



On the Regulations of the Government of the Republic of Kazakhstan

Unofficial translation

Resolution of the Government of the Republic of Kazakhstan dated January 6, 2023 № 10.

Unofficial translation

In accordance with paragraph 5 of Article 10 and paragraph 6 of Article 18 of the Constitutional Law of the Republic of Kazakhstan "On the Government of the Republic of Kazakhstan", the Government of the Republic of Kazakhstan **HEREBY DECIDES**:

1. To approve the Regulations of the Government of the Republic of Kazakhstan in accordance with Appendix 1 to this Resolution.
2. To declare certain decisions of the Government of the Republic of Kazakhstan as no longer in force in accordance with Appendix 2 to this Resolution.
3. This resolution shall enter into force on the day of its signing.

The Prime Minister
of the Republic of Kazakhstan A. Smailov

Appendix 1
to the Resolution of the Government
of the Republic of Kazakhstan
dated January 6, 2023 № 10

The Regulations of the Government of the Republic of Kazakhstan Chapter 1. General Provisions

1. The Government of the Republic of Kazakhstan (hereinafter referred to as the Government) is a collegial body that shall exercise executive power, head the system of executive bodies and direct their activities.

2. The activities of the Government shall be regulated by the Constitution of the Republic of Kazakhstan, the Constitutional Law of the Republic of Kazakhstan "On the Government of the Republic of Kazakhstan", laws and other regulatory legal acts and these Regulations.

3. The main principles of the Government's work shall be:

- 1) priority of essence over form – the primacy of a specific and measurable result over the form of work to achieve it;
- 2) digitalization by default is a priority for the comprehensive interaction of government agencies with citizens, businesses and each other in digital format;
- 3) managerial responsibility – the inadmissibility of transferring decision-making and coordination of issues within the competence of a specific manager to a higher level and collegial bodies;

4) continuous improvement – formation and maintenance of an organizational culture of the state apparatus that stimulates the reduction of bureaucracy, systemic reengineering and optimization of internal procedures and processes;

5) optimality of regulation – establishment of the optimally necessary level of regulation of the activities of state bodies, prevention of the introduction of new insufficiently substantiated bureaucratic requirements, types of reporting and control;

6) proactive control – conducting periodic monitoring of the execution of instructions to prevent deviations from planned indicators, which in the future may lead to negative consequences.

4. Organizational and legal, expert and analytical, personnel, information and logistical support for the activities of the Government and the Prime Minister of the Republic of Kazakhstan (hereinafter referred to as the Prime Minister), as well as coordination of the activities of central and local executive bodies, shall be carried out by the Office of the Government of the Republic of Kazakhstan (hereinafter referred to as the Office of the Government).

5. Representation of the interests of the Government in the Parliament of the Republic of Kazakhstan (hereinafter referred to as the Parliament) and ensuring its constant interaction with the legislative branch of government shall be carried out by the Representative of the Government in Parliament.

6. Representation and protection of the interests of the Government and the Prime Minister in courts on behalf of the Prime Minister, his deputy or the Head of the Government Staff, as well as participation in constitutional proceedings on behalf of the Prime Minister, shall be carried out by the state body whose competence includes the issues that have become the subject of the proceedings. The Ministry of Justice of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Justice) shall provide the relevant state body with legal and advisory assistance.

When initiating proceedings in international arbitrations and foreign courts conducted abroad with the participation of state bodies of the Republic of Kazakhstan, the state body whose competence includes the issues that are the subject of the proceedings shall notify the Government Office and the Ministry of Justice of the proceedings in international arbitrations and foreign courts.

6-1. Draft contracts for an amount equal to at least two million times the monthly calculation index, concluded with foreign counterparties on behalf of the Government, using foreign arbitration as a method of resolving disputes between the parties, shall be subject to preliminary submission to the Ministry of Justice to obtain appropriate recommendations.

Footnote. Chapter 1 has been supplemented with paragraph 6-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 23.05.2023 № 397.

7. Interdepartmental coordination of the activities of the ministries' offices shall be carried out by the Head of the Government Office by holding meetings with the heads of offices of state bodies and giving relevant instructions to the Head of the Government Office.

8. The Head of the Government Office and his deputies shall ensure that state bodies, organizations, and officials comply with the requirements of these Regulations.

9. To develop consolidated proposals for the formation and implementation of state policy in the relevant sector and to reduce unnecessary paperwork, the interaction between state bodies and the President of the Republic of Kazakhstan (hereinafter referred to as the President) and the Administration of the President of the Republic of Kazakhstan (hereinafter referred to as the Administration of the President) shall be carried out through periodic reports and reports within the framework of the activities of the consultative and advisory bodies under the President and schedules for the submission of information, reports and reports by state bodies to the President, annually approved by order of the Head of the Administration of the President.

Responsibility for compliance with the requirements established in the first part of this paragraph shall be assigned to the top managers of state bodies responsible for the formation and implementation of state policy in the relevant sector.

10. Information from the Government on the progress of implementing the acts and instructions of the President shall be submitted to the Presidential Administration and signed by the relevant Deputy Prime Minister or Chief of the Government Staff in accordance with the distribution of responsibilities between the Deputy Prime Ministers and the Chief of the Government Staff, approved by the Prime Minister.

Chapter 2. Government meetings and conferences held by the Prime Minister and his deputies

Section 1. Scheduling of meetings

11. Issues for consideration at Government meetings (hereinafter referred to as Meetings) shall be determined based on the powers of the Government established by the Constitution, laws and acts of the President.

12. The quarterly list of issues for consideration at meetings shall be approved by the Head of the Government Office in agreement with the Prime Minister and his deputies based on proposals from members of the Government submitted to the Government Office no later than the 20th day of the month preceding the planned quarter.

The approved list of planned issues shall be sent by the Government Office to members of the Government, akims of regions, cities of republican significance, the capital and, if necessary, heads of other government bodies and organizations.

13. The decision to remove a planned issue from consideration or to postpone its consideration to another date shall be made by the Prime Minister or, in agreement with him, by the Head of the Government Staff based on a petition addressed to the Prime Minister, signed by the first head of the state body responsible for preparing the issue, and submitted no

later than 5 working days before the date of the meeting. The state bodies interested in the matter within their competence shall be informed of the said decision.

The procedure established by this paragraph shall not apply to meetings scheduled on an extraordinary basis.

14. Extraordinary meetings shall be convened at the initiative of the President or the Prime Minister.

Section 2. Procedure for preparing and holding Government meetings

15. Meetings shall be held at least once a month and are convened by the Head of the Government Office on the instructions of the Prime Minister or the President.

16. The meetings shall be chaired by the Prime Minister, and in his absence, by the Deputy Prime Minister, as directed by the Prime Minister.

When the President participates in meetings, the President shall preside or, on his behalf, the Prime Minister.

17. The meetings shall be open and broadcast online on the Government's Internet resource and shall be conducted in the state language and, where necessary, in the Russian language.

During the broadcast of an open meeting, citizens shall be allowed to leave comments.

The minutes of the open meeting shall be posted on the Government's Internet resource no later than five working days from the date of the meeting.

Closed meetings may be held at the initiative of the President or the Prime Minister.

Footnote. Paragraph 17 - as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.01.2024 № 5 (shall enter into force on the day of its first official publication, but not earlier than 04.04.2024).

18. Holding closed meetings and discussing issues containing classified information or state secrets shall be carried out in compliance with the requirements of the secrecy regime and with restrictions on access to meetings.

19. Meetings shall be held as a matter of priority via videoconference, as well as in person or a mixed format, in agreement with the Prime Minister or the Head of the Government Office, on his instructions.

When holding a Government meeting via videoconferencing, only invited persons and, if necessary, technical personnel may participate in meeting rooms connected to videoconferencing.

20. A meeting shall be considered competent if at least two-thirds of the members of the Government participate in it. Members of the Government shall participate in its meetings without the right to be replaced.

In cases where a member of the Government cannot participate in a meeting, the issue of the participation of his deputy is agreed upon in advance with the Prime Minister or the Head of the Government Office at least 24 hours before the start of the meeting.

An official replacing a member of the Government shall participate in the meeting without the right to vote.

21. Officials who have been granted such a right by acts of the President, deputies of the chambers of Parliament, regional akims, heads of other state bodies and organizations, employees of the Government Office and other persons may attend meetings at the invitation of the Government Executive Office.

A proposal to determine or clarify the list of persons invited to a meeting shall be submitted, depending on the issues under discussion, by the state body responsible for preparing the issue, no later than 3 (three) working days before the meeting.

Participation of those invited to the meeting shall be ensured by the Government Office.

22. The invited person shall be responsible for the untimely confirmation and/or participation in a meeting (meetings) organized by the Government Office.

23. Materials prepared for consideration at the meeting in the state and Russian languages shall be submitted to the Government Office no later than 3 (three) working days before the meeting and must include:

- 1) draft protocol decision;
- 2) certificates no longer than 5 (five) pages;
- 3) comparative tables, and presentations in Microsoft PowerPoint format (colour slides no more than 10 (ten) megabytes in size and with a font size of at least 20, corresponding to the 16:9 visual information display format);
- 4) informational (analytical) reports (lasting no more than 7-10 minutes);
- 5) list of participants;
- 6) other materials on issues considered at the Government meeting.

24. Materials may be revised by government agencies in agreement with the relevant structural divisions of the Government Office but shall be prohibited from changing presentation materials the day before or on the day of the meeting, except in cases agreed upon with the Head of the Government Office.

In the event of untimely, poor-quality or incomplete submission of materials for the meeting, the Prime Minister or, in agreement with him, the Head of the Government Office shall decide to remove the planned issue from consideration or postpone its consideration to another date.

In exceptional cases, when a meeting is held on the instructions of the Prime Minister in an extraordinary manner, materials may be submitted to the Government Office on the day of the meeting and communicated to the participants of the meeting directly at the meeting, while responsibility for the content and quality of the preparation of materials lies with the first head of the state body, within whose competence the issue under consideration falls.

25. State bodies and organizations that were given instructions, and whose representatives were present at the meeting, shall be obliged to begin executing the instructions immediately after the meeting, without waiting for the receipt of the signed minutes of the meeting.

26. The minutes of the meeting signed by the Prime Minister and registered by the Government Office shall be sent for execution to the state bodies and organizations that are given the relevant instructions in the minutes.

Section 3. Grounds for appointment and procedure for holding meetings

27. Meetings are held under the chairmanship of the Prime Minister or his deputies in accordance with the distribution of responsibilities between them:

- 1) if there is a direct order from the President and/or the Head of Administration;
- 2) in the event of threats to public, military, political, economic, information and environmental security;
- 3) in emergencies of natural, man-made or social nature, destabilization of the situation as a whole in the country or individual regions, the threat of a terrorist attack or the spread of epidemiological diseases;
- 4) if there is a need for interdepartmental coordination of the activities of central and local government bodies, resolution of insurmountable differences on issues of a conceptual nature and financial support;
- 5) in other cases, on instructions from the Prime Minister or his deputies.

Footnote. Paragraph 27 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

27-1. In the event of a meeting being held on the grounds provided for in subparagraph 4) of paragraph 27 of these Regulations, the meeting shall be held subject to the following conditions:

- 1) before the appeal to the Government Office, state bodies have taken all measures established by current legislation to resolve disagreements;
- 2) when contacting the Government Office, a protocol for disagreements is attached;
- 3) one of the parties to the dispute must be a government agency that is part of the Government.

After the appeal is received by the Government Office, the responsible structural unit, together with the supervising Deputy Chief of the Government Office, based on the results of its consideration, with the invitation of interested government agencies, shall decide on the need/absence of the need to hold a meeting chaired by the Prime Minister or his deputies, or the Chief of the Government Office.

The decisions taken following the meeting shall be recorded in a protocol signed by the Prime Minister or his deputies, or the Head of the Government Office, and shall be binding on all interested government bodies.

Footnote. Chapter 2 has been supplemented with paragraph 27-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

28. The meeting shall be held, as a matter of priority, using videoconferencing and online services established in accordance with the requirements of the law.

A meeting in person shall be held in the event of consideration of issues containing classified information or state secrets.

Individual officials may be invited to an online meeting in person at the direction of the chairperson.

29. Government bodies shall submit materials to the Government Office no later than 3 (three) working days before the date of the meeting in electronic form (presentations, reports, draft protocol decisions, etc.).

Issues for which materials have been submitted in violation of the deadlines established by this paragraph, as well as those raised outside the agenda of the meeting being held, shall not be allowed for consideration.

30. Responsibility for the nominations submitted and the quality of materials for the meeting shall be assigned to the deputy heads of state bodies in the areas under their supervision.

In exceptional cases, the replacement of a candidate shall be carried out by agreement with the chairperson by oral agreement, no less than 2 (two) hours before the start of the meeting.

31. Invitations to meetings, including the agenda and necessary materials, shall be sent in digital format using an electronic calendar to responsible officials, heads of structural divisions responsible for receiving correspondence in a government agency, and reception areas of top managers without sending an official telephone message.

A telephone message shall be used in exceptional cases (if there is no technical possibility of sending an invitation in digital format).

The recipient of the invitation (responsible officials, reception staff, etc.) shall within 1 (one) hour confirm/reject/propose a new date and/or time for participation in the meeting.

Materials (presentations, reports, draft protocol decisions, etc.) for the upcoming meeting shall be submitted by government bodies in response to the invitation received.

The presentation of presentation material at the meeting shall be carried out using videoconferencing and other online services established in accordance with legal requirements.

It shall be prohibited to invite government bodies and organizations whose competence does not directly include the issue under consideration to meetings of the Government Leadership.

32. The decisions taken at the meeting shall be recorded in the form of minutes.

Unanimous decision-making at a meeting on agenda items shall subsequently eliminate the need to coordinate the prepared protocol with the participating representatives of government agencies and organizations.

33. The minutes of meetings chaired by the Prime Minister or his deputies shall be submitted to the chairperson for signature no later than 3 (three) working days from the date of their holding.

The protocol signed and registered in the Government Office shall be sent to the addressees who are given instructions in the protocol. An extract from the protocol in paper form is prepared and sent to those addressees who do not have an electronic document management system.

Protocols marked "FOU" shall also be sent to government agencies and organizations in paper form or via secure means of communication.

34. It shall be prohibited to send the minutes of a meeting to government agencies whose competence does not directly include its implementation.

Chapter 3. Working with draft acts of the President, Government and Prime Minister Section 1. Coordination and submission of draft Government resolutions and draft orders of the Prime Minister to the Government Office

35. The development of draft Government resolutions and orders of the Prime Minister (hereinafter referred to as Drafts) shall be carried out based on and in pursuance of the Constitution of the Republic of Kazakhstan, legislative acts, acts of the President and other regulatory legal acts.

Note!

Chapter 3 is planned to be supplemented with paragraph 35-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated March 29, 2025 № 185 FOU (shall come into effect on February 28, 2025).

36. Projects shall be developed by government bodies in accordance with their competence established by the legislation of the Republic of Kazakhstan, on their initiative or the instructions of higher government bodies and officials, unless otherwise established by the legislation of the Republic of Kazakhstan.

Footnote. Paragraph 36 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

37. The preparation of draft orders of the Prime Minister shall be carried out to resolve issues of an administrative, operational and individual nature.

38. Projects may be developed by the Government Office on the instructions of the Prime Minister, his deputies or the Head of the Government Office.

39. The top managers of state bodies shall be responsible for the quality of preparation of projects in the state and Russian languages, and compliance with the rules of their authenticity.

Responsibility for compliance with the procedures for developing and coordinating projects shall lie with deputy top managers or heads of state bodies directly responsible for the project.

Footnote. Paragraph 39 as amended by the Decree of the Government of the Republic of Kazakhstan dated 04.10.2024 № 822.

40. Before being submitted to the Government Office, projects must be agreed with:

1) The Ministry of Justice, responsible for conducting a legal examination for compliance with the Constitution, legislative acts, and acts of the President, Government and Prime Minister;

2) The Ministry of Finance of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Finance);

3) The Ministry of National Economy of the Republic of Kazakhstan (hereinafter referred to as the Ministry of National Economy).

4) The Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan as an authorized body in the field of informatization and intersectoral coordination of digital transformation of public administration.

Footnote. Paragraph 40 as amended by the Decrees of the Government of the Republic of Kazakhstan dated 04.10.2024 № 822; dated 31.12.2024 № 1155.

41. The requirement for approval of projects by the ministries of justice and (or) national economy and (or) finance shall not apply to projects on personnel issues (in terms of the appointment and dismissal of officials of state bodies).

42. The state body that develops the project shall post in the information system for the approval of draft regulatory legal acts (hereinafter referred to as the ISCP) in the form of electronic documents the draft resolution (order), an explanatory note to it and other necessary documents, certified using the electronic digital signature of the certification center of state bodies (hereinafter referred to as the EDS) of the head of the legal department (or the person performing his duties) and the first head of the state body or an official authorized by him, and shall send them for approval to the relevant state bodies via the ISCP.

The requirements for coordinating a project with the legal service shall not apply to projects developed by the Ministry of Justice.

43. Projects containing state secrets shall be agreed upon and submitted to the Government Office in paper form.

Projects containing official information of limited distribution shall be approved and submitted to the Government Office in paper form only in exceptional cases when it is not possible to transfer them in electronic format via the electronic document management system (hereinafter referred to as the EDS).

Footnote. Paragraph 43 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

44. Draft resolutions of the Government on issues of concluding, implementing, amending and terminating international treaties of the Republic of Kazakhstan, as well as concluding, implementing, amending and terminating international loan agreements shall be agreed upon by the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Foreign Affairs).

45. The following shall be attached to the draft Government resolutions specified in paragraph 44 of these Regulations in the form of an electronic document:

1) - draft international treaty in the languages in which it was concluded, including the state and Russian languages;

2) in the case where, in accordance with the legislation of the Republic of Kazakhstan, it is mandatory to conduct a scientific examination, - the conclusion of a scientific examination on draft international treaties or on international treaties to which the Republic of Kazakhstan intends to become a party;

3) in the case of the introduction of draft laws on the ratification of international treaties – proposals for amendments and additions to the legislation of the Republic of Kazakhstan;

4) copies of international treaties concluded on behalf of the Republic of Kazakhstan and the Government in the languages of their conclusion, officially certified by the Ministry of Foreign Affairs, copies of international treaties concluded on behalf of state bodies directly subordinate and accountable to the President, as well as central executive bodies, in the languages of their conclusion, officially certified by state bodies in whose archives the originals of these international treaties are stored, and other documents of an international nature, officially certified by the state body that developed the project, to which there are references in the draft Government resolution or the draft international treaty;

5) if there are references to them – copies of decisions of international organizations and other documents of an international nature, officially certified by the government agency developing the project;

6) excluded by the Decree of the Government of the Republic of Kazakhstan dated 03.04.2025 № 205.

7) justification of the advisability of signing, ratifying, approving, accepting and acceding to international treaties, including determining the compliance of draft international treaties with the legislation and international treaties of the Republic of Kazakhstan;

8) assessment of possible political, legal, financial, economic and other consequences of concluding international treaties;

9) excluded by the Decree of the Government of the Republic of Kazakhstan dated 03.04.2025 № 205.

10) the conclusion of the Ministry of Foreign Affairs on the foreign policy expediency of concluding an international treaty.

Information on the conducted scientific examination, as well as relevant proposals with justifications, shall be indicated in the explanatory note to the project.

The state body that developed the translations ensures that they correspond to one of the authentic texts of international treaties.

Draft government resolutions on matters of concluding, implementing, amending and terminating international loan agreements are subject to approval by interested central government bodies simultaneously with draft international loan agreements.

Footnote. Paragraph 45 as amended by the Decrees of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85; dated 03.04.2025 № 205.

46. The state body-developer shall submit to the Government Office draft Government resolutions on the signing of international treaties:

1) on behalf of the Government – no later than fourteen calendar days before the date of their signing;

2) on behalf of the Republic of Kazakhstan – no later than twenty calendar days before the date of their signing.

