";
- 4) change of the name and (or) location of the legal entity-licensee;
- 5) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan.

An application for renewal of the license must be submitted by the service recipient within thirty calendar days from the date of occurrence of the changes that served as the basis for the renewal of the license.

When reissuing a license, the service recipient sends to the service provider through the portal electronic copies of documents necessary for the provision of public services in accordance with subparagraph 2) of paragraph 8 of the Requirements to provision of a public service.

An application for renewal of a license is considered within 3 working days from the date of its registration.

The service provider shall check the completeness of the submitted documents and the changes that served as the basis for reissuing the license within 2 working days from the date of receipt of the applicant's documents.

Based on the results of checking the completeness of the submitted documents and the changes that served as the basis for reissuing the license, the service provider shall, within 1 working day, prepare in the form of an electronic document signed by the electronic digital signature of the authorized person of the service provider, a reissued license or a reasoned refusal to issue a license on the basis provided for in paragraph 9 of the Requirements for the provision of public services, and send it to the service recipient's "personal account" on the portal.

Footnote. Paragraph 5 as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 07.08.2024 № 111/ке (shall come into effect upon expiry of sixty calendar days after the date of its first official publication).

6. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

7. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

8. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with subparagraph 2) of Article 25 of the Law of the Republic of Kazakhstan "On public services" is subject to consideration within five working days from the date of its registration.

9. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

Annex 1 to the Rules
for provision of a public service
"issuance of a license for the development

of the means of cryptographic protection
of information", approved by the order
of the Chairman of the National Security
Committee of the Republic of Kazakhstan

dated " _ " ____ 2022 № ____

List of basic requirements to provision of a public service "issuance of a license for the development of the means of cryptographic protection of information"		
1.	Name of the service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of the application and issuance of the result of the provision of a public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.	Term for provision of a public service	1) when issuing a license - within 15 working days; 2) when reissuing a license - within 3 working days
4.	Form of provision of a public service	Electronic (partially automated)
5.	Result of provision of a public service	Issuance of a license, renewal of a license for development of the means of cryptographic protection of information or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider. The form of providing the result of provision of public service: electronic
		The public service is provided on a paid basis to individual and legal entities. For the provision of a public service, a license fee is charged for the right to engage in certain types of

6.	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	<p>activities in accordance with Article 554 of the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget (Tax Code)", which amounts to:</p> <p>1) for issuance of a license - 9 monthly calculated indices;</p> <p>2) for renewal of a license - 0,9 monthly calculated indice.</p> <p>Payment is made in cash and non-cash forms through second-tier banks and organizations carrying out certain types of banking operations. Payment can be made through the payment gateway of "electronic government"</p>
7.	Work schedule of the service provider and the objects of information	<p>1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan;</p> <p>2) the portal –around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of provision of public services are issued on the next working day).</p> <p>The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz</p>
		<p>1) to obtain a license:</p> <p>an application of a legal entity in the form of an electronic document certified by the electronic digital signature of the service recipient in the form in accordance with Annex 2 to these Rules or an application of an individual in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form according to Annex 3 to these Rules;</p> <p>information confirming payment of a license fee to the budget, except for cases of payment through the</p>

8.	List of documents and information, required from service recipient for provision of a public service	<p>payment gateway of “electronic government”;</p> <p>electronic form of information on the compliance of the service recipient with the qualification requirements in the form in accordance with Annex 4 to these Rules;</p> <p>2) to renew the license:</p> <p>an application of a legal entity in the form of an electronic document certified by the electronic digital signature of the service recipient in the form in accordance with Annex 5 to these Rules or an application of an individual in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form according to Annex 6 to these Rules;</p> <p>information confirming payment of the license fee to the budget, except for cases of payment through the payment gateway of “electronic government”;</p> <p>electronic copies of documents containing information about the changes that served as the basis to renew the license, except for documents, information from which is contained in state information systems</p>
9.	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining a license, and (or) the data (information) contained therein;</p> <p>2) the license fee has not been paid;</p> <p>3) non-compliance of the service recipient and (or) the submitted data and information necessary for provision of public services with qualification requirements;</p> <p>4) in relation to the service recipient there is a court decision (verdict) that has entered into legal force on suspension or prohibition of activities or certain types of activities subject to licensing;</p> <p>5)) on the basis of the recommendation of the enforcement agent, the court temporarily prohibited to issue a license to the service recipient-debtor. When</p>

		reorganizing a legal entity-licensee in the form of division:1) failure to submit or improper execution of the documents specified in subparagraph 2) of paragraph 8 of the Requirements to provision of a public service;2) non-compliance of the service recipient with the qualification requirements;3) if earlier the license and (or) annex to the license were reissued to another legal entity from among those newly emerged as a result of the division of legal entities-licensees
10.	Other requirements, taking into account the specifics of provision of a public service	The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature. The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode on the portal in the "personal account" of the service recipient, as well as by calling the service provider and the Unified Contact Center for provision of a public service: 8 (7172) 76-49-49

Annex 2 to the Rules
for provision of a public service
"issuance of a license for the development

of the means of cryptographic protection
of information", approved by the order
of the Chairman of the National Security
Committee of the Republic of Kazakhstan

dated " __ " ____ 2022 № ____

Form

Application of a legal entity to obtain a license

To _____
(full name of the licensor)

from _____

7

(full name, location, business identification number of a legal entity (including a foreign legal

entity), business identification number of a branch or representative office of a foreign legal

entity – in the absence of a business identification number of the legal entity)

I ask to issue a license and (or) annex to the license (specify as required) to implement

_____ (indicate the full name of the type of activity and (or) subtype (s) of the activity)

Legal entity address _____

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

_____ (postal code, region, city, district, locality, street name, house / building number (stationary room)

_____ document (s) attached It is hereby confirmed that: all specified data are official contacts

and any information on the issue or refusal to issue a license and (or) annexes to the license may

be sent to them; the court does not prohibit the applicant to engage in a licensed type and (or)

subtype of activity; all attached documents are true and valid; the applicant agrees to the use

of personal data of limited access, constituting a secret protected by law, contained in information

systems when issuing a license and (or) annex to the license.

Manager _____

(signature) (surname, name, patronymic (if any)

Date of filling: " __ " _____ 20__

⁷The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

dated " __ " ____ 2022 № ____

Form

Application of an individual to obtain a license

To _____

—
(full name of the licensor)

from _____

8

—
(surname, name, patronymic (if any) of an individual, individual identification number)

I ask to issue a license and (or) annex to the license (specify as required) to implement

(indicate the full name of the type of activity and (or) subtype (s) of the activity)

Residence address of an individual

(postal code, region, city, district, locality, street name, house / building number)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room))

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them;

the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20__

⁸The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 4 to the Rules
for provision of a public service
"issuance of a license for the development

of the means of cryptographic protection
of information", approved by the order
of the Chairman of the National Security
Committee of the Republic of Kazakhstan

dated "___" _____ 2022 № ___

Form

Form of information on compliance of the service recipient with qualification requirements to engage in development of the means of cryptographic protection of information

1. Information about the service recipient

9

;

(surname, name, patronymic (if any) of an individual, individual identification number, date and number of issuance of the certificate/acknowledgement on state registration / re-registration of a legal entity)

2. Information about the declared specialist(s) with a higher education in a technical or physical and mathematical specialty

;

indicate specialty and qualification, as well as the number, date and place of issue of the diploma(s)), name of educational institution, attaching a copy(ies) of the diploma(s)

3. Information on availability of a specially allocated premise

(indicate the details of documents confirming ownership right or other legal _____

grounds as well as an agreement(s) on provision of services of the security and

fire alarm automated systems with specialized organization (s):

registration numbers and dates, as well as names of relevant organizations,

;

attaching a copy(ies) of the document(s)

Note: when considering the service recipient's application for a license, the service provider

assesses the level of knowledge of the applicants by conducting a qualification test.

The list of questions for the qualifying test is established by the service provider.

The qualification test is submitted to the service provider's department at the place of implementation of activities.

⁹The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 5 to the Rules
for provision of a public service
"issuance of a license for the development

of the means of cryptographic protection
of information", approved by the order
of the Chairman of the National Security
Committee of the Republic of Kazakhstan

dated " __ " ____ 2022 № ____

Form

Application of a legal entity to renew the license

To _____

(full name of the licensor)

from _____

10

(full name, location, business identification number of a legal entity (including a foreign legal entity), business identification number of a branch or representative office of a foreign

legal entity – in the absence of a business identification number of the legal entity)

I ask to reissue the license and (or) annex(es) to the license (specify as necessary)

№ _____ dated " __ " _____ 20____, issued

(number(s) of the license and (or) annex(s) to the license, date of issue, name of the licensor

who issued the license and (or) annex(s) to the license)

To engage in _____

(full name of the type of activity and (or) subtype(s) of activity)

in accordance with the following ground(s) (indcate X in the relevant box)):

1) reorganization of the legal entity-licensee in accordance with the procedure determined by Article 34 of the Law of the Republic of Kazakhstan "On permissions and notifications

"

through (indcate X in the relevant box)):

merger ___ reorganization ___ accession ___ spin-off ___ division ___

2) change of the name of a legal entity- licensee _____

3) change of the location of a legal entity- licensee _____

4) alienation by the licensee of the license issued under the class "permits issued to objects",

together with the object in favor of third parties in cases where alienation of the license is provided for by Annex 1 to the Law of the Republic of Kazakhstan "On permissions and notifications" _____

5) change of the address of the location of the object without its physical movement for a license issued under the class "permits issued to objects" or for annexes to a license indicating objects _____

6) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan

7) change of the name of the type of activity _____

8) change of the name of the subtype of activity _____

Address of a legal entity

(country - for a foreign legal entity, postal code, region, city, district, locality, street name, house / building number (stationary room)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room)

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them;

the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

Manager _____

(signature) (surname, name, patronymic (if any))

Date of filling: " __ " _____ 20__

_____ ¹⁰The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 6 to the Rules
for provision of a public service
"issuance of a license for the development

of the means of cryptographic protection
of information", approved by the order
of the Chairman of the National Security
Committee of the Republic of Kazakhstan

dated " __ " _____ 2022 № ____

Form

Application of an individual to renew the license

To _____

(full name of the licensor)

From _____

11

(surname, name, patronymic (if any) of an individual, individual identification number)

I ask to reissue the license and (or) annex (s) to the license (specify as necessary)

№ _____ dated _____ 20__, issued

(number(s) of the license and (or) annex(es) to the license, date of issue, name of

the licensor, issued the license and (or) annex(es) to engage in

(full name of the type of activity and (or) subtype(s) of activity)

in accordance with the following ground(s) (indcate X in the relevant box)):

1) change of surname, name, patronymic (if any) of an individual - licensee

2) re-registration of an individual entrepreneur - licensee, change of its name

3) re-registration of an individual entrepreneur - licensee, change of its lega address

4) alienation by the licensee of the license issued under the class "permits issued to objects",

together with the object in favor of third parties in cases where alienation of the license is provided for by Annex 1 to the Law of the Republic of Kazakhstan

"On permissions and notifications"

5) change of the address of the location of the object without its physical movement for a license issued under the class "permits issued to objects" or for annexes to a license indicating objects

6) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan

7) change of the name of the type of activity

8) change of the name of the subtype of activity

Residence address of an individual

(postal code, region, city, district, locality, street name, house / building number)

E-mail

Phones

Fax

Bank account

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room))

document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them; the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant

agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20__

¹¹The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 3
to the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated May 6, 2020 № 34/ке

Rules for provision of a public service "Issuance of a license for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities"

Footnote. The Rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication).

Chapter 1. General provisions

1. These Rules for provision of a public service "Issuance of a license for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of a public service "Issuance of a license for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities" (hereinafter referred to as the public service).

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches or representative offices of a legal entity, licensees), who applied to the service provider for licensing (hereinafter referred to as the service recipient).

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter

referred to as the portal) electronic copies of the documents specified in subparagraph 1) of paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. An application for issuance of a license for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities (hereinafter referred to as the license), is considered within 15 working days from the date of its registration.

The service provider, within two working days from the date of receipt of the service recipient's documents for the issuance of a license, verifies the completeness of the submitted documents.

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, about the license, about payment of the license fee (in case of payment through the payment gateway of "electronic government"), contained in state information systems, independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, the service provider within the established period sends to the "personal account" of the service recipient in the form of an electronic document signed with the electronic digital signature of the authorized person of the service provider, a reasoned refusal to further consider the application.

If a full package of documents is provided, the service provider within 10 working days checks the compliance of the service recipient with the qualification requirements, established by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated January 30, 2015 № 4 "On approval of qualification requirements and the list of documents, confirming compliance with them, to engage in activities in the field of ensuring information security and special technical means intended for operational-search activities" (registered in the Register of State Registration of Regulatory Legal Acts under № 10473) (hereinafter referred to as the qualification requirements).

In this case, the service provider carries out preventive control with a visit to the service recipient to check:

- 1) original documents;
- 2) specially designated premise;
- 3) availability of a minimum set of search means.

After carrying out preventive control with a visit to the service recipient, the service provider assesses the level of knowledge of the declared specialists based on the results of

passing the qualification test for a subtype of activities for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities.

Passing the qualifying test for subtypes of activities for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities, within the framework of the activity of the operational center of information security or the information incident response service is not required.

Based on the results of checking the compliance of the service recipient with the qualification requirements the service provider within 3 working days prepares in the form of an electronic document, signed with an electronic digital signature of the authorized person of the service provider, license or notifies the service recipient of a preliminary decision to refuse to issue a license, as well as the time and place (method) of the hearing to allow the service recipient to express their position on the preliminary decision.

Notice of the hearing is sent at least 3 working days before the end of the period for the provision of the public service. The hearing is conducted no later than 2 working days from the date of the notice.

Based on the results of the hearing, the service provider issues a license or a reasoned refusal to issue a license on the basis provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the service recipient's "personal account" on the portal.

5. The license is subject to renewal in the following cases:

- 1) change of surname, name, patronymic (if any) of the individual licensee;
- 2) re-registration of an individual entrepreneur-licensee, change of its name or legal address;
- 3) reorganization of the legal entity-licensee in accordance with the procedure determined by Article 34 of the Law of the Republic of Kazakhstan "On permissions and notifications";
- 4) change of the name and (or) location of the legal entity-licensee;
- 5) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan.

An application for renewal of the license must be submitted by the service recipient within thirty calendar days from the date of occurrence of the changes that served as the basis for the renewal of the license.

When reissuing a license, the service recipient sends to the service provider through the portal electronic copies of documents necessary for the provision of public services in accordance with subparagraph 2) of paragraph 8 of the Requirements to provision of a public service.

An application for renewal of a license is considered within 3 working days from the date of its registration.

The service provider shall check the completeness of the submitted documents and the changes that served as the basis for reissuing the license within 2 working days from the date of receipt of the applicant's documents.

Based on the results of checking the completeness of the submitted documents and the changes that served as the basis for reissuing the license, the service provider shall, within 1 working day, prepare in the form of an electronic document signed by the electronic digital signature of the authorized person of the service provider, a reissued license or a reasoned refusal to issue a license on the basis provided for in paragraph 9 of the Requirements for the provision of public services, and send it to the service recipient's "personal account" on the portal.

Footnote. Paragraph 5 as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 07.08.2024 № 111/ке (shall come into effect upon expiry of sixty calendar days after the date of its first official publication).

6. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

7. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

8. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with subparagraph 2) of Article 25 of the Law of the Republic of Kazakhstan "On public services" is subject to consideration within five working days from the date of its registration.

9. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

Annex 1 to the
Rules for provision
of a public service
"Issuance of a license for
the provision of services
to identify technical channels
of information leakage and
special technical means intended
for operational-search activities",
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated "___" _____ 2022 №. ____

List of basic requirements to provision of a public service "Issuance of a license for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities"

1.	Name of the service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of the application and issuance of the result of the provision of a public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.	Term for provision of a public service	1) when issuing a license - within 15 working days; 2) when reissuing a license - within 3 working days
4.	Form of provision of a public service	Electronic (partially automated)
5.	Result of provision of a public service	Issuance of a license, reissuance of a license for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities, or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider.

		The form of providing the result of provision of public service: electronic
6.	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	<p>The public service is provided on a paid basis to individual and legal entities.</p> <p>For the provision of a public service, a license fee is charged for the right to engage in certain types of activities in accordance with Article 554 of the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget (Tax Code)", which amounts to: 1) for issuance of a license - 20 monthly calculation indices; 2) for reissuance of a license - 2 monthly calculation indices. Payment is made in cash and non-cash forms through second-tier banks and organizations carrying out certain types of banking operations. Payment can be made through the payment gateway of "electronic government"</p>
7.	Work schedule of the service provider and the objects of information	<p>1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan; 2) the portal – around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of provision of public services are issued on the next working day). The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz</p>
		<p>1) to obtain a license: an application of a legal entity in the form of an electronic document certified by the electronic digital signature of the service recipient in the form in accordance with Annex 2 to these Rules or an application of an individual in the form of an</p>

8.

List of documents and information, required from service recipient for provision of a public service

electronic document certified by the electronic digital signature of the service recipient, in the form according to Annex 3 to these Rules; information confirming payment of the license fee to the budget, except for cases of payment through the payment gateway of “electronic government”; electronic form of information on compliance of the service recipient with qualification requirements to engage in activities for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities, in the form according to Annex 4 to these Rules или electronic form of information on compliance of the service recipient with qualification requirements to engage in activities for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities, within the activities of the operational center of information security or the information security incident response service, in the form, according to Annex 5 to these Rules;

2) to renew the license: an application of a legal entity in the form of an electronic document certified by the electronic digital signature of the service recipient in the form in accordance with Annex 6 to these Rules or an application of an individual in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form according to Annex 7 to these Rules; information confirming payment of the license fee to the budget, except for cases of payment through the payment gateway of “electronic government”; electronic copies of documents containing information about the changes that served as the basis to renew the license, except for

		documents, information from which is contained in state information systems
9	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining a license, and (or) the data (information) contained therein;</p> <p>2) the license fee has not been paid;</p> <p>3) non-compliance of the service recipient and (or) the submitted data and information necessary for provision of public services with qualification requirements;</p> <p>4) in relation to the service recipient there is a court decision (verdict) that has entered into legal force on suspension or prohibition of activities or certain types of activities subject to licensing;5)) on the basis of the recommendation of the enforcement agent, the court temporarily prohibited to issue a license to the service recipient-debtor. When reorganizing a legal entity-licensee in the form of division:1) failure to submit or improper execution of the documents specified in subparagraph 2) of paragraph 8 of the Requirements to provision of a public service;2) non-compliance of the service recipient with the qualification requirements;</p> <p>3) if earlier the license and (or) annex to the license were reissued to another legal entity from among those newly emerged as a result of the division of legal entities-licensees</p>
10	Other requirements, taking into account the specifics of provision of a public service	The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature. The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode on the portal in the “personal account” of the service recipient, as well as by

	calling the service provider and the Unified Contact Center for the provision of public services. Contact phones of the service provider regarding the issues of the provision of a public service: 8 (7172) 76-49-49
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Annex 2 to the
Rules for provision
of a public service
"Issuance of a license for
the provision of services
to identify technical channels
of information leakage and
special technical means intended
for operational-search activities",
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 №. __

