On approval of the Rules for operation of state information system of permits and notifications

Unofficial translation

Order of the Minister of Information and Communications of the Republic of Kazakhstan dated October 29, 2016 No. 232. Registered by the Ministry of Justice of the Republic of Kazakhstan on December 6, 2016 No. 14483.

Unofficial translation

Pursuant to subparagraph 2) of Article 15 of the Law of the Republic of Kazakhstan "On Permits and Notifications", **I hereby ORDER**:

Footnote. Preamble - as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/НҚ (shall be enforced ten calendar days after the date of its first official publication).

1. To approve the attached Rules for operation of the state information system of permits and notifications.

2. The Department for development of public services of the Ministry of Information and Communications of the Republic of Kazakhstan (Khatiev A.N.) to ensure:

1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;

2) sending a copy of this order for official publication in periodicals and the legal information system "Adilet" within ten calendar days after the day of its state registration in the Ministry of Justice of the Republic of Kazakhstan

3) sending a copy of this order to the Republican state enterprise on the basis of the right of economic management "Republican Legal Information Center of the Ministry of Justice of the Republic of Kazakhstan" for placement in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan within ten calendar days from the date of state registration in the Ministry of Justice of the Republic of Kazakhstan;

4) placement of this order on the Internet resource of the Ministry of Information and Communications of the Republic of Kazakhstan;

5) submission of information to the Legal Department of the Ministry of Information and Communications of the Republic of Kazakhstan on implementation of the measures provided for in subparagraphs 1), 2) and 3) of this paragraph within ten working days after the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan.

3. The supervising vice minister of information and communications of the Republic of Kazakhstan shall be authorized to oversee the execution of this order.

4. This order shall come into force twenty one calendar days after the day of its first official publication.

Rules for operation of the state information system of permits and notifications Chapter 1. General provisions

1. These Rules for operation of the state information system of permits and notifications (hereinafter referred to as the Rules) have been developed in pursuance of subparagraph 2) of Article 15 of the Law of the Republic of Kazakhstan "On Permits and Notifications" (hereinafter referred to as the Law) and establish the procedure for the operation of the state information system of permits and notifications.

Footnote. Paragraph 1- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/ НҚ (shall be enforced ten calendar days after the date of its first official publication).

2. The Rules contain a thorough set of functions of the state information system of permits and notifications regarding automation of licensing processes, licensing procedures and notification procedures.

3. Basic terms shall be used in these Rules:

1) State Corporation "Government for Citizens" (hereinafter - the State Corporation) - a legal entity established by the decision of the Government of the Republic of Kazakhstan to provide state services in accordance with the legislation of the Republic of Kazakhstan, organization of work on receiving applications for provision of state services and issuance of their results to the service recipient on the principle of "one window", ensuring the provision of state services in electronic form;

2) integration of informatization objects - measures to organize and ensure information interaction between informatization objects on the basis of standard data transfer protocols used in the Republic of Kazakhstan;

3) number and code of an administrative document (hereinafter - NACAD) - the number assigned to an electronic document by the state information system of permits and notifications;

4) external portal of the System - the web portal of the System, which provides individuals and legal entities with the single access point to services in terms of licensing, authorization procedures and notification procedure via the Internet;

5) registration on the external portal of the System - admission of the entity, its officials and interested parties to participation in licensing processes, authorization procedures and notification procedures on the external portal of the System;

6) authorized user of the external portal of the System - an individual or legal entity or their representative who has been registered and authorized on the external portal of the System, using informatization objects to perform a specific function and (or) task;

7) internal portal of the System - the web portal of the System, which provides the processes of licensing, authorization and notification procedures by licensing authorities and state bodies that maintain a register of entities that filed a notification through the Unified transport environment of state bodies;

8) registration on the internal portal of the System - admission of an authorized person of the licensing authority to participation in the licensing, licensing procedure and notification procedure on the internal portal of the System;

9) transport signature - an electronic digital signature used to ensure integrity and authorship of transmitted messages during the information interaction of information systems using the WS-Security specification;

10) permit issued on paper - a permit issued in the System, printed on paper or on a numbered strict accounting form;

11) information system for monitoring the public services rendering - an information system designed to automate and monitor the process of public services rendering, including through the State Corporation "Government for Citizens";

12) applicant - an individual or legal entity, a branch or representative office of a legal entity, a licensee, a second category permit holder who has applied to the relevant licensing authority to undergo a licensing or permitting procedure or sent a notification;