47. Draft Government resolutions providing for an increase in the number of departments, staffing limits for ministries, and their senior officials shall be submitted by the developers to the Government Office if there is a positive conclusion from the Republican Budget Commission. The Government shall coordinate such drafts with the President or, upon his authority, with the Presidential Administration.

48. Following the review of the project, the first head of the approving state body or an official authorized by him selects one of the response options in the ISCP using an electronic digital signature:

1) agreed without comments;

2) agreed with the comments;

3) approval is denied (in this case, the approving state body makes a note about the refusal to approve with a reasoned justification for the refusal to approve).

When approving a project with comments, the approving state body shall include reasoned justifications for the existing comments in the ISCP.

49. Projects (except for Government resolutions providing for the submission of draft legislative acts to the Mazhilis of Parliament) shall be agreed upon by government agencies within 3 (three) working days, except for the ministries of justice, finance, national economy, digital development, innovation and the aerospace industry as an authorized body in the field of informatization and intersectoral coordination of digital transformation of public administration, which shall agree upon projects within 5 (five) working days. Projects on issues of signing, approval, adoption of an international treaty and accession to it shall be agreed upon by the Ministry of Foreign Affairs within 5 (five) working days.

If a project is under approval by a government agency for more than 3 (three) working days (in the ministries of justice, finance, national economy, foreign affairs, digital development, innovation and aerospace industry - 5 (five) working days) and no response has been submitted, then such a project is considered "approved" by default.

Draft resolutions on the submission to the Mazhilis of Parliament of draft laws on the ratification and denunciation of international loan agreements shall be agreed upon by state bodies within 3 (three) working days.

Draft legislative acts, except for draft codes, are agreed upon by government agencies within 5 (five) working days (by the Ministry of Justice within 7 (seven) working days). Draft codes of the Republic of Kazakhstan shall be agreed upon by government agencies within 7 (seven) working days (by the Ministry of Justice within 10 (ten) working days).

Footnote. Paragraph 49 as amended by the Decree of the Government of the Republic of Kazakhstan dated 31.12.2024 № 1155.

50. It shall be prohibited to submit to the Government Office a draft with conceptual comments from the ministries of justice and/or finance.

51. A draft legal act submitted to the Government Office with the signature of the first head of a state body or an official authorized by him shall reflect the position of the entire state body.

52. Projects submitted by government bodies to the Government Office, prepared in the state and Russian languages, must contain:

1) a cover letter, including an indication of the comments of the approving government bodies;

2) the project is in the state and Russian languages;

3) an explanatory note of no more than 2 (two) pages, and for complex issues – 3 (three) pages in the form in accordance with Appendix 1 to these Regulations;

4) for a draft that provides for amendments and/or additions to current legal acts – a comparative table in the previous and new versions with the corresponding reasoned justification for the amendments and additions being made, including derivative legal acts, concerning each paragraph in the form according to Appendix 2 to these Regulations;

5) expert opinions National Chamber of Entrepreneurs of the Republic of Kazakhstan and members of expert advice if the project affects the interests of business entities;

6) recommendations of the public council if the draft government resolution affects the rights, freedoms and obligations of citizens, except in cases where the creation of a public council in a government body is not provided for by the Law of the Republic of Kazakhstan " On Public Councils";

7) an expert opinion based on the results of a scientific examination of a draft international treaty or an international treaty to which the Republic of Kazakhstan intends to become a party, if, in accordance with the legislation The Republic of Kazakhstan is required to conduct a scientific examination;

7-1) assessment of possible socio-political, legal, informational and other consequences of the adoption of the project;

8) a report on the completion of public discussion of the draft in the form established by the Ministry of Justice, if the draft is subject to posting on the Internet portal of open regulatory legal acts;

9) the conclusion of the scientific anti-corruption examination of the draft Government resolution, except for draft Government resolutions to which, in accordance with the Law of the Republic of Kazakhstan "On Legal Acts", the requirement to conduct a scientific anti-corruption examination shall not apply.

In the event of non-acceptance of the recommendations specified in the conclusion - a copy of the response to the person or organization that carried out the scientific

anti-corruption examination of the draft Government resolution, with justifications for the reasons for their non-acceptance;

10) conclusions of authorized state bodies in cases stipulated by the legislation of the Republic of Kazakhstan;

11) copies of the instructions (minutes, etc.) in pursuance of which the project was developed;

12) an approval sheet in cases where draft laws shall be submitted to the Mazhilis of Parliament for consideration by a draft Government resolution. In this case, the approval sheet on paper shall be signed by the first heads of the ministries of justice, finance and national economy or their deputies by decision of the first heads.

Draft acts of the President shall be agreed upon by the first head of the state body that developed them in electronic form, and by the first heads of the ministries of justice, finance and national economy and other interested state bodies – on an electronic approval sheet;

13) a protocol decision of the Interdepartmental Commission on Regulation of Entrepreneurial Activity under the Government of the Republic of Kazakhstan on the results of the regulatory impact analysis if an analysis was carried out on the project regulatory impact in accordance with the Entrepreneurial Code of the Republic of Kazakhstan, and the conclusion of the authorized body for entrepreneurship on compliance by regulatory government bodies with established procedures.

The substantive part of draft legislative acts, acts of the President, government decrees, and orders of the Prime Minister shall be formed only in docx format, except for approval sheets, conclusions based on the results of scientific examinations, conclusions of other government agencies, instructions, orders on assigning duties to persons acting as the first head of a government agency (on vesting), which are formed in pdf format and must consist of no more than 6 files. The use of other formats, as well as archiving of submitted electronic versions of the document, is not permitted.

Footnote. Paragraph 52 as amended by the Resolutions of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85; dated 26.03.2025 № 170; dated 05.05.2025 № 307.

53. State bodies shall be prohibited from submitting draft legal acts for re-coordination in connection with the appointment of a new first head of a state body.

54. State bodies shall submit projects to the Government Office before December 10 of the current year, except for projects for which there are instructions from the President and the Prime Minister, projects related to temporary restrictive measures due to an unfavourable epidemiological situation, including quarantine.

At the same time, the ministries of justice, finance and national economy ensure the approval of projects by December 1 of the current year.

55. Projects shall be accepted by the Government Office daily on weekdays from 9:00 to 18:00 in electronic format via the ISCP, projects containing restricted information - via the EDMS, in paper form only in exceptional cases when there is no possibility of transferring in

electronic format via the electronic document management system. Projects containing state secrets shall be accepted on paper media with page-by-page initialing with an approval sheet and on electronic media (CD-disc) from 9:00 to 17:00.

Draft legislative acts shall be accepted daily on weekdays in electronic format via the electronic document management system (hereinafter referred to as EDS) and on paper from 9:00 to 17:00.

Footnote. Paragraph 55 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

Note!

Chapter 3 is planned to be supplemented with paragraph 1-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated March 29, 2025 № 185 FOU (shall come into effect on February 28, 2025).

Section 2. Consideration of comments from government agencies, rejection and return of projects for revision, removal from consideration

56. When accepting a project, the structural subdivision of the Government Office shall carry out a preliminary check of its compliance with paragraph 52 of these Regulations.

In cases of absence of the documents specified in paragraph 52 of these Regulations, as well as other violations of the requirements of these Regulations, the project shall be rejected.

Footnote. Paragraph 56 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

57. Projects may be returned for revision based on:

1) Resolutions of the Prime Minister, his deputies or the Head of the Government Office on the conclusions of the structural divisions of the Government Office;

2) protocol decisions of meetings/sessions of consultative and advisory bodies under the leadership of the Prime Minister, his deputies or the Head of the Government Office;

3) decisions of the Head of the Government Office in the event of detection of the inauthenticity of the texts of projects in the state and Russian languages, as well as violation of the requirements of these Regulations, non-compliance of projects with the legislation of the Republic of Kazakhstan;

4) excluded by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

Footnote. Paragraph 57 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

58. The revision and re-submission of projects shall be carried out by the developer within a period of no more than 10 (ten) working days from the date of return unless another period is specified in the instruction.

Within the specified revision deadlines, the developer submits to the Government Office a revised draft or a petition to extend the deadline for submitting the draft with consideration of

the responsibility of officials or to remove the draft from consideration with an indication of justified reasons.

59. At the request of the Prime Minister, his deputies or the Head of the Government Office, projects may be sent for additional examination (legal, economic, environmental, financial and other) to any relevant organization.

60. Projects may be withdrawn from consideration:

- 1) by decision of the Prime Minister, his deputies and the Chief of the Government Staff before the drafts are put to a vote;
- 2) based on the minutes of the Government meeting;
- 3) in the event of conceptual comments from the Presidential Administration.

61. If there are disagreements between government agencies when coordinating a project, the government agency that develops it shall, before submitting it to the Government Office, ensure that it is discussed with the coordinating agencies in order to find a mutually acceptable solution.

If a mutually acceptable solution is not reached, the state body that develops the document, together with the coordinating bodies, shall prepare comments signed by the first heads of state bodies or officials authorized by them.

Comments shall be considered at a meeting with the Prime Minister or his deputies to make specific decisions on the merits of the issue within a period of no more than 5 (five) working days from the date of registration of the draft in the Government Office.

Section 3. Submission of the draft to a Government meeting, the procedure for its adoption

62. The draft shall be submitted to a meeting no later than 10 (ten) working days from the date of its registration with the Government Office, except for drafts for which shorter deadlines may be established:

- 1) aimed at implementing the law on the republican budget;
- 2) related to the allocation of funds from the Government reserve;
- 3) on issues of eliminating emergencies of natural, man-made and social nature and their consequences, as well as the provision of official humanitarian aid;
- 4) related to temporary restrictive measures due to an unfavourable epidemiological situation, including quarantine;
- 5) on international loan agreements;
- 6) related to the consideration of draft regulatory legal acts developed in accordance with paragraph 15 of Article 17-1 of the Law of the Republic of Kazakhstan "On Legal Acts", to promptly respond to conditions that pose a threat to the life and health of the population, the constitutional order, the protection of public order, and the economic security of the country.

63. The consideration of draft laws shall be included in the agenda of the meeting for voting by the Head of the Government Office based on instructions/proposals from the Prime

Minister, and his deputies, and also based on proposals from the heads of structural divisions of the Government Office.

64. Voting by members of the Government shall be carried out on:

- 1) Draft government resolutions;
- 2) draft conclusions of the Government on bills initiated by deputies of the chambers of Parliament;
- 3) draft conclusions of the Government on amendments by deputies of the chambers of Parliament to bills under consideration by the chambers of Parliament;
- 4) the agreed positions of state bodies on amendments initiated during the consideration of draft laws in Parliament.

At meetings on the documents specified in the first part of this paragraph, the head of the state body that developed the document or the official replacing him/her shall report.

The Head of the Government Office reports on the available comments and proposals on the draft in accordance with the report prepared by the Government Office, in the form in Appendix 3 to these Regulations.

It shall be prohibited to make conceptual changes to the documents specified in the first part of this paragraph after the voting has been conducted.

The voting results shall be generated electronically in the form in accordance with Appendix 4 to these Regulations.

The decision shall be taken by a majority vote of the total number of members of the Government participating in the meeting.

65. Absentee voting on draft laws shall be conducted on the instructions of the Prime Minister or the Chief of the Government Staff in electronic form, except for draft laws marked "For official use only" and those containing state secrets, voting on which shall be conducted using electronic media in compliance with the requirements for the protection of state secrets or on paper.

The period for absentee voting by members of the Government must not be less than 1 (one) hour and must not exceed 1 (one) working day from the date of distribution of materials on the draft for voting.

In the event of any comments on a draft submitted for absentee voting, members of the Government shall inform the Head of the Government Staff in writing before the end of the absentee voting period.

If there is no response within the specified period, it shall be considered that the member of the Government voted to adopt the draft "by default".

Voting shall be carried out by members of the Government without the right of replacement.

Absentee voting shall be considered to have taken place if the majority of the total number of members of the Government participating in the vote voted on the draft.

66. The timely release and distribution of Government resolutions and orders of the Prime Minister shall be carried out by the Government Office. Certified copies of secret drafts or extracts from them shall be sent to a limited number of addressees in the established manner. If necessary, additional copies of Government resolutions (orders of the Prime Minister) shall be sent with the permission of the Head of the Government Office based on an application from the relevant government agency (developer) or structural subdivision of the Government Office.

67. After the adoption of a Government resolution, central state and local executive bodies shall, within one month, bring their acts into conformity with the adopted Government resolution and, if necessary, issue relevant acts for its implementation.

68. State bodies monitor adopted Government resolutions (orders of the Prime Minister) that they developed or that fall within their competence, and promptly take measures to amend and/or supplement them or to declare them invalid.

The developer, within 7 (seven) working days from the date of receipt of the Government decree concerning the rights, freedoms and obligations of citizens, posts on its Internet resource a press release in the state and Russian languages, and, if necessary, in other languages, which contains information on the specific goals, socio-economic and (or) legal consequences, as well as the expected effectiveness of the Government decree.

69. Regulatory legal regulations of the Government are published for general information in the state and Russian languages in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan in electronic form, official printed publications, and also in periodicals in cases stipulated by current legislation.

Section 4. Procedure for development and approval of the draft act of the President

70. The procedure for developing, coordinating and submitting to the Presidential Administration a draft act of the President shall be determined by a decision of the President.

The draft act of the President and its appendices in the state and Russian languages shall be submitted to the Presidential Administration by a Government resolution in electronic form through the electronic document management system.

71. Draft acts of the President shall be submitted to the Government Office in the manner established by paragraphs 35–52 of these Regulations.

The draft act of the President requiring the subsequent adoption of additional legal acts shall be accompanied by drafts of the relevant additional legal acts.

72. A draft act of the President, developed by a state body directly subordinate and accountable to the President, affecting the interests of the Government, shall be agreed upon with the Prime Minister, as well as with the heads of interested state bodies through the ECM.

73. The revision and re-submission of the draft act of the President shall be carried out in electronic form by a cover letter from the Deputy Prime Minister or the Head of the

Government Staff within 10 (ten) working days from the date of return by the Presidential Administration, unless other deadlines are established.

In this case, the revised draft act of the President shall be submitted to the Government Office within 8 (eight) working days from the date of return by the Presidential Administration, unless other deadlines are established in the instruction.

74. The final version of the draft act of the President on the relevant forms on paper media, initialed page by page by the head of the responsible structural unit of the Presidential Administration, shall be transferred in the course of work to the structural unit of the Government Office responsible for handling this issue, to ensure that the Prime Minister's visa is received within 2 (two) working days.

Chapter 4. Legislative activity of the Government Section 1. Planning of legislative activities

75. The legislative activity of the Government shall be carried out in accordance with the current plans for legislative work of the Government (hereinafter referred to as the Plan).

Footnote. Paragraph 75 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

76. The formation of the Plan for the coming year shall be carried out taking into account the annual Message of the President, regulatory resolutions and annual messages of the Constitutional Court, documents of the State Planning System approved by the Government, plans and schedules for the implementation of decisions and (or) instructions of the President, the Presidential Administration, the Prime Minister and the Government, the results of legal monitoring of laws, regulatory legal acts, the adoption of which shall be provided for by the legislation of the Republic of Kazakhstan.

The Plan must include draft laws arising from the instructions of the President, the Presidential Administration and the Prime Minister, as well as initiative draft laws.

Footnote. Paragraph 76 as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

77. The draft Plan for the coming year shall be formed by the Ministry of Justice based on a positive conclusion of the Interdepartmental Commission on Legislative Activity (hereinafter referred to as the Interdepartmental Commission) on advisory documents on regulatory policy (hereinafter referred to as the Advisory document), which shall be submitted by government agencies to the Ministry of Justice annually before August 1. In this case, the advisory documents must be approved by the Interdepartmental Commission annually before September 1.

The requirements specified in the first part of this paragraph shall not apply to consultative documents developed to implement measures to execute the National Plan for the implementation of the annual messages of the President to the people of Kazakhstan, as well as the final decisions of the Constitutional Court.

Footnote. Paragraph 77 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

78. The draft Plan must contain an indication of:

1) the title of the draft law, the development of which is expected in the coming year, reflecting its level, form and subject of regulation;

2) the timeframe for developing the draft law (submission to the Ministry of Justice, the Government and Parliament);

3) bodies, organizations and officials not lower than the deputy first director, who is responsible for the development of the draft law.

In this case, the deadline for submitting a draft law to Parliament must not be less than two months from the established deadline for submitting it to the Government, except for draft laws developed in the implementation of the Budget Code of the Republic of Kazakhstan.

Footnote. Paragraph 78 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

79. The completed draft Plan shall be submitted to the Government annually before November 1 in accordance with the procedure established for the submission of draft Government resolutions. In this case, the Ministry of Justice shall attach to the draft Plan a certificate containing the justification for the need to develop each draft law included in the draft Plan.

The draft Plan shall be approved no later than December 31 of the year preceding the planned year.

In the event of untimely submission by government agencies of proposals for the draft Plan of legislative work before August 1 of the current year, the Ministry of Justice shall submit to the head of the relevant government agency or the person performing his duties a proposal to hold the head of the legal service liable.

In the event of a lack of proposals for the draft Plan, the relevant government agency shall send a letter to the Ministry of Justice within the specified period stating the absence of proposals.

In the event of the return of the draft Plan based on the comments and suggestions of the Government Office, a decision by the Interdepartmental Commission shall not be required.

Footnote. Paragraph 79 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

80. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

81. Issues regarding the postponement of the deadlines for the development of draft laws provided for in the Plan, as well as the exclusion of draft laws from the Plan for the current year or the inclusion of additional draft laws in it, shall be resolved by adopting relevant Government resolutions.

The grounds for including draft laws in the adopted Plan and for postponing the deadlines for submitting draft laws provided for in the Plan shall be the instructions of the President, the Prime Minister or the Presidential Administration.

The grounds for excluding draft laws from the adopted Plan shall be:

- 1) instructions of the President, Prime Minister or the Presidential Administration;
- 2) a negative conclusion of the Republican Budget Commission;
- 3) the unification of several draft laws on one subject of regulation.

Drafts of such Government resolutions shall be preliminarily considered at the request of the developer of the draft law at a meeting of the Interdepartmental Commission. In this case, the document specified in parts two or three of this paragraph of the Regulations must be attached to the petition.

In this case, if draft laws are included in the adopted Plan, the advisory documents of this draft law must be approved by the Interdepartmental Commission before it is submitted to the Government.

If there is a positive conclusion from the Interdepartmental Commission, the developer, in accordance with the procedure established by these Regulations, shall submit the relevant project to the Government Office, while the explanatory note to the project shall necessarily indicate the justification and decision of the Interdepartmental Commission on this issue.

When developing documents of the State Planning System, concepts, and Government activities that provide for further legislative support, the developer, simultaneously with the drafts of such documents, shall submit advisory documents of the relevant draft laws for consideration by the Interdepartmental Commission.

If the development of a consultative document falls within the competence of another government agency, it shall, at the request of the developer of documents of the State Planning System, concepts, and Government measures providing for further legislative support, submit the relevant consultative document.

The inclusion of new mechanisms for legislative regulation of social relations in national projects and other documents of the State Planning System must be accompanied by amendments and additions to the Plan.

In cases of exclusion or postponement of the deadlines for the submission of draft laws provided for by the Plan, at the initiative of a government agency, based on a proposal from the Head of the Government Staff addressed to the Prime Minister, the issue of responsibility of an official not lower than the deputy head of the government agency directly responsible for the development of the draft law shall be considered.

Footnote. Paragraph 81 as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

82. In the event of an appeal to the Prime Minister or the Government Office with a proposal to develop a draft law that is not provided for in the Government's Legislative Work

Plan, the developer of the draft law shall first develop a consultative document and submit it to the Ministry of Justice for consideration at a meeting of the Interdepartmental Commission.

In the absence of a positive decision by the Interdepartmental Commission, the Government Office shall return the proposal to develop an unscheduled initiative draft law without consideration.

83. The Ministry of Justice shall exercise general control and coordination over the implementation of the current Plan.

The developers of draft laws shall, no later than the 25th day of each month, post information on the progress of the implementation of the Plan, the preparation of priority draft laws, as well as draft laws arising from the instructions of the President, the Presidential Administration and the Prime Minister, the passage of draft laws in the Government and Parliament on a publicly accessible state information technology facility in the form according to Appendix 5 to these Regulations.

