



On approval of the Rules for ensuring access and intra-facility regimes in the buildings of the National Bank of the Republic of Kazakhstan and its regional branches

Unofficial translation

Joint Resolution № 115 of the Board of the National Bank of the Republic of Kazakhstan as of September 21, 2020 and Order № 679 of the Minister of Internal Affairs of the Republic of Kazakhstan as of October 7, 2020. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 21, 2020 under № 21466.

Unofficial translation

In accordance with subparagraph 1) of paragraph 5 of the Requirements for the engineering and technical resistance of facilities subject to state protection, which are approved by Resolution № 1151 of the Government of the Republic of Kazakhstan as of October 7, 2011 “Some issues of facilities subject to state protection” and subparagraph 9) of part three of paragraph 23 of the Regulation on the National Bank of the Republic of Kazakhstan, approved by Decree № 1271 of the President of the Republic of Kazakhstan as of December 31, 2003 “On approval of the Regulation and structure of the National Bank of the Republic of Kazakhstan”, the Board of the National Bank of the Republic of Kazakhstan **RESOLVES** and the Minister of Internal Affairs of the Republic of Kazakhstan **ORDERS**:

1. To approve the Rules for ensuring access and intra-facility regimes in the buildings of the National Bank of the Republic of Kazakhstan and its regional branches.

2. In accordance with the procedure established by the legislation of the Republic of Kazakhstan, the Security Department of the National Bank of the Republic of Kazakhstan (hereinafter - the National Bank) shall ensure:

1) together with the Legal Department of the National Bank, the state registration of these joint resolution and order with the Ministry of Justice of the Republic of Kazakhstan;

2) the posting of these joint resolution and order on the official website of the National Bank after their official publication;

3) the submission of information on the implementation of the activities provided for by subparagraph 2) of this paragraph and paragraph 3 of these joint resolution and order to the Legal Department of the National Bank within ten working days of the state registration of these joint resolution and order.

3. The Department of Information and Communications – Press Service of the National Bank shall ensure the sending of copies of these joint resolution and order to print periodicals for official publication within ten calendar days of their state registration.

4. Control over the implementation of these joint resolution and order shall be entrusted to the Chairman of the National Bank.

5. These joint resolution and order shall come into effect ten calendar days after the day of their official publication.

*Minister of Internal Affairs of
the Republic of Kazakhstan*

Y.Turgumbayev

*Chairman of the National Bank of
the Republic of Kazakhstan*

Y.Dossayev

Approved by
joint Resolution № 115
of the Board of the National Bank
of the Republic of Kazakhstan
as of September 21, 2020
and Order № 679 of
the Minister of Internal Affairs of
the Republic of Kazakhstan
as of October 07, 2020

Rules for ensuring access and internal facility modes in facilities of the National Bank of the Republic of Kazakhstan and its territorial branches

Footnote. The Rules - in the wording of the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 20.09.2021 № 79 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 30.09.2021 №. 679 (shall enter into force upon expiry of ten calendar days after its official publication).

Chapter 1. General provision

1. These Rules for ensuring access and internal facility modes in the facilities of the National Bank of the Republic of Kazakhstan and its territorial branches (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 1) of the paragraph 5 of the Requirements for engineering and technical strengthening of facilities subject to state protection, approved by the Resolution of the Government of the Republic of Kazakhstan dated October 7, 2011 № 1151 "Some issues of facilities subject to state protection," and shall determine the procedure for ensuring access and internal facilities in the facilities of the National Bank of the Republic of Kazakhstan (hereinafter referred to as the National Bank) and its territorial branches.

2. The following basic concepts shall be used in the Rules:

1) territorial branch - territorial branch of the National Bank, including its building, the territory adjacent to it, including office premises and the territory of the courtyard;

2) authorized employees of territorial branches - employees of territorial branches of the National Bank responsible for monitoring the provision of access and internal facilities in territorial branches of the National Bank;

3) guard policeman - a police officer of the Department of the Specialized Security Service of the regions and cities of Astana, Almaty and Shymkent of the Ministry of Internal Affairs of the Republic of Kazakhstan (hereinafter referred to as DSSS), responsible for implementing measures to ensure access and intra-facility regimes in the buildings of the National Bank and its territorial branches, the Permanent Representative office of the National Bank in Almaty (hereinafter referred to as the Representative Office);

4) facilities - facilities belonging to particularly important state facilities subject to state protection:

the central office of the National Bank;

Representative offices;

territorial branches of the National Bank;

5) visitors - citizens of the Republic of Kazakhstan, foreigners or stateless persons staying in the facilities of the National Bank and its territorial branches, Representative Office;

6) single pass on paper - a single pass on paper issued to employees of the National Bank, territorial branches, Representative Office and organizations, as well as visitors to make a single pass into facilities in the form according to Annex 1 to the Rules;