13) state information system of permits and notifications (hereinafter referred to as the System) - an information system that is a constituent of "electronic government", designed to carry out electronic licensing, licensing procedures in terms of obtaining a permit with the assignment of an identification number, sending a notification by the applicant and ensuring these processes ;

14) state electronic register of permits and notifications - a component of the state information system of permits and notifications, containing information about issued, reissued , suspended, canceled, extended, renewed and terminated permits and their duplicates, as well as received notifications;

15) the list of permits (hereinafter - the list) - the list of permits, on which verification of the applicant for compliance with qualification or permit requirements and issuance of a permit or a reasoned refusal are carried out in an automatic mode of verification of the applicant and issuance of a permit in the state information system of permits and notifications , approved by the authorized informatization body;

16) register of permits - a section of the state electronic register of permits and notifications, containing information about permits of the first and second categories, their statuses and history of actions on these documents;

17) electronic form of permission (electronic permission) - a permission in the form of an electronic document, issued and received using the state information system of permits and notifications, equivalent to a permission on paper;

18) historical data - information on permits and notifications issued or sent during the period of temporary or permanent absence from the licesing and state bodies that receive notifications, the possibility of maintaining the state electronic register of permits and notifications;

19) conversion of historical data - the process of confirming a permit in electronic form with an electronic digital signature of the head of the authorized body that issued the permit during the period of temporary or permanent inability of the licensing authority to maintain the state electronic register of permits and notifications (assignment of a matrix code);

20) restoration of historical data - the process of filling the register of permits with historical data during the period of temporary or permanent inability of the licensing authority to maintain the state electronic register of permits and notifications;

21) notification - a document drawn up by the applicant in accordance with the form approved by the authorized body in permits and notifications, the National Bank of the Republic of Kazakhstan or the authorized body for regulation, control and supervision of the financial market and financial organizations, informing about the commencement or termination of an activity or action;

22) the entity that submitted a notification - an individual or legal entity that notified of the commencement and termination of an activity or action;

23) register of entities that submitted a notification - a section of the state electronic register of permits and notifications, containing information about the entities that submitted a notification about the commencement or termination of an activity or certain actions;

24) an electronic document - a document in which information is presented in electronic digital form and verified by an electronic digital signature;

25) matrix code of an electronic document (hereinafter - matrix code) - graphic information about an electronic document in the eXtensible Markup Language (hereinafter - XML) format, applied to the document presentation form, enabling its readout by technical means;

26) operator of the information and communication infrastructure of "electronic government" (hereinafter referred to as the Operator) - a legal entity determined by the Government of the Republic of Kazakhstan, charged with ensuring the operation of the information and communication infrastructure of "electronic government" assigned to it;

27) user account on the "electronic government" web portal (hereinafter - personal account) - a component of the "electronic government" web portal, designed for official information interaction of individuals and legal entities with government agencies on the provision of services in electronic form, issues of applications to the entitiess considering the applications of these persons, as well as the use of personal data;

28) transfer to electronic format - the process of restoring and (or) converting historical data in XML format of previously issued permits on paper;

29) electronic digital signature (hereinafter - EDS) - a set of electronic digital symbols created by means of an electronic digital signature and verifying the authenticity of an electronic document, its ownership and invariance of the content;

30) XML format - an extensible text markup language (a set of characters or sequences inserted into the text to convey information about its input or structure).

Footnote. Paragraph 3- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/НҚ (shall be enforced ten calendar days after the date of its first official publication); as amended by the order of the Minister of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan dated 26.02.2024 № 93/НҚ (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Chapter 2. System operation procedure Paragraph 1. General provisions of operation of the System

4. The functional tasks of the System are automation of the following processes:

1) handing in and examination of applications in the course of licensing, licensing procedure;

2) formation of a register of permits;

3) formation of a register of entities that filed a notifce;

4) formation of a register of self-regulatory organizations.

Footnote. Paragraph 4- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/НҚ (shall be enforced ten calendar days after the date of its first official publication).

5. The process of submitting and reviewing applications during the licensing process, licensing procedure consists of the following operations:

1) filing applications in electronic form, or entering information into the data System on applications received on paper;

2) consideration of applications;

3) provision of applicants with the results of consideration of applications.