The Ministry of Justice shall, every quarter, no later than the first day of the month following the reporting quarter, summarize the progress of the Government's legislative activities and shall:

1) post on a publicly accessible state information system consolidated information on the progress of the implementation of the Plan, the preparation of priority draft laws, as well as draft laws arising from the instructions of the President, the Presidential Administration and the Prime Minister, the passage of draft laws in the Government and Parliament in the form according to Appendix 5 to these Regulations;

2) submit to the Government Office information on possible violations of deadlines for the development of draft laws and proposals to hold accountable officials guilty of failure to meet deadlines for the development of draft laws.

In the event of a violation of the deadlines for the development of planned draft laws, the Head of the Government Office, taking into account the proposals of the Ministry of Justice, shall submit to the Prime Minister a proposal to hold accountable officials guilty of failure to meet the deadlines for the development of draft laws.

Footnote. Paragraph 83 as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

84. If objective reasons arise for postponing the deadlines for submitting draft laws to the Government and/or Parliament as provided for in the Plan, the developer shall submit one month before the specified deadline:

1) a letter of justification addressed to the Prime Minister outlining the reasons for postponing the deadline for submitting draft laws to the Government and/or Parliament as provided for in the Plan;

2) a draft Government resolution, agreed upon in accordance with the established procedure;

3) a submission by the head of a central government body to impose disciplinary action against a political official responsible for the development and submission of a draft law specified in the Plan.

85. The issue of coordinating the postponement of the deadline for submitting a draft law to the Government and/or Parliament with the Prime Minister shall be ensured by his deputies or the Head of the Government Office at the suggestion of the state body that developed it.

When the issue of postponing the deadlines for submitting a draft law to the Government and/or Parliament, as provided for by the Plan, is re-initiated, the issue of the responsibility of the first head of the state body that developed it shall be considered.

Footnote. Paragraph 85 as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

86. General coordination and control over the timeliness of the development and submission of draft laws shall be carried out by the heads of the apparatus of state bodies.

The officials specified in the Plan and the top managers of government agencies that develop the draft laws shall bear personal responsibility for the quality, timeliness and submission of draft laws.

Personal responsibility for compliance with the procedures for developing and coordinating draft laws lies with deputy top managers or heads of state bodies directly responsible for the project.

Footnote. Paragraph 86 as amended by the Decree of the Government of the Republic of Kazakhstan dated 04.10.2024 № 822.

Section 2. Preparation, execution, approval, and voting on draft laws

87. The procedure for preparing, formalizing, coordinating, and voting on draft laws, as well as considering disagreements on them, is similar to the procedure established for submitting draft Government resolutions, with the specifics provided for by the Law of the Republic of Kazakhstan "On Legal Acts", the regulations of the chambers of Parliament and these Regulations.

88. The development and introduction of draft laws on the ratification and denunciation of international treaties and accession to them shall be carried out in accordance with the procedure established by the Law of the Republic of Kazakhstan "On International Treaties of the Republic of Kazakhstan".

An expert opinion based on the results of a scientific examination of international treaties, conducted in accordance with the Law of the Republic of Kazakhstan "On International Treaties of the Republic of Kazakhstan", shall be attached to draft laws on the ratification of international treaties submitted by the Government for consideration by Parliament.

89. If the adoption of a by-law is necessary to ensure the operation of the law, the developer of the draft law shall simultaneously submit for consideration by state bodies draft by-laws necessary for the implementation of the draft law.

90. Government bodies shall be prohibited from submitting draft laws to the Government Office and government bodies for approval without draft by-laws to be adopted to implement the provisions of the law planned for adoption, or justification for the absence of the need to adopt draft by-laws.

Section 3. Submission of draft laws to the Government Office

91. Based on the Plan, the developers shall, no later than the 1st (first) day of the month specified by the Plan, submit draft laws to the Government Office together with draft Government resolutions on the submission of these draft laws to the Mazhilis of Parliament.

92. The procedure for submitting draft laws to the Government Office is similar to the procedure established for submitting draft Government resolutions, with the specifics provided for by the Law of the Republic of Kazakhstan "On Legal Acts", regulations chambers Parliament and these Rules of Procedure.

93. Materials submitted to the Government Office on the draft law must contain the following, prepared in the state and Russian languages:

1) a cover letter (each draft Government resolution on the relevant draft law shall be submitted as a separate cover letter);

2) a draft law (including on electronic media), initialed page by page by the deputy head of the state body that developed the draft law, and a draft Government resolution on the submission of this draft law (draft laws) to the Mazhilis of Parliament;

3) an explanatory note to the draft Government resolution, prepared in the form in accordance with Appendix 1 to these Regulations;

4) a draft explanatory note to the draft law with a justification for the need to adopt the draft law with a detailed description of the goals, objectives and main provisions of the draft law;

5) to a draft law providing for amendments and/or additions to current legislative acts, a comparative table of the current and proposed versions of articles with the corresponding justification for the amendments and additions being made in the form in accordance with Appendix 2 to these Regulations;

6) sheet(s) of approval of the draft law(s) with interested government agencies;

7) if there are any comments, or reasoned justifications for the existing comments from the coordinating government bodies and the government body that developed the draft law in the form in Appendix 6 to these Regulations;

8) approved regulatory policy advisory document;

9) a certificate on the results of the discussion of the draft law in the media, including on the Internet, and taking into account public opinion, initialed page by page by the deputy head of the state body that developed the draft law.

The certificate shall be accompanied by a program of information support, explanations and reports on the results of public discussions of the consultative document and the draft law in the event of the draft law being developed as a legislative initiative of the Government;

10) financial and economic calculations, if the implementation of the draft law will entail a reduction in revenues or an increase in expenditures of the republican and local budgets and (or) the National Fund, the attraction of grants, loans or sponsorship from international sources;

11) a copy of the positive decision of the Republican Budget Commission regarding draft laws providing for a reduction in revenues or an increase in expenditures of the Republican and (or) local budgets and (or) the National Fund;

12) forecasts of possible economic, social, legal, and environmental consequences of the adopted law.

The assessment of the social and economic consequences of the effect of the adopted law shall be drawn up in accordance with the methodological recommendations for assessing the social and economic consequences of the effect of adopted draft laws, approved by the authorized body for state planning;

13) conclusions based on the results of scientific (legal, economic, anti-corruption and other) examination depending on the legal relations regulated by the draft law.

At the same time, after the draft law has been developed in the structural divisions of the Government Office and the Presidential Administration, the state body that developed the draft law shall ensure that a scientific linguistic examination is carried out.

In case of disagreement with the conclusion of the scientific examination, the developer of the draft law must attach written reasoned justifications of the reasons for disagreement with the relevant conclusion, which were sent to the expert organization;

14) expert opinions of the National Chamber of Entrepreneurs of the Republic of Kazakhstan and members of expert advice if the project affects the interests of business entities.

In the event of non-acceptance of the recommendations contained in the expert opinions on the draft law, the developer must provide in the reference sheet a reasoned justification for the reasons for non-acceptance;

15) if the draft law concerns the rights, freedoms and obligations of citizens, recommendations for discussing the draft law with the public councils, except for cases where the creation of a public council in a government body is not provided for by the Law of the Republic of Kazakhstan "On Public Councils";

16) a reference sheet in the form in accordance with Appendix 7 to these Regulations;

17) a list of legislative acts subject to amendment or recognition as invalid in connection with the adoption of the relevant legislative act;

18) draft by-laws necessary for the implementation of a draft law developed in accordance with the legislative initiative of the Government if the adoption of a by-law is necessary to

ensure its effect (if there is no such need, this is indicated in the draft explanatory note to the draft law);

19) results of the analysis of regulatory impact in cases stipulated by the Entrepreneurial Code of the Republic of Kazakhstan;

20) a list of the personnel responsible for supporting the draft law in Parliament, in the form in accordance with Appendix 8 to these Rules of Procedure.

At the same time, the requirements established by subparagraphs 8) and 13) of part one of this paragraph shall not apply to draft laws developed in a simplified manner.

Paragraph 93 of these Regulations, the draft law on the introduction to Parliament of the draft law on the republican budget shall also be accompanied by documents and materials stipulated by Article 74 of the Budget Code of the Republic of Kazakhstan.

95. Developers of draft laws designated by the President as priority (hereinafter referred to as Priority draft laws) must submit to the Government Office the agreed draft laws no later than 10 (ten) calendar days from the date of designation of the draft law as a priority. In this case, the period for approval by state bodies of priority draft laws must not exceed 3 (three) calendar days from the date of their receipt.

96. The Ministry of Justice, based on proposals from government bodies, annually, by August 1, shall submit to the Government Office proposals on a list of draft laws that are intended to be identified as priorities.

97. On the grounds provided for by these Regulations, draft laws may be returned by the Government Office to the developer of the draft law for revision, including for conducting, if necessary, additional scientific examination.

Section 4. Submission of draft laws and draft Government resolutions having the force of law to the Government Office to promptly respond to crises

98. In cases stipulated by part two of paragraph 2 of Article 61 of the Constitution of the Republic of Kazakhstan, to promptly respond to conditions that pose a threat to the life and health of the population, the constitutional order, the protection of public order, and the economic security of the country, the authorized state body shall have the right to initiate the issue of developing a draft law for immediate consideration by Parliament, as well as a corresponding temporary resolution of the Government of the Republic of Kazakhstan that has the force of law.

99. To initiate the issue of developing draft regulatory legal acts specified in paragraph 98 of these Regulations, the authorized state body shall submit a letter to the Prime Minister setting out the justifications, as well as supporting data reflecting the crisis, current challenges, force majeure circumstances and the extent of the actual damage that may occur in the event of the Government's failure to take prompt legislative measures, and the proportionality of the measures taken.

100. The decision on the need to develop draft regulatory legal acts specified in paragraph 98 of these Regulations shall be made by resolution of the Prime Minister.

The period for preparation of the relevant resolution by the Government Office must not exceed 2 (two) calendar days.

101. In the event of receiving a resolution from the Prime Minister on the approval of the initiative of the authorized state body on the need for a prompt response to a crisis through measures of immediate legislative regulation, the developer must submit to the Government Office the approved draft regulatory legal acts no later than 21 (twenty-one) calendar days from the date of receipt of the Prime Minister's resolution. In this case, the period for approval by state bodies of such draft regulatory legal acts must not exceed 5 (five) calendar days from the date of their receipt.

102. The provisions of paragraph 3 of Chapter 4 shall apply to the procedure for submitting draft regulatory legal acts specified in paragraph 98 of these Regulations, to the extent that they do not contradict paragraph 4 of Chapter 4 of these Regulations.

103. The draft regulatory legal acts specified in paragraph 98 of these Regulations must be submitted by the Government Office to the Presidential Administration for approval within a period not exceeding 2 (two) calendar days.

104. The draft regulatory legal acts specified in paragraph 98 of these Regulations, after agreement with the Presidential Administration, shall be submitted to a Government meeting for subsequent voting or to an absentee vote of members of the Government within a period not exceeding 3 (three) calendar days.

The submission of a draft law for immediate consideration by Parliament shall be ensured within a period not exceeding 2 (two) calendar days, and the adoption of the relevant temporary resolution of the Government, having the force of law, and the approval of by-laws prepared for the implementation of the said projects shall be carried out within a period not exceeding 5 (five) calendar days from the date of the meeting or absentee voting of the members of the Government.

Section 5. Procedure for the presentation of draft laws, Government conclusions and documents of the State Planning System

Footnote. The heading of paragraph 5 - as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

105. The presentation of draft laws, Government conclusions and documents of the State Planning System shall be carried out, as a rule, no less than 1 (one) day before a Government meeting and shall be carried out to review and discuss the main provisions of the drafts, determining their compliance with the state policy being pursued in the areas regulated by the draft, and also for their subsequent submission to a Government meeting.

Footnote. Paragraph 105 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

106. The following are subject to presentation: draft laws, developed in pursuance of the Plan of legislative work of the Government of the Republic of Kazakhstan, the Action Plan for the implementation of the National Plan of the main directions (actions) for the implementation of the annual messages of the President to the people of Kazakhstan, as well as the instructions of the President, the Prime Minister, the Presidential Administration and the Government.

Footnote. Paragraph 106 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

107. The following are also subject to mandatory presentation:

- 1) draft conclusions of the Government on bills initiated by members of Parliament;
- 2) draft conclusions of the Government on amendments by members of Parliament on bills under consideration by the chambers of Parliament;
- 3) agreed positions of state bodies on amendments initiated on the instructions of the President and the Prime Minister during the consideration of the draft law in the Parliament of the Republic of Kazakhstan.

As a rule, no presentation is made regarding bills on ratification and denunciation of international treaties and accession to them.

At the request of the Prime Minister, other regulatory and legal acts may also be submitted for presentation.

Footnote. Paragraph 107 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

108. The head and officials of the state body developing the project, the heads of state bodies that coordinated the relevant project, and, if necessary, representatives of organizations that participated in the development/coordination of the project are invited to the presentation. The heads of the ministries of justice, national economy and finance are required to participate in the presentation of the projects.

109. Presentations shall be held, as a matter of priority, via videoconferencing, as well as in person or a mixed format, in agreement with the Prime Minister or the Head of the Government Office, on his instructions.

110. State bodies developing projects shall, via official e-mail, within 1 (one) working day after receiving the order to hold a presentation, submit the following materials to the structural unit of the Government Office that initiated the presentation of the project:

- 1) brief information on the main provisions of the draft and the expected socio-economic and (or) legal consequences in the event of the draft's adoption, no more than 3 (three) sheets in volume, single-spaced and with a font size of 14 Times New Roman, in electronic document format (docx, xlsx, pdf);
- 2) slides for the project (colour slides no more than 10 (ten) megabytes in size and with a font size of at least 20, corresponding to the 16:9 visual information display format);
- 3) a list of persons invited to the presentation of the project.

At the same time, the structural division of the Government Office shall ensure:
checking materials for completeness, accuracy and quality;

subsequent timely transfer to the structural unit responsible for conducting the presentation.

The structural unit of the Government Office responsible for holding the presentation, based on proposals from structural units, ensures the compilation and preparation of materials for the presentation (agenda, procedure, list of participants).

The responsible structural unit that initiated the presentation ensures the participation of the invited persons.

Footnote. Paragraph 110 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

111. The presentation shall be chaired by the Prime Minister or, on his behalf, by the Deputy Prime Ministers or by the person acting as Prime Minister, who shall:

1) hear the heads of central executive bodies that are the developers of the relevant projects, including on the subject of possible socio-economic consequences of the project under consideration;

2) hear the position of interested government bodies on issues within their competence related to the presented project, including the possible socio-economic consequences of the project under consideration;

3) give relevant instructions to heads of state bodies;

4) make appropriate decisions on the presented projects.

112. The decisions taken following the presentation shall be recorded in a protocol signed by the Prime Minister or the person acting in his capacity.

Section 6. Procedure for coordinating draft laws with the Presidential Administration, as well as determining the priority for consideration of draft laws

113. Coordination with the Administration of the President of draft laws submitted by the Government to the Mazhilis of the Parliament shall be carried out in the manner determined by the Decree of the President of May 17, 2002 № 873 "On approval of the Rules for coordinating with the Administration of the President of the Republic of Kazakhstan draft laws submitted by the Government to the Mazhilis of the Parliament of the Republic of Kazakhstan".

In cases where the comments of the Presidential Administration on draft laws agreed upon with it are not fully taken into account, the developer shall inform the Government Office and the Presidential Administration about this.

Footnote. Paragraph 113 as amended by the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

114. When submitting draft laws to the Government, developers shall have the right to simultaneously submit a proposal to determine the consideration of a specific draft law as a

priority. In this case, the explanatory note to the draft law must contain, among other things, a justification for the need to determine it as a priority.

The Government, concerning draft laws it is developing, shall submit a proposal to the President to determine the consideration of a specific draft law as a priority.

In this case, the Government's proposal must be accompanied by a corresponding draft law and an explanatory note containing the rationale for the need to determine the consideration of the draft law by Parliament as a priority and disclosing the specific objectives of the draft law and the tasks it solves.

Section 7. Submission of draft laws to the Mazhilis of Parliament

115. The originals of draft laws submitted for consideration to the Mazhilis of Parliament on the initiative of the Government must be signed by the heads of the state body that developed the draft law, the ministries of justice, national economy and finance, the Head of the Government Office and the Prime Minister.

The explanatory note to the draft law on the Government letterhead shall be endorsed by the Head of the Government Office and signed by the Prime Minister.

The originals of draft laws shall be submitted by the Government Office to the Mazhilis of Parliament on paper and in the format of electronic documents in the state and Russian languages.

Before the introduction of a draft law to the Mazhilis of Parliament, the personal composition of persons responsible for supporting the draft law in Parliament shall be determined, and the list must include the first head of the state body that developed it, his deputy responsible for developing the draft law, experts who conducted the scientific examination of the draft law (subject to agreement), and other interested persons (subject to agreement).

The support of the draft law shall be carried out by officials in accordance with subparagraphs 1), 2), and 3) of paragraph 126 of these Regulations.

116. Together with draft laws, the materials specified in subparagraphs 4), 5), 9), 10), 11), 12), 13), 14), 18) and 19) of paragraph 93 of these Rules of Procedure shall be submitted to the Mazhilis of Parliament.

117. After coordination with the Presidential Administration, the Government shall submit draft laws that are planned to be identified as priorities for consideration by the Mazhilis of Parliament no later than 5 (five) working days.

118. In the event of the return of a draft law submitted to Parliament on the initiative of the Government by the Office of the Mazhilis of Parliament to the Office of the Government without registration, the developer of the draft law shall, within 5 (five) working days from the date of receipt of the draft by the Office of the Government, unless otherwise established in the relevant instruction, carry out work to eliminate the identified deficiencies in its design.

The first head of the state body that developed the draft law, as well as the relevant structural divisions of the Government Office that prepared the draft law for submission to the Mazhilis of Parliament, shall bear responsibility for failure to submit a complete set of materials for the draft law submitted by the Government to the Mazhilis of Parliament.

Responsibility for the inauthenticity of the text of the draft law in the state and Russian languages, submitted by the Government to the Mazhilis of Parliament, shall be assigned to the first head of the state body that developed the draft law and the organization that carried out the linguistic examination.

After completing the work to eliminate the identified deficiencies in the design of the draft law, the developer submits to the Government Office duly designed materials on this draft law for subsequent simultaneous submission of their originals on paper and electronic media (in the format of electronic documents) to the Office of the Mazhilis of Parliament, signed by the Head of the Government Office.

Section 8. Consideration of draft laws initiated by members of Parliament

119. On draft laws submitted to the Government, initiated by members of Parliament, including those providing for a reduction in revenues or an increase in expenditures of the republican and local budgets and (or) the National Fund, the Government shall submit to Parliament a conclusion in the state and Russian languages in the form according to Appendix 9 to these Rules of Procedure.

120. Draft conclusions of the Government on draft laws initiated by members of Parliament are subject to consideration at a meeting of the Interdepartmental Commission.

The state body designated as responsible for preparing the opinion shall submit to the Ministry of Justice a preliminary opinion on the draft law initiated by the members of Parliament 4 (four) working days before the meeting of the Interdepartmental Commission, and, together with the ministries of national economy and finance, shall submit for consideration by the Interdepartmental Commission preliminary financial and economic calculations in terms of a possible reduction in revenues or increase in expenditures of the republican and local budgets and (or) the National Fund.

The interdepartmental commission, within 7 (seven) working days from the date of sending the instruction to government agencies or within a shorter period established in the instruction of the Prime Minister, his deputy or the Head of the Government Staff, shall develop proposals for a positive or other assessment of the draft law initiated by deputies.

The draft conclusion of the Government shall be developed by the state body whose competence includes the relations regulated by the draft law, taking into account the proposals of the Interdepartmental Commission, shall be prepared in the state and Russian languages and is subject to mandatory approval by directly interested state bodies, as well as

by the ministries of justice, national economy, finance by submitting letters signed by the first managers or officials authorized by them, or by their endorsement within a period of no more than 3 (three) working days from the date of receipt.

