



On approval of the Rules of reconciliation and submission of information about voters and borders of the polling precincts

Unofficial translation

Resolution of the Central Election Commission of the Republic of Kazakhstan dated August 23, 2018 № 11/196. Registered in the Ministry of Justice of the Republic of Kazakhstan on September 10, 2018 № 17354.

Unofficial translation

In accordance with paragraph 5 of Article 24 of the Constitutional Law of the Republic of Kazakhstan dated September 28, 1995 “On Elections in the Republic of Kazakhstan”, the Central Election Commission of the Republic of Kazakhstan **RESOLVES**:

1. Approve the Rules of reconciliation and submission of information about voters and borders of the polling precincts.

2. The Department of the organizational and legal support of the Central Election Commission of the Republic of Kazakhstan shall:

1) provide the state registration of this resolution with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this resolution, direct it in the Kazakh and Russian languages to the Republican State Enterprise with the Right of Economic Management “Republican Center of Legal Information” for official publication and inclusion in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this resolution on the Internet resource of the Central Election Commission of the Republic of Kazakhstan after its official publication.

3. This resolution shall be enforced from the date of its first official publication.

Acting Chairperson
of the Central Election Commission
of the Republic of Kazakhstan

K.Petrov

Acting Secretary
of the Central Election Commission
of the Republic of Kazakhstan

B. Meldeshov

Approved
by resolution No. 11/196 of the
Central Election Commission
of the Republic of Kazakhstan
of August 23, 2018

Rules of reconciliation and submission of information about voters and borders of the polling precincts

Chapter 1. General Provisions

1. These Rules of reconciliation and submission of information about voters and borders of the polling precincts (hereinafter - the Rules) are developed in accordance with subparagraph 16-2) of article 12, subparagraph 4-1) of article 14, paragraph 5 of article 24 of the Constitutional Law of the Republic of Kazakhstan of September 28 1995 "On Elections in the Republic of Kazakhstan" (hereinafter - the Constitutional Law) and govern the procedure for submission of information by local executive bodies to territorial election commissions (hereinafter - the commission) about voters and borders of the polling precincts, and also, reconciliation of the indicated information for their automated accounting.

2. Interaction in automated accounting shall be provided by:

1) registrar - an official of the local executive body that forms and ensures the relevance of information about voters and borders of the polling precincts;

2) commission - territorial election commissions of the oblast (cities of republican status and the capital), district, city, district in the city, monitoring the relevance and accuracy of information about voters in the automated information system "Sailau" (hereinafter - AIS "Sailau"), as well as relevance of information about borders of the polling precincts;

3) The Central Election Commission of the Republic of Kazakhstan (hereinafter - the Central Election Commission) is a permanent body that maintains a single electronic register of citizens - voters of the Republic of Kazakhstan through the AIS "Sailau", designed to automatically record information about voters, polling precincts and their borders.

Chapter 2. Procedure for submission of data on voters and conduct of their reconciliation

3. The data about voters at the place of residence shall be compiled by registrars of the local executive body on the basis of the state database on individuals (hereinafter referred to as SDBI) and shall include:

1) information about the identity of the voter:

surname;

first name;

middle name (in its existence);

date, month and year of birth;

individual identification number (hereinafter - IIN);

ethnic nationality (if indicated in the documents);

gender;

2) data of the voter's identity document:

document number;

date of issue of the document;

3) data about the residence of the voter:
name of the oblast, district, settlement;
street name;
number of the house, building, apartment.

4. The registrar shall ensure the relevance and accuracy of the data about voters, polling precincts and their borders.

5. The exchange of information between local executive bodies and commissions shall be carried out in compliance with the requirements of the legislation on personal data and their protection, information security. Information shall be transmitted via a special communication channel or electronic media under the transfer and acceptance act. The act shall be signed by representatives of the local executive body and commission, with the indication of the name of the files, their size in bytes and the total number of records in the file.

Transfer and acceptance of the indicated information via the technical channels of open communication types (public telephone, facsimile, radio, cellular, Internet communication) shall not be allowed.

6. Local executive bodies shall submit information to the relevant commissions about voters based on data from the SDBI in digital format (MS Access format) in accordance with the form of Appendix 1 to these Rules by July 1 and January 1 of each year.

7. Within three working days, the Commission shall carry out reconciliation of information about voters, received from local executive bodies, with the data available in the AIS "Sailau" provided by the Central Election Commission.

8. Reconciliation of information about voters shall be carried out according to the following parameters:

surname, given names;
date, month and year of birth;
IIN

9. Upon the reconciliation results, the commission shall form separate data with statistical information and identified discrepancies in the following categories:

1) incorrect personal identification data of the voter (surname, given names, IIN, date, month and year of birth);

2) irrelevant documents;

3) repeated enrollment of the voter in the voter register of one polling precinct;

4) enrollment of the same voter in the voter registers of several polling precincts;

5) enrollment in the voter register of the citizens registered in other regions;

6) enrollment in the voter register of citizens without registration of the address (removed from registration);

7) enrollment in the voter register of citizens who left the Republic of Kazakhstan for permanent residence;

8) enrollment in the voter register of persons who are not nationals of the Republic of Kazakhstan (non-residents);

9) enrollment in the voter register of citizens without an active suffrage:

under eighteen;

recognized by the court as incapable;

held in places of confinement by a court sentence;

the deceased;

with lost nationality of the Republic of Kazakhstan.