6. The process of creating a register of permits consists of the following operations:

1) automatic entry of positive results of consideration of applications into the register of permits, or entry into the register of permits of the results of the process of consideration of applications carried out outside the System;

2) restoration of historical data;

3) conversion of historical data;

4) issuance, renewal, suspension, cancellation, prolongation, resumption and termination of a permit or annex to the permit.

7. The process of forming the register of entities that filed a notification consists of the following operations:

1) filing notifications;

2) automatic inclusion of notifications in the register of entities that submitted a notification, or filling out the register of entities that submitted a notification with historical data during a period of temporary or permanent inability to maintain a state electronic register of permits and notifications by the body implementing the notification procedure;

3) exclusion of the entity that submitted the notification from the state electronic register of permits and notifications, suspension, resumption of activity of the entity that submitted the notification.

8. The functions of filing applications under the licensing process, licensing procedure or sending notifications in electronic form using EDS are carried out through the external portal of the System.

9. The implementation of licensing processes, licensing procedures in electronic form by state bodies is carried out through the internal portal of the System. If the state body has its own information system, these processes are carried out in this system, provided that it is integrated with the System.

10. As part of the automation of licensing processes, licensing procedures and notification procedures, the following types of electronic documents are generated in the System:

1) applications;

2) notifications;

3) notifications sent to applicants in the process of consideration of applications;

4) permits;

5) motivated refusals to consider applications and issue permits of the first and second category;

6) requests to state bodies authorized to coordinate the issuance of permits;

7) responses - coordination of the state bodies;

8) notifications sent to permit holders or entities that have submitted a notification in the process of maintaining the state electronic register of permits and notifications.

11. All electronic documents generated in the System in XML format receive NACAD generated by the System in the form in accordance with the appendix to these Rules.

12. The System has the ability to download and print the forms of submission of electronic documents.

13. Authorized users of the external portal of the System through their personal account shall be afforded the opportunity of performing the following actions:

1) searching and viewing of information of the state electronic register of permits and notifications that are in the public domain;

2) viewing of information on the conditions for obtaining permits and sending notifications;

3) filing an electronic application for obtaining a permit;

4) filing an application for transferring a permit in paper form to electronic format;

5) filing applications for re-issuance, extension, termination, suspension, renewal of validity, correction of the details of the permit and (or) annex to the permit, as required by the legislation in public services, as well as conversion and restoration of permits;

6) viewing of the processing status of the application submitted by the applicant;

7) viewing of electronic notifications from state bodies sent during the processing of the application submitted by the applicant (on the need to attend testing, provide additional information on the application, pay a license or permit fee and other information);

8) sending an electronic response to the request of the licensing authority in the of course of the applications processing (providing additional information on the application, confirming attendance for testing, sending a receipt for payment of the license or permit fee and other actions);

9) payment of license and permit fees through the "electronic government" payment gateway (in the process of an electronic application filing);

10) viewing of electronic documents issued by the licensing authority based on the applications processing results;

11) filing of a notice on commencement of activities;

12) filing of notifications on the termination of activities (actions), on changes in data;

13) viewing of electronic notices from state bodies sent in the course of maintaining the state electronic register of permits and notifications (on termination (cancellation), suspension , renewal of a permit, on exclusion of an entity from the register of entities that filed a notification, on suspension, resumption of the entity 's activities) ;

14) withdrawal of the application.

Footnote. Paragraph 13- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/ НҚ (shall be enforced ten calendar days after the date of its first official publication).

14. Unauthorized users of the external portal of the System are given the opportunity to use the following functions:

1) search and view information of the state electronic register of permits and notifications that are available to the public;

2) view information on the conditions for obtaining permits and sending notifications.

15. In order to gain access to the internal portal of the System, the state body provides the authorized body in the field of informatization and the Operator with information on the persons responsible for licensing, licensing procedures and a notification procedure. After receiving this information, the Operator creates accounts within ten working days to ensure the work of users of state bodies with the internal portal of the System.