Form

Application of a legal entity to obtain a license

To _____

— (full name of the licensor)

from _____

12

— (full name, location, business identification number of a legal entity (including a foreign legal entity),

business identification number of a branch or representative office of a foreign legal entity – in the absence of a business identification number of the legal entity)

I ask to issue a license and (or) annex to the license (specify as required) to implement

_____ (indicate the full name of the type of activity and (or) subtype (s) of the activity)

Legal entity address _____

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room))

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them;

the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal

data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

Manager _____

(signature) (surname, name, patronymic (if any))

Date of filling: " __ " _____ 20__

¹²The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 3 to the
Rules for provision
of a public service
"Issuance of a license for
the provision of services
to identify technical channels
of information leakage and
special technical means intended
for operational-search activities",
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 №. __

Form

Application of an individual to obtain a license

To _____

(full name of the licensor)

from _____

(surname, name, patronymic (if any) of an individual, individual identification number)

I ask to issue a license and (or) an Annex to the license to engage in

(indicate the full name of the type of activity and (or) subtype (s) of the activity)

Residence address of an individual

(postal code, region, city, district, locality, street name, house / building number)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room))

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them;

the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20__

¹³The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 4 to the
Rules for provision
of a public service
"Issuance of a license for
the provision of services
to identify technical channels
of information leakage and
special technical means intended
for operational-search activities",
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated "___" _____ 2022 №.____

Form

Form of information on compliance of the service recipient with qualification Requirements for engaging in activities for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities

1. Information about the service recipient

_____^{14.}
(surname, name, patronymic (if any) of an individual, individual identification number, date and number of issue of the certificate/certificate of state registration/re-registration of a legal entity)

2. Information about the declared specialist (s) who have higher technical education

(indicate specialty and qualification, as well as the number, date and place of issue of the diploma(s)), name of educational institution, attaching a copy(ies) of the diploma(s)

3. Information about availability of the minimum set of search technical means

(indicate the details of the letter of the service recipient with the attachment of documents confirming

availability of these means on the ownership right: registration number and date)

4. Information on availability of a specially allocated premise

(indicate the details of documents confirming ownership right or other legal

grounds as well as an agreement(s) on provision of services of the security and

fire alarm automated systems with specialized organization (s):
registration _____

numbers and dates, as well as names of relevant organizations attaching a copy (ies) of _____ document(s)

Note: assessment of the level of knowledge of the declared persons is carried out based on the results of the qualification test for the declared type of activity. The list of questions

or the qualifying test is established by the service provider. The qualification test is submitted

to the service provider's department at the place of activity of the service recipient.

¹⁴The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 5 to the
Rules for provision
of a public service
"Issuance of a license for
the provision of services
to identify technical channels
of information leakage and
special technical means intended
for operational-search activities",
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 №. __

Form

Form of information on compliance of the service recipient with qualification requirements for engaging in activities for the provision of services to identify technical channels of information leakage and special technical means intended for operational-search activities, within the activities of the operational center of information security or the information security incident response service

1. Information about the service recipient

_____,
(surname, name, patronymic (if any) of an individual, individual identification number,
date and number of issue of the certificate/certificate of state registration/re-registration of
a legal entity)

2. Information about the declared specialist(s) who has a higher or professional technical
education, who has undergone retraining and advanced training in information security
areas

(indicate the specialty, qualification, direction, as well as the number, date and place of
issue of the diploma

(s), certificates, certificates and (or) acknowledgements, name of educational institution,

training center, organization, attaching a copy(s) of supporting document(s))

3. Information about availability of a minimum set of search means

(indicate the details of documents confirming the availability of the specified funds
on the ownership right _____

or other legal basis: registration number and date, attaching a copy(ies) of the document(s)

4. Information on availability of a specially allocated premise

(indicate the details of documents confirming ownership or other legal

ground as well as an agreement(s) on provision of services of security and fire

alarm automated systems with specialized organization(s): name of the document,

registration number and date, as well as names of relevant organizations, attaching a copy(ies) of document(s)

¹⁵The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 6 to the
Rules for provision
of a public service
"Issuance of a license for
the provision of services
to identify technical channels
of information leakage and
special technical means intended
for operational-search activities",
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " __ " _____ 2022 №. __

Form

Application of a legal entity to renew the license

To _____
(full name of the licensor)
from _____

16

— (full name, location, business identification number of a legal entity (including a foreign legal entity),

business identification number of a branch or representative office of a foreign legal entity – in the absence of a business identification number of the legal entity)

I ask to reissue the license and (or) annex(es) to the license (specify as necessary)

№ _____ dated " __ " _____ 20____, issued

(number(s) of the license and (or) annex(s) to the license, date of issue, name of the licensor
who issued the license and (or) annex(s) to the license)

To engage in _____
(full name of the type of activity and (or) subtype(s) of activity) in accordance with the following ground(s) (indcate X in the relevant box)):

1) reorganization of the legal entity-licensee in accordance with the procedure determined by Article 34 of the Law of the Republic of Kazakhstan "On permissions and notifications

"

through (indcate X in the relevant box)):

merger ___ reorganization ___ accession ___ spin-off ___ division ___

2) change of the name of a legal entity- licensee _____

3) change of the location of a legal entity- licensee _____

4) alienation by the licensee of the license issued under the class "permits issued to objects",

together with the object in favor of third parties in cases where alienation of the license is provided for by Annex 1 to the Law of the Republic of Kazakhstan "On permissions and

notifications" _____

5) change of the address of the location of the object without its physical movement for a license issued under the class "permits issued to objects" or for annexes to a license indicating objects _____

6) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan

7) change of the name of the type of activity _____

8) change of the name of the subtype of activity _____

Legal entity address _____

(country - for a foreign legal entity, postal code, region, city, district, locality, street name, house / building number (stationary room)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room)

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them; the

court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

Manager _____

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20__

¹⁶The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 7 to the
Rules for provision
of a public service
"Issuance of a license for
the provision of services
to identify technical channels
of information leakage and
special technical means intended
for operational-search activities",
approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated "___" _____ 2022 №.____

Form

Application of an individual to renew the license

To _____

(full name of the licensor)

from _____

17

(surname, name, patronymic (if any) of an individual, individual identification number)

I ask to reissue the license and (or) annex (s) to the license (specify as necessary)

№ _____ dated _____ 20__, issued

(number(s) of the license and (or) annex(es) to the license, date of issue, name of licensor, _____

who issued the license and (or) annex(s) to the license) to engage in

(full name of the type of activity and (or) subtype(s) of activity)

in accordance with the following ground(s) (indicate X in the relevant box)):

1) change of surname, name, patronymic (if any) of an individual - licensee

2) re-registration of an individual entrepreneur - licensee, change of its name

3) re-registration of an individual entrepreneur - licensee, change of its legal address

4) alienation by the licensee of the license issued under the class "permits issued to objects",

together with the object in favor of third parties in cases where alienation of the license is provided for by Annex 1 to the Law of the Republic of Kazakhstan "On permissions and

notifications"

5) change of the address of the location of the object without its physical movement for a license issued under the class "permits issued to objects" or for annexes to a license indicating objects

6) presence of a requirement for re-registration in the laws of the Republic of Kazakhstan

7) change of the name of the type of activity

8) change of the name of the subtype of activity

Residence address of an individual

(postal code, region, city, district, locality, street name, house / building number)

E-mail

Phones

Fax

Bank account

(account number, name and location of the bank)

Address of the object of the activity or actions (operations)

(postal code, region, city, district, locality, street name, house / building number (stationary room))

document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a license and (or) annexes to the license may be sent to them; the court does not prohibit the applicant to engage in a licensed type and (or) subtype of activity;

all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a license and (or) annex to the license.

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20__

¹⁷The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 4
to the order of the
Chairman of the National
Security Committee
of the Republic of Kazakhstan
dated May 6, 2020 № 34/ке

Rules for provision of a public service

"Issuance of a conclusion (permit) for import, export and transit of special technical means, intended for secretly obtaining information, to which non-tariff regulation measures in trade with third countries are applied"

Footnote. The Rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication).

Chapter 1. General provisions

1. These Rules for provision of a public service "Issuance of a conclusion (permit) for import, export and transit of special technical means, intended for secretly obtaining information, to which non-tariff regulation measures in trade with third countries are applied" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of a public service "Issuance of a conclusion (permit) for import, export and transit of special technical means, intended for secretly obtaining information, to which non-tariff regulation measures in trade with third countries are applied" (hereinafter referred to as the public service).

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches or representative offices of a legal entity, licensees), who have applied to the service provider to go through the licensing procedure (hereinafter referred to as the service recipient)

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter referred to as the portal) electronic copies of documents, specified in paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. Application for the issuance of a conclusion (permit) for the import, export and transit of special technical means intended for secretly obtaining information, to which non-tariff regulation measures in trade with third countries are applied (hereinafter referred to as the permit), are considered within 8 working days from the date of its registration.

The service provider, within 5 working days from the date of receipt of the application for the issuance of a permit, checks the completeness of the submitted documents, and, if necessary, sends a notification to the service recipient's "personal account" about the provision of a sample of a special technical equipment.

