



On approval of the Rules for bringing into compliance information about an individual in information systems

Invalidated Unofficial translation

Resolution N 372 of the Government of the Republic of Kazakhstan dated April 17, 2013.

Unofficial translation

Footnote. Became invalid by the Decree of the Government of the Republic of Kazakhstan dated 05.08.2021 No. 523 (comes into effect after ten calendar days after the date of its first official publication).

In accordance with Article 5 of the Law of the Republic of Kazakhstan dated June 28, 2005, “On state allowances for families with children”, the Government of the Republic of Kazakhstan RESOLVES:

1 To approve the attached Rules for bringing into compliance information about an individual in information systems.

2. This resolution shall be enforced upon expiry of ten calendar days after the date of its first official publication.

*Prime Minister
of the Republic of Kazakhstan*

S.Akhmetov

Approved by
Resolution N 372
of the Government
of the Republic of Kazakhstan
dated April 17, 2013

Rules for bringing into compliance information about an individual in information systems

1. General provisions

1. These Rules for bringing into compliance information about an individual in information systems (hereinafter referred to as the Rules) shall have been developed in accordance with the Law of the Republic of Kazakhstan dated June 28, 2005 , “On state allowances for families with children”, shall define the procedure and time frame for bringing information into compliance about an individual in information systems.

2. Following basic concepts used in these Rules:

1) information system - a system intended for storage, processing, search, distribution, transmission and presentation of information using a hardware and software complex;

2) the operator of the information system - state bodies, legal entities collecting, processing and protecting information about the individual (applicant);

3) the authorized body for the appointment and payment of child allowance - the local executive body of the city of republican significance, the capital, the district (the city of regional significance);

4) electronic copy of the document - a document that fully reproduces the type and information (data) of the original document in electronic-digital form, certified by the electronic digital signature of the applicant or the person having the authority to certify this document, or the authorized employee of the public service center, on the basis of the written consent of the recipient of the state service given at the moment of his personal presence;

5) an individual (hereinafter referred to as the applicant) is a person applying on behalf of the family for allowances (birth allowance, care allowance or child allowance);

6) the branch of the authorized organization (hereinafter referred to as the branch of the center) - city, district branches of the republican state-owned enterprise established by the decision of the Government of the Republic of Kazakhstan;

7) The Public Service Center (hereinafter referred to as PSC) is a republican state-owned enterprise that shall organize the provision of public services to individuals and/or legal entities on the receipt of applications and the issuance of documents on the principle of "one window."

3. The basis for bringing into compliance information about an individual in information systems shall be the request of the branch of the center or the PSC or the authorized body for the appointment and payment of child allowance to the operator of the information system for bringing into compliance missing information about an individual in the information system.

2. Procedure and time limits for bringing into compliance information about the individual in information systems

4. If the operator of the information system shall receive electronic documents confirming the absence of the requested information about the applicant in the information systems, a branch of the centre or PSC or an authorized body for the appointment and payment of child allowance, the applicant who shall have made the request on the day of the application shall notify him of the need to submit the original documents, specified in paragraph 5 of the Rules to bring information into compliance about the applicant in the information systems.

The notification shall be issued in the form specified in Appendix 1 to these Rules in the form of an electronic document certified by an electronic digital signature (

hereinafter referred to as the EDS) of an authorized person of the branch of the centre or PSC or the authorized body for the appointment and payment of child allowance.

5. In order to bring information into compliance in the information systems, the applicant shall submit to the branch of the centre or the PSC or the authorized body for the appointment and payment of child allowance within three working days from the date of receipt of the notification an application in the form specified in Appendix 2 to these Rules and the original documents:

1) identity document of the applicant (identity card of a citizen of the Republic of Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the individual - identity documents and powers of the representative;

2) a document containing information about the applicant not included in the information systems.

The application shall be executed and registered on the date of the applicant's submission.

The absence of the document referred to in subparagraphs (1) and (2) of this paragraph shall constitute grounds for refusal to register the application.