16. The internal portal of the System shall provide state bodies' servants with the following functions within their powers (authorization is enabled using the login, password and EDS of a legal entity issued in the name of an employee of the licensing authority):

1) searching and viewing of information of the state electronic register of permits and notifications;

2) inputting into the System of data on the applications accepted on paper;

3) registration and examination of applications;

4) search and viewing of applications;

5) search and viewing of documents generated during the processing of applications (request for additional information from state bodies; responses of applicants to a request for additional information from state bodies, reasoned rejection of applications and issue of the first and second category permits, approvals of state bodies, as well as notices on the application processing progress);

6) entering into the register of permits the results of processing the applications carried out outside the System;

7) restoration of historical data during a temporary or permanent inability of the licensing authority to maintain the state electronic register of permits and notifications with (without) conversion;

8) issuance, re-issuance, suspension, annulment, extension, renewal, termination of the permit and deprivation (revocation) of the permit or annex to the permit;

9) filling the register of entities that filed the notification, with historical data during the temporary or permanent inability to maintain the state electronic register of permits and notifications by the body implementing the notification procedure;

10) exclusion of the notification from the state electronic register of permits and notifications, suspension, resumption of the activities of the entity that filed the notification.

Footnote. Paragraph 16- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/ НҚ (shall be enforced ten calendar days after the date of its first official publication).

17. External and internal portal of the System are available around the clock, with the exception of technical interruptions made after office hours.

18. To carry out the functions of automating the licensing, licensing procedure and sending notifications, the state bodies generate electronic notifications in the System about the suspension, resumption, termination (cancellation, exclusion) of activity.

18-1. For public services envisaged in the list approved by the authorized informatization body in accordance with subparagraph 2-2) of Article 15 of the Law, the applications shall be examined without involvement of employees of the state body - the licensor.

The System carries out the necessary checks in automatic mode and signs the service rendering result (a permit or a reasoned rejection) with a transport signature belonging to the owner of the System (subject to the introduction of appropriate amendments to the regulatory legal act on public services provision).

Footnote. The Rules have been supplemented by Paragraph 18-1- by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/НҚ (shall be enforced ten calendar days after the date of its first official publication).

Paragraph 2. Acceptance of electronic applications in the System

19. An electronic application is submitted by an authorized user of the external portal of the System by filling out an electronic application form and certifying it by a digital signature.

20. Assignment of NACAD to the electronic application is made by the System at the time of certification of the document by an electronic signature of the applicant.

21. During the filing of an electronic application, the System carries out the following automated checks:

1) verification of the presence of the applicant (representative of the applicant) in state databases of individual and legal entities, in the integrated tax information system;

2) format-logical control of the electronic application form (verification of correctness and completeness);

3) verification of the presence of data, indicated by the applicant in an electronic application form, in the information systems of state bodies;

4) verification of the availability in the state electronic register of permits and notifications of information indicated by the applicant in an electronic application form.

22. In the event of a negative result of the automated checks defined in paragraph 21 of these Rules, the System does not allow the submission of an electronic application, with the message output to the user, notifying of the reasons for impossibility of sending an electronic application.

23. In case of a positive result of the automated checks specified in paragraph 21 of these Rules and confirmation of the electronic signature of the applicant of the electronic application, a notification is received in the applicant's personal account about the registration of his electronic application in the System. In this case, the electronic application will be deemed accepted from the moment it is registered by the state body during working hours with the notification sent to the applicant's personal account certified by the digital signature of an authorized person of the licensing authority. Registration of an electronic application by a state body is carried out within one working day.

24. The System allows the submission of electronic applications around the clock, without reference to the schedule of the state body.

Paragraph 3. Reception of notifications in the System

25. Submission of notifications is carried out by authorized users of the external portal of the System by filling out an electronic form of notification and certifying it by a digital signature.

26. Assignment of the NACAD to a notification is made by the System at the time of certification of the document by the applicant's EDS.

27. In the case of a positive result of the automated checks specified in paragraph 21 of these Rules and confirmation of the EDS of the applicant, the notification comes to the licensing authority.

28. Submission of notifications in the System is carried out around the clock.

Paragraph 4. Entering of information on applications in paper form into the System

29. For licensing processes, licensing procedures carried out by licensing authorities in electronic form through the internal portal of the System, the entering into the System of information on applications submitted in paper form is carried out by a documentation department of a state body.

30. An application entered into the System by an employee of the documentation department of a state body through the internal portal of the System is not certified by the applicant's digital signature. In this case, the notification on acceptance of the application by the System is not generated for the applicant. Assignment of the NACAD to the application is carried out by the System at the time of registration of the application.

31. If a paper application is submitted to the State Corporation, the information on the application is entered into the System through the information system for monitoring the provision of public services.

32. Applications transmitted to the System through the information system for monitoring the provision of public services are certified by the electronic signature of an employee of the State Corporation with the written consent of the applicant.

