

On approval of the Rules for issuing a film distribution certificate

Unofficial translation

Order of the Minister of Culture and Sports of the Republic of Kazakhstan № 125 as of May 3, 2019. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 8, 2019, № 18639.

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In accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On public services" and subparagraph 6) of Article 5 of the Law of the Republic of Kazakhstan "On cinematography," **I hereby ORDER:**

Footnote. Preamble – in the wording of the order of the acting Minister of Culture and Information of the Republic of Kazakhstan dated 15.08.2025 № 388-HK (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

1. To approve the appended Rules for issuing a film distribution certificate.

2. In accordance with the procedure established by the legislation of the Republic of Kazakhstan, the Culture and Art Department of the Ministry of Culture and Sports of the Republic of Kazakhstan shall:

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

2) within ten calendar days of the state registration of this order, send it in electronic form in Kazakh and Russian to the Republican State Enterprise with the Right of Economic Management “Institute of Legislation and Legal Information” of the Ministry of Justice of the Republic of Kazakhstan for its official publication and inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) within two calendar days of the entry into force of this order, place it on the website of the Ministry of Culture and Sports of the Republic of Kazakhstan;

4) within two working days of the implementation of measures, provided for in this paragraph, submit information about the implementation of measures to the Legal Department of the Ministry of Culture and Sports of the Republic of Kazakhstan.

3. The control over the execution of this order shall be assigned to the supervising deputy minister of culture and sports of the Republic of Kazakhstan.

4. This order shall take effect ten calendar days of its first official publication.

Minister of Culture and Sports of
the Republic of Kazakhstan

A. Mukhamediyuly

"AGREED"

Ministry of Digital Development,

Rules for issuing a film distribution certificate

Footnote. The rules are in the wording of the order of the Minister of Culture and Sports of the Republic of Kazakhstan dated May 11, 2020 No. 118 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General provisions

1. These Rules for issuing a film distribution certificate (hereinafter referred to as the Rules) have been developed pursuant to subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan “On State Services” (hereinafter referred to as the Law) and subparagraph 6) of Article 5 of the Law of the Republic of Kazakhstan “On Cinematography” and establish the procedure for issuing a film distribution certificate (hereinafter referred to as a state service).

Footnote. Paragraph 1 - as amended by the order of acting Minister of Culture and Sports of the Republic of Kazakhstan dated 06.01.2022 No. 2 (shall be enforced ten calendar days after the date of its first official publication).

2. The public service shall be provided by the Culture Committee of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as the service provider) to individuals and legal entities (hereinafter referred to as the service recipient) in accordance with these Rules.

Footnote. Paragraph 2 – in the wording of the order of the acting Minister of Culture and Information of the Republic of Kazakhstan dated 15.08.2025 № 388-HK (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

3. A film distribution certificate (hereinafter- a distribution certificate) is a document of the established form certifying the right of an individual or legal entity to distribute a film on the territory of the Republic of Kazakhstan, which indicates technical information about the film, information about the creators, age category and genre of the film.

Chapter 2. The procedure for provision of a public service

4. To receive the state service, the service recipient shall file an application to the service provider in the form of Appendix 1 to these Rules with the attachment of documents (hereinafter referred to as the application) indicated in paragraph 8 of the List of main requirements for the provision of the state service “Issue of a film distribution certificate ” in

accordance with Appendix 2 to these Rules (hereinafter referred to as the List) through the “electronic government” web portals www.egov.kz, www.elicense.kz (hereinafter referred to as the Portal).

The main requirements for the provision of public services shall be set out in the List.

The authorized body in cinematography shall direct information on the procedure for providing the state service and on the changes and additions to these Rules to the Unified Contact Center, the operator of the information and communication infrastructure of the “electronic government”, as well as the service providers within 3 (three) working days after the state registration of the relevant regulatory legal act with the justice authorities.

Footnote. Paragraph 4 - as amended by the order of acting Minister of Culture and Sports of the Republic of Kazakhstan dated 05.12.2022 No. 352 (shall be enforced ten calendar days after the date of its first official publication); as amended by the order of the acting Minister of Culture and Information of the Republic of Kazakhstan dated 15.08.2025 № 388-HK (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

The list of basic requirements for the provision of public services, including the characteristics of the process, form, content and result of provision, as well as other information, taking into account the specifics of provision of public services, are set out in the standard.

5. The service provider's office on the day of receipt of the application shall carry out acceptance, registration and transfer it to the responsible structural division for execution.

When the service recipient applies after the end of working hours, on weekends and holidays, in accordance with labor legislation, the acceptance of applications and issuance of the results of provision of public services shall be carried out on the next working day.

6. An employee of the responsible structural division of the service provider, within 2 (two) working days from the date of registration of the application shall check the completeness of the submitted documents.

The service provider receives information about the identity documents of the service recipient, state registration (re-registration) of a legal entity, and registration as an individual entrepreneur from the relevant state information systems through the "electronic government" gateway.

