



**On approval of the rules for provision of public services in the field of forestry and specially protected natural areas**

*Unofficial translation*

Order of the Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan dated June 15, 2020 No. 143. Registered in the Ministry of Justice of the Republic of Kazakhstan on June 17, 2020 No. 20864

Unofficial translation

In accordance with subparagraph 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" **I HEREBY ORDER:**

1. To approve the attached:

1) Rules for provision of the public service "Coordination of construction sites for objects affecting the condition and reproduction of forests" in accordance with Appendix 1 to this order;

2) Rules for provision of the public service "Coordination of works in the state forest fund , not related to forest management" in accordance with Appendix 2 to this order.

2. The Committee for Forestry and Wildlife of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan, in the manner prescribed by law, 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 Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan after its official publication;

3) within ten working days after the state registration of this order, submission of information to the Department of Legal Service of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan on implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

4. The supervising vice minister of ecology, geology and natural resources of the Republic of Kazakhstan is authorized to control the 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.

*Minister of ecology, geology  
and natural resources of the  
Republic of Kazakhstan*

*M. Mirzagaliyev*

" A G R E E D "

Ministry of national economy of the Republic of Kazakhstan

" A G R E E D "

Ministry of digital development,

## **Rules for provision of public service "Coordination of construction sites for objects affecting the condition and reproduction of forest"**

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

1. The Rules for provision of public service "Coordination of construction sites for objects affecting the condition and reproduction of forest" (hereinafter - the Rules) are developed in accordance with subparagraph 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" (hereinafter – the Law) and determine the procedure for rendering the public service "Coordination of construction sites for objects affecting the condition and reproduction of forest" (hereinafter - the public service).

2. The public service is provided by the Committee for Forestry and Wildlife of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individual and (or) legal entities (hereinafter referred to as the service recipient).

3. These Rules have been developed by the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter - the Ministry).

### **Chapter 2. Procedure for provision of public service**

4. To receive a public service, service recipients submit an application in the form in accordance with Appendix 1 to these Rules through the “electronic government” web portal [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the portal).

The list of basic requirements for provision of public service, including the characteristics of the process, the form, content and result of provision, as well as other information, taking into account the specifics of the provision of public service, are set out in the public service standard "Coordination of construction sites for objects affecting the condition and reproduction of forest" in the form according to Appendix 2 to these Rules.

The list of documents required for provision of public service when the service recipient applies:

1) an application in the form in accordance with Appendix 1 to these Rules in the form of an electronic document certified by the EDS of the service recipient.

2) an electronic copy of the map with a detailed indication of the areas.

The status of acceptance of the request for provision of a public service is sent to the portal to the "personal account" of the service recipient.

The service provider receives information about identity documents, about state registration (re-registration) of a legal entity, about state registration as an individual entrepreneur, or about starting an activity as an individual entrepreneur, about the conduct of a state ecological expertise and state sanitary and epidemiological expertise from the relevant state systems through the gateway of the "electronic government".

If the service recipient applies after 5 p.m. or on weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan dated December 23, 2017 and Article 5 of the Law of the Republic of Kazakhstan dated December 13, 2001 "On holidays in the Republic of Kazakhstan", the application is accepted and the result of provision of a public service is issued on the next working day.

The service provider checks the completeness of the submitted documents on the day of receipt of the documents. If the service recipient submits an incomplete package of documents and (or) expired documents, the service provider refuses to accept the application and sends it in the form of an electronic document to the "personal account" of the service recipient.

If a complete package of documents is submitted, the service provider, within 1 (one) working day from the date of registration, examines them for compliance with the requirements for coordination of construction sites for objects, established by article 53 of the Forest Code of the Republic of Kazakhstan dated July 8, 2003 (hereinafter - the Code) and prepares a letter of coordination of construction sites for objects affecting the condition and reproduction of forests, or a reasoned refusal to provide a public service. The result is sent 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.

5. The service provider refuses to provide a public service on the following grounds:

1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining public service, and (or) the data (information) contained therein;

2) inconsistency of the service recipient and (or) the submitted materials, data and information necessary for provision of public service with the requirements for coordination of construction sites for objects established by Article 53 of the Code.

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 a certain 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 a public service.

A reasoned refusal to provide a public service, signed by the electronic digital signature of the head of the service provider, is sent to the applicant in the form of an electronic document.

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 the manner established by the authorized body in the field of informatization in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law.