33. In the case of submitting an application in paper form in the State Corporation, a notification of acceptance of the application in the System is not generated for the applicant.

34. For licensing processes, licensing procedures carried out by state bodies in electronic form through their own information system, the information on applications submitted to the state body in paper form is entered into the System by receiving information certified by the digital signature of an authorized person of the state body, subject to integration of the specified information system with the System.

Section 5. Consideration of applications by licensing authorities in the System

35. The system provides standard operations for consideration by licensing authorities of applications during the licensing, licensing procedure in electronic form through the internal portal of the System.

36. Registration of incoming applications and their transfer to works consists of the following operations:

1) registration of applications with automatic assignment of NACAD;

2) registration of requests to state bodies authorized to coordinate the issuance of permits;

3) in the internal portal, a document is issued confirming acceptance upon registration of the corresponding application, certified by the digital signature of an authorized person of the licensing authority.

Footnote. Paragraph 36- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/ НҚ (shall be enforced ten calendar days after the date of its first official publication).

37. The sending of a document is the submission of an incoming document (application, request to a state body authorized to coordinate the issuance of a permit, an incoming message from a receiving licensing body) by an employee of the documentation department to the authorized persons of a state body. The submission of the incoming document does not include additional functions and is carried out sequentially.

38. Sending of notices to the applicant during the application processing on the need to attend the licensing authority, on suspension, resumption and extension of the application processing time shall comprise the following operations:

1) formation of a draft notice / request is initiated by the executor in cases provided for by the legislation in public services;

2) when initiating a notification/request to the applicant, the executor forms a draft notice;

3) the draft notice/request undergoes the approval procedure with the licensing authority sequentially in the ascending chain order;

4) in case of a positive result of coordination of the draft notice/request by a participant in the approval process, the draft goes automatically to the next participant. If the result of the approval of the draft notice by the participant in the approval process is negative, the draft automatically returns to the executor for revision;

5) the notice/request is certified by the digital signature of the head (authorized person) of the licensing body;

6) if the applicant is registered on the external portal of the System, after signing the notice/request, it becomes available to the applicant in his personal account;

7) if the application was submitted to the licensing authority in paper form, after signing the notice/request in the System by the head executive, the responsible executor prints it out and sends it to the applicant outside the System (by mail, by courier);

8) for applications filed electronically through the external portal of the System, the response to the notice / request is given by the applicant in electronic form, with the message certified by the EDS. The electronic response goes directly to the executor;

9) for applications submitted in paper form, the response is provided to the applicant outside the System (by mail, by courier). The information from the applicant's response is entered into the System by the executor;

10) the executor makes a decision on the application, if the applicant fails to provide a response within the prescribed period.

Footnote. Paragraph 38- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/ НҚ (shall be enforced ten calendar days after the date of its first official publication).

39. Sending applications for a conclusion, additional information and approval of the draft decision to the coordinating state body shall comprise the following operations:

1) formation of a draft request to state bodies authorized to approve the issuance of a permit is initiated by the executor as prescribed by Article 25 of the Law;

2) the draft request undergoes the approval procedure with the licensing authority sequentially in ascending chain order;

3) with a positive result of the approval of the draft request, the draft automatically goes to the next participant in the approval procedure; in case of a negative result of the draft request approval, the draft automatically returns to the executor for revision;

4) the request is certified by the digital signature of the head (authorized person) of the licensing authority, after which it enters the documentation support unit of the coordinating authority for registration;

5) in the coordinating body, the request is sequentially sent to the responsible executor in the descending chain order;

6) the responsible executor of the coordinating body forms a draft decision upon request (expert opinion, response to the data request, approval);

7) the draft decision on the request undergoes the approval procedure sequentially;

8) the decision on request is certified by the EDS by the head of the coordinating body, after which it automatically goes to the executor of the licensing body;

9) in cases provided for by the legislation in public services, the executor may initiate suspension of the application processing period when requesting additional information from the applicant or when sending a request to the coordinating body;

10) in case of suspension due to request for data from the coordinating authority, the applicant must be sent a notification certified by the digital signature of the head of the licensing authority at the time the suspension begins and at the time when the application processing period is resumed.

