

**On approval of the Rules for provision of a state service "Issuance of a permit for the removal of animal species, the number of which is subject to regulation"**

*Unofficial translation*

Order of the Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan dated December 30, 2020 no. 347. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 31, 2020 no. 22000.

**Unofficial translation**

In accordance with subclause 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 года "On State Services" **I HEREBY ORDER:**

1. To approve the attached Rules for provision of a state service "Issuance of a permit for the removal of animal species, the number of which is subject to regulation".

2. The Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan in accordance with the procedure established by law shall ensure:

1) state registration of this order with 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) submission of information to the Legal Department of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan about implementation of measures, stipulated by sub-clauses 1) and 2) of this clause, within ten calendar days from the date of state registration.

3. Control over execution of this order shall be entrusted to the supervising Vice-Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan.

4. This order shall come into force upon expiry of ten calendar days after the date of its first official publication.

*Minister of Ecology, Geology  
and Natural Resources  
of the Republic of Kazakhstan*

*M. Mirzagaliyev*

"AGREED"

Ministry of National Economy  
of the Republic of Kazakhstan

"AGREED"

Ministry of Digital Development, Innovations  
and Aerospace Industry  
of the Republic of Kazakhstan

Approved  
by the order of the  
Minister of Ecology, Geology  
and Natural Resources  
of the Republic of Kazakhstan  
dated December 30, 2020 № 347

## **Rules for provision of a state service**

### **"Issuance of a permit for the removal of animal species, the number of which is subject to regulation"**

#### **Chapter 1. General Provisions**

1. These Rules for provision of a state service "Issuance of a permit for the removal of animal species, the number of which is subject to regulation" (hereinafter referred to as the Rules) have been developed in accordance with subclause 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services" (hereinafter referred to as the Law) and shall determine the procedure for issuance of a permit for removal of animal species, the number of which is subject to regulation (hereinafter referred to as the state service).

2. The state service shall be rendered by territorial subdivisions of the Forestry and Wildlife Committee of the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan and basin inspections of the Fisheries Committee of the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan (hereinafter referred to as the service provider) to physical and (or) legal entities (hereinafter referred to as the service recipient) in accordance with these Rules.

Snakehead seizure shall be allowed by all types of fishing rods specified in paragraph 19 of the Fishing Rules, approved by the order of the Acting Minister of Agriculture of the Republic of Kazakhstan dated February 27, 2015 № 18-04/148 (registered in the Register of State Registration of Regulatory Legal Acts № 10606). The timing of the seizure of snakehead shall be regulated by the order of the Acting Chairman of the Committee for Forestry and Wildlife of the Ministry of Agriculture of the Republic of Kazakhstan dated July 24, 2015 № 190 "On the introduction of restrictions and bans on the use of facilities of wildlife, their parts and derivatives, the establishment of places and terms of their use" (registered in the Register of state registration of regulatory legal acts № 11939).

**Footnote. Paragraph 2 – in the wording of the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 15.12.2023 № 363 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

#### **Chapter 2. Procedure for provision of a state service**

3. An application for the issuance of a permit for the seizure of species of animals, the number of which shall be subject to regulation (hereinafter referred to as the application),

signed by an electronic digital signature (hereinafter referred to as the EDS), shall be sent through the web portal "electronic government" (hereinafter referred to as the Portal) in electronic form in accordance with Annex 1 to these Rules to the service provider.

List of basic requirements for the provision of public services, including the name of the public service, name of the service provider, methods of providing public services, term of provision of public services, the form of provision of public services, the result of the provision of public services, the amount of fees charged from the service recipient when providing public services, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan, work schedule of the service provider, state corporation and information objects, list of documents and information, claimed from the service recipient for the provision of public services, grounds for refusal to provide public services, established by the Laws of the Republic of Kazakhstan shall be set out in the List of basic requirements for the provision of public services "Issuance of permits for the seizure of animal species, the number of which shall be subject to regulation "in accordance with Annex 2 to these Rules.

The service provider shall receive information about identity documents, state registration (re-registration) of a legal entity, state registration as an individual entrepreneur, or the beginning of activities as an individual entrepreneur from the relevant information systems through the "electronic government" gateway.

When submitting an application, the service recipient agrees to use information constituting a secret protected by law contained in information systems in the provision of public services, unless otherwise provided by the Laws of the Republic of Kazakhstan.

When the service recipient submits all the necessary documents through the Portal, the status of acceptance of the request for the provision of public services shall be sent to the service recipient's "personal account."

**Footnote. Paragraph 3 – in the wording of the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 08.06.2023 № 184 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

4. The portal fully automatically shall process and generate the result of the provision of the state service at the request of the service recipient within twenty minutes without the participation of the service provider by signing the result of the provision of the state service with the transport signature of the Portal.