7) security subdivision - a subdivision of the central office of the National Bank, an intra-structural subdivision of the Representative Office responsible for monitoring the provision of access and internal facility modes in the facilities of the National Bank, Representative Office;

8) access and internal facility modes- the procedure established within the facilities of the National Bank and its territorial branches, the Representative Office, provided by a set of organizational and technical measures;

9) plastic electronic permanent pass (hereinafter referred to as the electronic permanent pass) - a plastic electronic permanent pass indicating the surname, first name and patronymic (if any) and the photo of the owner issued to employees of the National Bank, territorial branches, Representative Office and organizations for the implementation of permanent access to facilities in accordance with Annex 2 to the Rules;

10) plastic electronic temporary (single) pass (hereinafter referred to as electronic temporary (single) pass) - a plastic electronic temporary (single) pass issued to employees of the National Bank, territorial branches, Representative Office and organizations, as well as to visitors for temporary (single) access to facilities in accordance with Annex 3 to the Rules;

11) police post - a place in the facilities of the National Bank and its territorial branches, Representative Office or the territory where the DSSP employee shall perform the official duties assigned to him, defined in the agreement on the procurement of services for the protection of administrative facilities of the National Bank and its territorial branches, Representative Office;

12) technical control - a set of measures carried out using special technical means designed to detect and suppress unauthorized entry (removal), import (export), passage (

transportation) of prohibited items and substances, as well as unauthorized removal (export) of property and valuables of the National Bank and its territorial branches, Representative Office;

13) organizations - subsidiaries of the National Bank, organizations providing services to the National Bank and its territorial branches, Representative Office on a contractual basis, organizations whose exclusive activity shall be the collection of banknotes, coins and valuables, organizations renting premises in the facilities of the National Bank and its territorial branches, Representative Office;

14) electronic equipment - computers, laptops, wireless access modules, video cameras, cameras, copying machines, digital information storage devices, as well as devices with the functions of audio-video photo recording, Internet access, scanning, digitizing, removing information from paper, electronic media, receiving, transmitting and storing digital information.

Footnote. Paragraph 2 as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

3. The organization and provision of access and internal facilities in facilities shall be entrusted to DSSPs providing state protection of especially important state facilities on a contractual basis.

4. The requirements of access and internal facility modes established by the Rules apply to all persons permanently or temporarily in facilities.

5. Persons in facilities must comply with the access and internal facility regimes established by the Rules, as well as adhere to generally accepted standards of behavior.

Chapter 2. General procedure for ensuring access and intra-facility regimes

6. At the entrance to the facilities by the guard police officers, technical control shall be carried out in relation to incoming persons using special equipment and technical means of control, with the exception of persons indicated in the List of persons in respect of whom technical control shall not be carried out in accordance with Annex 4 to the Rules.

Special equipment and technical means shall also be used in the inspection of hand luggage and personal belongings of persons.

When the special technical means of control shall be triggered, the police officer invites the person subjected to technical control to show the contents of the hand luggage for visual inspection.

In case of failure of special technical means of control or their absence, the person independently presents in clear form hand luggage to the police officer for visual inspection.

7. It shall be prohibited to bring into buildings objects and (or) substances specified in the List of objects and (or) substances prohibited or restricted for bringing (carrying) into the

buildings of the National Bank, territorial branches, Representative Offices in accordance with Appendix 5 to the Rules (hereinafter referred to as the List of items and (or) substances). To prevent the introduction of items and (or) substances specified in the List of items and (or) substances, a police officer shall conduct a personal inspection of the incoming person with his/her consent. A personal inspection shall be carried out by police officers of the same sex as the person being searched in a separate room and in the presence of two witnesses of the same sex, without prejudice to the honour and dignity of the person being searched.

The items specified in subparagraphs 8), 9), 10), 11), 12), 13) of the List of items and (or) substances shall be allowed to be brought into buildings by employees of the National Bank, territorial branches, Representative Offices and organizations in the manner, established by paragraph 10 of the Rules.

The bringing in (carrying out), and importation (exportation) of laptops, and tablets belonging to employees of the National Bank, territorial branches, Representative Offices and organizations shall be recorded by a police officer in the electronic equipment movement log in the form in accordance with Appendix 11 to the Rules.

Footnote. Paragraph 7 - as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

8. Failure of technical control or inspection by an incoming person shall be the basis for refusal of its admission to facilities, except for persons in respect of whom technical control is not carried out.

9. It shall not be allowed to bring (carry) objects and (or) substances specified in the List of objects and substances to the facilities of the National Bank, territorial branches, Representative Offices to visitors. Objects specified in subparagraphs 8), 9), 10), 11), 12), 13) of the List of objects and/or substances shall be left at the entrance to the building in special individual cells, with the exception of entry (passage) by visitors to mobile phones (smartphones) for their use when paying for purchased coin products through the relevant applications through the POS terminal.