If the draft conclusion of the Government is under approval by the state body for more than 3 (three) working days and no response has been submitted, then such a draft shall be considered "approved" by default. In this case, the state body implementing the summary must indicate in its cover letter that the information submitted has been approved by the state body "by default".

The draft conclusion shall include information on the norms providing for a reduction in revenues or an increase in expenditures of the Republican and local budgets and (or) the National Fund, the conclusion of the Republican Budget Commission on such norms, information on the compliance of the norms proposed by the draft law with the Constitution, current legislative acts, the advisability of their adoption, as well as on the norms providing for the introduction of a regulatory instrument and related requirements or the implementation of tightening regulation concerning private entrepreneurship entities, and possible negative socio-economic consequences.

In this case, the analysis of the regulatory impact shall be carried out by the state body exercising management in the industry or sphere of public administration in which the introduction of a regulatory instrument and related requirements or the implementation of tightening of regulation concerning private entrepreneurship entities shall be envisaged, in the manner determined by the authorized body for entrepreneurship.

When submitting to the Government Office draft conclusions of the Government on draft laws initiated by members of Parliament, prepared in accordance with these Regulations, the developer shall attach to them in the form of an electronic document a copy of the protocol decision of the Interdepartmental Commission, copies of letters from directly interested government agencies, as well as the ministries of justice, national economy and finance, signed by the first head of the government agency or an official authorized by him.

If necessary, the developer shall attach to the draft conclusion financial and economic calculations in terms of a possible reduction in revenues or increase in expenditures of the Republican and local budgets and/or the National Fund.

Footnote. Paragraph 120 as amended by the Decrees of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85; dated 26.03.2025 № 170.

121. The draft conclusion of the Government shall be submitted to the Government Office in the state and Russian languages in the format of an electronic document no later than 15 (fifteen) calendar days from the date of registration in the Government Office of the draft law initiated by members of Parliament unless other, shorter deadlines are established in the instructions of the Prime Minister, his deputy or the Head of the Government Office.

If the instruction of the Prime Minister, his deputy or the Head of the Government Staff specifies state bodies that are co-executors, then these bodies are obliged to submit their

proposals to the state body responsible for preparing the conclusion no later than 3 (three) working days before the deadline set for the state body implementing the summary.

The draft conclusion of the Government shall be sent to the Presidential Administration for approval by letter signed by the Head of the Government Office.

The draft conclusion of the Government, after its approval by the Presidential Administration, is subject to mandatory presentation and voting by members of the Government.

The draft Government conclusion voted on at a Government meeting is submitted to the Prime Minister for signature within 1 (one) working day.

Section 9. Procedure for passing draft laws in Parliament

122. During the consideration of draft laws in Parliament, authorized persons are prohibited, without prior approval from the Prime Minister, from making oral or written proposals or expressing consent to the introduction of amendments and additions related to the advisory document of the draft law or changes in its legal content, including those related to the introduction of a regulatory instrument and related requirements or the implementation of tightening of regulation concerning private business entities (except for amendments related to legal technique), as well as those providing for a reduction in revenues or an increase in expenditures of the republican and local budgets and (or) the National Fund.

At the same time, the first heads of state bodies presenting the relevant draft laws to Parliament are obliged to immediately contact the Prime Minister with a proposal to develop a unified position of the Government. The Prime Minister's resolution shall instruct state bodies to develop a unified position of the Government.

The unified position developed by the Government shall be subject to strict compliance by the authorized state bodies participating in the consideration of draft laws by Parliament.

The responsibility for agreeing to the introduction of the specified changes and additions without the approval of the Prime Minister lies with the first heads of state bodies presenting the relevant draft laws to Parliament, as well as the deputy first heads directly responsible for the given draft law.

Consent expressed in violation of the specified procedure has no legal force and cannot be considered the position of the Government.

In cases where the amendments and additions specified in the first part of this paragraph shall be submitted to a vote by members of Parliament and have not been agreed upon with the Prime Minister, persons presenting draft laws are obliged to demand that their objections be recorded in the transcript of the meeting and to immediately inform the Government Office of these amendments or additions.

The Government Representative in Parliament shall monitor compliance with the requirements of this paragraph of the Rules of Procedure and shall take measures aimed at

preventing authorized persons from expressing consent to the introduction of the above-mentioned amendments to draft laws without the permission of the Prime Minister.

In the event of violations of the requirements established by this paragraph of the Regulations, the responsible structural subdivision of the Government Office shall inform the Prime Minister and the Head of the Government Office about this, and shall also make proposals for punishment of the relevant officials of state bodies.

123. The provisions of draft laws initiated by the Government are subject to strict compliance by authorized state bodies participating in their consideration by Parliament.

Authorized state bodies, during participation in sessions in the chambers of Parliament, are prohibited from submitting proposals for consideration by deputies in written or oral form for subsequent initiation by them in the form of amendments (except for amendments concerning legal technique) to draft laws initiated by the Government:

1) which were previously considered and not supported by the Government at the project development stage;

2) affecting the interests of private entrepreneurship entities, on which there is no position of the National Chamber of Entrepreneurs of the Republic of Kazakhstan and expert councils of business entities.

The first heads of state bodies are prohibited from sending, on their initiative, letters to the leadership of the chambers of Parliament and parliamentary committees concerning the norms and procedures for considering draft laws initiated by the Government.

The Government Representative in Parliament shall monitor compliance with the requirements of this paragraph of the Regulations and, in the event of violations of the established requirements, shall inform the Prime Minister and the Head of the Government Office of this, and shall also periodically summarize information on such facts and make proposals for the punishment of the relevant officials of state bodies.

124. In pursuance of the instructions of the President and the Prime Minister requiring immediate amendments to legislative acts, the heads of authorized state bodies may submit proposals to the Prime Minister on amendments to draft laws in the form of a comparative table, including the preliminary position of the developer (hereinafter referred to as the table).

If amendments to the draft law affect the interests of business entities, the conclusions of the National Chamber of Entrepreneurs of the Republic of Kazakhstan and members of expert councils of business entities shall be attached.

The table, by resolution of the Prime Minister, his deputies or the Chief of the Government Staff, is sent to the ministries of justice, national economy, and finance, as well as other directly interested government bodies to develop the Government's preliminary position.

State bodies designated as co-executors, as well as the National Chamber of Entrepreneurs of the Republic of Kazakhstan and members of expert councils of business

entities, shall send their proposals or objections to amendments made to the draft law to the developer within 7 (seven) calendar days unless another period is specified in the instruction.

If necessary, the developer of the draft law or the interested government agency, to form a coordinated position of government agencies, shall independently submit the relevant changes and additions for consideration to the Republican Budget Commission or the consultative and advisory bodies under the Government.

The developer of the draft law or the interested state body, within 5 (five) calendar days, unless another period is specified in the instruction, shall formulate a position of state bodies agreed upon by the top managers, a draft letter to the Parliament on all amendments and additions to the draft law, and submit them to the Government Office.

The agreed position of government bodies shall be sent by letter signed by the Head of the Government Staff for approval to the Presidential Administration in the form in accordance with Appendix 10 to these Regulations.

The agreed position of state bodies, formed after coordination with the Presidential Administration, shall be submitted for presentation and then to a meeting for subsequent voting or to an absentee vote of members of the Government.

Based on the formed unified position, a corresponding letter signed by the Prime Minister shall be sent to Parliament.

It shall be prohibited to submit letters to Parliament with proposals to amend draft laws signed by the first heads of state bodies and other officials.

Authorized state bodies are obliged to strictly adhere to the unified position developed by the Government in the chambers of Parliament.

Footnote. Paragraph 124 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 04.10.2024 № 822.

125. If members of Parliament submit amendments to a draft law initiated by the Government, as well as to a draft law initiated by members of Parliament (including those that propose a reduction in revenues or an increase in expenditures of the republican and local budgets and (or) the National Fund), the draft conclusion of the Government, on the instructions of the Head of the Government Staff, shall be developed by the developer of the draft law in the form in accordance with Appendix 11 to these Rules of Procedure.

If amendments to the draft law affect the interests of business entities, such amendments shall be sent to the National Chamber of Entrepreneurs of the Republic of Kazakhstan and members of expert councils of business entities to obtain opinions, which are advisory in nature. Expert opinions shall be sent to the developer within 5 (five) working days.

The state bodies-co-executors (mandatory ministries of justice, national economy, finance) within a period of no more than 5 (five) working days from the date of receipt of the order shall approve the draft conclusion of the Government by sending the developer the relevant letters signed by the first director or an official authorized by him.

If the draft conclusion of the Government is under approval by the state body for more than 5 (five) working days and no response has been submitted, then such a draft shall be considered "approved" by default. In this case, the state body implementing the summary must indicate in its cover letter that the information submitted has been approved by the state body "by default".

In the absence of a unified position, an interdepartmental meeting shall be held within a period of no more than 2 (two) working days, at which a unified position shall be developed or comments with reasoned justifications shall be drawn up, which, together with the draft conclusion, shall be submitted to the Government Office. If a draft conclusion of the Government is submitted with disagreements, the issue shall be considered at a meeting with the Prime Minister or his deputies, or the Head of the Government Office to make decisions.

The developer, within a period of no more than 10 (ten) working days, unless another period is specified in the instruction, shall submit to the Government Office a draft Government conclusion.

If necessary, the following shall also be attached to the draft conclusion: financial and economic calculations regarding the possible reduction in revenues or increase in expenditures of the Republican and local budgets and (or) the National Fund, minutes of the consultative and advisory bodies under the Government, the Republican Budget Commission.

The draft conclusion of the Government shall be sent by letter signed by the Head of the Government Office to the Presidential Administration for approval.

The draft conclusion of the Government, after its approval by the Presidential Administration, is subject to mandatory presentation and consideration at a meeting in the manner prescribed by the provisions of these Regulations.

The draft conclusion of the Government approved at the meeting is submitted to the Prime Minister for signature within 1 (one) working day.

Footnote. Paragraph 125 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 04.10.2024 № 822.

126. Participation of officials of central government bodies in meetings in the chambers of Parliament to consider draft laws of which they are the developers shall be carried out in the following order:

- 1) in working groups – department directors or committee chairmen;
- 2) at meetings of the leading committees – deputy heads of central government bodies;
- 3) at plenary sessions of the chambers – the first heads of central government bodies.

The Representative of the Government in Parliament shall monitor compliance with this procedure by the above-mentioned persons, as well as the appearance in Parliament of other officials of state bodies authorized by the Government, including for participation in government hours, parliamentary hearings and other events held in Parliament. In cases of

violation of this procedure or failure to appear, the Representative of the Government in Parliament shall submit proposals for the punishment of the guilty officials to the Prime Minister for consideration.

Officials of central government bodies participating in meetings of the chambers of Parliament to consider draft laws shall be required to be professionally prepared on the issues considered at these meetings to provide deputies with comprehensive and reasoned answers to the questions they pose.

Responsibility for the quality of training of officials and their attendance at meetings in the chambers of Parliament shall rest with the top leaders of central government bodies.

127. Authorized state bodies, when participating in meetings in the chambers of Parliament, are obliged to strictly adhere to the unified position of the Government, expressed in its conclusion on amendments by deputies to draft laws initiated by the Government and other subjects of legislative initiative.

The Government Representative in Parliament shall monitor compliance with the requirements of this paragraph of the Regulations and, in the event of a violation, shall inform the Prime Minister and the Head of the Government Office of this.

128. The replacement of the first head of the central executive body authorized to deliver a report on a draft law initiated by the Government at a plenary session of the Mazhilis or Senate of Parliament may be carried out in agreement with the Prime Minister (the person acting in his/her capacity) only in exceptional cases of urgency of consideration of this draft law by the chamber and in the presence of objective grounds.

If it is necessary to replace the authorized person presenting draft laws submitted by the Government at a plenary session of the Mazhilis or Senate of Parliament (rapporteur on the draft law), a corresponding letter signed by the Prime Minister shall be sent to Parliament. In this case, drafts of such letters shall be prepared by the developer of the draft law and submitted to the Government Office no later than 3 (three) working days before the consideration of the draft law at a plenary session of the relevant chamber of Parliament.

129. Control over the implementation of the Government's decision in Parliament shall be carried out by the Government Representative in Parliament.

To implement the Government's position when considering draft laws and other issues related to the activities of the Government in the chambers of Parliament, the Government Representative in Parliament shall have the right to initiate consultations, and working meetings with authorized state bodies on issues of legislative and other work with deputies of Parliament, to request from them, if necessary, the provision to the chambers of Parliament of candidates for officials to participate in meetings of working groups, committees of the chambers, relevant documents, and also to carry out other work within the framework of his competence.

130. The withdrawal of a draft law by the Government from Parliament shall be carried out by a Government resolution, the draft of which shall be submitted by the developer of the

draft law in accordance with the procedure established by these Regulations and is subject to mandatory approval by the Presidential Administration.

131. For all laws adopted by Parliament and sent to the Prime Minister for signature, the developer of the draft law shall, within 3 (three) working days from the date of adoption of the law, prepare and send to the Government Office a conclusion in the form according to Appendix 12 to these Regulations.

The Government Office shall exercise control over the implementation of the procedures provided for in this paragraph.

132. In order to ensure the high-quality and timely development of by-laws, within 10 (ten) calendar days from the date of adoption of the law by the Mazhilis of Parliament, the developer shall send drafts of the relevant by-laws to the interested government bodies for consideration.

133. Within 2 (two) working days from the date of adoption of the law by Parliament, the developer of the draft law shall send to the interested state bodies for approval a draft order of the Prime Minister, providing for:

1) a list of legal acts, the adoption of which is conditioned by this legislative act (hereinafter referred to as the List), and the determination of the state body (state bodies) as the responsible executor (responsible executors) for the development of draft legal acts, the adoption of which is conditioned by this legislative act;

2) specific deadlines for the development and submission of draft legal acts to the Government Office and state registration of legal acts in justice bodies, which must not exceed two months from the date of signing of the law by the President.

At the same time, the period for the development of legal acts of state bodies that are not subject to state registration, the date of their adoption is considered;

3) indication of deputy top managers, heads of the apparatus of state bodies responsible for the quality, timeliness of the development and introduction of legal acts overseeing the area of regulation of these acts;

4) an order to adopt and (or) bring by-laws into conformity with the adopted legislative act.

134. The developer of the project, within a period of no more than 5 (five) working days from the date of adoption of the legislative act by Parliament, shall submit to the Government Office a draft order of the Prime Minister, agreed upon in the established manner, or a letter stating that there is no need to develop a draft order of the Prime Minister.

135. State bodies, within 5 (five) working days from the date of signing of the law by the President, shall submit draft by-laws for consideration by interested state bodies, and state bodies are obliged to consider such drafts without waiting for the adoption of the relevant order.

136. Information on the development and adoption of a legal act specified in the list of legal acts approved by the order of the Prime Minister shall be posted by state bodies on a

publicly accessible state information technology facility no later than the 30th of each month in the form set out in Appendix 13 to these Regulations, in compliance with the requirements for the protection of information containing official information of limited distribution or state secrets.

137. The Ministry of Justice, no later than the 5th day of each month, shall analyze, summarize and post summary information on each adopted legislative act separately on a publicly accessible state information technology facility in the form in accordance with Appendix 14 to these Regulations, in compliance with the requirements of the secrecy regime and limited distribution.

Control over the timely implementation of legislative acts, including the development and adoption of by-laws, shall be carried out by the heads of legal services of state bodies and the Ministry of Justice, which shall submit to the Government Office information on possible violations of deadlines for the implementation of legislative acts and proposals for holding accountable officials guilty of failure to meet deadlines.

138. Interdepartmental coordination for the timely implementation of legislative acts, including the development and adoption of by-laws, shall be carried out by the Government Office.

139. Moreover, if the deadline established by the Prime Minister's order is violated for a period of more than 1 (one) month (the draft by-law is not submitted to the Government Office on time, or is registered with the justice authorities), the head of the office of the state body must consider the issue of imposing a disciplinary sanction on the head of the structural unit responsible in the authorized state body for developing the draft legal act.

140. In cases where the deadline established by the Prime Minister's order is violated for a period of more than 2 (two) months, the Government Office shall consider the issue of punishing the political official responsible for the development and adoption of the relevant by-law specified in the Prime Minister's order.

Chapter 4-1. The procedure for implementing final decisions of the Constitutional Court of the Republic of Kazakhstan related to the introduction of amendments and (or) additions to regulatory legal acts

Footnote. The Regulations have been supplemented with Chapter 4-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

140-1. After receiving the final decision of the Constitutional Court, on the instructions of the Prime Minister, the state body responsible for implementing the final decision of the Constitutional Court, as well as interested state bodies, shall be determined.

The state body responsible for the implementation of the final decision of the Constitutional Court shall, within 10 (ten) working days, develop a draft Action Plan for its implementation (hereinafter referred to as the Action Plan) reflecting the measures for the implementation of each legal position and recommendation of the Constitutional Court in

accordance with Appendix 14-2 to these Regulations and shall send it for approval to the interested state bodies and the Ministry of Justice.

The development and approval of the draft Action Plan shall be carried out with the mandatory participation of the legal service of the state body.

The draft Action Plan of the state body shall be agreed upon by the interested state bodies within 5 (five) working days.

After receiving approval from the Ministry of Justice, within 2 (two) working days, the Action Plan shall be approved by the first head of the state body or the person performing his duties, or the person officially authorized by the first head, and shall be sent to the Ministry of Justice for recording and monitoring the progress of the implementation of the final decisions of the Constitutional Court.

The state body responsible for the implementation of the final decision of the Constitutional Court shall ensure a comprehensive and high-quality elaboration of the legal positions of the Constitutional Court arising from the final decision.

If it is necessary to develop a unified position on the issues under consideration, the state body shall organize a meeting with the invitation of interested state bodies and entities.

The state body shall submit to the Ministry of Justice a preliminary version of the draft normative legal act developed in the implementation of the final decision of the Constitutional Court within one month after approval of the Action Plan.

If the Constitutional Court establishes shorter deadlines for the implementation of the final decision than those established by paragraph 4 of Article 64 of the Constitutional Law of the Republic of Kazakhstan "On the Constitutional Court of the Republic of Kazakhstan", the deadlines for development, coordination and approval specified in this paragraph shall be reduced by half.

The procedure established by this paragraph shall not apply to final decisions of the Constitutional Court addressed to the Supreme Court of the Republic of Kazakhstan.

140-2. Based on the messages of the Constitutional Court, the Ministry of Justice, within two weeks from the date of its announcement, sends a draft Plan for the implementation of the message to the interested state bodies for approval.

Government agencies shall approve the draft Plan for the implementation of the message within a period not exceeding 5 (five) working days.

The draft plan for implementing the message shall be submitted by the Ministry of Justice to the Government Office within a period not exceeding one month from the date of its announcement.

The draft Plan for the implementation of the message agreed upon with all interested government agencies, shall be sent to government agencies for further implementation by the Prime Minister's resolution.

The procedure for implementing measures arising from the Plan for the implementation of the message of the Constitutional Court is similar to the procedure for implementing the final decisions of the Constitutional Court, established in paragraph 140-1 of these Rules.

Information on the progress of the implementation of the annual messages of the Constitutional Court shall be provided in the manner established in paragraph 140-3 of these Rules.

140-3. The Ministry of Justice shall carry out general coordination of the activities of central government bodies, accounting and monitoring of the progress of the implementation of final decisions of the Constitutional Court on amendments and (or) additions to the legislation of the Republic of Kazakhstan.

State bodies designated as responsible for the implementation of the final decision shall, every quarter, by the 1st day of the month following the reporting quarter, submit to the Ministry of Justice information on the progress of the implementation of the final decisions of the Constitutional Court, reflecting detailed information on the work being carried out to implement them, the positions developed, and attaching comparative tables and texts of preliminary draft regulatory legal acts in accordance with Appendices 14-2 and 14-4 to these Regulations.