The result of the provision of the state service shall be sent to the service recipient to the portal in the "personal account" in the form of an electronic document certified by the transport signature of the Portal in accordance with Annex 3 to the Rules, or a motivated refusal due to the absence of a limit provided for in the biological justification in the form in accordance with Annex 4 to the Rules.

The result of the provision of public services shall be sent and stored in the "personal account" of the service recipient in the form of an electronic document.

Footnote. Paragraph 4 – in the wording of the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 08.06.2023 № 184 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

5. In case of failure of the information system, the service provider shall immediately from the moment of detecting the occurrence of technical failures notify the operator of information and communication infrastructure of “electronic government” by sending a request to the unified support service by e-mail [sd@nitec.kz](mailto:sd@nitec.kz) with mandatory provision of information on the name of the public service, number and code of the administrative document of the application or unique identification number of the application, number and code of the administrative document, or unique identification number of the application, number and code of the administrative document, or unique identification number of the administrative document.

Footnote. Paragraph 5 – in the wording of the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 08.06.2023 № 184 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

6. In accordance with subclause 11) of clause 2 of article 5 of the Law the service provider shall ensure introduction of data to the information system of the monitoring of provision of state services about the stage of the provision of a state service in accordance with the procedure, established by the order of the Acting Minister of Transport and Communications of the Republic of Kazakhstan dated June 14, 2013 № 452 "On approval of the Rules for entering data into the information system for monitoring the provision of state services on the stage for provision of a state service" (registered with Register of State Registration of Regulatory Legal Acts as № 8555).

### **Chapter 3. Procedure for the appeal of decisions, actions (inactions) of a service provider and (or) their officials concerning the issues of provision of a state service**

7. A complaint about the decision, action (inaction) of the service provider on issues for provision of a state service can be submitted to the name of the head of the service provider, to the authorized body for assessing and monitoring the quality of the provision of public services.

A complaint of the service recipient received by the service provider, in accordance with clause 2 of article 25 of the Law, shall be subject to consideration within 5 (five) working days from the date of its registration.

A complaint of the service recipient received by the authorized body for assessment and control over the quality of state services shall be subject to consideration within 15 (fifteen) working days from the date of its registration.

In cases of disagreement with the results for provision of a state service, the recipient shall have the right to appeal to court in accordance with subclause 6) of clause 1 of article 4 of the Law.

Annex 1  
to the Provision Rules  
of public service  
“Issuance of a permit  
for the seizure of animal species,  
numbers of which  
to be regulated”  
Form

in \_\_\_\_\_  
(full name  
service provider)

from \_\_\_\_\_  
(full name  
service recipient)

\_\_\_\_\_ address  
(index, region, city, district,  
street, house number, apartment number  
(if any), telephone)  
details of the service recipient

\_\_\_\_\_ (business identification  
number,  
individual  
identification  
number)

## Application

**Footnote. Annex 1 – in the wording of the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 15.12.2023 № 363 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

I hereby ask you to issue a permit for the seizure of animal species,  
the number of which shall be subject to regulation

		Responsible person for the use of the permit with indication of the number, date of issue and validity of the hunter's certificate and permission for the acquisition, storage and carrying, transportation of civilian and	Name and volume of seizure of	Area (territory) and boundaries	
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Purpose and basis of population regulation	Methods of seizure (extraction, fishing, shooting, gathering, fighting)	service weapons and cartridges for them. For foreigners, an indication of the number and date of issue of documents granting the right to a foreigner to hunt and the use of weapons during hunting issued in the territory of residence of the foreigner. In the case of regulating the number of fish, the surname, name, patronymic (if any) of the individual and his individual identification number shall be indicated.	animals that shall not be objects of hunting and fishing (individual, ton) (restriction of seizure for wolf and jackal not more than three individuals per hunter) (snakehead seizure - not more than 30 kilograms per permit)	of the area for regulating the number of animals (with the exception of specially protected natural areas, on the territory of the hunting farm in agreement with the subject of the hunting farm)	Terms for the seizure of animals (no more than one calendar year, using aircraft, motor vehicles, vehicles, snowmobile equipment).	Sex and age composition (if necessary)
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I hereby agree to the use of information constituting a secret protected by the law, contained in information systems.

The date of submission of the application \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_ 20.