10. The visitor to the objects specified in subparagraphs 8), 9), 10), 11), 12), 13) of the List of objects and (or) substances shall be allowed by agreement with the security department and (or) the head of the branch or the person acting as it, on the basis of an application for a pass drawn up in any form by a subdivision of the central office of the National Bank, territorial branches, Representative Office and the organization that initiated the visit.

11. If the incoming person finds objects and substances provided for in sub-paragraphs 1), 2), 3), 4), 5), 6), 7) of the List of objects and (or) substances, the police officer acts in accordance with the legislation of the Republic of Kazakhstan.

12. Admission to facilities with animals shall not be allowed.

13. Admission of persons in a state of alcohol, drug and substance intoxication shall be prohibited.

Chapter 3. Access areas of office premises of territorial branches

14. The premises of territorial branches and their territory shall be divided into three access zones according to accessibility:

1) first access zone - buildings, territories, premises, access to which is not limited and is regulated by the Rules;

2) the second access zone - the premises of the cash register, except for the pantry (storage), and office premises, access to which is allowed to a certain circle of persons to perform assigned duties, as well as visitors with one-time passes or accompanied by employees;

3) third access zone - storage room (repositories), rooms with secret documents, weapons, and other office premises, access to which is permitted to a strictly limited number of persons to perform assigned duties or with one-time passes with the permission of the head of the territorial branch or the person performing their duties, and accompanied by a specially designated employee.

Footnote. Paragraph 14 - as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

15. The list of office premises related to the second and third access areas, as well as the list of employees of branches, organizations with the right to enter these premises, shall be approved by the heads of territorial branches or persons performing their duties.

16. The entry and use of personal visual surveillance equipment, video, film and radio equipment and cameras in office premises belonging to the third access zone shall be prohibited.

The entry and use of electronic equipment in office premises related to the second access area shall be allowed on the basis of the order of the head of the branch or the person performing his duties.

Chapter 4. Organization of access and internal facility modes in facilities

17. Admission of persons entering the facilities shall be carried out according to one of the following documents:

- 1) electronic permanent pass;
- 2) electronic temporary (single) pass;
- 3) single pass on paper;

4) lists of visitors submitted to the security subdivision (or) to the head of the territorial branch or to the person acting as such, to the subdivisions of the central office of the National Bank, Representative Office, territorial branches, as well as organizations for a period of no more than one (1) month;

5) an identity document or a digital document in electronic format of a visitor going to the cash desk of a territorial branch for cash service, with registration by a police officer in the visitor register in the form in accordance with Appendix 6 to the Rules.

Access to buildings shall be carried out using electronic passes in the access control system (hereinafter referred to as ACS), except for providing access based on a one-time pass on paper.

A one-time pass on paper shall be used in cases where there is no access control system, its failure, or the absence of electronic cards used for issuing an electronic temporary (one-time) pass.

Footnote. Paragraph 17 as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

17-1. Employees of the internal audit unit of the central office of the National Bank when conducting an audit of a branch of the National Bank, as well as employees of the cash circulation unit of the central office of the National Bank when conducting an audit and providing practical assistance to a branch of the National Bank shall have unhindered access to the cash desk of the branch of the National Bank, except for pantry (storage) of a branch of the National Bank, access to which shall be carried out accompanied by an employee of the branch of the National Bank, who is financially responsible for the safety of the valuables of the branch of the National Bank, based on the following documents:

1) assignments for conducting an audit - to employees of the internal audit unit of the central office of the National Bank;

2) assignments to conduct an inspection and/or provide practical assistance to the territorial branch of the National Bank of Access - employees of the cash circulation division of the central office of the National Bank.

Footnote. The Rules are supplemented by paragraph 17-1 in accordance with the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

18. Admission to buildings of visitors using electronic temporary (one-time) passes, one-time passes on paper and lists of visitors shall be carried out on weekdays from 9:00 a.m. to 6:30 p.m., a break from 1:00 p.m. to 2:30 p.m. of Astana city time, except for cash services for visitors.

If there is an official need to provide visitors with access to buildings during non-working hours, weekends or holidays, the unit responsible for organizing the event (meeting) shall send to the security unit or the head of the territorial branch or the person performing his duties a petition indicating surnames, first names, patronymics (if any), numbers and dates of issue of identification documents of visitors and times of arrival and departure.

Footnote. Paragraph 18 - as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

19. The issuance of electronic temporary (single) passes, single passes on paper to visitors shall be carried out by the security subdivision authorized by employees of territorial branches.

20. Visitors shall be allowed through the lists provided by written permission:

1) head, deputy head or employee of the security subdivision authorized in accordance with the job description;

2) the head of the territorial branch or the person acting as him.

21. The movement of unaccompanied visitors in facilities shall not be allowed, with the exception of visitors going to the exchange office of the territorial branch, as well as employees of collection organizations - to the reception office and the cash desk for cash services.