The term for providing samples of special technical means is 5 calendar days from the date of receipt of the notification in the "personal account" of the service recipient. This period is not included into the Term for provision of a public service.

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, about a license to engage in activities for the development, production, repair and sale of special technical means intended for conducting operational investigative activities, contained in state information systems independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, within the specified period, the service provider sends the service recipient to the "personal account" in the form of an electronic document certified by an electronic digital signature of an authorized person of the service provider, a reasoned refusal to further consider the application.

If a full package of documents and the samples of special technical means (if necessary) are provided, the service provider within 3 working days prepares in the form of an electronic document, signed with an electronic digital signature of the authorized person of the service provider, a permit in the form, according to Annex 2 to these Rules or notifies the service recipient of a preliminary decision to refuse to issue a permit, as well as the time and place (method) of the hearing to allow the service recipient to express their position on the preliminary decision.

Notice of the hearing is sent at least 3 working days before the end of the period for the provision of the public service. The hearing is conducted no later than 2 working days from the date of the notice.

Based on the results of the hearing, the service provider issues a permit or a reasoned refusal to issue a permit on the basis provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the service recipient's "personal account" on the portal.

5. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

6. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

7. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with subparagraph 2) of Article 25 of the Law of the Republic of Kazakhstan "On public services" is subject to consideration within five working days from the date of its registration.

8. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

Annex 1
to the Rules for provision of a public
service
"Issuance of a conclusion (permit) for
import,
export and transit of special technical
means,
intended for secretly obtaining

information,
to which non-tariff regulation measures in
trade
with third countries are applied",
approved by the
order of the Chairman of the National
Security
Committee of the Republic of Kazakhstan
dated " _ " _ 2022 №. _

List of basic requirements to provision of a public service "Issuance of a conclusion (permit) for import, export and transit of special technical means, intended for secretly obtaining information, to which non-tariff regulation measures in trade with third countries are applied"

1.	Name of the service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of the application and issuance of the result of the provision of a public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.	Term for provision of a public service	8 working days. The term for providing samples of special technical equipment is 5 calendar days from the date of receipt of the notification in the "personal account" of the service recipient. This period is not included into the Term for provision of a public service
4.	Form of provision of a public service	Electronic (partially automated)
5.	Result of provision of a public service	Issuance of a conclusion (permit) for import, export and transit of special technical means, intended for secretly obtaining information, to which non-tariff regulation measures in trade with third countries are applied, in the form, according to Annex 2 to these Rules or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider. The form of providing the result of provision of public service: electronic
	Amount of payment charged from the service recipient when rendering a public service, and methods of	

6.	collecting it in cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided free of charge
7.	Work schedule of the service provider and the objects of information	<p>1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan;</p> <p>2) the portal –around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of provision of public services are issued on the next working day).</p> <p>The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz</p>
8.	List of documents and information, required from service recipient for provision of a public service	<p>1) application in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form, according to Annex 3 to these Rules;</p> <p>2) an electronic copy of a foreign trade agreement (contract), annex and (or) addition to it, and (or) an electronic copy of another document confirming the intentions of the parties;</p> <p>3) electronic copy of technical documentation for special technical means.</p> <p>If it is necessary to provide samples of special technical means (at the request of the service provider), the service provider sends a corresponding notification to the service recipient to the “personal account” in the form of an electronic document, signed with an electronic digital signature of the authorized person of the service provider.</p>
		1) establishing the unreliability of documents submitted by the service

9.	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	<p>recipient to receive a public service, and (or) the data (information) contained therein;</p> <p>2) non-compliance of the service recipient and (or) the presented materials, objects, data and information necessary for the provision of public services with the requirements established by the Decision of the Board of the Eurasian Economic Commission dated April 21, 2015 № 30 "On non-tariff regulation measures";</p> <p>3) in relation to the service recipient there is a court decision (sentence) that has entered into legal force on the prohibition of activities or certain types of activities requiring the receipt of public services;</p> <p>4) in relation to the service recipient there is a court decision that has entered into legal force, on the basis of which the service recipient is deprived of a special right related to receiving a public service;</p> <p>5) if there are grounds confirming that the import or export of special technical means intended for operation-search activities may harm national security</p>
10.	Other requirements, taking into account the specifics of provision of a public service	<p>The powers of the representative of the service recipient must be formalized in accordance with the civil legislation of the Republic of Kazakhstan.</p> <p>The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature.</p> <p>The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode on the portal in the “personal account” of the service recipient, as well as by calling the service provider and the Unified Contact Center for the provision of public services.</p> <p>Contact phones of the service provider regarding the issues of the</p>

provision of a public service: 8 (7172) 76-49-49

Annex 2
to the Rules for provision of a public
service
"Issuance of a conclusion (permit) for
import,
export and transit of special technical
means,
intended for secretly obtaining
information,
to which non-tariff regulation measures in
trade
with third countries are applied",
approved by the
order of the Chairman of the National
Security
Committee of the Republic of Kazakhstan
dated "___" _____ 2022 №. ___

Form

Conclusion (permit) for the import, export and transit of special technical means intended for secretly obtaining information, to which non-tariff regulation measures in trade with third countries are applied

(full name of the service provider)

Issued to _____

—
(full name or surname, name, patronymic (if any) of the service recipient)

on the basis of an application № KZ_____ dated "___" _____ 20__

Movement type _____

(indicate the movement type of goods: import, export, temporary import, temporary export, transit)

(Section of the Unified List)

(Code of the Unified Commodity Nomenclature of Foreign Economic Activity of the Eurasian Economic Union)

Name of goods	Model	Quantity	Measuring unit
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Recipient/Sender

(provide full legal name and full address of the partner organization.

At that _____

the recipient is the person who receives from the service recipient the rights to product,

and as the sender - the person transferring such rights to the service recipient)

Country of destination / departure

(specify the name of the country of final destination and departure)

Purpose of import / export

(indicate the purpose of import, export, temporary import, temporary export of goods)

Term of temporary import / export

(in case of temporary import / export, indicate the date of completion of the obligations under)

Grounds

(indicate the documents and their details, which are the basis for provision of public service - foreign trade agreement (contract), annex and (or) addendum to it, and (or) another

document confirming the intentions of the parties)

Additional information

Country of transit

(Transit through the territory)

The conclusion is valid until _____

Authorized person _____

(position, surname, name, patronymic (if any) (signature)

Date of issue " ____ " _____ 20 ____

Annex 3
to the Rules for provision of a public
service
"Issuance of a conclusion (permit) for
import,
export and transit of special technical
means,
intended for secretly obtaining
information,
to which non-tariff regulation measures in
trade
with third countries are applied",
approved by the
order of the Chairman of the National

Form

To _____

— (full name of the service provider)

from _____

_____ (full name or surname, name, patronymic (if any) of the service recipient)

Application

I ask to issue a conclusion (a permit) for)

for _____

(indicate the kind of movement of goods: import, export, temporary import, temporary export,

transit) of the following special technical means:

Item №	Product name indicating its composition	Model	Manufactory number	Serial number	Quantity	Code of the unified Commodity nomenclature of external economic activity of the Eurasian Economic Union from section 2.17 of the Unified list
1.						

Individual identification number / business identification number of the service recipient

_____ Legal address of the service recipient

_____ (postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

The actual address of the service recipient

_____ (postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

Phones, fax, e-mail of the service recipient _____

Recipient/sender

(provide full legal name and full address of the partner organization. At that the recipient is the person who receives from the service recipient the rights to product, and as the sender - the person transferring such rights to the service recipient)

Country of destination / departure

(specify the name of the country of final destination and departure)

Country of transit

(in case of transit, indicate the name of a member state of the Eurasian Economic Union through which the transit will be carried out)

Purpose of import / export

(indicate the purpose of import, export, temporary import, temporary export of goods)

Term of temporary import / export

(in case of temporary import / export, indicate the date of completion of the obligations under)

Grounds _____

(indicate the documents and their details, which are the basis for provision of public service - foreign trade agreement (contract), annex and (or) addendum to it, and (or) another

document confirming the intentions of the parties)

Additional information

(indicate additional information, clarifying the information of other lines of the application,

If necessary, _____

Details of the previously issued conclusion (permit)

for import and export of special technical means, as well as information about the cost

of the product and attached documents, including about photographic images of the product)

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information regarding

the provision of the public service may be sent to them; all attached documents are true and valid;

the applicant agrees to the use of personal data of limited access, constituting a secret protected

by law, contained in information systems, in the provision of the public service.

Authorized person

(signature) (surname, name, patronymic (if any))

Date of filling " ____ " _____ 20 ____

Contact person of the service recipient:

(indicate the surname and initials, telephone number, email of the person-performer of the service recipient)

Annex 5 to the order
of the Chairman of the National
Security Committee
of the Republic of Kazakhstan
dated May 6, 2020 № 34/ке

Rules

for provision of a public service "Issuance of a conclusion permit) for import, export and transit of encryption (cryptographic) means, to which non-tariff regulation measures in trade with third countries are applied"

Footnote. The Rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication)

Chapter 1. General provisions

1. These Rules for provision of a public service "Issuance of a conclusion permit) for import, export and transit of encryption (cryptographic) means, to which non-tariff regulation measures in trade with third countries are applied" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of a public service "Issuance of a conclusion permit) for import, export and transit of encryption (cryptographic) means, to which non-tariff regulation measures in trade with third countries are applied" (hereinafter referred to as the public service).

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches or representative offices of a legal entity, licensees, holders of the permit of the

second category), who have applied to the service provider to go through the licensing procedure (hereinafter referred to as the service recipient).

