



On approval of the Rules for Public Service “Issuance of a Permit to Conduct Recreational (Sport) Fishing Allowed for the Needs of Local Population Residing in the Protective Zone of Markakol State Nature Reserve”

Unofficial translation

Order of the Minister of Ecology, Geology and Natural Resources No. 413 of October 20, 2021 № 413. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 21, 2021 under No. 24835

Unofficial translation

Pursuant to sub-paragraph 1) of Article 10 of the Law of the Republic of Kazakhstan on Public Services, **I HEREBY ORDER:**

1. That the attached Rules for Public Service “Issuance of a Permit to Conduct Recreational (Sport) Fishing Allowed for the Needs of Local Population Residing in the Protected Zone of Markakol State Nature Reserve” shall be approved.

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

1) ensure the state registration hereof with the Ministry of Justice of the Republic of Kazakhstan;

2) place this order on the website 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 hereof, submit to the Legal Service Department of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan information on the implementation of the measures stipulated in sub-paragraphs 1) and 2) of this paragraph.

3. That Order No. 18-02/201 of the Minister of Agriculture of the Republic of Kazakhstan of March 6, 2015 “On Approval of the Rules of Recreational (Sport) Fishing Allowed for the Needs of the Local Population Living in the Protective Zone of Markakol State Nature Reserve” shall be deemed to have lost force.

4. That the Supervising Vice-Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan shall be in charge of the execution hereof.

5. That this order shall enter into force sixty calendar days after the date of its first official publication.

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

S. Brekeshev

“APPROVED BY”

Ministry of National Economy of the
Republic of Kazakhstan

“APPROVED BY”

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

Approved
by Order of the Minister of
Ecology, Geology and Natural
Resources of the
Republic of Kazakhstan
No. 413 of October 20, 2021

Rules for Public Service “Issuance of a Permit to Conduct Recreational (Sport) Fishing Allowed for the Needs of Local Population Residing in the Protective Zone of Markakol State Nature Reserve”

Chapter 1. General provisions

1. These Rules for Public Service “Issuance of a Permit to Conduct Recreational (Sport) Fishing Allowed for the Needs of Local Population Residing in the Protective Zone of Markakol State Nature Reserve” (hereinafter referred to as the Rules) have been developed under sub-paragraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On Public Services" (hereinafter - the Law) and establish the procedure for issuing a permit for recreational (sport) fishing allowed for the needs of local people living in the protected area of the Markakol State Nature Reserve (hereinafter - the public service).

2. Markakol State Natural Reserve of the Committee of Forestry and Wildlife of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter - the service provider) shall render the public service to natural persons and legal entities (hereinafter - the service receiver).

Chapter 2. Procedure for the provision of a public service

3. An application for issuance of a permit for recreational (sport) fishing allowed for the needs of the local population living in the protected area of Markakol State Nature Reserve (hereinafter referred to as the application), signed with an electronic digital signature (hereinafter referred to as EDS), shall be submitted via the e-government web portal www.egov.kz (hereinafter referred to as the Portal) to the Service Provider in electronic form as per Annex 1 hereto.

The list of basic requirements for the provision of the public service, including characteristics of the process, form, content and result of the public service shall be specified

in the standard of the public service “Issuance of a Permit for Recreational (Sport) Fishing, Allowed for the Needs of Local People Living in the Protected Zone of Markakol State Nature Reserve” as per Annex 2 hereto.

The service provider shall obtain information on identity documents from the relevant information systems via the e-government gateway.

When submitting an application, under paragraph 1 of Article 8 of the Law of the Republic of Kazakhstan “On Personal Data and Their Protection”, the service receiver shall consent to the use of information constituting a legally protected secret contained in information systems when providing public services, unless otherwise stipulated by the laws of the Republic of Kazakhstan.

When the service receiver provides all the necessary documents via the portal, the service receiver shall receive a status of acceptance of the request for the provision of the public service in his/her “personal profile”.

4. At the time the documents are received, the provider's office shall accept them, register them and send them to the provider's executor for examination.

If the service receiver applies after working hours, on weekends and public holidays as per the Labour Code of the Republic of Kazakhstan, the documents shall be accepted on the following working day.

Within two (2) working days of receiving the application, the service provider shall verify the accuracy of the information provided.

In case the service receiver fails to submit complete information required for the provision of a public service hereunder, within the time limits indicated in the first part of this paragraph, the provider shall send the service receiver a notification indicating what requirements the application does not meet and the deadline for bringing it into conformity.