22. At the entrance to the facilities with an electronic temporary (single) pass, a single pass on paper, as well as a list of visitors, the visitor shall present the police officer with an identity document or a digital document in electronic format.

23. When leaving the facility, the visitor places an electronic temporary (single) pass into the card collector of the access turnstile (if any), in case of failure or absence, he passes a single plastic electronic pass or a single pass on paper with the signature of the employee who accepted it to the police officer.

It shall not be allowed to leave the building of a person who received a single pass on paper without the signature of the employee who accepted it.

24. An electronic temporary (single) pass, a single pass on paper shall be valid only for those persons in whose name they are issued, as well as on the date of their issuance. Transfer of passes to other persons shall not be allowed.

25. If the document presented by the visitor granting him the right to enter the building does not comply with the data of the document certifying the identity (digital document in electronic format) of the visitor, and (or) does not match the photo of the visitor's image with his appearance, the police officer acts in accordance with the legislation of the Republic of Kazakhstan.

26. Admission to the facilities of employees of the state courier service, government communications services of the National Security Committee of the Republic of Kazakhstan,

presidential communications subdivisions of the State Security Service of the Republic of Kazakhstan in the performance of their official duties shall be carried out according to the lists.

27. Heads of subdivisions of the National Bank, regional branches, Representative Office, organizations that initiated the visit shall provide support to visitors from the entrance to the exit from the building, and shall be personally responsible for failure to provide support to incoming persons throughout their stay in the facilities.

28. Employees of the subdivision for protection of state secrets and mobilization training of the National Bank jointly with the responsible employee of the security subdivision shall ensure unhindered (without issuing a material pass in accordance with Annex 7 to the Rules) entry (removal), import (export) of the property of the National Security Committee of the Republic of Kazakhstan, the State Security Service of the Republic of Kazakhstan - special equipment transferred for use to the National Bank.

Chapter 5. Procedure for motor vehicle admission

29. Entry (departure) of the organizations' vehicles into the adjacent territory, parking of the National Bank, Representative Office shall be carried out with the permission of the head of the security subdivision or his deputy or responsible employees of the security subdivision, in the presence of an employee of the National Bank subdivision, Representative Office, organizations receiving, sending property and valuables (cargo).

30. Drivers of motor vehicles (with the exception of collection machines) at the entrance to the adjacent territory, parking of the National Bank, Representative Office and territorial branches shall drop off passengers outside the adjacent territory of the National Bank.

31. In case of fires, emergency situations and natural disasters, deterioration of the well-being of employees and persons present in facilities, special motor vehicles with emergency personnel are allowed to the adjacent territory, parking of the National Bank, territorial branch, Representative Office without hindrance.

32. After the elimination of the incident, the provision of medical care, special motor vehicles upon departure shall be searched at the police post.

33. Motor vehicles of the territorial branch shall be allowed to the protected territory of the territorial branch on the basis of the list of service motor vehicles of the branch.

34. Motor vehicles of organizations shall be allowed to enter the protected area of the territorial branch under the written permission of the head of the territorial branch or the person performing his duties, or with a single pass to the motor vehicles in accordance with Annex 8 to the Rules.

35. Written permission shall be granted for a period of not more than 3 (three) months on the basis of applications from heads of subdivisions of the territorial branch or organizations or persons performing their duties.

If the territorial branch has an adjacent territory that is not part of the protected perimeter, the access of motor vehicles to the adjacent territory is carried out in accordance with paragraph 34 of the Rules.

36. Entry of personal motor vehicles into the protected area of the territorial branch shall be prohibited.

37. Entry (exit) of special motor vehicles and (or) vehicles of the organization admitted to the protected area of the territorial branch by written permission shall be registered by police officers in the register of entry and exit of motor vehicles in accordance with Annex 9 to the Rules.

Chapter 6. Procedure for compliance with access and intra-facility regimes

38. Persons in facilities strictly shall comply with the access and internal facility regimes, assist the security subdivision, authorized employees of territorial branches and police officers in ensuring order.

39. Subdivisions of the Central Office of the National Bank, Representative Office and territorial branches, organizations, if there is shift work in their activities or for which the established mode of operation has been changed (time of start and end of work), submit to the security subdivision and (or) authorized employees of territorial branches the work schedule in accordance with the internal labor schedule with the attachment of the list of employees (hereinafter referred to as the list) provided to the police post.

It is forbidden to stay in facilities during non-working hours, holidays and weekends, as well as on working days after the established working hours, with the exception of employees included in the list, as well as persons specified in paragraph 40 of the Rules.

40. It is allowed to stay in facilities during non-working hours, holidays and weekends:

1) Chairman of the National Bank and its deputies, heads of subdivisions of the central office of the National Bank, Representative Office, territorial branches, employees of the security subdivision, authorized employees of territorial branches;

2) employees of departments of the central office of the National Bank, territorial branches, Representative Office, organizations on the basis of a request for entry of employees into the facilities of the National Bank, territorial branches, Representative Office in the form according to Annex 10 to the Rules signed by the head of the department of the central office of the National Bank, territorial branch, Representative Office, organization, or persons performing their duties provided by the security subdivision (authorized employee of the territorial branch) to the police post.