The Ministry of Justice shall, every quarter, no later than the 10th day of the month following the reporting quarter, analyze and summarize the progress of the implementation of the final decisions of the Constitutional Court and:

1) submit information on the progress of the implementation of final decisions to the Constitutional Court in the form in accordance with Appendix 14-3 to these Rules;

2) submit information on the progress of the implementation of final decisions to the Government Office in the form according to Appendix 14-3 to these Regulations to carry out interim control over the implementation of final decisions of the Constitutional Court, and also post consolidated information on a publicly accessible state information technology facility;

3) submit to the Government Office information on possible violations of deadlines for the implementation of final decisions and proposals to hold accountable officials responsible for timely implementation.

140-4. Before initiating the issue of the need to appeal to the Constitutional Court, state bodies shall be obliged to take exhaustive measures to resolve it by other means.

Chapter 4-2. Procedure for participation of state bodies in constitutional proceedings

Footnote. The Regulations have been supplemented with Chapter 4-2 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

140-5. If state bodies receive a request from the Constitutional Court to provide a position on a citizen's appeal within the framework of the initiated constitutional proceedings, the state body that is part of the Government, whose competence includes regulation of the relevant

area, shall take measures to ensure a comprehensive study of the issues that are the subject of consideration, including a study of the practice of applying the contested norm and international experience, a preliminary exchange of opinions with interested state bodies and the development of an agreed position on the subject of the appeal on the compliance of the normative legal act under consideration with the Constitution of the Republic of Kazakhstan, taking into account the specifics of law enforcement practice in the relevant area, within a period of no later than ten calendar days from the date of receipt of the request from the Constitutional Court.

In the event of disagreements between interested state bodies, the state body whose competence includes regulation of the relevant area shall take measures to resolve the disagreements and ensure the development of a coordinated position of the state bodies participating in the constitutional proceedings.

140-6. It shall be prohibited for state bodies that are part of the Government to express an uncoordinated position on the issue of the compliance of the regulatory legal act under consideration with the Constitution of the Republic of Kazakhstan, except for clarification of issues of regulatory practice in the relevant area.

140-7. The participation of officials of state bodies that are part of the Government in constitutional proceedings shall be carried out at a level no lower than that of deputy first head on issues whose direct competence includes the area of state regulation under consideration, and no lower than that of the head of a structural subdivision on issues that do not directly affect the competence of a state body.

140-8. For violation of the established procedure, officials of state bodies that are part of the Government and participating in constitutional proceedings shall bear responsibility.

In the event of detection of violations on the part of state bodies that are part of the Government and participate in constitutional proceedings, the Ministry of Justice shall submit proposals to the Government Office to hold officials of these state bodies accountable.

Chapter 5. Working with incoming and outgoing correspondence

141. Correspondence from government agencies addressed to the Government Leadership or the Head of the Government Staff must be drawn up using the relevant form of the established sample of electronic documents and certified by an electronic digital signature in the state language (if necessary, a version in the Russian language shall be attached), no more than 3 (three) sheets in volume, single-spaced and with a font size of 14 Times New Roman in the electronic document format (docx, xlsx, pdf), signed by the first head of government agencies or the person performing his/her duties, or the person officially assigned to perform the duties of the first head, or the person officially authorized by the first head to sign documents addressed to the Government, the Government Leadership and (or) the Government Staff. Information exceeding 3 (three) sheets in volume shall be drawn up as a separate appendix to the cover letter.

Letters from co-executing government agencies shall be submitted to the Government Office in archived form, drawn up using a form of the established sample, indicating outgoing numbers and dates, signed by persons not lower than the level of deputy first manager, head of the office of the central government agency or local executive agency within the limits of its competence.

141-1. Departments and subordinate organizations, within the framework of their main activities, may contact the Government only through a higher authorized body, as well as independently when responding to direct instructions addressed to them by the leadership of the Government and the Government Office.

Footnote. Chapter 5 has been supplemented with paragraph 141-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

142. Correspondence addressed to the Prime Minister, including on personnel matters, shall be sent only with the signature of the first head.

It shall be permissible to submit correspondence addressed to the Prime Minister, signed by the person acting as the first head of the state body, in cases of the absence of the first head due to departure on a business trip, during a period of incapacity for work, or being on vacation.

Letters from state bodies responsible for the execution of orders from the Government Management or the Government Office must be accompanied by letters from state bodies that are co-executors. The document must necessarily indicate: the date, outgoing number, short title of the document, and, when responding to a request or reporting (information) on the execution of orders, a reference to the registration number of the Government Office.

In this case, if the co-executor state body fails to submit a response within the established period, the state body implementing the summary must indicate in its cover letter that the submitted information has been agreed upon with the state body "by default". This requirement shall not apply when the summarizing state body sends draft responses (information) to the Government Office on the execution of the Head of State's instructions, prepared to take into account the positions of all co-executors.

Footnote. Paragraph 142 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85; dated 26.03.2025 № 170.

143. Correspondence sent to the Government on an initiative basis for the adoption of a relevant decision shall be submitted by state bodies in the following cases:

- 1) if the solution to the issue requires approval from the President;
- 2) if the decision on the issue falls within the direct competence of the Government;
- 3) if there are insurmountable differences on issues of a conceptual nature and financial support;
- 4) if the solution to the issue requires coordination between government agencies.

144. In the presence of initiatives that fall within the competence of the Government and are sent to the President, central state and local executive bodies shall ensure their preliminary

approval by the top managers of the interested state bodies and their submission for consideration to the Prime Minister or his deputies.

145. It shall be prohibited to submit to the Presidential Administration documents on current issues of activity related to the exclusive competence of the Government and other state bodies, as well as proposals from state bodies requiring a decision on the merits of the issue, without prior discussion with interested state bodies.

146. It shall be prohibited to send letters on an initiative basis to the Government Leadership and the Head of the Government Office on current issues of activity that fall within the exclusive competence of the state body.

146-1. When submitting initiative letters to the Government Office, state bodies and organizations shall be required to indicate the justification for submitting documents with reference to the relevant regulatory legal acts.

Footnote. Chapter 5 has been supplemented with paragraph 146-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

147. Draft responses to the President shall be agreed upon by the top managers of the state body that developed the draft response, as well as the ministries of finance and national economy if there are questions about budget execution and state planning, respectively, and the ministry of justice on issues related to legislative activity.

Moreover, if the first head of a government agency combines his position with the position of Deputy Prime Minister, then the preparation of draft responses addressed to the Government Leadership or the Government Office shall be carried out only after preliminary approval of the draft response with the first head of the government agency – Deputy Prime Minister.

148. Draft responses of the Prime Minister and the Government shall be submitted to the Government Office with a cover letter, which shall include a reference to the number, date and specific point of the instruction, its content, or shall indicate the initiative procedure for its preparation. If necessary, structural subdivisions of the Government Office may, in the course of their work, request the relevant draft responses for preliminary approval.

Footnote. Paragraph 148 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

149. Draft responses submitted by government bodies only in paper form to the President, the Presidential Administration, members of Parliament, the Prosecutor General's Office and the Supreme Audit Chamber shall be initialed by the first head of the government body that developed the draft response, or by the person performing his duties.

150. The Government Office shall receive the following on daily working days:

1) official correspondence in electronic form from 9:00 to 18:00 (documents received after the specified time are subject to acceptance on the next working day);

2) official correspondence marked "for official use only" shall be approved and submitted to the Government Office in paper form only in exceptional cases when it is not possible to

transmit it in electronic format via the electronic document management system from 9:00 to 18:00 (documents received after the specified time are subject to acceptance on the next working day).

At the same time, projects containing state secrets shall be agreed upon and submitted to the Government Office in paper form from 9:00 to 18:00;

3) requests from individuals and legal entities in electronic form and on paper shall be registered on the day of their receipt during working hours (if the request is received outside working hours, it shall be registered on the next working day).

Notes and letters from foreign embassies shall be accepted only through the Ministry of Foreign Affairs.

Footnote. Paragraph 150 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

151. The last name, initials, telephone number, and email address of the person who prepared the outgoing document shall be entered in the lower left corner of the first sheet of the electronic document containing no more than one sheet, or the last sheet containing more than one sheet (for example Assanov S.A., tel. number 742469, Asanov.S@ukimet.kz)

152. Attachments to paper correspondence "for official use only" must be initialed by the person who signed or prepared the document (the executor of the document).

153. Appendices to electronic documents must be generated in the following order:

- 1) cover letter from a government agency;
- 2) draft response from the Government Leadership (if any);
- 3) appendices to the draft response (if any);
- 4) letters from state bodies of co-executors with attachments in archived form (if any).

154. Official e-mail shall be used by central and local executive bodies and quasi-public sector entities as an official means of communication and information exchange, except for correspondence with legislative and judicial branches of government, the Presidential Administration, and documents related to the National Archival Fund.

The official email domains of the Government Office are @ukimet.kz, @m.ukimet.kz, and @ukimet.gov.kz.

Footnote. Paragraph 154 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

155. The following types of correspondence shall be carried out via official e-mail:

- 1) invitation to meetings, conferences, gatherings;
- 2) lists of meeting participants;
- 3) materials for meetings;
- 4) draft orders of the Prime Minister and government resolutions during their revision;
- 5) draft answers with minor changes;
- 6) operational reports;
- 7) weather reports;

8) reminders for the execution of control instructions.

156. When sending letters via official e-mail, the following requirements must be met:

1) it shall be necessary to indicate the subject of the letter;

2) address the recipient by name and patronymic (if indicated in the identity document);

3) it shall be prohibited to send letters without special necessity;

4) if it is necessary to set a deadline for submitting a response to a letter, it is necessary to indicate the exact date and time for submitting the information (please submit the information by 10:00 am on July 15, 2022);

5) when writing letters, use the style of business correspondence, write neutrally and delicately;

6) be sure to save the history of correspondence;

7) at the end of the letter, it is necessary to indicate the last name, first name, patronymic (if indicated in the identity document), position and contact telephone number of the performer ;

8) it is necessary to add all files and links at once without sending additional emails;

9) files attached to the letter must be named (appendices, abstracts, reference, speech, etc.) ;

10) when attaching *.ppt or *.pptx files, a copy of the *.pdf file must be attached;

11) respond to e-mails on time, no more than 1 (one) business day, unless other deadlines are specified, without receiving additional notifications;

12) send e-mails during working hours;

13) it shall be prohibited to send information of limited distribution, marked "FOU" and of a secret nature via e-mail;

14) when responding to a request, a reference to the submitted request must be made;

15) it shall be prohibited to open letters coming from suspicious addresses;

16) strictly comply with information security requirements.

157. State bodies and organizations shall be prohibited from:

1) use electronic forms of the President, the Government and the Government Office when submitting draft responses and draft legal acts;

2) post instructions from the Head of State, the Leadership of the Presidential Administration, the Leadership of the Government and other Government correspondence on social networks and other sources without the prior written permission of the first head of a state body or organization;

3) make copies, print, photograph and video record instructions from the Head of State, the Leadership of the Presidential Administration, the Leadership of the Government and other Government correspondence not related to official activities;

4) without the permission of the head of the structural unit responsible for office work, remove from the building of a government agency or organization instructions from the Head

of State, the Leadership of the Presidential Administration, the Leadership of the Government, and other Government correspondence.

158. Heads of organizations, including those in the quasi-public sector, shall ensure the signing of agreements with employees of the organization, into whose hands are received for execution or information the instructions of the Head of State, the Leadership of the Presidential Administration, the Leadership of the Government and other correspondence of the Leadership of the Government, on the non-dissemination of information received in the performance of official duties, as well as compliance with information security requirements.

159. Processing of service information by central and local executive bodies and organizations shall be carried out at workstations connected to the local area network (hereinafter referred to as LAN) of the internal circuit and external circuit of the central and local executive bodies and organizations.

In cases where it is necessary to switch to remote work, the organization of work shall be carried out in accordance with current legislation.

Service information of central and local executive bodies and organizations with limited access shall be processed and stored on workstations connected to the local area network of the internal circuit of central and local executive bodies and organizations that do not have an Internet connection.

When organizing access to the Internet from the external circuit LAN, it shall be mandatory to ensure the availability of antivirus software and operating system updates on workstations connected to the Internet.

160. The following persons shall not be eligible for admission to the Government Office:

1) documents and appendices to them, executed in violation of the requirements established by these Regulations;

2) paper correspondence containing facsimiles, blots and other contamination, having any damage, including those punctured with a hole punch, executed on drafts and copies of government agency forms;

3) incorrectly addressed letters (incorrect spelling of the name of the Government Office, position, last name, first name, patronymic (if any) of the leadership of the Government and the Government Office);

4) electronic documents (with a negative result of the digital signature verification, the presence of electronic blots (highlightings, corrections in the text), the attachment of information that does not correspond to the given instruction, discrepancy between the type of document carrier ("electronic copy of a paper document" and "electronic document"), the number of sheets, the absence of mandatory details and (or) incorrect placement of details provided for by the form of the form, as well as the text);

5) electronic documents that do not comply with the requirements established by the legislation of the Republic of Kazakhstan;

6) letters with a request to organize meetings chaired by the Government leadership, except for the cases specified in subparagraph 3-1) of paragraph 27 of these Regulations;

7) letters with a request to expedite the consideration of draft regulatory legal acts and other documents;

8) letters requesting the allocation of funds from the republican budget or the Government reserve without prior discussion with the Ministry of Finance.

In this case, letters with a request for the allocation of funds from the republican budget or the Government reserve after a negative conclusion from the Ministry of Finance are accepted based on an oral instruction from the Prime Minister or his deputies, or the Head of the Government Office;

9) responses to non-control orders.

Footnote. Paragraph 160 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

161. Heads of structural divisions of state bodies shall have the right to send organizational and technical letters to the Government Office on the area under their supervision, provided there is an order from the first head of the state body on the assignment of powers.

162. The procedure for organizing work with incoming and outgoing correspondence in the Government Office shall be determined by the Head of the Government Office.

163. It shall be prohibited to send acts, instructions, minutes of meetings and requests to government bodies whose competence does not directly include their consideration.

In the event of receipt of such instructions, government agencies and organizations shall immediately, within 1 (one) business day, return the above-mentioned documents without review.

Chapter 6. Control over the execution of orders Section 1. Organization of control over the execution of orders

164. Responsibility for the timely and high-quality execution of control documents, the development of draft legislative and by-laws, and their submission for consideration to the President and the Prime Minister shall be assigned to the top managers of central and local executive bodies. At the same time, the managers of the said bodies shall determine the divisions and officials responsible for organizing control work.

165. The Government Office shall carry out organizational and analytical work to monitor the implementation of acts of the President, the Prime Minister, the Government, as well as documents with instructions of the President, the Prime Minister, his deputies, instructions of the State Advisor, the Head of the Presidential Administration, the Secretary of the Security Council and other leadership of the Presidential Administration and the Government Office in accordance with the legislation of the Republic of Kazakhstan and these Regulations, and systematically inform the Prime Minister on issues of executive discipline.

In this case, control shall be carried out by:

1) a proactive approach through periodic monitoring of the execution of instructions to prevent deviations from planned indicators, including through project management, online services, video services, and monitoring of data posted in information systems, social networks and other digital sources;

2) requesting the necessary information, including using official e-mail, the database of the information and analytical system "Smart Data Ukimet" and other state information technology facilities;

3) hearing and discussing reports and reports on implementation;

4) audits and other forms of documentary verification;

5) on-site inspections;

6) other methods that do not contradict the legislation of the Republic of Kazakhstan.

Footnote. Paragraph 165 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

165-1. Control over the implementation of acts and instructions of the President transferred to the control of the Government and state bodies (except for state bodies directly subordinate and accountable to the President) shall be carried out by the Government Office.

At the same time, control over the implementation of the relevant acts and instructions of the President shall be carried out by the Government Office through monitoring of instructions.

A consolidated report on acts and instructions transferred to the Government for control at the end of the year shall be submitted to the Presidential Administration and signed by the Deputy Prime Minister or the Head of the Government Office, depending on the areas supervised, and in terms of structure must consist of instructions in areas supervised by ministries that are part of the Government structure.

Footnote. Chapter 6 has been supplemented with paragraph 165-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

165-2. If necessary, the Government Office may make a decision to establish an interim monitoring period with official notification on a periodic basis (monthly, quarterly, or on a semi-annual or annual basis).

Interim reports may be submitted to the Government Office with the signature of deputy heads of state bodies, except for letters addressed to the Prime Minister. In this case, the cover letter must indicate that the information has been agreed upon with the first head.

If the instruction does not establish intermediate deadlines for informing the Government Office, then monitoring and control of the progress of its implementation shall be carried out in accordance with paragraph 165 of these Regulations at the level of structural divisions of the Government Office in the working order, including by exchanging information via official e-mail, using the relevant functionality of information systems, conducting hearings and inspections.

In the event of risks of poor quality, untimely execution or other significant problems of non-fulfilment of orders, heads of state bodies shall inform in advance and make appropriate proposals to the Prime Minister or his deputies.

Footnote. Chapter 6 has been supplemented with paragraph 165-2 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

165-3. Monitoring and control of the progress of execution of individual instructions shall be carried out without using the format of permanent periodic reporting, including on the following issues:

1) construction and commissioning of construction projects, monumental art structures or their reconstruction (repair) through inspection visits, as well as in online remote control mode using the capabilities of remote monitoring systems, including connecting video surveillance, and providing photo and video footage.

In this case, the provision of photographs and videos of these objects, as well as video surveillance, shall be provided by the state implementing body with the possibility of access to it by responsible employees of the Government Office;

2) digitalization through the presentation of the functionality of a test or trial operation information system, other information technology objects, as well as the possibility of granting the right of access to an information system put into industrial operation;

3) the adoption of legislative amendments or a new legislative act employing routine requests from responsible government bodies for information on the progress of the implementation of legislative instructions, monitoring the state of the legislative process in Parliament, and using the information system of the legislative process;

4) holding socially significant, anniversary and international events, assigning names to streets and state-owned objects through working control over the course of the organization of the event and control over the results of the event, confirmed by the participation of the President, the leadership of the Presidential Administration, the Government, responsible employees of the Presidential Administration or the Government Office, or coverage of the event, the fact of assigning names to streets and state-owned objects in the media;

5) timely implementation of legislative acts, including the development and adoption of by-laws, through the analysis of information posted on a publicly accessible state information technology facility.

Footnote. Chapter 6 has been supplemented with paragraph 165-3 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

166. The Prime Minister, his deputies and the Head of the Government Office, on issues within their competence, may give binding instructions to the heads of all state bodies and organizations without prior approval from them.

When preparing draft instructions (including those contained in drafts), the following shall be taken into account:

1) the elaboration of the issues raised;

- 2) compliance with the strategic goals and objectives of the country;
- 3) specific expected result and effectiveness (specific final result shall be indicated);
- 4) the reality of the execution time (at least two working days);
- 5) economic feasibility and availability of resources;
- 6) no duplication with other assignments.

Footnote. Paragraph 166 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

167. Subjects of the quasi-public sector (organizations) shall be defined as co-executors of instructions. In this case, responsibility for coordinating execution shall be assigned to the state governing body or the sole founder represented by the Government. Concerning non-governmental organizations, instructions are recommendatory, and coordination of execution shall be assigned to the state body of the relevant branch of public administration.

168. When several government bodies execute orders, the body responsible shall be the one next to whose name there are the notes "(convocation)" or "(collection)".

If the responsible executor is not specified in the order, i.e. there are no notes "(convocation)" or "(summary)", all bodies listed in the order shall send their responses to the person who gave the order.

If the assignment contains the definitions "agreed upon", and "unified", the responsible state body, if necessary, shall ensure that a meeting is held on the issue under consideration with the participation of all co-executing bodies listed in the assignment to develop a unified position.

The state bodies listed in the order shall ensure the preparation of an appropriate position on the issue under consideration and the participation in meetings of persons authorized to make decisions.

If a government agency receives an order, draft act, or minutes of a meeting that are not within the competence of the government agency, then the order, draft act, or minutes of a meeting shall be returned to the sender no later than 1 (one) business day from the date of receipt, indicating the specific reasons and grounds.