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter referred to as the portal) electronic copies of documents, specified in paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. Application for issuance of a conclusion permit) for import, export and transit of encryption (cryptographic) means, to which non-tariff regulation measures in trade with third countries are applied (hereinafter referred to as the permit) is considered within 8 working days from the date of its registration.

The service provider, within 5 working days from the moment of receiving the application for issuance of a permit, checks the completeness of the submitted documents, and, if necessary, sends a notification to the service recipient's "personal account" about the provision of a sample encryption tool.

The term for providing a sample encryption tool is 5 calendar days from the date of receipt of the notification in the "personal account" of the service recipient. This period is not included in the Term for provision of a public service.

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, about a license to engage in activities to develop cryptographic information security tools, contained in state information systems, independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, within the specified period, the service provider sends the service recipient to the "personal account" in the form of an electronic document certified by an electronic digital signature of an authorized person of the service provider, a reasoned refusal to further consider the application.

If a full package of documents and a sample of an encryption means (if necessary) are provided, the service provider within 3 working days prepares in the form of an electronic document, signed with an electronic digital signature of the authorized person of the service provider, a permit in the form, according to Annex 2 to these Rules or notifies the service recipient of a preliminary decision to refuse to issue a permit, as well as the time and place (method) of the hearing to allow the service recipient to express their position on the preliminary decision.

Notice of the hearing is sent at least 3 working days before the end of the period for the provision of the public service. The hearing is conducted no later than 2 working days from the date of the notice.

Based on the results of the hearing, the service provider issues a permit or a reasoned refusal to issue a permit on the basis provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the service recipient's "personal account" on the portal.

5. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

6. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider, to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

7. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with subparagraph 2) of Article 25 of the Law of the Republic of Kazakhstan "On public services" is subject to consideration within five working days from the date of its registration.

8. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

import,
export and transit of encryption (cryptographic)
means, to which non-tariff regulation measures
in trade with third countries are applied,
approved
by the order of the Chairman of the
National
Security Committee of the Republic of
Kazakhstan
dated " " 2022 №

List of basic requirements to provision of a public service "Issuance of a conclusion permit) for import, export and transit of encryption (cryptographic) means, to which non-tariff regulation measures in trade with third countries are applied"

1.	Name of the service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of the application and issuance of the result of the provision of a public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.	Term for provision of a public service	8 working days. The term for providing samples of encryption (cryptographic) tools is 5 calendar days from the date of receipt of the notification in the "personal account" of the service recipient. This period is not included in the Term for provision of a public service
4.	Form of provision of a public service	Electronic (partially automated)
5.	Result of provision of a public service	Issuance of a conclusion permit) for import, export and transit of encryption (cryptographic) means, to which non-tariff regulation measures in trade with third countries are applied, in the form, according to Annex 2 to these Rules, or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider. The form of providing the result of provision of public service: electronic
	Amount of payment charged from the service recipient when rendering	

6.	a public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided free of charge
7.	Work schedule of the service provider and the objects of information	1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan; 2) the portal –around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of the provision of a public service are issued on the next working day). The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz
8.	List of documents and information, required from service recipient for provision of a public service	1) application in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form, according to Annex 3 to these Rules; 2) an electronic copy of the technical documentation for the encryption means. Providing source codes is optional. The refusal of the service recipient to provide the source codes is not in itself grounds for refusal on the application; 3) an electronic copy of a foreign trade agreement (contract), annex and (or) addition to it, and (or) an electronic copy of another document confirming the intentions of the parties. If it is necessary to provide a sample of the encryption means (at the request of the service provider for scientific and technical expertise), the service provider sends a corresponding notification to the "personal account" of the service recipient in the form of an electronic document signed with the electronic digital signature of the authorized person of the service provider

9.	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining the public service, and (or) the data (information) contained therein;2) non-compliance of the service recipient and (or) the submitted materials, objects, data and information with the requirements necessary for the provision of public service established by the Decision of the Board of the Eurasian Economic Commission dated April 21, 2015 № 30 "On measures of non-tariff regulation ";3) in relation to the service recipient, there is a court decision (verdict) that has entered into legal force on prohibition of activities or certain types of activities requiring the receipt of public service;4) in relation to the service recipient there is a court decision that has entered into legal force, on the basis of which the service recipient is deprived of a special right related to the receipt of public service
10.	Other requirements, taking into account the specifics of provision of a public service	The powers of the representative of the service recipient must be formalized in accordance with the civil legislation of the Republic of Kazakhstan.The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature.The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode on the portal in the “personal account” of the service recipient, as well as by calling the service provider and the Unified Contact Center for provision of a public service: 8 (7172) 76-49-49

Annex 2
to the Rules for provision of a public service
"Issuance of a conclusion permit) for import,
export and transit of encryption (cryptographic)
means, to which non-tariff regulation

measures
in trade with third countries are applied,
approved
by the order of the Chairman of the
National
Security Committee of the Republic of
Kazakhstan
dated " __ " ____ 2022 № ____

Form

Conclusion (permit) for import, export and transit of encryption (cryptographic) means, to which non-tariff regulation measures in trade with third countries are applied

(full name of the service provider)

Issued to _____

—
(full name or surname, name, patronymic (if any), legal address of the service recipient)
on the basis of an application № KZ _____ dated " __ " _____ 20__

Kind of movement _____

(indicate the kind of movement of goods: import, export, temporary import, temporary export, transit)

(Section of the Unified List) (EAEU Commodity Nomenclature of Foreign Economic Activity)

Name of goods	Model	Quantity	Unit of measurement
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Recipient/sender

(provide full legal name and full address of the partner organization.

At that _____
the recipient is the person who receives from the service recipient the rights to product,

and as the sender - the person transferring such rights to the service recipient)

Country of destination / departure

(specify the name of the country of final destination and departure)

Purpose of import / export

(indicate the purpose of import, export, temporary import, temporary export of goods)

Term of temporary import / export

(in the case of temporary import / export, indicate the date of completion of the obligations

for temporary import or temporary export of goods)

Grounds _____

(indicate the documents and their details, which are the basis for provision of public service - foreign trade agreement (contract), annex and (or) addendum to it, and (or) another

document confirming the intentions of the parties)

Additional information

—

—

—

Country of transit _____

(Transit through the territory)

The conclusion is valid until _____

Authorized person

(position, surname, name, patronymic (if any) (signature)

Date of issue "___" _____ 20__

Annex 3
to the Rules for provision of a public
service
"Issuance of a conclusion permit) for
import,
export and transit of encryption (cryptographic)
means, to which non-tariff regulation
measures
in trade with third countries are applied,
approved
by the order of the Chairman of the
National
Security Committee of the Republic of
Kazakhstan
dated "___" _____ 2022 № ____

Form

To _____
(full name of the service provider)

from _____

— (full name or surname, name, patronymic (if any) of the service recipient)

Application

I ask to issue a conclusion (permit) for

_____ (indicate the kind of movement of goods: import, export, temporary import, temporary export, transit) of the following goods, containing encryption (cryptographic) means:

Item №	Product name indicating its composition	Model	Manufacturing number	Serial number	Quantity	Commodity nomenclature of external economic activity of the Eurasian Economic Union from section 2.19 of the Unified list
1.						

Individual identification number / business identification number of the service recipient

— Legal address of the service recipient

— (postal code, country (for a foreign legal entity), region, city, district, locality, street name, house/building number (stationary premises))

The actual address of the service recipient

— (postal code, country (for a foreign legal entity), region, city, district, locality, street name, house/building number (fixed premises))

Phones, fax, e-mail of the service recipient

Recipient/sender

(provide full legal name and full address of the partner organization.

At that the recipient is the person who receives from the service recipient the rights to product,

and as the sender - the person transferring such rights to the service recipient)

Country of destination / departure

— (indicate the name of country of final destination / departure)

Country of transit

— (in case of transit, indicate the name of a member state of the Eurasian Economic Union through

which the transit will be carried out)

Purpose of import / export

— (indicate the purpose of import, export, temporary import, temporary export of goods)

Term of temporary import / export

— (in case of temporary import / export, indicate the date of completion of the obligations under)

Grounds

(indicate the documents and their details, which are the basis for provision of public service - foreign trade agreement (contract), annex and (or) addendum to it, and (or) another

document confirming the intentions of the parties)

Details of the conclusion on the technical study of the goods for attribution

— (indicate the registration number and the date of issue of the corresponding conclusion, to be

filled in

case of import of encryption means to meet own needs of organizations)

Additional information

— (indicate additional information, specifying

information of other lines of the application, if necessary, details of the previously issued

conclusion (permit) for import and export of encryption (cryptographic) means)

as well as information about the cost of the goods and the attached

documents, including photographic images of goods

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on provision of a public service may be sent to them; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret

protected by law, contained in information systems, in the provision of a public service.

Authorized person

(signature) (surname, name, patronymic (if any))

Date of filling "___" _____ 20__

Contact person of the service recipient:

(indicate the surname and initials, telephone number, email of the person-performer of the service recipient)

Annex 6
to the order of the
Chairman of the National
Security Committee of the
Republic of Kazakhstan
dated May 6, 2020 № 34/ке

Rules for provision of a public service "Issuance of a conclusion on a technical study for classification of goods as means of cryptographic protection of information and special technical means intended for operational-search activities"

Footnote. The Rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication)

Chapter 1. General provisions

1. These Rules for provision of a public service "Issuance of a conclusion on a technical study for classification of goods as means of cryptographic protection of information and special technical means intended for operational-search activities" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of a public service "Issuance of a conclusion on a technical study for classification of goods as means of cryptographic protection of information and special technical means intended for operational-search activities" (hereinafter referred to as the public service).