Depending on the availability of a shift schedule in the work of the initiator's subdivision, overtime work, it shall be allowed to submit an application for the entrance of employees to the facilities of the National Bank, territorial branches, Representative Office in the form according to Annex 10 to the Rules for a period of 1 (one) month, subdivisions engaged in operating activities for a period of 3 (three) months.

41. Within 3 (three) working days from the date of acceptance of the order on employment, transfer, termination of the employment contract with the employee, the subdivision shall submit an updated application for entry of employees into the facilities of the National Bank, territorial branches, Representative Office in the form according to Annex 10 to the Rules.

42. At the entrance to facilities (protected territory of territorial branches) at the request of an employee of a security subdivision, an authorized employee of a territorial branch and (or) a police officer:

1) a pass, a service certificate and (or) an identity document (digital document in electronic format) shall be presented for inspection;

2) personal belongings, bags, all types of cargo shall be presented for inspection in order to prevent unauthorized entry (removal), import (export) of objects and substances provided for in the List of objects and (or) substances;

3) strictly and fully comply with the requirements and recommendations of employees of the security subdivision, authorized employees of territorial branches and (or) police officers in the performance of their official duties.

The requirements and (or) recommendations of the employees of the security unit, authorized employees of the territorial branches and (or) police officers in the National Bank, the territorial branch, the Representative office shall be appealed by issuing a letter to the security subdivision, in the territorial branches - to the head of the territorial branch or the person acting as him. The security subdivision (authorized employees of the territorial branch), after considering the specified letter, shall provide a response to persons appealing against the actions of police officers.

43. The safety subdivision, authorized employees of the territorial branches when conducting training sessions in the adjacent territory and in facilities (emergency evacuation, fire safety), shall inform the DSSP management in writing 1 (one) working day before the start of the event.

44. Employees of the National Bank, regional branches, Representative Office, organizations shall be prohibited from:

1) bring children for admission to facilities;

2) pass through turnstiles without the use of documents provided for in paragraph 17 of the Rules, except for the occurrence of natural disasters, emergencies and emergency circumstances;

3) contribute, as well as use alcoholic beverages, narcotic and substance abuse substances in facilities (protected area of territorial branches).

45. Production of audio (video) recording, photographing on the adjacent territory and in facilities shall be carried out:

1) in the National Bank, the Representative Office of the subdivision by the initiator of the event, on the basis of a written notification sent to the security subdivision signed by the head of the subdivision or the person replacing it;

2) employees of the security subdivision for official purposes, including within the framework of official investigations;

3) in the territorial branches by the head of the subdivision (employee) of the territorial branch, the initiator of the event on the basis of a memo agreed with the authorized employee of the territorial branch, addressed to the head of the territorial branch or the person acting as him.

Chapter 7. Procedure for the organization of access and internal facility modes imposed on police officers

46. In the performance of their official duties, police officers shall be guided by the Constitution of the Republic of Kazakhstan, the Laws of the Republic of Kazakhstan "On internal affairs bodies of the Republic of Kazakhstan," "On law enforcement service," "On security activities," other regulatory legal acts of the Republic of Kazakhstan regulating the procedure for ensuring the protection of facilities, as well as orders of the Minister of Internal Affairs of the Republic of Kazakhstan, agreement, Rules.

Police officers in the performance of their official duties: monitor compliance with the order of entry (exit), import (export) of items into the adjacent territory and facilities (adjacent and protected territory of territorial branches), do not allow illegal entry into facilities (protected territory of territorial branches) and violation of the Rules.

47. For the safety of personal belongings of persons in the building, police officers shall not be responsible.

48. Police guards shall:

1) when checking all types of passes, identify the information specified in the documents for entry (exit), import (export) with the person of the bearer;

2) control the compliance of the added (withdrawn) property and valuables declared in the material pass according to the form according to Annex 7 to the Rules for entry (removal), the list of transferred (exported) property and valuables confirming the legality of entry (removal) of property and valuables, after which they mark the material pass on the time of removal and certify it with a signature;

3) carry out visual, as well as using technical means of inspection, control of entry (removal), import (export) of property and valuables of the National Bank, hand luggage of persons entering and leaving facilities.

In case of failure of special technical means of control or their absence, the police officer invites the incoming person to independently present bags, briefcases and other hand luggage, as well as items available with him, for visual inspection.

If there are sufficient grounds to believe that in the hand luggage and personal belongings of the incoming person there are objects that are used to harm the life and health of others, a personal inspection shall be carried out in accordance with the procedure established by the legislation of the Republic of Kazakhstan;

4) transfer material and one-time passes to the pass office or an authorized employee of the territorial branch at the end of the working day until 6.30 p.m. of Astana time;

5) do not allow unauthorized entry (exit), as well as entry (exit) of vehicles to the adjacent territory of territorial branches (protected area of territorial branches), Representative Office;

6) prevent illegal removal (export) from the National Bank, territorial branches, Representative Office of property and valuables of the National Bank.