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

7. A complaint against the decision, action (inaction) of the service provider on provision of public services can be submitted to 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 Law.

The service recipient's complaint received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) working days from the date of its registration.

The service recipient's complaint received by the authorized body for assessment and control over the quality of provision of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of provision of a public service, the service recipient applies to the court in accordance with subparagraph 6) of paragraph 1 of Article 4 of the Law.

Appendix 1  
to the Rules for provision of  
public service  
“Coordination of construction sites  
for objects affecting the condition  
and reproduction of forests”  
Form

To \_\_\_\_\_  
(full name of the state body)  
from  
\_\_\_\_\_  
(full name of individual or legal  
entity)  
Address of applicant  
\_\_\_\_\_  
(zip code, city, district, region,  
street, house No., telephone)  
Applicant's details \_\_\_\_\_  
(for individuals - IIN, for legal  
entities - BIN)  
License information for project  
activities \_\_\_\_  
\_\_\_\_\_  
(number, date of issue)

## Application

I ask \_\_\_\_\_,  
(purpose of the application)

\_\_\_\_\_  
(name of the construction object)

\_\_\_\_\_  
(name of the site for construction of the object)

with the aim of \_\_\_\_\_

Conclusion of the state ecological expertise: \_\_\_\_\_

(expertise number, date of issue of the expertise)

Conclusion of the state sanitary and epidemiological expertise:

\_\_\_\_\_  
(expertise number, date of issue of the expertise)

Information on approval by the Regional territorial forestry and wildlife inspectorate at the construction site

dated "\_\_\_" \_\_\_\_\_ 20\_\_ No. \_\_\_\_\_

The following is attached to the application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
I agree to the use of information constituting a secret protected by law, contained in information systems.

I confirm the accuracy of the information provided and I am aware of the responsibility for providing false information in accordance with the laws of the Republic of Kazakhstan

\_\_\_\_\_  
(surname, name, patronymic (if any))

Appendix 2  
to the Rules for provision of  
public service  
"Coordination of construction sites  
for objects affecting the condition  
and reproduction of forests"

Public service standard "Coordination of construction sites for objects affecting the condition and reproduction of forest"		
1	Service provider name	Committee of Forestry and Wildlife of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter - the service provider)
2	Methods of provision of a public service	web portal of "electronic government" www.egov.kz (hereinafter referred to as the portal)

3	Term for provision of a public service	From the moment of registration of documents - 1 (one) working day
4	Form of provision of a public service	Electronic (fully automated).
5	Result of provision of a public service	Coordination of construction sites for objects affecting the condition and reproduction of forest, or a reasoned refusal to provide a public service. The form of providing the result of provision of a public service: electronic
6	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in the cases provided for by the legislation of the Republic of Kazakhstan	Free of charge.
7	Schedule	service provider - from Monday to Friday from 9.00 to 18.30, with a lunch break from 13.00 to 14.30, excluding weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan dated December 23, 2017 (hereinafter - the Code) and article 5 of the Law of the Republic of Kazakhstan dated December 13, 2001 "On holidays in the Republic of Kazakhstan" (hereinafter - the Law). portal - around the clock, with the exception of technical breaks in connection with the repair work (when the service recipient applies after 17.00, on weekends and holidays in accordance with the Code and the Law , applications are accepted and the results of provision of a public service are issued on the next working day). The addresses of the places of rendering a public service are posted on the portal.
8	List of documents required for provision of a public service	1) an application in the form in accordance with Appendix 1 to these Rules ; 2) an electronic copy of the map with a detailed indication of the areas.
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 public service, and (or) the data (information) contained therein ; 2) non-compliance of the service recipient and (or) the submitted materials , data and information necessary for provision of a public service with the requirements for coordination of construction sites for objects established by Article 53 of the Forest Code of the Republic of Kazakhstan dated July 8 , 2 0 0 3 ; 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 a certain 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 a public service.
	Other requirements, taking into account the specifics of provision	The service recipient receives a public service in electronic form through the portal, subject to the availability of an electronic digital signature. 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 the manner established by the authorized body in the field of informatization in accordance with subparagraph 11)

10 of a public service, including those provided in electronic form and through the State Corporation	of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan "On public services" dated April 15, 2013. The service recipient has the opportunity to receive information about the procedure and status of provision of a public service in remote access mode through the "personal account" of the portal, the service provider's referral services, as well as the Unified Contact Center: 1414, 8-800-080-7777.
---	---

Appendix 2  
to the order

## **Rules for provision of public service "Coordination of works in the state forest fund, not related to forest management"**

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

1. The Rules for provision of public service "Coordination of works in the state forest fund, not related to forest management" (hereinafter - the Rules), are developed in accordance with subparagraph 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" (hereinafter referred to as the Law) and determine the procedure for provision of the public service "Coordination of works in the state forest fund, not related to forest management" (hereinafter referred to as the public service).