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches and representative offices of a legal entity), who have applied to the service provider to go through the licensing procedure (hereinafter referred to as the service recipient).

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter referred to as the portal) electronic documents, indicated in paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. The service provider considers the conclusion on a technical study for classification of goods as means of cryptographic protection of information and special technical means intended for operational-search activities (hereinafter referred to as the conclusion), within 5 working days from the date of its registration.

The service provider, within 4 working days from the receipt of the application for the issuance of a conclusion, checks the completeness of the submitted documents, and, if necessary, sends a notification about the provision of a sample of the goods to the "personal account" of the service recipient.

The term for providing a sample of goods is 5 calendar days from the date of receipt of the notification in the "personal account" of the service recipient. The service provider examines a sample of the product within 30 calendar days from the date of its provision. This period is not included in the Term for provision of a public service.

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, contained in state information systems, independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, within the specified period, the service provider sends the service recipient to the “personal account” in the form of an electronic document certified by an electronic digital signature of an authorized person of the service provider, a reasoned refusal to further consider the application

If a full package of documents and samples of goods (if necessary) are provided, the service provider within 1 working day prepares in the form of an electronic document, signed with an electronic digital signature of the authorized person of the service provider, a conclusion in the form, according to Annex 2 to these Rules or notifies of the service recipient on a preliminary decision on refusal to issue a conclusion, as well as the time and place (method) of the hearing to allow the service recipient to express their position on the preliminary decision.

In case of a hearing, the Term for provision of a public service is extended for 2 working days.

The notification on hearing is sent at least 3 working days before the end of the period for providing the public service. The hearing is conducted no later than 2 working days from the date of the notice.

Based on the results of the hearing, the service provider issues an opinion or a reasoned refusal to issue an opinion on the basis provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the service recipient's "personal account" on the portal.

5. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

6. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

7. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with subparagraph 2) of Article 25 of the Law of the Republic of Kazakhstan "On public services" is subject to consideration within five working days from the date of its registration.

8. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

Annex 1
to the Rules for provision of a public
service
"Issuance of a conclusion on a technical
study
for classification of goods as means of
cryptographic
protection of information and special
technical
means intended for operational-search
activities",
approved by the order of the Chairman of
the National
Security Committee of the Republic of
Kazakhstan
dated "___" _____ 2022 № _____

List of basic requirements to provision of a public service "Issuance of a conclusion on a technical study for classification of goods as means of cryptographic protection of information and special technical means intended for operational-search activities"

1.	Name of the service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of the application and issuance of the result of the provision of a public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.	Term for provision of a public service	5 working days. The term for providing a sample of goods is 5 calendar days from the date of receipt of the notification in the "personal account" of the service recipient. The service provider carries out a study of a sample of goods within 30 calendar days from the date of its provision. This period is not included in the Term for provision of a public service

4.	Form of provision of a public service	Electronic (partially automated)
5.	Result of provision of a public service	Issuance of a conclusion on a technical study for classification of goods as means of cryptographic protection of information and special technical means intended for operational-search activities, in the form, according to Annex 2 to these Rules or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the “personal account” of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider. The form of providing the result of provision of public service: electronic
6.	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided free of charge
7.	Work schedule of the service provider and the objects of information	1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan; 2) the portal – around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of provision of public services are issued on the next working day). The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz
		1) application in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form, according to Annex 3 to these Rules;

8.	List of documents and information, required from service recipient for provision of a public service	<p>2) an electronic copy of the technical documentation for the studied product;</p> <p>3) electronic copies of contracts (agreements) for the supply of goods (if any);</p> <p>4) if it is necessary to provide samples of goods (at the request of the service provider, in case of difficulty in making a conclusion), the service provider sends a notification to the "personal account" of the service recipient</p>
9.	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining the public service, and (or) the data (information) contained therein;2) non-compliance of the service recipient and (or) the submitted materials, objects, data and information necessary for provision of a public service with the requirements established by the Decision of the Board of the Eurasian Economic Commission dated April 21, 2015 № 30 "On measures of non-tariff regulation ";3) in relation to the service recipient, there is a court decision (verdict) that has entered into legal force on prohibition of activities or certain types of activities requiring the receipt of public service;4) in relation to the service recipient there is a court decision that has entered into legal force, on the basis of which the service recipient is deprived of a special right related to the receipt of public service</p>
10.	Other requirements, taking into account the specifics of provision of a public service	<p>The powers of the representative of the service recipient must be formalized in accordance with the civil legislation of the Republic of Kazakhstan.The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature.The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode</p>

		on the portal in the “personal account” of the service recipient, as well as by calling the service provider and the Unified Contact Center for provision of a public service: 8 (7172) 76-49-49
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Annex 2
to the Rules for provision of a public service
"Issuance of a conclusion on a technical study
for classification of goods as means of cryptographic
protection of information and special technical
means intended for operational-search activities",
approved by the order of the Chairman of the National
Security Committee of the Republic of Kazakhstan
dated " __ " _____ 2022 № ____

Form

**Conclusion on the technical study on the classification of goods
as cryptographic information protection tools and special technical means
intended for conducting operational investigative activities**

Footnote. Appendix 2 as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 07.08.2024 № 111/ке (shall come into effect upon expiry of sixty calendar days after the date of its first official publication).

Based on the study of technical documentation provided under application № KZ_____ dated “ ____ ” _____ 20__

_____,
(full name or last name, first name, patronymic (if any) of the service recipient) to determine whether the goods are classified as cryptographic information protection tools and special technical means intended for conducting operational investigative activities, the following conclusion was issued:

№	Product name	Model	Code of the Unified Commodity Nomenclature of Foreign Economic Activity of the Eurasian Economic Union	Technical Research Result1

Validity of the conclusion: indefinite

Authorized person _____

(position, last name, first name, patronymic (if any) (signature)

Date of issue "___" _____ 20__

¹ 1) incomplete technical description;

2) the product does not belong to special technical means intended for conducting operational investigative activities, nor to means of cryptographic protection of information;

3) the product is a special technical means intended for conducting operational investigative activities and does not belong to means of cryptographic protection of information.

Annex 3
to the Rules for provision of a public
service
"Issuance of a conclusion on a technical
study
for classification of goods as means of
cryptographic
protection of information and special
technical
means intended for operational-search
activities",
approved by the order of the Chairman of
the National
Security Committee of the Republic of
Kazakhstan
dated "___" _____ 2022 № ____

Form

To _____

(full name of the service provider)

From _____

(full name or surname, name, patronymic (if any) of the service recipient)

Application for a technical study for classification of goods as means of cryptographic protection of information and special technical means intended for operational-search activities

I ask you to conduct a technical study of the following goods for classification as the means of cryptographic protection of information and special technical means intended for operational-search activities:

Item №	Product name indicating its composition	Purpose	Model	Manufacturing , serial number	Quantity	Code of the unified Commodity nomenclature of foreign economic activity of the Eurasian

						Economic Union
1.						

Foreign trade agreement (contract), annex and (or) addendum to it, and (or) another document confirming the intentions of the parties

(indicate the number and date of the conclusion of the relevant document, the number of sheets)

Individual identification number / business identification number of the service recipient _____

Legal address of the service recipient

(postal code, country (for a foreign legal entity), region, city, district, locality, street name, house / building number (stationary premise)

The actual address of the service recipient

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name, house / building number (stationary premise)

Phones, fax, e-mail, official Internet resource (if any) of the service recipient

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on provision of the public service may be sent to them; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems, in the provision of a public service.

Authorized person

(signature) (surname, name, patronymic (if any))

Date of filling "___" _____ 20__

Contact person of the service recipient:

(indicate the surname and initials, telephone number, email of the person-performer of the service recipient)

Rules for provision of a public service "Registration of notifications on characteristics of goods (products) containing encryption (cryptographic) means"

Footnote. The Rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication)

Chapter 1. General provisions

1. These Rules for provision of a public service "Registration of notifications on characteristics of goods (products) containing encryption (cryptographic) means" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of a public service "Registration of notifications on characteristics of goods (products) containing encryption (cryptographic) means" (hereinafter referred to as the public service).

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches and representative offices of a legal entity), who have applied to the service provider to go through the licensing procedure (hereinafter referred to as the service recipient).

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter referred to as the portal) electronic documents, indicated in paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. An application for registration of notifications on characteristics of goods (products) containing encryption (cryptographic) means (hereinafter - notification) is considered within 5 working days from the date of its registration.

If necessary, the service provider sends to the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider, a notification of the need to provide the document provided for in subparagraph 4) of paragraph 8 of the Requirements to provision of a public service. In case of formalization of a notification by the manufacturing organization of a country that is not a member of the Eurasian Economic Union, the service provider sends to

the “personal account” of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider, a notification of the need to provide the document specified in subparagraph 4) of paragraph 8 of the Requirements to provision of a public service. The term for submitting these documents is 3 working days from the moment the service recipient receives the notification. This period is not included in the Term for provision of a public service.

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, contained in state information systems, independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, within the specified period, the service provider sends the service recipient to the “personal account” in the form of an electronic document certified by an electronic digital signature of an authorized person of the service provider, a reasoned refusal to further consider the application

If a full package of documents is provided, the service provider prepares a decision on registration of notification or notifies the service recipient on the preliminary decision on refusal to register the notification, as well as the time and place (method) of the hearing to allow the service recipient to express their position on the preliminary decision.

Notice of the hearing is sent at least 3 working days before the end of the period for the provision of the public service. The hearing is conducted no later than 2 working days from the date of the notice.