A person who tried to carry out illegal removal (removal) of property and valuables of the National Bank shall be detained by a police officer until all the circumstances of the situation have been clarified.

When establishing in the actions of a person who tried to carry out illegal removal (removal) from the National Bank, territorial branches, Representative Office of property and valuables of the National Bank, signs of an offense, the police officer immediately reports such a fact to the duty station of the DSSP, informs by any means the security subdivision, authorized employees of territorial branches and (or) to special state and law enforcement agencies;

7) immediately shall inform the security department, authorized employees of territorial branches about the facts of the detection of unlocked and (or) broken doors, windows, torn seals, seals, suspicious objects, as well as persons illegally located in facilities;

8) on weekends and holidays, jointly with on-duty technical personnel, they shall regularly inspect office premises in facilities to identify violations of the Rules, internal regulations, fire safety and threats.

In case of detection of violations of the Rules, fire safety and the presence of threats, immediately shall inform the safety department and the duty unit of the DSSP with the subsequent preparation of a report;

9) the premises of facilities equipped with alarm shall be secured in a timely manner. When the "Alarm" signal is triggered, establishes the cause of the "Alarm" signal and notifies the duty officer of the DSSP, who, if necessary, sends the order of the relevant territorial body of internal affairs of the Ministry of Internal Affairs of the Republic of Kazakhstan;

10) have skills in using fire-fighting equipment.

If a fire or signs of combustion are detected (smoke, burning smell, temperature increase), the police immediately inform the security units, authorized employees of the territorial branches, as well as the fire service.

Employees of the safety subdivision, authorized employees of the territorial branches upon receipt of information about the fire or signs of combustion (smoke, burning smell, temperature increase) inform the management of the safety subdivision (territorial branches)

and the relevant organization and further act on the instructions of the management of the safety subdivision (territorial branch);

11) in case of detection of accidents (water supply, sewerage, heating, power supply networks), immediately inform the safety department, authorized employees of territorial branches;

12) in the event of natural disasters, emergencies requiring the evacuation of people from facilities (protected area of territorial branches) provide free passage through turnstiles and assist evacuation services;

13) when serving, they are guided by the Rules for organizing the service of specialized subdivisions of the internal affairs bodies of the Republic of Kazakhstan, approved by order of the Minister of Internal Affairs of the Republic of Kazakhstan dated June 26, 2014 № 67DSP;

14) if objects and substances provided for in the List of objects and (or) substances are found in persons included in facilities or located in them, they act in accordance with the legislation of the Republic of Kazakhstan;

15) when conducting unauthorized protests, pickets by the population in the immediate vicinity and on the adjacent territory of the National Bank, territorial branches, Representative Office, implementation of threats of terrorist and military nature, manifestations of criminal encroachments, immediately inform the security subdivision, authorized employees of territorial branches and the relevant territorial body of internal affairs of the Ministry of Internal Affairs of the Republic of Kazakhstan, take measures to limit the penetration of unauthorized persons and participants in destructive actions.

Footnote. Paragraph 48 as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

49. Police officers shall not be allowed to:

1) unauthorized admission of persons to facilities (protected area of territorial branches);

2) turn off standby lighting at night;

3) switch turnstiles to the free passage mode, except for situations specified in subparagraph 12) of paragraph 48 of the Rules;

4) use automated workstations of ACS and video monitoring for foreign purposes (computer games, video viewing, listening to audio files);

5) connect to workstations (computers) unregistered and not regulated technical means, mobile phones and any other equipment, including for the purpose of charging batteries;

6) leave the post while on duty.

50. Removal (removal) of property and valuables of territorial branches from the building and their return entry (import) into the building is carried out through the same police post, with the implementation of technical control by police officers.

Chapter 8. Liability for violation of the Rules

51. If facts are established during an internal investigation, the consideration of which falls within the competence of special state and law enforcement agencies, all materials of official investigations are sent to the relevant special state or law enforcement agency.