169. The assignments under control shall be divided into the following types according to their level of complexity:

1) systemic instructions – instructions that are long-term, comprehensive and interdepartmental in nature, aimed at the formation and implementation of new or changes to existing approaches, norms and rules in any industry/sphere/region;

2) operational assignments – short-term assignments that do not require the preparation of an action plan for their implementation and are aimed at immediately resolving issues, as well as those related to the formation of reports, the preparation of information in response to requests from the Presidential Administration and the Government Office, as well as organizational issues (holding meetings, organizing events, etc.);

3) forcing orders – actions aimed at accelerating, strengthening, activating the execution of an order or reminding about previously given orders, which do not affect the change of the initially established execution deadlines. No reports shall be submitted on the execution of forcing orders and are not subject to assessment.

170. The following documents, including secret ones, shall be taken under control (hereinafter referred to as Control documents):

- 1) acts or Paragraphs of acts of the President, Prime Minister and Government;
- 2) instructions of the President (or points of instructions) given following the results of regional visits, international and socially significant events, statements (as part of the consideration of appeals) of the President, working meetings, extended meetings of the Government with the participation of the President, consultative and advisory bodies, the Security Council, the Assembly of the People of Kazakhstan (session and Council) and other bodies headed by the President;
- 3) personal instructions of the President, as well as instructions published in his official accounts and the official accounts of the Presidential Administration on social networks or in the media;
- 4) instructions or points of instructions of the President on official and other documents, appeals of individuals and legal entities in the presence of the stamp "Bakylauga alyndy" (Under surveillance) on paper media or marks on the control status in the electronic document card;
- 5) minutes of Government meetings, conferences with the Prime Minister and instructions from the official accounts of the Government on social networks or in the media, its deputies, and the Chief of the Government Staff;
- 6) instructions of the Prime Minister, his deputies, the Chief of the Government Staff and his deputies, including following international and regional trips that contain instructions to government bodies and organizations;
- 7) instructions from the Prime Minister, his deputies, the State Counselor, the Head of the Presidential Administration, the Secretary of the Security Council, as well as other leadership of the Presidential Administration to the Government Office, the Head of the Government Office (the person performing his duties), which indicate the deadlines for execution or contain instructions on taking control, with the notes: "very urgent", "urgent", "facilitate";
- 8) operational instructions of the Prime Minister;
- 9) parliamentary inquiries, appeals from the chambers of Parliament with a request for the Government to provide an opinion on draft laws initiated by deputies and amendments to draft laws that are under their consideration;
- 10) acts of prosecutorial supervision;
- 11) requests, regulatory decisions and messages of the Constitutional Court;
- 12) requests and recommendations of the Supreme Audit Chamber based on the results of the state audit, sent to the Government;

13) instructions related to the development and implementation of new approaches in strategic areas of the socio-economic development of the state, issues of domestic and foreign policy, defence and security, legal and personnel policy, as well as those aimed at solving systemic problems in the branches of management;

14) instructions requiring amendments and additions to legislative acts or the adoption of a new code or law;

15) assignments related to the implementation of large-scale significant industrial, social and other projects;

16) other significant instructions in accordance with the decision of the President or the leadership of the Presidential Administration;

17) instructions from the President and the Presidential Administration transferred to the control of the Government and state bodies in accordance with the procedure established by law.

Consolidated reporting information on the instructions transferred to the Government for control is formed by the Ministry of National Economy.

By January 31 of the year following the reporting year, government agencies shall submit information on the implementation of these instructions to the Ministry of National Economy.

By 10 February of the year following the reporting year, the Ministry of National Economy shall submit to the Government Office a consolidated reporting information on the implementation of acts and instructions (or points of instructions) of the President transferred to the Government for control, in the form according to Appendix 14-1 to these Regulations.

The consolidated reporting information shall be submitted to the Presidential Administration by the Government Office by March 31 of the year following the reporting year.

Footnote. Paragraph 170 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

171. The control of assignments given within the framework of project management shall be carried out in accordance with the Rules for the implementation of project management and the Standard Regulations for project management.

172. Documents prepared in pursuance of control documents, before their submission to the Government Office, must be agreed upon with departmental control services to determine whether they contain references to instructions from the Government Leadership or the Government Office, whether they are correctly executed, and whether there are no contradictions in the texts of draft Government resolutions and orders of the Prime Minister and the action plans approved by them.

173. Based on the assignment of control over the execution of the President's instructions approved by the Presidential Administration, the Government Office shall prepare the assignment of control within 3 (three) working days and send it to the executors.

174. It shall be prohibited to send requests and instructions to government agencies and organizations with a deadline of less than 2 (two) working days, except for direct instructions from the President, Prime Minister, State Advisor, Head of the Presidential Administration and Secretary of the Security Council.

175. The Ministry of Foreign Affairs shall carry out:

- 1) coordination of the work of government bodies and organizations responsible for the implementation of acts and instructions following international events;
- 2) control over the implementation of international treaties to which the Republic of Kazakhstan is a party.

Section 2. Deadlines for execution and procedure for extending orders

176. Acts and instructions of persons listed in paragraph 170 of these Regulations, taking into account the established deadlines for execution, are subject to the following types of control

- 1) urgent – with the following notes: "very urgent" – within 3 (three) working days, "urgent", "facilitate" – up to 10 (ten) working days;
- 2) short-term – from 10 (ten) working days to 1 (one) month;
- 3) medium-term – from 1 (one) to 6 (six) months;
- 4) long-term – over 6 (six) months.

177. The deadlines for the execution of orders shall be calculated in working days from the date of receipt by the government body and organization.

If the deadline falls on a non-working day, the next working day after it shall be considered the end date of the deadline.

Periods calculated in months shall expire on the corresponding date of the last working day of the month.

Information on the results of the quarter, unless otherwise specified, shall be submitted no later than April 20, July 20, October 20 and January 20, respectively.

Information on the results of the half-year, unless other deadlines are specified, shall be submitted no later than July 20 and January 20, respectively.

Information on the results of the year, unless other deadlines are specified, shall be submitted no later than January 20.

178. State bodies that are co-executors shall send their proposals to the state body implementing the code when executing acts and instructions given to:

- 1) urgent control marked "very urgent" – within 1 (one) working day from the date of receipt of the order, "urgent", "facilitate" – no later than 3 (three) working days;
- 2) short-term control with a performance period of up to 15 (fifteen) working days – no later than 3 (three) working days before the established performance period;
- 3) short-term control with a performance period of more than 15 (fifteen) working days – no later than 5 (five) working days before the established performance period;

4) medium-term control – no later than 10 (ten) working days before the established deadline;

5) long-term control – no later than 20 (twenty) working days before the established deadline.

179. Control instructions of the President and the Head of the Presidential Administration with resolutions to them of the Prime Minister, his deputies or the Head of the Government Staff shall be executed by central and local executive bodies no later than 10 (ten) working days from the date of their receipt, unless other deadlines are established in the instructions.

180. The Prime Minister's operational instructions shall be executed by all state bodies, organizations and officials within no more than two weeks from the date of signing the instruction unless otherwise established by the Prime Minister.

Extension of deadlines for the execution and removal from control of operational instructions of the Prime Minister shall be carried out only by the Prime Minister.

181. Responses to parliamentary inquiries addressed to the Government Leadership must be sent within a period of no more than one month from the date of their announcement.

In cases where there are conceptual comments on the prepared draft response, an interim response signed by the Deputy Prime Minister for the supervised area or the Head of the Government Office (no more than once) may be sent to the members of Parliament.

Draft responses to parliamentary inquiries are first agreed upon in a working manner with the structural divisions of the Government Office in their respective areas.

If it is impossible to resolve the issues raised within the timeframes established by law, an interim letter signed by the Deputy Prime Minister for the supervised area or the Head of the Government Office (no more than once) is sent.

Footnote. Paragraph 181 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

182. The deadlines for the execution of protocol instructions contained in the minutes of Government meetings and conferences with the President, Prime Minister, his deputies or the Head of the Government Staff shall be calculated from the date of receipt of the instruction by the state body.

If a deadline for the execution of a specific instruction was named at a meeting (conference), the relevant government agencies (including officials who were directly present at the meeting, report to the first head of the government agency on the relevant instructions to organize their execution), to which the instruction was given and whose representatives were present at the meeting (conference), are obliged to immediately begin executing the instructions immediately after the meeting (conference), without waiting for the receipt of the minutes of the meeting (conference).

183. The instructions of the Prime Minister, his deputies and the Chief of the Government Staff shall be executed no later than one month unless other deadlines are established in the instructions.

Instructions of the Prime Minister or his deputies or the Head of the Government Staff to prepare responses to inquiries from members of Parliament and draft conclusions on draft laws initiated by members of Parliament shall be executed accordingly no later than 10 (ten) working days unless other, shorter deadlines are established in the instructions.

If the instructions (including protocol ones) of the Prime Minister, his deputies, the Head of the Government Staff and those contained in acts of the Government and the Prime Minister, as well as action plans, do not indicate a specific deadline for execution, and from the content of which it follows that their execution will require a long time (constantly, during the year, etc.), or from the content of which it is difficult to make an unambiguous conclusion about the deadlines for execution, as well as in controversial cases, then the need to take such instructions under control, to establish specific deadlines for their execution shall be determined by the Government Staff and shall be immediately communicated in electronic form to the state bodies responsible for execution.

184. The period for considering an appeal from an individual or legal entity is 15 (fifteen) working days, and a complaint – 20 (twenty) working days from the date of receipt.

The period for consideration of an appeal by an individual or legal entity may be extended by a reasoned decision of the first manager or his deputy for no more than 2 (two) months due to the need to establish factual circumstances that are important for the correct consideration of the appeal, of which the applicant is notified within 3 (three) working days from the date of extension of the period.

An appeal received by an administrative body or official whose authority does not include consideration of this appeal shall, within a period of no later than 3 (three) working days from the date of its receipt, be forwarded to the authorized administrative body or official with simultaneous notification of the participant in the administrative procedure.

185. State bodies shall conduct an analysis of their work with citizens' requests on a quarterly basis based on Appendices 15, 16 and 18 of these Regulations.

The above data shall be published quarterly by the 15th day of the month following the reporting quarter on the official website of the government agency.

Footnote. Paragraph 185 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

186. Reports on the execution of instructions contained in the minutes of Government meetings and conferences with the Prime Minister, his deputies or the Head of the Government Staff shall be submitted by state bodies and other organizations to the Government Staff no later than 3 (three) days before the expiration of the deadlines for their execution, unless otherwise established by the instruction, and for instructions with a deadline of less than 5 (five) days – within 1 (one) working day from the date of receipt of the relevant minutes.

187. If the order cannot be executed within the established deadline, then the head of the state body or organization responsible for the execution of the order, in advance, but no later

than 1 (one) day before the established deadline, shall submit a letter indicating the current status of the execution of the order, a reasoned ground for the need to extend the deadline for the execution of the order or transfer it to medium-term or long-term control, with the mandatory indication of a specific deadline for execution, the responsible political civil servant - deputy first head of the state body-executor, as well as state bodies-co-executors.

188. The only basis for extending the deadline for submitting a draft Government opinion on amendments by members of Parliament shall be the need to review them by the Republican Budget Commission, conduct additional scientific examination, and analyze the regulatory impact.

189. A repeated extension of the deadlines for the execution of the Prime Minister's instructions shall be permitted in exceptional cases based on a corresponding proposal from the Deputy Prime Minister or the Chief of the Government Staff (in accordance with the distribution of responsibilities or the corresponding assignment of control) with consideration of the issue of taking disciplinary measures against the first head of the responsible government body and organization, as well as the corresponding deputy first heads of the co-executing government bodies (organizations).

Footnote. Paragraph 189 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

190. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

191. Both the head of the state body that failed to meet the deadline and the structural subdivision of the Government Office that coordinates the execution of the given instruction shall be held responsible for the untimely execution of the Prime Minister's instructions.

For failure to comply with the deadlines for submitting information on instructions from the Government leadership and the Government Office, the responsible government agency shall issue an order to bring the official to disciplinary responsibility.

Footnote. Paragraph 191 as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

192. Heads of state bodies shall organize an annual inspection in the structural divisions of state bodies in order to identify violations of the requirements of these Regulations and other documents regulating office work and storage of documents.

In order to improve the work of the apparatus and reduce bureaucratic barriers, heads of government agencies conduct an annual analysis of business processes and take measures to eliminate unnecessary processes, automate them and digitalize them.

Section 3. Procedure for removal from control

193. The control document shall be removed from control by the official who signed or gave the order.

The Prime Minister's control orders may be removed from control by the Deputy Prime Minister or the Head of the Government Office, who is officially entrusted with the coordination, control and implementation of the relevant order.

Issues of removal from control and extension of deadlines for the execution of acts and (or) instructions of the President addressed to the Government shall be considered by the Presidential Administration.

Interim reporting information on the progress of implementing the acts and instructions of the President addressed to the Head of the Presidential Chancellery, assistants and advisers to the President, may be submitted with the signature of the Deputy Chiefs of the Government Staff.

Removal from control of assignments given within the framework of project management shall be carried out in accordance with the Rules for the implementation of project management and the Standard Regulations for project management.

Footnote. Paragraph 193 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

194. Reports on the execution of control orders, including those of a secret nature, sent to the Government Office by state bodies responsible for their execution, in accordance with the established execution deadlines, must necessarily contain:

- 1) a request to extend the execution period, indicating a new specific period, if the order cannot be completed within the specified period for objective reasons;
- 2) a request for transfer to medium-term or long-term control with a mandatory indication of the frequency of submission of information and a specific deadline for implementation;
- 3) a request to remove from control if the order has been executed in full and to a high standard;
- 4) a note that the document is being entered for information purposes, if the relevant instruction provides for the submission of periodic information.

195. The grounds for removing specific points of action plans and instructions, including protocol ones, from control shall be:

- 1) full and high-quality implementation, including a signed law, an adopted regulatory legal act;
- 2) a new order covering (duplicating) a previously given order;
- 3) submission of information (reports) by government agencies;
- 4) impossibility of execution due to objective circumstances that have arisen;
- 5) transfer of further control to the state body responsible for implementation.

At the same time, only instructions related to their current activities and not requiring the adoption of new measures may be transferred to the control of a state body.

Removal from control or the adoption of a decision to change the deadlines for the implementation of the recommendations of the Supreme Audit Chamber based on the results

of audit activities shall be carried out by a resolution of the Prime Minister or his deputy in agreement with the Supreme Audit Chamber.

State bodies responsible for implementing recommendations shall first agree on the issue of removing from control or changing the deadlines for their implementation with the Supreme Audit Chamber in accordance with the procedure established by law.

195-1. The removal from control of the instructions specified in paragraph 165-3 of these Regulations shall be carried out upon achievement of the final result without the submission of an official report from the state body and the submission of a conclusion from the responsible structural unit of the Government Office.

Footnote. Chapter 6 has been supplemented with paragraph 195-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

196. The Deputy Prime Ministers, as well as the Head of the Government Staff, in the event of gross violations of the requirements of these Regulations, including the procedure for the execution of control documents, may submit proposals to the Prime Minister to bring guilty political and administrative officials to disciplinary responsibility.

197. Heads of structural divisions of the Government Office, in the event of gross violations of the requirements of these Regulations, including the procedure for the execution of control documents, may submit proposals to the Deputy Prime Ministers and the Head of the Government Office to bring guilty administrative officials to disciplinary responsibility.

198. Issues regarding the progress of the implementation of acts and instructions of the President shall be considered at least once every six months at meetings of the Government, boards of state bodies and meetings of organizations.

Facts of untimely, poor-quality execution, as well as the postponement of execution deadlines (two or more times) of instructions, are considered at meetings on executive discipline held by the Head of the Government Office with the invitation of heads of offices of state bodies.

The Head of the Government Office reports quarterly to the Prime Minister on the state of executive discipline in government bodies regarding the implementation of the instructions of the President and the Government Leadership.

199. Heads of state bodies are obliged to ensure the execution of orders that are not under the control of the Government. If it is necessary to obtain information on the execution of such orders, the Head of the Government Staff shall have the right to request the necessary information.

200. Information sent by the developer to the Presidential Administration must comply with the requirements established by the Presidential Act on the progress of implementation of acts and instructions.

Footnote. Paragraph 200 – as amended by the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

201. The Head of the Government Office shall have the right to give instructions to the relevant divisions of the Government Office to monitor the state of executive discipline in government bodies.

202. Central and local executive bodies shall conduct a quarterly analysis of all instructions in progress for duplication and relevance. In the event of duplicate and irrelevant instructions, relevant proposals shall be submitted to the Government Office by the 10th day of the month following the reporting quarter.

203. The Government Office shall ensure the grouping of instructions in accordance with the classifier by economic sector.

Section 4. Procedure for the Government Office to conduct audits of the progress of implementation and final results of the execution of instructions of the President and his Administration, the Government, the Prime Minister and his deputies

Footnote. Chapter 6 has been supplemented with paragraph 4 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

203-1. Control over the progress of implementation and the final results of the execution of the instructions of the President and his Administration, the Government, the Prime Minister and his deputies may be carried out by the Government Office by conducting scheduled or unscheduled inspections with a visit to the inspection site.

Scheduled inspections shall be carried out in accordance with the approved schedule of inspections of government agencies and organizations.

Unscheduled inspections shall be carried out as part of inspection and thematic visits by regional inspectors, as well as employees of structural divisions of the Government Office.

The check shall be carried out through:

1) requesting the necessary information (documents on paper and electronic media, including those located at information technology facilities), as well as calling officials of the inspection facility to obtain information;

2) providing access to automated databases (information systems);

3) audits and other forms of documentary verification;

4) other methods that do not contradict the law.

Employees of structural divisions of the Government Office may involve specialists, consultants and experts from government agencies and organizations to participate in the inspection.

Based on the results of the inspection, the following shall be prepared:

1) analytical notes with proposals for solutions to current issues;

2) if necessary, a proposal to bring officials to disciplinary responsibility.

Chapter 7. Project management

204. The Government shall participate in the development of a national project management system, which is necessary to ensure the achievement of the strategic goals of the socio-economic development of the Republic of Kazakhstan and represents a single ecosystem of project management based on a project network model of public administration.

205. The achievement of the goals established in the documents of the State Planning System shall be carried out by the participants in project management in accordance with the Rules for the implementation of project management.

206. The systematization of all types of reports of state bodies shall be carried out based on a register of reports and indicators (industry data) approved by the authorized body in the field of information technology, based on the information and analytical system "Smart Data Ukimet" (hereinafter referred to as SDU) and other state information technology facilities.

207. Requesting and transmitting information available in the SDU and other information technology objects shall not be permitted.

Within the framework of internal and interdepartmental interaction of government agencies, the use of information posted in the SDU shall be carried out without additional confirmation of the reliability, authenticity and relevance of the information.

In the event that the necessary information is not provided in the SDU or other publicly available electronic information resource, government agencies may send requests for such unique information.

208. The responsibility for the completeness, accuracy, relevance and timeliness of posting information in state information technology facilities lies with the top managers of central executive bodies.

Chapter 8. Certain issues of the activities of the Government Section 1. Procedure for holding meetings of the board of directors (management committee, board of trustees) in individual entities of the quasi-public sector

209. Members of the board of directors (management committee, board of trustees), the Chief of the Government Staff, heads of structural divisions of the Government Staff, as well as other persons in agreement with the Chief of the Government Staff shall be invited to a meeting of the board of directors (management committee, board of trustees) of quasi-public sector entities (hereinafter referred to as Entities), the chairman of the board of directors (management committee, board of trustees) of which is the Prime Minister.

210. Notification of a meeting in accordance with the subject's work plan, as well as the necessary materials attached to it, shall be submitted to the Government Office in the form of an electronic document certified by an electronic digital signature, no less than 10 (ten) calendar days before the date of the meeting/vote count (in the case of a meeting held in absentia), consisting of:

- 1) the agenda of the meeting with the indication of the speakers;

- 2) explanatory notes addressed to members of the board of directors (management committee, board of trustees);
- 3) draft documents proposed for consideration;
- 4) draft resolutions of the board of directors (management committee, board of trustees);
- 5) extracts from decisions of the executive body of the subject, relevant committees, drawn up in accordance with the established procedure;
- 6) other additional documents, if necessary (presentations, copies of decisions of government bodies or legal entities, reference materials justifying the inclusion of the specified issues in the agenda, and others).