The notification shall be forwarded by registered mail with return receipt requested, by telegraph or telegram, by text message to a mobile phone number or e-mail address or by any other means of communication that provides a record of the notification or summons.

Should the service provider fail to comply with the requirements hereof within two working days of receipt of the notification, on the third working day the service provider shall return the application as per Annex 3 hereto, signed with an EDS of the head of the service provider on the portal in the “personal profile” in the electronic form.

5. Upon establishing the fact of completeness of the submitted documents, within 1 (one) working day the service provider shall examine them for compliance with the requirements hereof and draw up a permit for recreational (sport) fishing allowed for the needs of local people residing in the protected zone of Markakol State Nature Reserve in the form as per Annex 3 hereto or shall provide a reasoned refusal to render the public service.

When receiving a permit for recreational (sport) fishing allowed for the needs of the local population residing in the protected zone of Markakol State Nature Reserve, the service receiver shall be acquainted with the requirements laid down herein.

The result of the public service shall be sent and stored in the service receiver's "personal profile" in the electronic form.

Grounds for refusal in rendering the public service, specified by the legislation of the Republic of Kazakhstan, shall be stated in the standard of the public service "Issuance of a Permit for Recreational (Sport) Fishing, Allowed for the Needs of Local People Residing in the Protective Zone of Markakol State Nature Reserve" as per Annex 2 hereto.

6. Under sub-paragraph 11) of paragraph 2 of Article 5 of the Law, the service provider shall provide for entering data into the information system for monitoring the provision of public services on the stage of provision of a public service under the procedure prescribed by Order No. 452 of the Acting Minister of Transport and Communications of the Republic of Kazakhstan dated June 14, 2013 "On Approval of the Rules for Entering Data into the Information Monitoring System of Public Services on the Stage of Provision of Public Services" (recorded in the Register of State Registration of Regulatory Legal Acts under No. 8555).

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

7. A complaint regarding the provision of public services shall be considered by the authorised body in the field of environmental protection (hereinafter referred to as the authorised body), an official of the authority responsible for the assessment and control of the quality of public services.

A complaint shall be lodged with the service provider and/or the official whose decision, action (inaction) is complained about.

The service provider, an official whose decision, action (inaction) is appealed against shall forward the complaint and the administrative file to the authorised body no later than three working days from the receipt of the complaint.

However, the service provider or official whose decision, action (inaction) is appealed against shall be entitled not to send the complaint to the authorised body if it takes, within three working days, a decision or other administrative action that fully satisfies the requirements specified in the complaint.

Unless otherwise stipulated in the Law, recourse to a court of law shall be permitted following an appeal in the pre-trial procedure.

A complaint received by the service provider under subparagraph (2) of Article 25 of the Law shall be reviewed within five working days from the date of registration of the complaint

A complaint by a service receiver addressed to the authorised body for assessment and quality control of public services shall be considered within fifteen working days from the date of its registration.

to the Rules for Public Service
“Issuance of a Permit to Conduct
Recreational (Sport) Fishing
Allowed for the Needs of Local
Population Residing in the
Protected Zone of Markakol
State Nature Reserve”

Document form

To: _____
(full name of the service provider)
from _____
(full name of the service receiver)
address _____
(village, street, house No., apartment No.
)
(if any), telephone)
the service receiver's details

Application letter

I hereby request the issue of a permit for recreational (sport) fishing allowed for the needs of the local population residing in the protected area of Markakol State Nature Reserve

Application data	
Application number	
Creation date	
Basic personal details	
Individual identification number	
Surname	
Name	
Patronymic (if any)	
Details of the identity document	
Type of identity document	
Number	
Series	
Date of issue	
Expiry date	
Issuing authority	
Address	
Postcode	
Country/Region/District/Settlement	
Street name	
Building number	
Building index	
Apartment/office number	
Telephone numbers	
Fax numbers	

Verification of entered data										
Settlement										
Planned catch										
Type of fish										
Quantity (total, in kilograms)										
Cost (KZT)										
Type of Fishing										
Type of transport										
Vehicle make										
National number plate										
Application type, Code										
Validity Period Up to										
Payment of the licence fee										
Amount of state fee, monthly calculation index										
Amount of state duty, KZT										
Payment type	Payment status	Amount paid	Document number	Date of document	Payment bank	Tax authority	Budget classification code	Payment destination code	Individual identification code	Scanned copy of the payment order

I hereby consent to the use of legally protected information contained in information systems

Filing date " ____ " _____ 20 ____ .