Annex 1
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

Form

PAPER BASED FORM OF THE SINGLE PASS

(лицевая сторона)

___ Single pass root № ___ dated " ___ " ___ 20 Last name _____ Name _____ _____ Patronymic (if any) _____ Pass validity time: from ___ hours to ___ hours Place of work _____ _____ where _____ _____ Signature of the person who issued the pass _____ Place for the seal _____	SINGLE PASS # ___ dated _____ " ___ " ___ 20 Last name _____ _____ Name _____ _____ Patronymic (if any) _____ _____ Pass validity time: from ___ (hour) to ___ (hour) Place of work _____ _____ Where _____ Signature of the person who issued the pass _____ Place for the seal _____ Valid at presentation of the document, identity card	№ ___ PASS CHECK CARD VALIDITY TIME _____-_____-20 ___ (HOUR) TO _____ (HOUR)
--	--	---

(back page)

	Departed _____ hours _____ minutes _____ (Last name of the official, that received the visitor) Signature _____	
--	--	--

Annex 2
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

Form

ELECTRONIC PERMANENT PASS

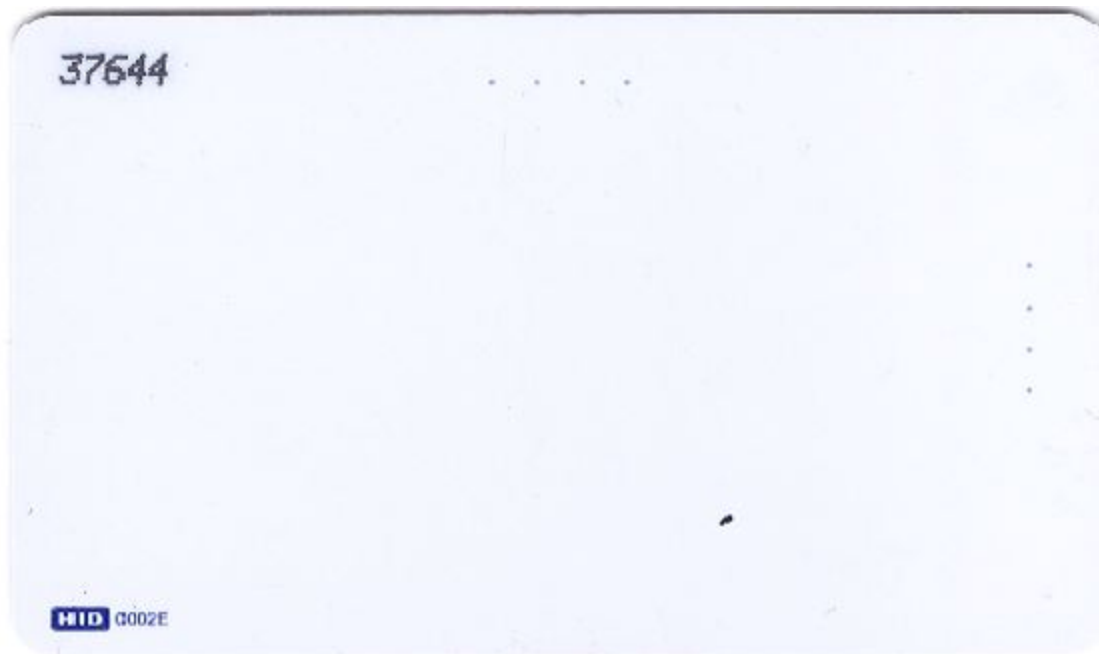


Note: The background card is green - for employees of the National Bank. Background card is red - for employees of the organizations renting premises and organizations servicing facilities.

Annex 3
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

Form

ELECTRONIC TEMPORARY/SINGLE PASS



Note: Background of the pass is white

Annex 4
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

List of persons without technical control

Footnote. Appendix 4 - as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

- 1) ex-President of the Republic of Kazakhstan;
- 2) Head and Deputy Heads of the Administration of the President of the Republic of Kazakhstan;
- 3) deputies of the Parliament of the Republic of Kazakhstan;
- 4) heads of central government bodies, their deputies;
- 5) civil servants whose service certificates are signed by the President and Prime Minister of the Republic of Kazakhstan.

Annex 5
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

List of items and (or) substances prohibited or restricted for entry into the facility of the National Bank, regional branches, Representative Office

- 1) firearms, edged weapons and other weapons (with the exception of service weapons of employees of courier and special communications, legal entities whose exclusive activity is the collection of banknotes, coins and valuables, if they have any permits);
- 2) explosives, explosive devices and highly flammable substances;
- 3) toxic substances;
- 4) potent poisonous substances;
- 5) bacteriological, biological and chemical substances;
- 6) radioactive substances;
- 7) narcotic, psychotropic substances;
- 8) video, film and camera equipment;
- 9) recording devices and computing equipment;
- 10) radio and other equipment, with the exception of medical devices and equipment designed to maintain therapeutic or preventive effects on the human body, or to replace or correct the functions of organs and systems of the body;
- 11) personal smartphones and other personal electronic equipment, with the exception of phones with call-SMS-response functions;
- 12) machine storage media;
- 13) technical devices, including wireless devices capable of transmitting data, as well as access to international global networks and the Internet.

Annex 6
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

Form

Journal of the visitors

№ r/n	Date	Aim to enter	Surname, first name, patronymic (if any)	Time of entry	Exit time
1	2	3	4	5	6

Note: Entries in the journal shall be made prior to its full use.

The register of visitors bound, numbered, signed by the head of the territorial branch and sealed by the territorial branch.

