



## **On approval of the Rules for the use of the Unified notarial information system**

### *Unofficial translation*

Order of the Minister of Justice of the Republic of Kazakhstan dated April 30, 2021 No. 357.  
Registered with the Ministry of Justice of the Republic of Kazakhstan on May 6, 2021 No. 22702

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## **On approval of the Rules for the use of the Unified notarial information system**

In accordance with clause 6 of Article 4-1 of the Law of the Republic of Kazakhstan “On Notaries” **I HEREBY ORDER:**

1. To approve the Rules for the use of the Unified notarial information system according to Appendix to this Order.

2. The Department of registration service and organization of legal services of the Ministry of Justice of the Republic of Kazakhstan, in accordance with the procedure, established by the law, shall ensure state registration of this order.

3. Control over execution of this order shall be entrusted to the supervising Vice Minister of Justice 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 Justice  
of the Republic of Kazakhstan*

*M. Beketayev*

Approved

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

Appendix  
to the Order of the Minister  
of Justice of the Republic of Kazakhstan  
dated April 30, 2021 No. 357

## **Rules for the use of the Unified notarial information system**

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

1. These Rules for the use of the Unified notarial information system (hereinafter referred to as the Rules) have been developed in accordance with clause 6 of Article 4-1 of the Law of

the Republic of Kazakhstan “On Notaries” and shall determine the procedure for the use to the Unified Notarial Information System (hereinafter referred to as UNIS).

2. Basic concepts used in these Rules are as follows:

1) access – activities to create an account in UNIS.

2) UNIS user – notaries of the Republic of Kazakhstan, employees of the territorial bodies of justice, notarial chambers and the Republican Notarial Chamber registered with UNIS system for performance of particular functions;

3) user account – information about a user of UNIS: username, access rights to resources when working with UNIS;

4) electronic digital signature (hereinafter referred to as the EDS) – set of electronic digital symbols created by means of electronic digital signature and confirming reliability of an electronic document, its belonging and invariability of its content;

## **Chapter 2. Procedure for the use of UNIS**

3. To work in UNIS a user is required to have an EDS of an individual.

4. To receive the access to UNIS, the User is required to write an application to the territorial notarial chamber (hereinafter referred to as the TNC). After appointment of the employee, TNC shall create a user account in UNIS.

5. Grounds for termination of access to UNIS shall be:

1) withdrawal or excluding a notary from membership of a territorial notarial chamber or termination of his license;

2) dismissal of an employee of the territorial body of justice and the notary chamber and the Republican notary chamber.

6. To terminate access to UNIS on the grounds specified in clause 5 of the Rules, the user must send an application with supporting documents attached. Based on the application, the TNC employee shall perform blocking the user account.

7. The result of the registration process shall be the formation of a UNIS user account in the UNIS database.

8. UNIS user is required to use EDS to authenticate to the system.

9. the transfer of EDS to third persons shall not be allowed.

10. UNIS users shall not be allowed:

1) to work under someone else's user account and EDS;

2) to tell other UNIS administrators and users the EDS password;

3) to write down the EDS password on paper, in a file, in an electronic notebook and other media, including on objects;

4) to leave UNIS system unblocked when leaving the workplace.

11. When using EDS, a UNIS user shall be governed by the following requirements:

1) not to save or transfer EDS to others;

2) in case of loss/compromise of the EDS password, it is necessary to revoke the EDS in accordance with the Rules for issuance, storage, revocation of registration certificates and confirmation of the ownership and validity of the public key of the electronic digital signature by the root certification center of the Republic of Kazakhstan, the certification center of state bodies and the national certification center of the Republic of Kazakhstan, approved by the order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated June 26 2015 No. 727 (registered with the Ministry of Justice of the Republic of Kazakhstan on October 16, 2015 No. 12181);

3) ensure the confidentiality and security of the EDS password.

12. Upon expiry of a calendar year from the date of receipt of the EDS, the UNIS user must reissue a new EDS, otherwise the user account will be automatically blocked by the system.