(surname, first name, patronymic (if any), EDS)

Annex 2
to the Rules for Public Service
“Issuance of a Permit to Conduct
Recreational (Sport) Fishing
Allowed for the Needs of Local
Population Residing in the
Protected Zone of Markakol State
Nature Reserve”

Standard of the rendering of the public service “Issuance of a Permit to Conduct Recreational (Sport) Fishing Allowed for the Needs of the Local Population Residing in the Protective Zone of Markakol State Nature Reserve”.		
1	Name of the service provider	Markakol State Nature Reserve Republican State Institution of the Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan
2	Ways of providing a public service (access channels)	The e-government web portal www.egov.kz (hereinafter referred to as the Portal)

3	Term of public service delivery	Two (2) working days
4	Form of public service delivery	Electronic (fully automated)
5	Result of a public service	permits for recreational (sport) fishing allowed for the needs of the local population residing in the protected zone of Markakol State Nature Reserve, or a reasoned refusal. Form of provision of the result of rendering the public service: electronic.
6	The amount of the fee charged to a service receiver in the provision of a public service and the manner of charging it in cases stipulated by the legislation of the Republic of Kazakhstan	Payable
7	Work schedule	1) service provider - Monday to Friday from 8.00 a.m. to 5.00 p.m., with a lunch break from 12.00 to 13.00 p.m., except for weekends and public holidays, as per the Labour Code of the Republic of Kazakhstan of November 23, 2015 (hereinafter the Code) and Article 5 of the Law of the Republic of Kazakhstan of December 13, 2001 "On Public Holidays in the Republic of Kazakhstan" (hereinafter the Law) 2) Portal - twenty-four hours a day, except for technical breaks related to repair works (when service recipient applies after working hours, on weekends and public holidays, under the Code and Article 5 of the Law, acceptance of application and issuance of state service result shall be performed on the next working day). The addresses of the places where the public service is provided shall be posted on the portal.
8	List of documents required for the provision of the public service	Application in the form of an electronic document, as per the form in Annex 1 hereto.
9	Grounds for refusal of a public service established by the legislation of the Republic of Kazakhstan	1) establishment of unreliable information submitted by the service receiver to receive a public service and (or) the data (information) contained therein 2) non-compliance of the service receiver and (or) the data and

		information submitted for the provision of a public service with the requirements of the application set out herein.
10	Other requirements, given the specifics of the public service	The service receiver shall obtain the public service electronically via the Portal provided that an electronic digital signature is available. The service receiver may obtain information on the procedure and status of the provision of the public service remotely via his/her "personal profile" of the Portal, information services of the service provider, as well as the Integrated Contact Center 1414, 8-800-080-7777.

Annex 3
to the Rules for Public Service
“Issuance of a Permit to Conduct
Recreational (Sport) Fishing
Allowed for the Needs of Local
Population Residing in the
Protected Zone of Markakol State
Nature Reserve”
Document form

Permit to conduct recreational (sport) fishing allowed for the needs of the local population residing in the protected area of Markakol State Nature Reserve

<p>Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan COUNTERFOIL No. _____ Markakol State Nature Reserve Republican State Institution Issued to _____ _____ (Surname, first name, patronymic, if any) Quantity _____ (kilograms) Type of fish _____ Name of water body and site _____ _____ Transport _____ _____ (type, make, number plate) Validity period: From " " _____ 20__ To " " _____ 20__</p>	<p>Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan PERMIT No. _____ Markakol State Nature Reserve Republican State Institution Issued to _____ _____ (Surname, first name, patronymic if any) Quantity _____ (kilograms) Type of fish _____ Name of water body and site _____ _____ Transport _____ _____ (type, make, number plate) Validity period: From " " _____ 20__ To " " _____ 20__ Date of issue: _____</p>	<p>Reverse side of the PERMIT</p> <p>information on fish catches Date Fish species Fish quantity (kilograms)</p> <hr/> <p>TOTAL: Fisherman _____ _____</p>
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Date of issue: "__" _____ 20 __	"__" _____ 20 __	(Surname, first name, patronymic if any)
I received the permit _____ _____	Vehicle was inspected at the entrance to the state nature reserve by (inspector) _____	_____ (signature)
(Fisherman's surname, name and patronymic (if any)) _____	_____	(Surname, first name, patronymic if any)
(signature)	Control of the volume of fish caught when leaving (exiting) the territory of the state nature reserve was carried out by inspector _____	
The permit was issued by _____	_____	(Surname, first name, patronymic if any)
(Surname, first name, patronymic if any)	_____	(signature)
(signature)	_____ (signature)	