6. When the operator of the information system shall submit electronic documents confirming the absence of requested information about the applicant in the information systems, the authorized body, responsible for the appointment and payment of child allowance, shall notify the akim of the settlement, village, rural district on the day of receipt of documents, and shall send through it notification to the applicant of the need to obtain from the applicant written consent to bring information into compliance about him in information systems according to the form specified in Appendix 3 to these Rules.

The applicant shall present to authorized body on payment of child allowance through the akim of the settlement, village, rural district the written consent to bring the information into compliance in the information systems on the basis of the documents submitted earlier by it copies in the form specified in Appendix 4 to these Rules within three working days after the issue of the notification to the applicant.

7. The authorized person of the branch of the center or PSC or the authorized body for the appointment and payment of child allowance on the day of acceptance of the application and original documents from the applicant shall make electronic copies of the documents and shall return the original documents to the applicant after that shall:

1) send to the operator of the information system a request according to the form specified in Appendix 5 to these Rules, in the form of an electronic document certified by the EDS of the authorized person of the authorized body for the appointment and payment of child allowance, with attached electronic copies of documents;

2) send to the applicant through the akim of the settlement, village, rural district the receipt on submission of the written consent to bring information into compliance about him in information systems.

8. The operator of the information system shall, within five working days after receipt of the request from the branch of the center or the PSC or the authorized body for the appointment and payment of the child allowance, shall check the conformity of the information on the individual, contained in the request and archive documents, information contained in the information systems, after that, the operator of the information system shall carry out the following actions on the basis of the results of the inspection he shall send a notification to the branch of the center or PSC or the authorized body for the appointment and payment of child allowance:

1) when confirming the facts specified in the request, shall make appropriate changes and (or) additions to information systems, after which shall send to the branch of the center or PSC or the authorized body for the appointment and payment of child allowance a notification on bringing information into compliance about an individual in information systems in the form specified in Appendix 6 to these Rules, in the form of an electronic document certified by the EDS of the authorized person of the information system operator;

2) in case of non-confirmation of the facts specified in the request, shall send a notification of refusal to bring information into compliance about an individual in information systems with the indication of motivated reasons according to the form specified in Appendix 6 to these Rules, in the form of an electronic document certified by the EDS of the authorized person of the information system operator.

9. Bringing the information into compliance about the individual in the information systems shall be provided free of charge by the operator of the information system.

Appendix 1
to Rules for bringing
information into compliance of
about the individual in
information systems
To whom

(to enter full name of the individual)
bank details
IIN: _____
address: _____

ph. _____

Notification

of the necessity to submit original documents for

bringing information into compliance about an individual in

information systems

“ _____ ” 20

No. _____

_____ (to enter the name of the office
of a centre or PSC or an authorized body for appointment and payment of child
allowance) in connection with receipt of the document

_____ (enter the name of the electronic document, its number, date and authority Issue)
confirming absence of requested information

_____ (to enter a list of not included information about the individual in the
information systems), we shall notify you of the need to submit
within three working days application for compliance
specified information in information systems with submission of the
following original documents:

1) _____ (document certifying
identity of the applicant (identity card of the citizen of the Republic of
Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for
oralmans), and the representative of the person - identity documents
and powers of the representative);

2) _____
(document,
containing information about the applicant not included in the information systems)

Position (signature) initials

Received the notification

(initials of the applicant, signature, date)

Appendix 2
to Rules for bringing
information into compliance
about an individual in
information systems
Name of the branch of the center
or PSC or authorized
body for the appointment and payment

of child allowance:

location: _____

From a citizen _____

(initials of the applicant)

place of residence:

(tel. flat, house number, street, city)

IIN _____

APPLICATION

of the individual to bring information into compliance about him in the information systems

In accordance with the Law of the Republic of Kazakhstan dated June 28, 2005 " On state allowances for families with children" you are kindly requested to bring information into compliance in the information system (s), in connection with the receipt of the document _____

_____ (to enter the name of the electronic document, its number, date and authority of issuance) confirming absence of the requested information

_____ (to enter the list of information about the individual not included in the information systems).

Based on the documents I shall submit:

1) _____ (document certifying identity of the applicant (identity card of the citizen of the Republic of

Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the person - identity documents and powers of the representative);

2) _____ (document, containing information about the applicant not included in the information systems).