The explanatory note and the draft resolution of the board of directors (management committee, board of trustees) must be signed by the head of the executive body of the entity (or the person performing his duties).

For issues related to the competence of bodies and (or) services accountable and (or) subordinate to the board of directors (management committee, board of trustees), the explanatory note and draft resolution of the board of directors (management committee, board of trustees) are signed by the relevant head of the body and (or) service (or the person performing his duties).

If the document relates to the activities of legal entities included in the subject group, then the materials sent to the members of the board of directors (management committee, board of trustees) must also be signed by the first director of the relevant legal entity (or the person performing his duties).

In the event of an urgent need to resolve any issues affecting the activities of the entity, the period for sending a notification with the necessary materials may be shortened by the decision of the chairman of the board of directors (management committee, board of trustees).

211. Materials on agenda items shall be submitted to members of the board of directors (management committee, board of trustees) no less than 7 (seven) calendar days before the date of the meeting unless another period is specified by the charter of the entity.

212. The decisions of the board of directors (management committee, board of trustees) that were taken at its meeting held in person are recorded in minutes.

The draft minutes prepared by the relevant deputy corporate secretary (authorized person), signed by the head of the executive body of the subject, are endorsed by the Head of the Government Office and the heads of the relevant structural divisions whose competence includes consideration of the issues. Written opinions of the members of the board of directors (management committee, board of trustees) who were absent from the meeting (if any) are attached to the minutes.

The voting sheet for the minutes shall be signed by the members of the board of directors (management committee, board of trustees) who participated in the meeting, within a period of no more than 3 (three) working days after the official receipt of the draft minutes.

Responsibility for the preparation and submission to the Prime Minister for signature of draft minutes of meetings of the board of directors (management committee, board of trustees) of the entity shall be assigned to the relevant deputy corporate secretary (authorized person).

The draft protocol must be drawn up and submitted to the Prime Minister for signature within 5 (five) working days from the date of the meeting.

213. The Head of the Government Office may organize the keeping of transcripts of meetings of the board of directors (management committee, board of trustees).

214. At the discretion of the chairman of the board of directors (management committee, board of trustees), the board of directors (management committee, board of trustees) may make decisions on issues submitted for its consideration through absentee voting, with the exception of strategic issues. Absentee voting shall be conducted without holding a meeting of the board of directors (management committee, board of trustees).

The absentee voting ballot must be sent by the Head of the Government Executive Office (authorized person) to the members of the Board of Directors (management committee, board of trustees) no later than 5 (five) business days before the date of vote counting for absentee voting with notification of its conduct unless another period is determined by the chairman of the board of directors (management committee, board of trustees). For issues that do not require preliminary study of documents, the ballot may be sent to the members of the board of directors (management committee, board of trustees) no later than 3 (three) business days before the date of vote counting.

The absentee voting ballot and other information (materials) must be sent to the members of the board of directors (management committee, board of trustees) by post, electronic or other means, or delivered in person.

Ballots must be submitted to the location of the subject no later than 4:30 p.m. on the last day of voting.

The decision by absentee voting shall be made in writing in the form of a decision signed by the chairman of the board of directors (management committee, board of trustees), the Head of the Government Office and the heads of the relevant structural divisions whose competence includes consideration of the issues, and must contain:

- 1) name and location of the entity;
- 2) the date and place of written execution of the decision of the absentee hearing;
- 3) information on the composition of the board of directors (management committee, board of trustees);
- 4) indication of the person (body) that convened the meeting;
- 5) the agenda of the meeting;
- 6) a record of the presence or absence of a quorum for making a decision;
- 7) the results of voting on each agenda item and the decision taken;
- 8) other information.

Decisions made by the board of directors (management committee, board of trustees) through absentee voting and the results of absentee voting shall be sent by the deputy corporate secretary (authorized person) to the members of the board of directors (management committee, board of trustees) no later than 20 (twenty) calendar days from the date of signing the decision.

Section 2. Consideration of acts of prosecutorial supervision

215. The examination of acts of prosecutorial supervision sent to the Government, on the instructions of the Prime Minister or his deputy, shall be carried out by the state body whose competence includes the issues that became the subject of the act of prosecutorial supervision.

216. The state body entrusted with reviewing the act of prosecutorial supervision, except for the prosecutor's protest, within 15 (fifteen) calendar days, unless other timeframes are established in the instruction, shall prepare and submit to the Government Office an agreed draft response of the Government to the Prosecutor General's Office and, if necessary, draft decisions of the Government, and shall take other measures arising from the act of prosecutorial supervision.

The state body entrusted with considering the prosecutor's protest, within 7 (seven) calendar days, unless other timeframes are established in the instruction, prepares and submits to the Government Office an agreed draft response of the Government to the Prosecutor General's Office and, if necessary, draft decisions of the Government, and takes other measures arising from the act of prosecutorial supervision.

The draft response must briefly and fully reflect the Government's position on each issue noted in the prosecutor's supervision report, as well as information on the measures taken to hold accountable officials who committed the relevant violations of the law.

The draft response of the Government to the Prosecutor General's Office must be agreed upon by the developer of the draft with the Ministry of Justice, as well as other government agencies specified in the order to review the act of prosecutorial supervision.

The approval of the draft response of the Government shall be carried out electronically or by sending a letter stating the absence of comments and proposals, signed by the head of the relevant government agency, except for those containing official information of limited distribution or state secrets.

The final version of the draft response of the Government shall be sent to the Prosecutor General's Office signed by the Prime Minister (the person acting in his/her capacity).

Section 3. Secondment of top managers of central executive bodies

217. If it is necessary for members of the Government to travel on a business trip in accordance with the instructions of the President or the Prime Minister outside the Republic of Kazakhstan as part of a delegation, the Ministry of Foreign Affairs shall, no less than 3 (

three) working days before the start of the business trip, submit a written petition to the Prime Minister with a request for the travel of members of the Government.

218. If it is necessary for a member of the Government, on his initiative or at the request of the President or the Prime Minister, to travel outside the Republic of Kazakhstan on an individual basis, the first head of the central executive body shall notify the Prime Minister in writing of the business trip no less than 3 (three) working days before the start of the trip.

The petition of the first head of the central executive body must include a ground for the need to go on a business trip and its duration, as well as the presence of oral prior approval from the Prime Minister.

When members of the Government go on business trips to the regions, a written request is not required; oral approval from the Prime Minister is sufficient.

219. If necessary, the Prime Minister shall have the right to send the first head of the central executive body on a business trip without his request.

Appendix 1
to the Regulations of the Government
of the Republic of Kazakhstan
Form

**To the Prime Minister of
the Republic of Kazakhstan**

Explanatory note to the project

(Resolution of the Government of the Republic of Kazakhstan/Order of the Prime Minister of the Republic of Kazakhstan)

project name

1. Name of the government agency that developed the document.
2. Grounds for adopting the draft concerning the relevant legal acts, provisions of international treaties ratified by the Republic of Kazakhstan, decisions of international organizations of which the Republic of Kazakhstan is a member, protocol and other instructions of the President, the Leadership of the Presidential Administration, the Government and the Government Office and/or other grounds for the need for its adoption.
3. The need for financial costs for the project and its financial security, including the source of financing, and, if necessary, the decision of the Republican Budget Commission (relevant calculations, a reference to the source of financing, a copy of the decision of the Republican Budget Commission must be attached to the explanatory note).
4. Anticipated socio-economic, legal and/or other consequences in the event of the adoption of the project, as well as the impact of the project's provisions on ensuring national security.
5. Specific goals and deadlines for expected results.

6. Information on acts of the President and/or the Government adopted earlier on issues considered in the draft, and the results of their implementation.

7. The need to bring legislation into line with the proposed draft if it is adopted (indicate whether it is necessary to adopt other legal acts or make changes and/or additions to current acts) or the absence of such a need.

8. Information on the need for subsequent ratification of the submitted draft international treaty.

9. The possibility of transferring a project and its materials to the mobile devices of members of the Government through the information system "Mobile Office of the Government of the Republic of Kazakhstan", except for projects containing state secrets and (or) official information, in accordance with the list of official information permitted for transfer in the information system "Mobile Office of the Government of the Republic of Kazakhstan", approved by the joint order of the Head of the Chancellery and the Ministry of Communications and Information dated May 20, 2011 № 25-1-32 fou/22P-fou.

10. Information about the placement of the project on the Internet resource of the state body, as well as the Internet portal of open regulatory legal acts (date, number of bytes).

11. Information on the placement of a press release for a draft resolution of social significance on the Internet resources of authorized government agencies.

12. Compliance of the project with international treaties ratified by the Republic of Kazakhstan and decisions of international organizations of which the Republic of Kazakhstan is a member.

13. Results of calculations confirming the reduction and (or) increase in costs of private business entities in connection with the implementation of the project.

An explanatory note to a draft affecting the interests of private business entities must necessarily contain the results of calculations confirming the reduction and/or increase in costs of private business entities in connection with the entry into force of the act.

14. Reasoned ground of the reasons for disagreement with the expert opinion of the National Chamber of Entrepreneurs of the Republic of Kazakhstan and members of expert councils of business entities.

If the comments indicated in the expert opinions are eliminated, the project developer must indicate in the explanatory note to the project that these comments have been eliminated.

15. Ground of the reasons for disagreement with the recommendations of the public council, if the draft Government resolution affects the rights, freedoms and obligations of citizens, except for cases where the creation of a public council in a government body is not provided for by the Law of the Republic of Kazakhstan "On Public Councils".

If the comments indicated in the recommendations of the public council are eliminated, the project developer must indicate in the explanatory note to the project that these comments have been eliminated.

Signature of the first head of the state body or an official authorized by him.

Appendix 2
to the Regulations of the Government
of the Republic of Kazakhstan
Form

**Comparative table
for the project _____
project name**

Item №	Structural element of a legal act	Current edition	Suggested revision	Grounds: 1) the essence of the amendment; 2) a reasoned grounds for each amendment introduced; 3) reference to the relevant legal act, number, date of the order (if any).
1	2	3	4	5

Appendix 3
to the Regulations of the Government
of the Republic of Kazakhstan
Form

_____ (project number in the ISPC)

**To the Prime Minister of
the Republic of Kazakhstan**

To the meeting of the Government
of the Republic of Kazakhstan
"__" 202_

REFERENCE

By _____

_____ (the documents specified in the first part of paragraph 66 of the Regulations of the Government shall be indicated)

The Government Office of the Republic of Kazakhstan (hereinafter referred to as the Government Office), having reviewed _____ (hereinafter referred to as the Draft), reports the following.

Developing body _____.
(name of the government agency developing the project)

The basis for the development of the project is _____.

(the legal act, or the number of the clause, the date of adoption and the name of the act of the President, Government or Prime Minister, or who gave the order, its number and date shall be indicated)

The project provides for (the adoption of the project is conditioned by)

The adoption of the project will allow _____.

According to the developer, the implementation of the project will/will not require financial costs (including additional ones) from the state budget (the expected financial costs associated with the implementation of the project will require budget funds that are provided (not provided) in the republican budget) and/or other sources of financing.

The project has been agreed upon with the ministries of finance (position – last name and initials), justice (position – last name and initials), national economy (position – last name and initials), and other government agencies, including by default with (the Ministry).

The project has been revised based on comments from structural divisions of the Government Office. The conclusion of the Legal Department shall be attached.

Based on the above, we believe it is possible to submit the draft to a vote of the members of the Government (in case of revision, it is indicated "in the revised version").

Head of the Government Office of the Republic of Kazakhstan

Appendix 4
to the Regulations of the Government
of the Republic of Kazakhstan
Form

Voting results

Meeting	Hall № _____		
Agendas	_____		
Voting number	_____		
Type	_____		
Agenda item	_____		
Voting has begun		End of voting	

Overall results

Votes registered		
	Present at the voting	_____
	Present but did not vote	_____
Answers		

	For	_____
	Against	_____
	Abstained	_____
	Didn't vote	_____
Majority		
	Required	_____
	Actual	_____
	Actual	_____
Quorum		
	Required	_____
	Actual	_____
	Actual	_____

Individual results

For	
Full name of the member of the Government	Voting mark
Full name of the member of the Government	Voting mark
Full name of the member of the Government	Voting mark
Against	
Full name of the member of the Government	Voting mark
Full name of the Government member	Voting mark
Full name of the member of the Government	Voting mark
Abstained	
Full name of the member of the Government	Voting mark
Full name of the member of the Government	Voting mark
Didn't vote	
Full name of the member of the Government	Voting mark
Full name of the member of the Government	Voting mark

Appendix 5
to the Regulations of the Government
of the Republic of Kazakhstan
Form

Information on the progress of the plan of Government's legislative work for 202_, the preparation of priority draft laws, as well as draft laws arising from the instructions of the President, the Presidential Administration and the Prime Minister, the passage of draft laws in the Government and Parliament

as of _____ 202_

1. Information on the implementation of the Government's Plan of Legislative Work for the current year shall include:

1) the name of the draft laws provided for in the Government's Legislative Work Plan (*item, state body that developed it, deadlines for submission to the Ministry of Justice, the Government and Parliament, progress of implementation*);

2) the name of the draft laws submitted to the Mazhilis of Parliament (*item, state body that developed it, date, number of the Government resolution on submission to the Mazhilis of Parliament*);

3) the name of the laws signed by the President of the Republic of Kazakhstan (*state body that developed them, date of signing*).

2. Information on priority draft laws (*submitted from the moment the Head of State determines draft laws as priorities*) shall include:

1) order of the President of the Republic of Kazakhstan (*order form, date and document number*);

2) progress of implementation (*name of the draft law, Paragraph, state body that developed it, deadline for submission to the Mazhilis of Parliament*);

3) the name of the draft laws submitted to the Mazhilis of Parliament (*item, state body that developed it, form of completion, deadline for implementation*);

4) the name of the laws signed by the President of the Republic of Kazakhstan (*state body that developed them, date of signing*).

3. Information on draft laws arising from the instructions of the President of the Republic of Kazakhstan, the Presidential Administration and the Prime Minister shall include:

1) instructions of the President of the Republic of Kazakhstan, the Presidential Administration and the Prime Minister (*form of instruction, date and document number*) indicating the number of events providing for the development and/or adoption of draft legislative acts (*amendments*), of which:

developed (*name of the draft law, Paragraph, state body that developed it, form of completion, deadline for implementation*);

in progress (*name of the draft law, Paragraph, state body that developed it, form of completion, deadline for implementation*);

sent to the Mazhilis of Parliament (*name of the draft law, Paragraph, state body that developed it, form of completion, deadline for implementation, progress of implementation in Parliament*);

2) the name of the laws signed by the President of the Republic of Kazakhstan (*state body that developed them, date of signing*).

Appendix 6
to the Regulations of the Government
of the Republic of Kazakhstan

Form

Comments of the coordinating state body on the draft legislative act of the Republic of Kazakhstan

№ of the structural element of the draft Law	Editorial of the draft legislative act	The version of the draft legislative act proposed by the approving state body	Grounds of the state body-developer	Grounds of the approving state body
1	2	3	4	5

Signatures of the first heads of state bodies
or officials authorized by them

Appendix 7 to
the Regulations of the Government
of the Republic of Kazakhstan
Form

**INFORMATION SHEET
to the draft Law of the Republic of Kazakhstan**

1.	Initiator of the draft law (full name of the body)	
2.	Composition of the working group for the preparation of the draft law	
3.	Leading committee for the draft law	
4.	Date of registration of the draft law in the Parliament of the Republic of Kazakhstan	
5.	*Conclusions on the draft law of the standing committees of the Parliament of the Republic of Kazakhstan	
6.	*Scientific examination of the draft law	
	*Accepted and rejected comments of the scientific expert opinion	
	*Grounds of reasons for non-acceptance of comments in the conclusion of the scientific examination	
7.	*Expert opinions of the National Chamber of Entrepreneurs of the Republic of Kazakhstan, members of expert councils	
	*Accepted and rejected comments of expert opinions of the National Chamber of Entrepreneurs of the Republic of Kazakhstan, members of expert councils	
	*Grounds of the reasons for not accepting the comments of the conclusion of the National Chamber of Entrepreneurs of the Republic of	

	Kazakhstan, members of expert councils	
8.	Information on the results of the regulatory impact analysis (if available)	
9.	*Changes and additions made during the process of finalizing the draft law	
10.	Who is tasked with delivering a report on the draft law?	
11.	Availability of alternative projects	
12.	Date of consideration of the draft law by the Parliament of the Republic of Kazakhstan in the first reading and its results	
13.	The Lead Committee (Commission), another body tasked with finalizing the draft law and preparing it for the second reading	
14.	Submission of the draft law for public discussion and its deadlines	
15.	Conclusion on the draft law of the Committee (before the second reading)	
16.	Date of consideration of the draft law by the Parliament of the Republic of Kazakhstan in the second reading and its results	
17.	Time of entry into force of the law	
18.	Other conditions	

* Note: in case of a significant volume of information, it may be provided as a separate appendix to the reference sheet.

Appendix 8
to the Regulations of the Government
of the Republic of Kazakhstan
Form

The personal composition of persons responsible for supporting the draft law in the Parliament of the Republic of Kazakhstan

Item №	Full name (if any) of the person responsible for supporting the draft law in the Parliament of the Republic of Kazakhstan	Position of the person responsible for supporting the draft law in the Parliament of the Republic of Kazakhstan
Working groups		
1.		- Director of the Department or Chairman of the Committee

2.		- Director of the Department or Chairman of the Committee
...		
Meetings of the leading committees		
1.		- Deputy First Manager
2.		- Deputy First Manager
...		
Plenary sessions		
1.		- the first head of the central government agency
2.		- the first head of the central government agency

Appendix 9 to
the Regulations of the Government
of the Republic of Kazakhstan
Form

Mazhilis/Senate of the Parliament of
the Republic of Kazakhstan

CONCLUSION

**of the Government of the Republic of Kazakhstan on the draft Law
of the Republic of Kazakhstan**

**" _____ ",
initiated by the deputies of the Parliament of the Republic of Kazakhstan**

The Government of the Republic of Kazakhstan, having reviewed the draft Law of the Republic of Kazakhstan " _____ ", initiated by the deputies of the Parliament of the Republic of Kazakhstan, reports the following.

1. Descriptive part of the draft law

_____.

This section provides an assessment of the validity, timeliness, appropriateness and necessity of developing the draft law.

When assessing a draft law, the following factors are taken into account:

1) the draft law must not regulate legal relations that are already regulated by current legislation;

2) the draft law must not contradict the fundamental principles of law;

3) the subject of regulation of the draft law must correspond to the social relations specified in paragraph 3 of Article 61 of the Constitution of the Republic of Kazakhstan.

2. Information on regulations providing for a reduction in government revenues or an increase in government expenditures

The draft conclusion must contain information on the norms providing for a reduction in state revenues or an increase in state expenditures. If the draft law as a whole or a separate part of it is not

supported due to an increase in the expenditure or a reduction in the revenue part of the state budget, the date of the meeting and the number of the minutes of the Republican Budget Commission, at which such expenditures were not supported, shall be indicated.

If the draft is accompanied by a conclusion from the state body that developed it, financial and economic calculations regarding the possible reduction of state revenues or increase in state expenditures shall be attached.

3. Information on the decision of the Interdepartmental Commission on Legislative Activity on the draft Law

* date and number of the minutes of the meeting of the Interdepartmental Commission on Legislative Activity and the decision taken on the draft law.

4. The position of the Government on the draft law:

1) The position of the Government on the draft law as a whole is stated, taking into account the opinions of state bodies and the decision of the Interdepartmental Commission on Legislative Activity (supported/not supported)

2) comments and proposals on the draft law shall be presented on individual structural elements or a group of related provisions sequentially and in a recommendatory form.