40. The decision making on the application consists of the following operations:

1) a draft decision on the application is formed by the executor;

2) the draft decision is subject to approval by the licensing authority sequentially. In case of positive approval of the draft decision by the participant in the approval process, it passes to the next participant;

3) when a participant in the process of approving the draft decision returns it for update, the draft is returned to the executor for update;

4) if the applicant is registered on the external portal of the System, after the decision is signed by the head of the licensing authority, it is automatically available in the applicant's personal account. If the application is submitted to the licensing authority in paper form, after the decision is certified by the EDS in the System by the head of the licensing authority, the responsible executor prints it out and sends it to the applicant outside the System (by mail, on purpose).

41. Extension of the application processing term consists of the following operations:

1) initiating the extension of the application processing term in cases provided for in the by-laws, establishing the public services rendering procedure;

2) sending to the applicant a notice certified by the EDS of the head of the licensing authority, indicating a new deadline for completing the application processing.

42. Withdrawal of the application by the applicant consists of the following operations:

1) if the process of consideration of the application has not yet been completed, the applicant may initiate the process of withdrawal of the application;

2) the fact of withdrawal of the application by the applicant in the System is recorded by the executor on the application, and further consideration of the application is terminated;

3) if the application is generated on the internal portal of the System, the withdrawal of the application is made by the executor at the request of the Applicant with fixation of this application in the System.

43. The following operations of the process of consideration of applications that are carried out outside the System are not automated through the internal portal of the System:

1) sending an application for an expert opinion to the internal structural departments of the licensing authority;

2) sending a request for additional information on the application to the internal structural departments of the licensing authority.

41. Extension of the application processing term consists of the following operations:

1) initiating the extension of the application processing term in cases provided for in the by-laws, establishing the public services rendering procedure;

2) sending to the applicant a notice certified by the EDS of the head of the licensing authority, indicating a new deadline for completing the application processing.

45. Collegial actions during the consideration of the application (meetings of commissions , testing, voting and other actions), as well as actions performed by organizations not related to the state bodies, are not automated and are subject to implementation outside the System.

Paragraph 6. Interaction of information systems of state bodies with the System in the process of consideration of applications

46. All applications, notifications, decisions on the application, formed as part of the licensing procedure, are subject to registration in the System. If these documents are generated in the information system of the state body, they are subject to mandatory submission to the System after signing by the responsible employee of the licensing authority. In this case, before signing and submitting the document, the information system of the state body makes a request to the System for assigning NACAD.

47. All interactions of information systems of the state bodies with the System during the licensing process, licensing and notification procedures in electronic form are determined in accordance with the legislation of the Republic of Kazakhstan in the field of informatization.

Paragraph 7. Entering information on the issued permit in the register of permits

48. For licensing procedures, in which the automation of the registration and consideration of applications for various reasons is not possible or inappropriate, the System provides functions for entering into the register of permits of positive results of consideration of applications carried out outside the System in accordance with subparagraph 2–1) of Article 15 of the Law.

49. Information about the positive application processing results when entering into the register of permits shall be verified by the digital signature of the head (authorized person) of the permitting body through a legal entity issued in the name of the head (authorized person) of the licensing authority.

50. Upon termination of the activities of an individual, in the case referred to in paragraph 2 of Article 13 of the Civil Code of the Republic of Kazakhstan, a notification of the death of an individual shall be sent from the state database to the System.

After the notification receipt, the System automatically cancels the permissions and notices for the individual indicated in part one of this paragraph.

Footnote. Paragraph 50- as amended by the order of the Minister of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan dated 29.09.2022 № 356/НҚ (shall be enforced ten calendar days after the date of its first official publication).

Appendix
to the Rules for operation of state
information system of permits and
notifications
Form

Formation of the number and code of an administrative document

All numbers and codes of an administrative document have the same structure, regardless of the type of document, licensing authority or body carrying out the notification procedure. NACAD is a 15-bit facet structure of the following type:

CCKKTTTHHHHHHHH, where:

CC	KK	TTT	HHHHHHHH
two-digit (alpha-2) country code of a document according to ISO 3166-1 and GOST 7.67	two control digits computed according to the algorithm MOD-97-10 of the standard ISO / IEC 7064: 2002, letter coding algorithm according to EBS204 V3.2	three-character type code of a document, 24 letters of the Latin alphabet are used to indicate the type (all except the letters "I" and "O")	eight-digit digital number of a document of the specified type

For example: "KZ03ABC00000001" (for ease of reading when printing, the number can be divided into groups, for example, "KZ03 ABC 0000 0001", however, when inputting and processing the spaces are ignored).