" ____ " _____ 20__ . Signature of the applicant _____

Appendix 3
to Rules for bringing
information into compliance
about an individual in
information systems
To whom

_____ (to enter full name of the individual)
bank details

IIN: _____
address: _____
_____ ph. _____

Notification

of liability of an individual's consent to

bring information into compliance in information systems

“ _____ ” 20

No. _____

_____ (to enter the name of the office of the centre or the authorized body for the appointment and payment of the child allowance or PSC) in connection with the receipt of the document

_____ (to enter the name of the electronic document, number, date and authority of issuance), confirming absence of requested information

_____ (to enter the list of information about the individual not included in information systems), we shall notify you of the need to agree within three working days to bring information into compliance about an individual in information systems based on the copies of documents you shall have submitted _____

_____ to the akim (of the settlement, village, rural district):

1) _____ (document certifying identity of the applicant (identity card of the citizen of the Republic of Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the person - identity documents and powers of the representative);

2) _____ (document, containing information about the applicant not included in the information systems)

Position (signature) initials

Received the notification _____

_____ (initials of the applicant, signature, date)

Name of the office of the center
or PSC or authorized
body for the appointment and
payment child allowance: _____
location: _____

from the citizen _____

(full name of the applicant)
place of residence:
(tel. flat, house number, street, city)

IIN _____

Notification

of liability of an individual's consent to

bring information into compliance in information systems

In accordance with the Law of the Republic of Kazakhstan dated June 28, 2005 "On state allowances for families with children" you are kindly requested to bring information into compliance in the information system (s), in connection with the receipt of the document _____

_____ (to enter the name of the electronic document, its number, date and authority of issuance) confirming absence of the requested information

_____ (to enter the list of information about the individual not included in the information systems).

Based on the documents I shall submit:

1) _____ (document certifying identity of the applicant (identity card of the citizen of the Republic of Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the person - identity documents and powers of the representative);

2) _____ (document, containing information about the applicant not included in the information systems).

" ____ " _____ 20___. Signature of the applicant _____

Appendix 5
to Rules for bringing information
into compliance about an individual
in information systems

(name of the operator of the
information systems

(address)

Request form

for bringing into compliance information about an individual

not included in the information systems

“ _____ ” 20

No. _____

_____ (to enter the name of the
centre or PSC or the authorized body for the appointment and payment of the child
allowance- a requestor) shall ask to bring into compliance information about an
individual (applicant) not included in the information systems.

2. _____ (name of the requestor)

Full name, date of birth of the applicant, bank details, IIN	Causes of request (absence of information)	List of information, not included in the information systems	Information on the response message of the information system reported the absence of the information	Name of electronic document, its number and date of issue confirming absence of requested information about the applicant
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3. _____ (full name and position of the employee of the branch of the centre or PSC, or specialist of the authorized body for the appointment and payment of child allowance requested).

Appendix (electronic copies of documents):

1) _____ (identity document of the applicant (identity card of a citizen of the Republic of Kazakhstan or residence permit of an alien in the Republic of Kazakhstan for oralmans), and the representative of the person - identity documents and powers of the representative);

2) _____ (document containing information about the applicant, not included in the information systems).

Position (signature) initials

Appendix 6
to Rules for bringing information
into compliance about an individual
in information systems

(name of the service centre

(address)

Notice

on amendments and/or additions to information about an individual in the information systems/about refusal

to make amendments and/or additions to information about an individual in information systems

" " 20 № _____

_____ (full name of the operator of the information systems) shall inform about the amendments and/or additions to information about an individual in the information systems/about refusal to make amendments and/or additions to information about an individual in information systems

Number and date of the request to bring information into compliance about the individual in the information systems	IIN of the individual	Surname	Name	patronymic name	Amendments and/or additions to information about an individual in the information systems/ basis for refusal to make amendments and/or additions to information about an individual in information systems according to paragraph 8 of the Rules to bring information into compliance in the information system approved by the Government of the Republic of Kazakhstan dated _____ № _____
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Position (signature) initials