10. Upon the reconciliation results the commission shall, within one working day, transfer data to the local executive bodies with statistical information and identified discrepancies in accordance with the requirements provided for by paragraph 5 of these Rules.

11. Within five working days after receipt of the identified discrepancies, the local executive body shall correct, update and direct data about voters to the relevant commission in accordance with the requirements provided for in paragraph 5 of these Rules.

12. Data about voters received from the relevant local executive bodies, commissions of oblasts (cities of republican status and the capital) shall be submitted to the Central Election Commission no later than January 15, July 15 of each year to form a unified electronic register of citizens - voters of the Republic of Kazakhstan.

13. Officials of local executive bodies, members of the commission and other responsible persons having access to the data about voters shall ensure their confidentiality.

Chapter 3. Procedure for submitting information about borders of the polling precincts and conducting reconciliation

14. The polling precincts within established borders shall be formed by decisions of the relevant akims of districts and cities in coordination with the territorial commissions.

15. Polling precincts shall be formed in order to create maximum convenience for voters, with regard to local and other conditions:

1) no more than three thousand voters at each polling precinct;

2) compliance with the borders of the administrative-territorial structure in the administrative-territorial units.

16. Information on the borders of the polling precinct shall include the following data:

1) the number of the polling station;

2) the name of the facility of the polling precinct (premises for voting);

3) location address of the polling precinct:

the name of the oblast, district, settlement;

street name;

house number;

4) newly created and eliminated polling stations.

17. Local executive bodies shall submit data on polling stations on the form indicated in Appendix 2 to these Rules and information on the borders of the polling precincts according to the form indicated in Appendix 3 to these Rules to the relevant commission in digital format simultaneously with data on voters by July 1 and January 1 of each year.

18. The local executive body shall monitor the number of voters at each polling precinct and take appropriate decision to change the borders of the polling precinct in the event that the voters in it exceed the number established by article 23 of the Constitutional Law.

19. Upon receipt of data from the local executive body, the relevant commission shall, within three working days, reconcile them with the information available in the AIS “Sailau” for compliance with:

- 1) the number of the polling precinct in the region;
- 2) polling precincts with the established threshold of voters.

20. Basing on the reconciliation results, the commission, within one working day, shall generate data with identified discrepancies and on the reconciliation act transmit them to the local executive body to clarify and update the data.

21. Upon receipt of the detected discrepancies, the local executive body shall correct, update and within five working days direct the data about the polling precincts and their borders to the relevant commission.

22. The commissions of the oblasts (cities of republican status and the capital) shall submit the received data from the relevant local executive bodies on the polling precincts in the region and their borders to the CEC according to the transfer and acceptance act no later than January 15, July 15 of each year.

Appendix 1
to the Rules of reconciliation and
submission of information
about voters and borders of the
polling precincts
Document form

Information about voters based on SDBI in electronic format (MS Access file)

No n/n	Name	Type	Description
1.	Code	Counter	Record code (key field)
2.	Voter code	Text code	Voter's IIN
3.	Surname	Text code	Surname
4.	Name	Text code	Name
5.	Middle name	Text code	Middle name (in its existence)
6.	Precinct code	Text code	Precinct code
7.	Republican precinct	Text code	Republican precinct
8.	Oblast precinct	Text code	Oblast precinct
9.	District precinct	Text code	District precinct

10.	Oblast	Text code	Oblast
11.	District	Text code	District
12.	Date of birth	Date/time	Date of birth
13.	Ethnicity	Text code	Ethnic nationality (if it is indicated in the documents)
14.	Gender	Text code	Gender
15.	Residence	Text code	Place of residence (locality)
16.	Street	Text code	Street
17.	House	Text code	House
18.	Building	Text code	Building
19.	Apartment	Text code	Apartment
20.	ID	Text code	ID number
21.	Date of issue	Date/time	Date of ID issue
22.	Note	Text code	Note
23.	Addition1	Logical	Additional1 (changed)
24.	Addition 2	Logical	Additional 2 (removed)
25.	Addition 3	Date/time	Additional 3 (date of change)
26.	Addition 4	Logical	Additional 4 (added)

In the case of the absence of data in any field, it must be empty, the use of different characters, numbers and letters shall not be allowed.

Appendix 2
to the Rules of reconciliation and
submission of information
about voters and borders of the
polling precincts
Document form

Information about polling precincts

of _____ oblast (cities of republican status and the capital)

as of _____ 20__ year

No n/n	Number of polling precinct	Name of facility of the polling precinct(premises for voting)	Location address of the polling precinct			Mark on the PP, access to which is limited, on newly created and eliminated PP
			Populated locality	Street	House	
1	2	3	4	5	6	7
----- (name of the oblast, city, district in the city)						
1						
2						
3						
Total in the oblast, city, district in the city						

Total in the oblast, cities of republican status and the capital				
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Appendix 3
to the Rules of reconciliation and
submission of information
about voters and borders of the
polling precincts
Document form

**Information about borders of the polling precincts
of _____ oblast (cities of republican status and the capital)**

as of _____ 20__ year

No n/n	Number of polling precinct	Type of locality	Populated locality	Borders		
				Type of address	Address	House
1	2	3	4	5	6	7