Annex 7
to Rules to ensure access
and internal facilities regimes

Form

SAMPLE OF A MATERIAL PASS FORM

Footnote. Appendix 7 - as amended by the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

(last name, first name, patronymic (if any), position of the National Bank employee, territorial branch, representative office, organization implementing carrying out)

№	Name	Inventory/serial number	Unit	Quantity

Date of carrying out: " ___ " _____ 20__

(name of the manager's position, (signature) last name, first name, patronymic (if any) division of the National Bank, territorial branch, Representative offices, organizations)

Place of stamp

"Agreed" _____

(name of the employee's position (signature) last name, first name, patronymic (if any) of security unit/authorized employee of the territorial branch)

last name, first name, patronymic (if any) of the guard police officer (signature)

" ___ " _____ 20__

Annex 8
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

Form

SINGLE FORM of the vehicle pass

VEHICLE PASS ROOT № ____	SINGLE PASS FOR MOTOR VEHICLES № ____ Dated _____ of ____ 20 from " ____ " (hour) to " ____ " (hour)	
--------------------------	--	--

Dated _____ 20	Dated _____	Last name _____	CHECK CARD TO PASS ON A VEHICLE № _____ Dated " ____ " _____ 20 from " ____ " (hour) to " ____ " (hour)
from " ____ " (hour) to " ____ " (hour)		Name of the _____	
Last name _____		Patronymic _____	
Name of the _____		(if any)	
Patronymic _____		Stamp and state registration car number _____	
(if any)		Place of work _____	
Stamp and state registration number of the car _____		Where, to whom _____	
Place of work _____		Signature of the person who issued the pass _____	
Where, to whom _____		Place of seal _____	
Signature of the issued person _____		Departure time _____ (date, time, signature, last name, first name, patronymic (if any))	
Place of seal _____			

Annex 9
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

Form

REGISTRATION JOURNAL OF ENTRY-EXIT OF MOTOR VEHICLES

№ r/n	Date	State registration number of the car	Surname, first name, patronymic (if any) of the driver	№ and the date who issued the identity document	Check-in time	Check-out time	Post mark:		Note
							Surname, first name, patronymic (if any)	signature	
1	2	3	4	5	6	7	8	9	10

Note: Entries in the journal have been made prior to its full use.

CERTIFICATION INSCRIPTION

TOTAL IN THIS JOURNAL _____

for records dated " ____ " _____ 20 ____ (date) (month) (year)

contained _____

(number to indicate in words) numbered, bound and sealed

of sheets from № ____ to № ____ inclusive. " ____ " _____ 20 (year)

(date of inscription) _____

Head of territorial branch

● Note: The registration journal of entry-exit of motor vehicles is numbered, bound, sealed, signed by the head of the territorial branch and sealed by the territorial branch.

Annex 10
to Rules to ensure access
and internal facilities regimes
of the National Bank
of the Republic of Kazakhstan
and its territorial branches

Form

To the head of the safety
subdivision (to the head
of the territorial branch)

**PETITION for entry of employees (name of the subdivision) into the facility
of the National Bank, territorial branch, Representative office, address:
(specify the address)**

In connection with the _____ (specify the justification), I hereby
ask you to allow
entrance to the facility of the National Bank, territorial branch, Representative Office
employees (name of the division of the National Bank, territorial
branch, Representative Office, organization with indication of structural subdivision)
in the period from _____ (specify the date, time period), according to the
list:

№ r/n	Surname, first name, patronymic (if any)	Position	№ of the floor, of the office	№ of the internal phone	Stay period (to be filled in if the stay time shall be different for an individual employee)
1					
2					
3					

By this petition, I hereby guarantee strict compliance by these employees with fire safety measures, the internal regulations of the National Bank and the Rules, not working hours, holidays and weekends.

_____ Head of the subdivision _____
(name of the subdivision)

Appendix 11 to the Rules
for ensuring access and intra-facility
regimes in the buildings of the National

Form

JOURNAL
of the electronic technology movement

Footnote. The Rules are supplemented by Appendix 11 in accordance with the joint resolution of the Board of the National Bank of the Republic of Kazakhstan dated 27.11.2023 № 95 and the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 05.12.2023 № 873 (shall come into effect upon the expiration of ten calendar days after the day of its first official publication).

№	Date and time of deposit	Last name, first name, patronymic (if any) of the owner	Name of electronic equipment, serial number	Owner's signature	Last name, first name, patronymic (if any) of a guard policeman, authorizing the entry
1	2	3	4	5	6

Date and time of carrying out	Last name, first name, patronymic (if any) of the owner	Owner's signature	Last name, first name, patronymic (if any) of the police officer who authorized the carrying out
7	8	9	10

Note: The electronic equipment movement log shall be numbered, laced, certified by the signature of the head of the security unit/territorial branch and sealed with the seal of the security unit/territorial branch.