(full name (if any), EDS)

Annex 2  
to the Provision Rules  
Of public service  
“Issuance of a permit  
for the seizure of animal species,  
numbers of which  
to be regulated”

**Footnote. Annex 2 – in the wording of the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 08.06.2023 № 184 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

List of basic requirements for the provision of public services "Issuance of permits for the withdrawal of regulated animal species"

1	Name of service provider	Territorial subdivisions of the Forestry and Wildlife Committee of the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan and Basin Inspections of Fisheries of the Fisheries Committee of the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan
2	Methods of public service provision (access channels)	www.elicense.kz e-Government Web Portal (the Portal)
3	Term of public service provision	twenty (20) minutes
4	Form of public service provision	Electronic (fully automated)
5	Result of public service provision	Permission for the withdrawal of animal species, the number of which shall be subject to regulation or motivated refusal in the form in accordance with Annex 4 to this order.
6	The amount of fees charged from the service recipient in the provision of public services, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	free
7	Service provider, state corporation and information objects work schedule	Portal - round the clock, except for technical breaks associated with repair work (when the service recipient applies after the end of working hours, on weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015 and Article 5 of the Law of the Republic of Kazakhstan dated December 13, 2001 "On holidays in the Republic of Kazakhstan," acceptance of the application and issuance of the result of the provision of public services shall be carried out next working day). Addresses of places for the provision of public services shall be posted on the portal.
8	List of documents and information requested from the service recipient for the provision of public service	Application in the form of an electronic document, in the form in accordance with Annex 1 to these Rules.

9	Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan	Non-compliance of the service recipient and (or) submitted materials, objects, data and information necessary for the provision of public services with the requirements established by these Rules and Article 45 of the Law of the Republic of Kazakhstan "On protection, reproduction and use of wildlife" dated July 9, 2004 № 593.
10	Other requirements taking into account the specifics of the provision of public services	<p>The service recipient shall receive the state service in electronic form through the portal, subject to the availability of the EDS.</p> <p>The service recipient shall have the opportunity to receive a state service in electronic form through the portal, provided that there is the EDS.</p> <p>The service recipient has the opportunity to receive information about the procedure and status of the provision of public services in the remote access mode through the portal's "personal account," the service provider's reference services, as well as the Unified Contact Center "1414," 8-800-080-7777.</p> <p>In accordance with paragraph 2 of Article 23 of the Law, the Forestry and Wildlife Committee of the Ministry of Ecology and Natural Resources of the Republic of Kazakhstan shall send the service provider within three working days from the date of approval or amendment of the by-law regulatory legal act determining the procedure for the provision of public services, update information on the procedure for its provision and send to the Unified Contact Center.</p>

Annex 3  
to the Provision Rules  
Of public service  
“Issuance of a permit  
for the seizure of animal species,  
numbers of which  
to be regulated”  
Form

**Permit № \_\_\_\_\_ for the withdrawal of regulated animal species**

Footnote. Annex 3 – in the wording of the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 15.12.2023 № 363 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

<p>Issued (surname, name, patronymic (if any) of an individual,) indicating the number, date of issue and validity of the hunter's certificate and permission to purchase, store, store and carry, transport civilian and service weapons and cartridges for them. For foreigners, an indication of the number and date of issue of documents granting the right to a foreigner to hunt and the use of weapons during hunting issued in the territory of residence of the foreigner. In the case of regulating the number of fish, the surname, name, patronymic (</p>	<p>Purpose and grounds for regulating the number of animals</p>	<p>Area (territory) and boundaries of the area for regulating the number of animals (with the exception of specially protected natural areas, on the territory of the hunting farm in agreement with the subject of the hunting farm)</p>	<p>Methods of seizure (harvesting, trapping, shooting, collecting, fighting)</p>	<p>Animal species and sex and age composition (if necessary)</p>	<p>Deadline for seizure of animals</p>	<p>Deadline for submitting a report to the territorial subdivision on the use of the permit (within 10 working days after the expiration of the permit)</p>	<p>Control shall be assigned to (name of</p>
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if any) of the individual and his individual identification number indicated.						territorial subdivision)
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The date of issue of \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_ 20.

Annex 4  
to the Provision Rules  
Of public service  
“Issuance of a permit  
for the seizure of animal species,  
numbers of which  
to be regulated”  
Form

**Footnote. The rules as added by the Annex 4 in accordance with the order of the Minister of Ecology and Natural Resources of the Republic of Kazakhstan dated 08.06.2023 № 184 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).**

Motivated refusal  
The limit of seizure of animal species, the number of which shall be subject to regulation, has been exhausted.  
In connection with paragraph 4 of the Rules of rendering the state service “Issuance of a permit for the seizure of animal species, the number of which shall be subject to regulation”, we hereby refuse to render the state service, due to the lack of the limit provided for in the biological substantiation  
The date of issue of \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_ 20.