2. The public service is provided by the Committee for Forestry and Wildlife of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan ( hereinafter referred to as the service provider) to individual and (or) legal entities (hereinafter referred to as the service recipient).

3. These Rules have been developed by the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter - the Ministry).

### **Chapter 2. Procedure for provision of public service**

4. To receive a public service, service recipients submit an application in the form in accordance with Appendix 1 to these Rules through the “electronic government” web portal [www.egov.kz](http://www.egov.kz) (hereinafter referred to as the portal).

The list of basic requirements for provision of public service, including the characteristics of the process, the form, content and result of the provision, as well as other information, taking into account the specifics of provision of public services, are set out in the public service standard "coordination of works in the state forest fund, not related to forest management" in the form in accordance with Appendix 2 to these Rules.

The status of acceptance of the request for provision of a public service is sent to the portal to the "personal account" of the service recipient.

The service provider receives information about identity documents, about state registration (re-registration) of a legal entity, about state registration as an individual entrepreneur, or about starting an activity as an individual entrepreneur, about conduct of a

state ecological expertise and state sanitary and epidemiological expertise from the relevant state systems through the gateway of the "electronic government".

If the service recipient applies after 5 p.m. or on weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan dated December 23, 2017 and Article 5 of the Law of the Republic of Kazakhstan dated December 13, 2001 "On holidays in the Republic of Kazakhstan", the application is accepted and the result of provision of a public service is issued on the next working day.

The service provider checks the completeness of the submitted documents on the day of receipt of the documents. If the service recipient submits an incomplete package of documents and (or) expired documents, the service provider refuses to accept the application and sends it in the form of an electronic document to the "personal account" of the service recipient.

If a full package of documents is submitted, the service provider, within 1 (one) working day from the date of registration, examines them for compliance with the requirements for the works in the state forest fund, not related to forest management and forest use, established by article 54 of the Forest Code of the Republic of Kazakhstan dated July 8, 2003 (hereinafter referred to as the Code) and prepares a letter of coordination of works in the state forest fund that are not related to forest management, or a reasoned refusal to provide a public service. The result is sent 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.

5. The service provider refuses to provide a public service on the following grounds:

1) establishing the inaccuracy of the documents submitted by the service recipient for obtaining a public service, and (or) the data (information) contained therein;

2) non-compliance of the service recipient and (or) the submitted materials, data and information necessary for provision of public service with the requirements for works in the state forest fund not related to forest management and forest use, established by Article 54 of the Code;

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 a certain 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 a public service.

A reasoned refusal to provide a public service, signed by the electronic digital signature of the head of the service provider, is sent to the applicant in the form of an electronic document.

6. The service provider ensures that data is entered into the information system for monitoring the provision of public services on the stage of rendering a public service in the



manner established by the authorized body in the field of informatization in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law.

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

7. A complaint against the decision, action (inaction) of the service provider on provision of public services can be submitted to 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 Law.

The service recipient's complaint received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within 5 (five) working days from the date of its registration.

The service recipient's complaint received by the authorized body for assessment and control over the quality of provision of public services is subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results of provision of a public service, the service recipient applies to the court in accordance with subparagraph 6) of paragraph 1 of Article 4 of the Law.

Appendix 1  
to the Rules for provision of  
public service  
"Coordination of works in the state  
forest fund, not related to forest  
management"  
Form  
Committee of Forestry and  
Wildlife of the  
Ministry of ecology, geology and  
natural resources of the  
Republic of Kazakhstan  
from \_\_\_\_\_  
(full name of a legal entity,  
surname,  
name, patronymic (if any)  
of individual)

Applicant's address \_\_\_\_\_

(zip code, city, district, region, street, house No., phone number)

Applicant's details \_\_\_\_\_

(for individuals - IIN, for legal entities - BIN)

License information for project activities \_\_\_\_\_

(number, date of issue)

**Application**

I ask \_\_\_\_\_,  
(purpose of the application)

\_\_\_\_\_  
(name of the construction object)