In this case:

the part of the structural element that is not supported shall be indicated;

briefly states the justification for the Government's position concerning the objective reasons for not adopting the draft law as a whole or a separate part of it, indicating the contradictions with the Constitution, other legislative acts, documents of the State Planning System, and other documents;

other reasons for the non-adoption of the draft law as a whole or in part shall be indicated (non-compliance with the President's instructions, the policy pursued in a specific area, the goals of the draft law, etc.);

If necessary, the Government may propose a revision of the structural element. It shall be indicated that it is "partially accepted".

Based on the above, we believe that further consideration of the draft Law in the Parliament of the Republic of Kazakhstan is possible, taking into account this conclusion of the Government.

**The Prime Minister
of the Republic of Kazakhstan**

Appendix 10 to
the Regulations of the Government
of the Republic of Kazakhstan
Form

**Agreed position of state bodies on amendments
initiated by order of the President and the Prime Minister during the
consideration of the draft Law of the Republic of Kazakhstan
" _____ "
in the Parliament of the Republic of Kazakhstan**

1. Descriptive part of the amendments _____

_____.
*(this section shall provide an assessment of the validity, appropriateness and necessity of
the amendments)*

When assessing the amendments, the following factors shall be taken into account:

- 1) the amendments must not regulate legal relations that are already regulated by current legislation;
- 2) the amendments must not contradict the fundamental principles of law;
- 3) the amendments must be in accordance with the consultation document of the draft law

2. Information on proposals and comments to the amendments of the National Chamber of Entrepreneurs of the Republic of Kazakhstan, members of expert councils of business entities
:

_____.
3. Information on regulations providing for a reduction in government revenues or an increase in government expenditures:

_____.
The agreed position of state bodies on the amendments must contain information on the norms that provide for a reduction in state revenues or an increase in state expenditures. If the amendments are not supported due to an increase in the expenditure or a reduction in the revenue side of the state budget, the date of the meeting of the Republican Budget Commission and the number of the protocol at which such expenses were not supported shall be indicated. If available, the developer shall attach financial and economic calculations to the agreed position on the amendments in terms of a possible reduction in state revenues or an increase in state expenditures.

4. Disagreements between state bodies that are part of the Government and central state bodies directly subordinate and accountable to the President of the Republic of Kazakhstan or not part of the Government structure (if any): _____

Appendix 11
to the Regulations of the Government
of the Republic of Kazakhstan
Form

**Mazhilis/Senate of the Parliament
of the Republic of Kazakhstan**

CONCLUSION

of the Government of the Republic of Kazakhstan on the amendments of the deputies of the Parliament of the Republic of Kazakhstan on the draft Law of the Republic of Kazakhstan " _____ ", initiated by the Government/deputies of the Parliament of the Republic of Kazakhstan

The Government of the Republic of Kazakhstan, having considered the amendments of the deputies of the Mazhilis/Senate of the Parliament of the Republic of Kazakhstan to the draft Law of the Republic of Kazakhstan " _____ ", initiated by the Government/deputies of the Parliament of the Republic of Kazakhstan, reports the following.

1. A summary of the amendments, individually or in groups related to each other, proposed by members of Parliament, which are supported by the Government*.

** If the supported amendments entail an increase in the expenditure or a reduction in the revenue side of the state budget, then the number and date of the minutes of the meeting of the Republican Budget Commission at which such expenditures were approved are indicated.*

2. The amendments that are supported shall be indicated.

3. Amendments for which there are comments and suggestions.

The content of the amendments shall be briefly outlined, describing their compliance with the strategic goals of the state, the target group at which the amendments are aimed (*describe the target groups affected by the amendments: citizens, enterprises, organizations, the state*), with a description of the information about the impact on socio-economic development, domestic political stability, religious activity, security of the unified information space and indicating one of the options:

(partially supported/not supported).

Comments and proposals, taking into account the opinions of government bodies, shall be presented for each amendment separately or for a group of related amendments sequentially and must be indicated in a recommendatory form, while:

- 1) the part of the amendment shall be indicated if the amendment is supported partially;
- 2) a brief grounds of the Government's position is given, concerning the reasons for not adopting the amendment in whole or in part, indicating contradictions with the provisions of the Constitution, other legislative acts, documents of the State Planning System, and other documents;
- 3) other reasons for not adopting the amendment shall be indicated (*non-compliance with the President's instructions, the policy pursued in a specific area, the objectives of the draft law, including those related to the amendment of its advisory document, which implies an increase in government spending or a reduction in government revenues*);
- 4) if the amendments are rejected due to an increase in the expenditure side or a decrease in the revenue side of the state budget, then the number and date of the minutes of the meeting of the Republican Budget Commission at which such expenditures were not supported shall be indicated;
- 5) if necessary, the Government may propose a revision of the amendment. **

*** The revision of an amendment may be proposed only for structural elements of the draft law that are affected by the amendments of deputies or are directly related to them in content.*

Based on the above, we believe it is possible to further consider the draft Law in the Parliament of the Republic of Kazakhstan, taking into account this conclusion of the Government.

**Prime Minister
of the Republic of Kazakhstan**

Appendix 12
to the Regulations of the Government
of the Republic of Kazakhstan
Form

Conclusion on the law adopted by the Parliament of the Republic of Kazakhstan and sent to the Prime Minister of the Republic of Kazakhstan for signature

1. Grounds for adoption of the law.
2. The objectives of the law.
3. Socio-economic and legal consequences of the implementation of the law.
4. Information on amendments by members of Parliament.
5. Information on the conclusions of the Government of the Republic of Kazakhstan on amendments by members of Parliament.

6. Information on the reduction in revenues or increase in expenditures of the republican and local budgets and (or) the National Fund.

7. Information on the compliance of the adopted law with the Constitution of the Republic of Kazakhstan, current legislative acts, as well as legislative acts adopted by Parliament but not signed by the President of the Republic of Kazakhstan or not put into effect.

8. Conclusion on the possibility of signing the law with the signature of the Prime Minister of the Republic of Kazakhstan.

Appendix 13
to the Regulations of the Government
of the Republic of Kazakhstan
Form

Information
(name of government agency)
on the implementation of adopted legislative acts
as of " " _____ 202_

(name of law, date, №)

(title of the relevant order of the Prime Minister of the Republic of Kazakhstan, date, №)

Item №	Name of the legal act	Form of the act	State body responsible for the execution	Deadline	Date of submission of the draft resolution to the Government Office, adoption of the by-law, state registration. (if not implemented on time, then the stage of implementation is indicated)	Additional information
1	2	3	4	5	6	7

Appendix 14
to the Regulations of the Government
of the Republic of Kazakhstan
Form

Summary information

on the implementation of adopted laws for _____ of 20 ____

(information on by-laws adopted in the implementation of laws arising from the instructions of the President of the Republic of Kazakhstan shall be indicated separately)

1. Number of legislative acts

2. The number of orders of the Prime Minister adopted in the implementation of legislative acts of the Republic of Kazakhstan

3. The total number of by-laws to be submitted to the Government Office (indicating the state bodies), of which:

submitted to the Government Office on time (indicating the government agencies);

submitted to the Government Office in violation of the deadlines;

not submitted to the Government Office;

excluded from the order or the execution period of which has been extended (if any).

4. Total number of legal acts subject to state registration (indicating state bodies), of which:

registered on time (indicating government agencies);

registered in violation of the deadlines;

not entered into state registration;

excluded from the order, or the execution period of which has been extended (if any).

Appendix 14-1

to the Regulations of the Government
of the Republic of Kazakhstan

Summary reporting information on the progress of implementation of acts and instructions of the President transferred to the control of the Government and state bodies

Footnote. The Regulations are supplemented by Appendix 14-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 14.02.2024 № 85.

Item №	Details of the order	Contents of the assignment	Execution status (completed/in progress))	If the assignment is completed, briefly describe the final result	If the assignment is being executed, briefly outline the interim result (including indicating the facts of extension of deadlines, transfers to medium/long-term control, setting new deadlines)

In the field of labor and social protection of the population					
1					
In the field of healthcare					
1					
In the field of education					
1					
In the field of					
1					

Appendix 14-2
to the Regulations of the Government
of the Republic of Kazakhstan

Plan for the implementation of final decisions of the Constitutional Court of the Republic of Kazakhstan related to the introduction of amendments and (or) additions to regulatory legal acts

Footnote. The Regulations are supplemented by Appendix 14-2 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

Item №	Name of the event, decision of the Constitutional Court (structural element)	Completion form and implementation period	Responsible government agency (co-executors) An official not lower than the deputy first manager or the head of the staff Responsible executor*	The essence of the amendments*	Implementation algorithm with deadlines**** and the procedure for developing amendments to legislation*****
I. Regulatory decisions on recognizing a law or other legal act or individual provisions thereof as inconsistent with the Constitution of the Republic of Kazakhstan					
II. Regulatory decisions on the recognition of a law or other legal act or individual provisions thereof as consistent with the Constitution of the Republic of Kazakhstan in the interpretation given by the Constitutional Court					
III. Regulatory decisions of the Constitutional Court containing recommendations and proposals for improving the legislation of the Republic of Kazakhstan					
IV. Messages of the Constitutional Court on the state of constitutional legality in the Republic of Kazakhstan					

Notes:

* The event is included based on the content of each legal position arising from the normative decision of the Constitutional Court.

** To be filled in when sending information on the progress of implementation:
responsible executive of the government agency (indicating full name (if any), position, name of structural unit, telephone number, email address);

date of document preparation: _____ 20__.

*** Attached are the texts of draft regulatory legal acts, amendments by members of Parliament, amendments prepared in accordance with the Government Regulations, Government conclusions, comparative tables and other materials.

**** The timeframes for the implementation of the activities reflected in the implementation algorithm must be reasonable and sufficient for their implementation. If it is necessary to establish longer timeframes for the implementation of an activity, the state body shall indicate the corresponding grounds for each activity in the plan.

***** The procedure for developing amendments to legislation shall be indicated:

development of a draft Law (general or simplified procedure);

initiation of amendments and bills by members of Parliament;

inclusion of amendments to draft laws in accordance with the Government Regulations.

Appendix 14-3
to the Regulations of the Government
of the Republic of Kazakhstan

Information on the progress of implementation of final decisions of the Constitutional Court of the Republic of Kazakhstan related to amendments and (or) additions to regulatory legal acts

Footnote. The Regulations are supplemented by Appendix 14-3 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

Item №	Event name*; decision of the Constitutional Court (structural element)	Completion form a n d implementation period	Responsible government agency (co-executors) An official not lower than the deputy first manager or the head of the staff* *	The essence of the amendments* **	Implementation algorithm with deadlines**** and the procedure for developing amendments to legislation*****
I. Regulatory decisions on recognizing a law or other legal act or individual provisions thereof as inconsistent with the Constitution of the Republic of Kazakhstan					
II. Regulatory decisions on the recognition of a law or other legal act or individual provisions thereof as consistent with the Constitution of the Republic of Kazakhstan in the interpretation given by the Constitutional Court					
III. Regulatory decisions of the Constitutional Court, where the provisions of laws and other regulatory legal acts are recognized as consistent with the Constitution, but require improvement of legislation					
IV. Messages of the Constitutional Court on the state of constitutional legality in the Republic of Kazakhstan					

Notes:

* The event is included based on the content of each legal position arising from the normative decision of the Constitutional Court.

** To be filled in when sending information on the progress of implementation:

responsible executive of the government agency (indicating full name (if any), position, name of structural division, telephone number, email address);

date of document preparation: _____ 20__.

*** The texts of draft regulatory legal acts, parliamentary amendments, amendments prepared in accordance with the Government Regulations, Government conclusions, comparative tables and other materials are attached.

**** The timeframes for the implementation of the activities reflected in the implementation algorithm must be reasonable and sufficient for their implementation. If it is necessary to establish longer timeframes for the implementation of an activity, the state body shall indicate the corresponding grounds for each activity in the plan.

***** The procedure for developing amendments to legislation shall be indicated:

development of a draft Law (general or simplified procedure);

initiation of amendments and bills by deputies;

inclusion of amendments to draft laws in accordance with the Government Regulations.

Appendix 14-4
to the Regulations of the Government
of the Republic of Kazakhstan

Information on the progress of implementation by state bodies of the final decisions of the Constitutional Court of the Republic of Kazakhstan related to the introduction of amendments and (or) additions to regulatory legal acts*

Footnote. The Regulations are supplemented by Appendix 14-4 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 26.03.2025 № 170.

I. General information on the implementation of final decisions of the Constitutional Court of the Republic of Kazakhstan

1. The name, date and number of the final decision of the Constitutional Court of the Republic of Kazakhstan.

2. The name of the event arising from the legal position of the Constitutional Court of the Republic of Kazakhstan.

3. The responsible government agency, an official not lower than the deputy first manager or head of the staff, the responsible executive.

4. Information on the implementation mechanism: development of a draft Law (general or simplified procedure), initiation of amendments by deputies, inclusion of amendments by a government body in accordance with the Government Regulations (Paragraph 124).

5. Information on the progress of the implementation of final decisions, and measures taken, indicating the details and dates of submission to government agencies, the Ministry of Justice, the Government Office, the Presidential Administration, the Mazhilis, the Senate of the Parliament of developed draft regulatory legal acts, parliamentary amendments, amendments prepared in accordance with paragraph 124 of the Government Regulations; agreed positions of government agencies; Government conclusions (draft conclusions):

developed drafts of regulatory legal acts and (or) amendments prepared in accordance with the Government Regulations (Paragraph 124);

coordinated positions of government bodies;

sending draft conclusions of the Government to state bodies, the Ministry of Justice, the Government Office, the Presidential Administration, the Mazhilis, and the Senate of Parliament.

6. The essence, and wording of the proposed amendments and grounds for them with the attached texts of draft regulatory legal acts, amendments of the state body/amendments of deputies, comparative tables and necessary materials (research findings, diagrams, minutes of working groups, etc.).

7. Information on the deadline for submitting a bill to the Mazhilis of Parliament, as specified by the Constitutional Court.

8. Date, and number of the resolution of the Government of the Republic of Kazakhstan on the introduction of the bill to the Mazhilis of Parliament.

9. Information on the progress of the draft law, and amendments in Parliament (on the number of meetings of the working group, the head of the working group, approval at the plenary session).

10. Information on the progress of parliamentary amendments (date of adoption of amendments, date of approval at the plenary session, date and number of the Government's conclusion).

11. Information on the conducted revision of legislation regarding the need to amend regulatory legal acts (regulatory legal decisions of the Supreme Court, by-laws).

12. Information on informing interested parties regarding the request.

13. Additional information.

II. Conclusions and proposals of the state body

* Information is filled in by government agencies in any form with mandatory indication of information on the above points.

Appendix 15
to the Regulations of the Government
of the Republic of Kazakhstan

General statistics on handling requests from individuals and legal entities for the __ quarter of 20__

(name of government agency)

Name of the civil defense organization,	Registered requests			Number of requests reviewed						
	including:			including:						
	at the beginning		requests received		including:		redirected by competence			
								considered		

Item №	departmental divisions// district akimats	Total	ing of the reporting period	during the reporting period	ed at a personal reception	Total	in SB	with the extension of the term	reviewed out of time	to a higher authority	in the CSB	in LEB	to territorial bodies
A	B	1	2	3	4	5	6	7	8	9	10	11	12

Continuation of the table

Number of requests reviewed											Balance at the end of the reporting period		
Including:													
redirected by competence						in accordance with administrative procedure		in a simplified procedure					
to subordinate organizations		to other organizations											
13		14				15		16			17		

Appendix 16
to the Regulations of the Government
of the Republic of Kazakhstan

Report on the results of consideration of applications from individuals and legal entities for the _ quarter of 20_

(name of government agency)

Item №	Name of the civil defence organization, departmental divisions// district akimats	Administrative procedures initiated							Considered with the extension of the term	Reviewed after the deadline	Officials brought to justice	Appealed administrative acts	
		total	including: discontinued	an administrative act was adopted	decisions made		an encumbering administrative act was adopted	including: for which hearings were not held				total	including
					a favorable administrative act was adopted	total							
B	1	2	3	4	5	6	7	8	9	10	11		

Continuation of the table

Appealed administrative acts										
including										
including										
in SB						in a higher authority			in court	

total	including an administrative act has been cancelled or a new act has been adopted	total	including an administrative act has been cancelled or a new act has been adopted	total	including the administrative act was cancelled or a new act was adopted	Officials brought to justice
12	13	14	15	16	17	18

Appendix 17
to the Regulations of the Government
of the Republic of Kazakhstan

Report on the review of instructions given by the Government Office of the Republic of Kazakhstan on appeals from individuals and legal entities for the __ quarter of 20__

(name of government agency)

Item №	name of government bodies	total number of orders given	including				total	done			forwarded to subordinate organizations		
			PM RK	FDPM RK DPM RK	CGS RK	DCGS		including:	with the extension of the term	in violation of the deadline	poor quality	in violation of the deadline	on time
A	B	1	2	3	4	5	6	7	8	9	10	11	

Continuation of the table

not fulfilled	in progress				removed from control	brought to disciplinary responsibility
	total	including:				
		with the extension of the term	repeated orders were given			
12	13	14	15	16	17	

Appendix 18
to the Regulations of the Government
of the Republic of Kazakhstan

Report on the reception of individuals and legal entities for the __ quarter of 20__

(name of government agency)

receptions held	accepted by citizens and representatives of legal entities	decision taken on the appeal	Unified day of reception of citizens

Item №	name of government bodies	total	including				total	including		allowed during the reception	received written requests following the reception	citizens accepted	allowed during the reception	received written requests following the reception	
			Minister/Akim of the region, city of republican significance, capital	vice ministers/deputy akims of the region, city of republican significance, capital	city/district akims	deputy akims of the city/district		managers at other levels	individuals						representatives of legal entities
A	B	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Appendix 19
to the Regulations of the Government
of the Republic of Kazakhstan

Report on the TOP-3 current problems identified based on data from the Qlik analytical system for the __ quarter of 20__

(name of government agency)

Item №	Name of government agencies	TOP 3 questions/quantity/%				TOP-3/quantity/% of the previous period			Dynamic changes in current issues	Measures to address concerns raised by applicants
		Total number of requests	TOP-1	TOP-2	TOP-3	TOP-1	TOP-2	TOP-3		
A	B	1	2	3	4	7	8	9	10	11

Appendix 2
to the Resolution of the Government
of the Republic of Kazakhstan
dated January 6, 2023 № 10

List of some invalidated decisions of the Government of the Republic of Kazakhstan

1. Paragraph 1 of the Resolution of the Government of the Republic of Kazakhstan dated June 2, 2022 № 355 "On certain issues of the implementation of the Decree of the President

of the Republic of Kazakhstan dated April 13, 2022 № 872 "On measures to de-bureaucratize the activities of the state apparatus".

2. Subparagraph 2) of paragraph 1 of the Resolution of the Government of the Republic of Kazakhstan dated September 2, 2022 № 644 "On Amendments to the Resolutions of the Government of the Republic of Kazakhstan dated October 6, 2016 № 569 "On Approval of the Rules for the Development, Coordination of Draft Subordinate Regulatory Legal Acts" and dated June 2, 2022 № 355 "On Certain Issues of the Implementation of the Decree of the President of the Republic of Kazakhstan dated April 13, 2022 № 872 "On Measures to De-bureaucratize the Activities of the State Apparatus".

3. Resolution of the Government of the Republic of Kazakhstan dated September 7, 2022 № 660 "On Amending the Resolution of the Government of the Republic of Kazakhstan dated June 2, 2022 № 355 "On Certain Issues of the Implementation of the Decree of the President of the Republic of Kazakhstan dated April 13, 2022 № 872 "On Measures to De-bureaucratize the Activities of the State Apparatus."

4. Subparagraph 2) of paragraph 1 of the Resolution of the Government of the Republic of Kazakhstan dated October 20, 2022 № 837 "On Amendments to the Resolutions of the Government of the Republic of Kazakhstan dated October 6, 2016 № 569 "On Approval of the Rules for the Development, Coordination of Draft Subordinate Regulatory Legal Acts" and dated June 2, 2022 № 355 "On Certain Issues of the Implementation of the Decree of the President of the Republic of Kazakhstan dated April 13, 2022 № 872 "On Measures to De-bureaucratize the Activities of the State Apparatus".