Based on the results of the hearing, the service provider prepares a decision on registration of notifications or a reasoned refusal to register notifications on the basis provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the service recipient’s "personal account" on the portal.

5. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

6. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

7. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with subparagraph 2) of Article 25 of the Law of the Republic of Kazakhstan "On public services" is subject to consideration within five working days from the date of its registration.

8. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

Annex 1
to the Rules for registration of
notifications
on characteristics of goods (products)
containing
encryption (cryptographic) means,
approved
by the order of the Chairman of the
National
Security Committee of the Republic of
Kazakhstan
dated "___" _____ 2022 №. ___

List of basic requirements to provision of a public service "Registration of notifications on characteristics of goods (products) containing encryption (cryptographic) means"

1.	Name of the service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of the application and issuance of the result of the provision of a public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.	Term for provision of a public service	5 working days. The term for submitting the documents provided for in subparagraphs 4) and 3) of paragraph 3 of these Rules is 3 working days from the date of receipt of the notification in the "personal account" of the service

		recipient. This period is not included in the Term for provision of a public service
4.	Form of provision of a public service	Electronic (partially automated)
5.	Result of provision of a public service	The service provider's decision to register a notification on the characteristics of goods (products) containing encryption (cryptographic) means, or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider. The form of providing the result of provision of public service: electronic
6.	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided free of charge
7.	Work schedule of the service provider and the objects of information	1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan; 2) the portal – around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of provision of public services are issued on the next working day). The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz
		1) application in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form, according to Annex 2 to these Rules; 2) electronic notification in the form, according to Annex 3 to these Rules

8.

List of documents and information, required from service recipient for provision of a public service

(hereinafter referred to as the notification);3) electronic document of notification in *.xls format. A description of the structure of the notification file submitted to the service provider is given in the Regulations on the import into the customs territory of the Eurasian Economic Union and export from the customs territory of the Eurasian Economic Union of encryption (cryptographic) means, approved by the Decision of the Board of the Eurasian Economic Commission dated April 21, 2015 № 30 "On measures of non-tariff regulation ";4) an electronic copy of a legalized document (apostille, consular legalization), which gives the service recipient the right to act on behalf of the manufacturer. In the case of drawing up the specified document in a foreign language, an electronic copy of the translation into the state or Russian language, certified in the manner prescribed by the legislation of the Republic of Kazakhstan, is also submitted.

If necessary, the service provider sends a notification in the form of an electronic document to the "personal account" of the service recipient about the need to provide the document specified in subparagraph 4) of this paragraph of the Requirements to provision of a public service. In case of formalization of a notification issued by the organization -manufacturer of a country that is not a member state of the Eurasian Economic Union, the service provider sends a notification to the service recipient's "personal account" in the form of an electronic document about the need to provide a document specified in subparagraph 4) of this paragraph of the Requirements to provision of a public service. The term for submitting these documents is 3 working days from the date of receipt of the notification in the "personal account" of the service recipient. This period is not included

		in the Term for provision of a public service. In case of formalization of the notification by the service recipient who is the manufacturing organization of the third country, the notification must be legalized
9.	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining the public service, and (or) the data (information) contained therein;2) non-compliance of the service recipient and (or) the materials, objects, data and information required for the provision of public service with the requirements established by the Decision of the Board of the Eurasian Economic Commission dated April 21, 2015 № 30;3) negative conclusion of expert examination, research or verification ;</p> <p>4) in relation to the service recipient, there is a court decision (verdict) that has entered into legal force on prohibition of activities or certain types of activities requiring the receipt of public service;5) in relation to the service recipient there is a court decision that has entered into legal force, on the basis of which the service recipient is deprived of a special right related to the receipt of public service</p>
10.	Other requirements, taking into account the specifics of provision of public service	<p>The powers of the representative of the service recipient must be formalized in accordance with the civil legislation of the Republic of Kazakhstan. The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature. The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode on the portal in the “personal account” of the service recipient, as well as by calling the service provider and the Unified Contact Center for provision of a public service: 8 (7172) 76-49-49</p>

Annex 2
to the Rules for registration of
notifications
on characteristics of goods (products)
containing
encryption (cryptographic) means,
approved
by the order of the Chairman of the
National
Security Committee of the Republic of
Kazakhstan
dated " ____ " _____ 2022 №. ____

Form

To _____

(full name of the service provider)

from _____

(full name or surname, name, patronymic (if any) of the service recipient)

Application

I ask you to register a notification on the characteristics of goods containing encryption (cryptographic) means.

Name of goods (products) _____

Individual identification number / business identification number of the service recipient

Legal address of the service recipient

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

The actual address of the service recipient

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

Phones, fax, e-mail, official Internet resource (if available) of the service recipient

_____ document (s) attached

It is hereby confirmed that: all specified data are official contacts and any information on provision of public service may be sent to them; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret

protected by law, contained in information systems, in the provision of a public service.

Authorized person

(signature) (surname, name, patronymic (if any))

Date of filling "___" _____ 20__

Annex 3
to the Rules for registration of
notifications
on characteristics of goods (products)
containing
encryption (cryptographic) means,
approved
by the order of the Chairman of the
National
Security Committee of the Republic of
Kazakhstan
dated "___" _____ 2022 №. ____

Form

Registered in the register "___" _____ 20__ №

(signature of the official of the coordinating body) (surname, name, patronymic (if any))

Notification

On characteristics _____
(encryption (cryptographic) means and (or) goods containing them - indicate the required)

1. Name of goods

2. Purpose of goods

3. Information on manufacturer of goods

4. Used cryptographic algorithms (functions) and their purpose:	№ category from Annex № 4
a) _____ _____	<input type="checkbox"/>
b) _____ _____	<input type="checkbox"/>
c) _____ _____	<input type="checkbox"/>

5. The presence in the product of functionality not described in the operational documentation provided to the user

6. The validity period of the notification "___" _____ 20__.

7. Information about the applicant _____

8. Information about the manufacturer's document certifying the authority of the person to issue the notification (if necessary)

9. Date of filling in the notification "___" _____ 20__.

I confirm the accuracy and completeness of the information included in the notification:

Authorized person

(signature) (surname, name, patronymic (if any))

Annex 8 to the order
of the Chairman of the National
Security Committee
of the Republic of Kazakhstan
dated May 6, 2020 № 34/ке

Rules for provision of a public service "Issuance of permit for sale (including other transfer) of the means of cryptographic protection of information"

Footnote. The Rules as amended by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated 11.01.2023 № 1/ке (shall be enforced upon expiry of sixty calendar days after the date of its first official publication)

Chapter 1. General provisions

1. These Rules for provision of a public service "Issuance of permit for sale (including other transfer) of the means of cryptographic protection of information" (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of a public service "Issuance of permit for sale (including other transfer) of the means of cryptographic protection of information" (hereinafter referred to as the public service).

2. The public service is provided by the National Security Committee of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals or legal entities (branches or representative offices of a legal entity, licensees), who have applied to the service provider to go through the licensing procedure (hereinafter referred to as the service recipient).

Chapter 2. Procedure for provision of a public service

3. To receive a public service, the service recipient sends to the service provider through the web portal of the "electronic government" www.egov.kz, www.elicense.kz (hereinafter

referred to as the portal) electronic documents, indicated in paragraph 8 of the List of basic requirements to provision of a public service, according to Annex 1 to these Rules (hereinafter referred to as the Requirements to provision of a public service).

4. An application for the issuance of a permit for sale (including other transfer) of means of cryptographic protection of information (hereinafter referred to as the permit) is considered within 8 working days from the date of its registration.

The service provider, within 5 working days from the date of receipt of the service recipient's application for the issuance of a permit, verifies the accuracy of the documents submitted by the service recipient for obtaining public service and (or) the data (information) contained therein, as well as the compliance of the service recipient with the licensing requirements for sale (including other transfer) of means of cryptographic protection of information, established by the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated December 19, 2018 № 104 / ке "On approval of the Rules for licensing procedures and licensing requirements for issuing a permit for sale (including other transfer) of means of cryptographic protection of information and a list of documents confirming compliance with them" (registered in the Register of State Registration of Regulatory Legal Acts under №17973).

The service provider receives information about identity document, about state registration (re-registration) of a service recipient as a legal entity, as an individual entrepreneur, on payment of a fee for the right to engage in certain types of activities (in case of payment through the “electronic government” payment gateway), contained in state information systems, independently from the relevant state information systems through the gate of "electronic government".

If the fact of incompleteness of the submitted documents is established, as well as there are grounds for the refusal to provide the state service provided for in paragraph 9 of the Requirements to provision of a public service, within the specified period, the service provider sends the service recipient to the “personal account” in the form of an electronic document certified by an electronic digital signature of an authorized person of the service provider, a reasoned refusal to further consider the application.

If a full package of documents is provided, the service provider within 3 working days prepares a permit, in the form of an electronic document, signed with an electronic digital signature of the authorized person of the service provider, or notifies the service recipient on the preliminary decision to refuse to issue the permit, as well as the time and place (method) of the hearing to allow the service recipient to express their position on the preliminary decision.

Notice of the hearing is sent at least 3 working days before the end of the period for the provision of the public service. The hearing is conducted no later than 2 working days from the date of the notice.

Based on the results of the hearing, the service provider issues a permit or a reasoned refusal to issue a permit on the basis provided for in paragraph 9 of the Requirements to provision of a public service, and sends to the service recipient's "personal account" on the portal.

5. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of provision of a public service in accordance with the procedure established by the authorized body in the field of informatization, according to subparagraph 11) of paragraph 2 of Article 5 of the Law.

The service provider ensures that information about changes and (or) additions made to these Rules is sent to the Unified Contact Center and the operator of the information and communication infrastructure of "electronic government" within ten working days from the date of their entry into force.

When providing a public service through the state information system of permits and notifications, data on the stage of its provision is automatically sent to the information system for monitoring the provision of public services.

Chapter 3. Procedure for appealing decisions, actions (inaction) of the service provider and (or) their officials on the issues of provision of a public service

6. A complaint against the decision, action (inaction) of the service provider concerning the provision of public services may be submitted in the name of the head of the service provider to the authorized body for assessment and control over the quality of provision of public services, in accordance with the legislation of the Republic of Kazakhstan.

7. A complaint from a service recipient received by a service provider directly providing a public service, in accordance with subparagraph 2) of Article 25 of the Law of the Republic of Kazakhstan "On public services" is subject to consideration within five working days from the date of its registration.

8. A complaint from a service recipient received by the authorized body for assessment and control over the quality of provision of public services, is subject to consideration within fifteen working days from the date of its registration.

In cases of disagreement with the results of the provision of a public service, the service recipient has the right to apply to the court in the manner prescribed by the legislation of the Republic of Kazakhstan.

Unless otherwise provided by law, an appeal to the court is allowed after a pre-trial appeal

Annex 1 to the Rules
for issuance of permit for sale
(including other transfer) of the means
of cryptographic protection of information

,
approved by the order of the Chairman

List of basic requirements to provision of a public service "Issuance of permit for sale (including other transfer) of the means of cryptographic protection of information"

1.	Name of the service provider	National Security Committee of the Republic of Kazakhstan
2.	Methods of provision of a public service	Acceptance of the application and issuance of the result of the provision of a public service are carried out through the web portal of "electronic government": www.egov.kz , www.elicense.kz
3.	Term for provision of a public service	8 working days
4.	Form of provision of a public service	Electronic (partially automated)
5.	Result of provision of a public service	Issuance of permit for sale (including other transfer) of the means of cryptographic protection of information or a reasoned refusal to provide a public service. The result of provision of a public service is sent and stored in the "personal account" of the service recipient in the form of an electronic document signed with an electronic digital signature of the authorized person of the service provider. The form of providing the result of provision of public service: electronic
6.	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in cases provided for by the legislation of the Republic of Kazakhstan	The public service is provided on a paid basis to individual and legal entities. For the provision of public services, a fee is charged for the right to engage in certain types of activities in accordance with Article 554 of the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget (Tax Code)", which is 9 monthly calculation indices. Payment is made in cash and non-cash through second-tier banks and organizations that carry out certain types of banking operations. Payment can be made through the payment gateway of "electronic government"
		1) the service provider - from Monday to Friday inclusive, from 09:00 to 19:00, with a lunch break from 13:00 to 15:00, except weekends and holidays, in accordance with the

7.	Work schedule of the service provider and the objects of information	labor legislation of the Republic of Kazakhstan;2) the portal –around the clock, with the exception of breaks related to technical work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications are accepted and the results of provision of public services are issued on the next working day).The address of the place of provision of a public service is posted on the official Internet resource of the service provider: www.knb.kz
8.	List of documents and information, required from service recipient for provision of a public service	1) an application of a legal entity in the form of an electronic document certified by the electronic digital signature of the service recipient in the form in accordance with Annex 2 to these Rules or an application of an individual in the form of an electronic document certified by the electronic digital signature of the service recipient, in the form according to Annex 3 to these Rules; 2) an electronic form of information on the compliance of the service recipient with the licensing requirements for engaging in activities for sale (including other transfer) of means of cryptographic protection of information, in the form in accordance with Annex 4 to these Rules;3) information confirming the payment to the budget of the fee for the right to engage in certain types of activities, except for cases of payment through the payment gateway of "electronic government"
9.	Grounds for refusal to provide a public service established by the	1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining the public service, and (or) the data (information) contained therein;2) non-compliance of the service recipient and (or) the submitted data and information necessary for provision of public service with the licensing requirements;3) in relation to the service recipient, there is a court decision (verdict) that has

	legislation of the Republic of Kazakhstan	entered into legal force on prohibition of activities or certain types of activities requiring the receipt of public service;4) in relation to the service recipient there is a court decision that has entered into legal force, on the basis of which the service recipient is deprived of a special right related to the receipt of public service
10.	Other requirements, taking into account the specifics of provision of a public service	The service recipient receives a public service in electronic form through the portal, subject to availability of an electronic digital signature. The service recipient has the opportunity to receive information about the procedure and status of provision of public service in remote access mode on the portal in the "personal account" of the service recipient, as well as by calling the service provider and the Unified Contact Center for provision of a public service: 8 (7172) 76-49-49

Annex 2 to the Rules
for issuance of permit for sale
(including other transfer) of the means
of cryptographic protection of information

approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated " ____ " _____ 2022 № ____

Form

Application of a legal entity for obtaining a permit for sale (including other transfer) of the means of cryptographic protection of information

To _____
(full name of the service recipient)

from _____ 19

(full name, location, business identification number of a legal entity (including a foreign legal entity), business identification number of a branch or representative office of a foreign legal entity - in the absence of a business identification number of the legal entity)

I ask for a permit to carry out activities for sale (including other transfer) of means of cryptographic protection of information.

Legal entity address

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

_____ document (s) attached.

It is hereby confirmed that: all specified data are official contacts and any information on the issue or refusal to issue a permit may be sent to them; the applicant is not prohibited

by the court from engaging in activities or certain types of activities, requiring a permit; all attached documents are true and valid; the applicant agrees to the use of personal data of limited access, constituting a secret protected by law, contained in information systems when issuing a permit.

Manager _____

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20 ____

¹⁹The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 3 to the Rules
for issuance of permit for sale
(including other transfer) of the means
of cryptographic protection of information

approved by the order of the Chairman
of the National Security Committee
of the Republic of Kazakhstan
dated "___" _____ 2022 № ____

Form

Application of an individual for obtaining a permit for sale (including other transfer) of the means of cryptographic protection of information

To _____

(full name of the service recipient)

from _____

20

(surname, name, patronymic (if any) of an individual, individual identification number)

I ask to issue a permit to carry out activities for sale (including other transfer) of means of cryptographic protection of information

Address of the location of an individual _____

(postal code, region, city, district, locality, street name, house / building number (stationary room))

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

_____ document (s) attached.

It is hereby confirmed that: all specified data are official contacts and any information on issue

or refusal to issue a permit may be sent to them; the applicant is not prohibited by the court

from engaging in activities or certain types of activities requiring obtaining permissions; all attached

documents are true and valid; the applicant agrees to the use of personal data of limited access,

constituting a secret protected by law, contained in information systems when issuing a permit.

(signature) (surname, name, patronymic (if any))

Date of filling: "___" _____ 20 ____

²⁰The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 4 to the Rules
for issuance of permit for sale
(including other transfer) of the means
of cryptographic protection of information

approved by the order of the Chairman

Form

Form of information on compliance of the service recipient with licensing requirements for engaging in activities for sale (including other transfer) of the means of cryptographic protection of information

1. Information about the service recipient

_____,
21.
(surname, name, patronymic (if any) of an individual, individual identification number, date and number of issue of the certificate/certificate of state registration/re-registration of a legal entity)

2. Information about the declared specialist (s) who have a higher or secondary vocational education in a technical specialty

(indicate specialty and qualification, as well as the number, date and place of issue of the diploma(s)),

; name of educational institution, attaching a copy(ies) of the diploma(s)

Address of legal entity or individual

(postal code, country (for a foreign legal entity), region, city, district, settlement, street name,

house / building number (stationary premise)

E-mail _____

Phones _____

Fax _____

Bank account _____

(account number, name and location of the bank)

²¹The service provider receives information independently from the relevant state information systems through the gate of "electronic government".

Annex 9 to the order of the
Chairman of National
Security Committee of the
Republic of Kazakhstan
dated "___" _____ 2020 № ____

List of some invalid orders of the Chairman of the National Security Committee of the Republic of Kazakhstan

1. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated April 28, 2015 № 30 "On approval of the public service standards, provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 11360, published on July 9, 2015 in the information- legal system "Adilet").

2. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated May 27, 2015 № 43 "On approval of regulations for public services provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 11509, published on July 14, 2015 in the information- legal system "Adilet").

3. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated July 17, 2017 № 50 ns "On amendments and additions to the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated April 28, 2015 № 30 "On approval of public service standards, provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 15550, published on September 4, 2017 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).

4. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated October 25, 2017 № 98 ns "On amendments to the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated May 27, 2015 № 43 "On approval of regulations for public services provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 15996, published on December 5, 2017 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).

5. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated May 30, 2018 № 44 / ns "On amendments and additions to the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated April 28, 2015 № 30 "On approval of the public service standards, provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 17125, published on July 12, 2018 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).

6. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated August 7, 2018 № 65ns "On amendments to the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated May 27, 2015 № 43 "On approval of regulations for public services provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 17335, published on September 14, 2018 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).

7. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated May 2, 2019 № 28 / қе "On amendments and additions to the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated April 28, 2015 № 30 "On approval of public service standards, provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 18631, published on May 16, 2019 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).

8. Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated June 28, 2019 № 46 / қе "On amendments and additions to the order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated May 27, 2015 № 43 "On approval of regulations for public services, provided by the National Security Committee of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts № 18982, published on July 15, 2019 in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).