\_\_\_\_\_  
(name of the site for construction of the object)  
with the aim of \_\_\_\_\_

\_\_\_\_\_  
Conclusion of the state ecological expertise:

\_\_\_\_\_  
(expertise number, date of issue of the expertise)

Conclusion of the state sanitary and epidemiological expertise:

\_\_\_\_\_  
(expertise number, date of issue of the expertise)

1. The site is located in \_\_\_\_\_ quarters of \_\_\_\_\_ forestry

\_\_\_\_\_  
(name of the forestry institution)

2. Land area \_\_\_\_\_ hectare,  
including:

forest, wooded \_\_\_\_\_ hectare,

forest, not covered with forest: \_\_\_\_\_ hectare,

including forest crops \_\_\_\_\_ hectare,

lands \_\_\_\_\_ hectares,

hayfields \_\_\_\_\_ hectares,

not convenient (swamps and others) \_\_\_\_\_ hectare,

pasture \_\_\_\_\_ hectares,

roads \_\_\_\_\_ hectare,

other lands \_\_\_\_\_ hectares.

3. The forested area consists of:

Tract	Number of quarter	Allotment	Land area	Composition	Age class	Completeness	Stock of wood	
							Business	Firewood

4. Category of the forest fund \_\_\_\_\_

5. Forestry features of the site \_\_\_\_\_

\_\_\_\_\_  
6. Soil-geological characteristics: \_\_\_\_\_

7. Forest cover of the administrative area \_\_\_\_\_
8. Conditions for transfer of the requested area:
- a) transfer time \_\_\_\_\_
- b) the size of the permissible clearing and stubbing \_\_\_\_\_
- c) obligation of the recipient of the plot \_\_\_\_\_

Application is attached with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to the use of information constituting a secret protected by law, contained in information systems.

I confirm the accuracy of the information provided and I am aware of the responsibility for providing false information in accordance with the laws of the Republic of Kazakhstan

Signature \_\_\_\_\_  
 (surname, name, patronymic (if any))

Appendix 2  
 to the Rules for provision of  
 public service  
 "Coordination of works in the state  
 forest fund, not related to forest  
 management"

Public service standard "coordination of works in the state forest fund, not related to forest management"		
1	Service provider name	Committee of Forestry and Wildlife of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan.
2	Methods of provision of a public service	Web portal of "electronic government" www.egov.kz (hereinafter referred to as the portal).
3	Term for provision of a public service	From the moment of registration of documents - 1 (one) working day.
4	Form of provision of a public service	Electronic (fully automated).
5	Result of provision of a public service	Coordination of works in the state forest fund, not related to forest management, or a reasoned refusal to provide a public service. The form of providing the result of provision of a public service: electronic.
6	Amount of payment charged from the service recipient when rendering a public service, and methods of collecting it in the	Free of charge.

	cases provided for by the legislation of the Republic of Kazakhstan	
7	Schedule	The service provider - from Monday to Friday from 9.00 to 18.30, with a lunch break from 13.00 to 14.30, with the exception of weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan dated December 23, 2017 (hereinafter - the Code) and article 5 of the Law of the Republic of Kazakhstan dated December 13, 2001 "On holidays in the Republic of Kazakhstan" (hereinafter - the Law). Portal - around the clock, with the exception of technical breaks due to repair works (when the service recipient applies after 5 pm, on weekends and holidays in accordance with the Code and the Law, applications are accepted and the results of provision of a public service are issued on the next working day). The addresses of the places of rendering a public service are posted on the portal.
8	List of documents required for provision of a public service	Application, certified by the applicant's EDS, in the form in accordance with Appendix 1 to these Rules.
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 a public service, and (or) the data (information) contained therein; 2) inconsistency of the service recipient and (or) the submitted materials, data and information necessary for provision of a public service with the requirements for works in the state forest fund, not related to forest management and forest use, established by Article 54 of the Forest Code of the Republic of Kazakhstan dated July 8, 2003; 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 a certain 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 a public service.
10	Other requirements, taking into account the specifics of provision of a public service, including those provided in electronic form and through the State Corporation	The service recipient receives a public service in electronic form through the portal, subject to the presence of an electronic digital signature. 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 the manner established by the authorized body in the field of informatization in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan "On public services" dated April 15, 2013. The service recipient has the opportunity to receive information about the procedure and status of provision of a public service in remote access mode through the "personal account" of the portal, the service provider's referral services, as well as the Unified Contact Center: 1414, 8-800-080-7777.