7. When the service recipient submits an incomplete package of documents and (or) expired documents, an employee of the service provider's responsible structural unit, within 2 (two) working days from the application registration date, shall prepare a reasoned rejection of the application in the form of an electronic document signed with an electronic digital signature (hereinafter – EDS) of the head of the authorized body in cinematography (hereinafter – the authorized body) and send it to the applicant's personal account of the Portal

Footnote. Paragraph 7 - as amended by the order of acting Minister of Culture and Sports of the Republic of Kazakhstan dated 06.01.2022 No. 2 (shall be enforced ten calendar days after the date of its first official publication)

8. If the service recipient provides a full package of documents, an employee of the structural subdivision of the service provider, within 6 (six) working days from the date of registration of the application, shall review the submitted documents and shall form a draft result of the provision of state services in the form in accordance with Annex 3 to these Rules.

If the grounds for refusal to provide a public service are identified, the service provider shall not later than 3 (three) working days before the completion of the period for the provision of public services in accordance with Article 73 of the Administrative Procedure Code of the Republic of Kazakhstan (hereinafter referred to as APC RK) shall send a notice to the service recipient of a preliminary decision to refuse to provide a public service, as well as the time and place of the hearing in order to be able to express the service recipient's position on the preliminary decision.

The hearing procedure shall be carried out in accordance with Article 73 of the APC RK.

The service recipient shall provide or object to the preliminary decision to refuse to provide the public service within 2 (two) working days from the date of receipt of the notice.

The hearing minute shall be drawn up in accordance with Article 74 of the APC RK.

Based on the results of consideration of the objection, in case of receipt from the service recipient, the service provider shall issue a rental certificate for the film, or a motivated refusal to provide public services.

Footnote. Paragraph 8 – in the wording of the order of the acting Minister of Culture and Information of the Republic of Kazakhstan dated 15.08.2025 № 388-HK (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

9. An employee of the service provider's structural unit shall direct the generated draft result of the rendered state service for approval (signing) to the administration within 1 (one) working day.

The grounds for rejecting the state service, established by the legislation of the Republic of Kazakhstan, are indicated in paragraph 9 of the List.

Footnote. Paragraph 9 - as amended by the order of acting Minister of Culture and Sports of the Republic of Kazakhstan dated 05.12.2022 No. 352 (shall be enforced ten calendar days after the date of its first official publication).

10. The result of provision of public service shall be sent to the "personal account" of the service recipient in the form of an electronic document signed by the EDS of the authorized person of the service provider.

11. The Service provider shall ensure that data on the stage of provision of public service are entered into the information system for monitoring the provision of public services in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law.

12. In cases where the authorized body has not issued a distribution certificate within the established time frame or has not submitted a reasoned refusal to issue a distribution certificate, then the distribution certificate shall be considered issued from the date of expiry of the terms for their issuance.

The authorized body shall issue a corresponding distribution certificate no later than two working days from the date of expiry of the term for issuing a distribution certificate.

Distribution and screening of films on TV channels shall be carried out in accordance with the legislation of the Republic of Kazakhstan on television and radio broadcasting.

13. In case of establishing the unreliability and (or) distortion of information about the film, which previously served as the basis for issuing a distribution certificate, the authorized body shall suspend the validity of a distribution certificate.

The validity of a distribution certificate shall be suspended for the period necessary to eliminate the reasons that led to suspension of a distribution certificate, but for no more than sixty calendar days.

The decision to suspend the validity of a distribution certificate shall be executed by the order of a person who issued it, or a person replacing him/her, and within three working days from the moment the circumstances are revealed by the authorized body and come into force from the day an individual or a legal entity who received a distribution certificate is notified of the taken decision.

The validity of a distribution certificate is renewed by the order of the person who suspended the a distribution certificate, or a person replacing him/her, within three working days from the date of registration of a written application of an individual or a legal entity who received a distribution certificate, on elimination of circumstances that previously led to suspension of a distribution rental certificate.

If the circumstances that previously served as the basis for suspension of a distribution certificate are not eliminated, in the event of a dispute, the authorized body shall revoke the distribution certificate in the court.

Chapter 3. The procedure for appealing decisions, actions (inaction) of the service provider and (or) its officials, on the issues of public services provision

14. Complaint against the decision, actions (inaction) of the service provider regarding the state service rendering shall be sent to the administrative body, to the authorized body for assessing and monitoring the state service quality, in accordance with the legislation of the Republic of Kazakhstan.

The complaint shall be submitted to the service provider whose decision, action (inaction) is being appealed.

At least three working days from the complaint receipt date, the service provider, the official whose decision, action (inaction) is being appealed, shall direct it and the administrative file to the complaint handling authority.

In this case, the service provider, official, whose decision, action (inaction) is being appealed, has the right not to direct the complaint to the authority if within three working days he takes a decision or other administrative action that fully satisfies the requirements specified in the complaint.

Unless otherwise provided by law, legal actions may be taken after a pre-action examination.

The service recipient's complaint received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to examination within 5 (five) working days from its registration date.

A service recipient's complaint received by the authorized body for assessing and monitoring the state services quality is subject to consideration within 15 (fifteen) working days from its registration date.

Unless otherwise provided by the laws of the Republic of Kazakhstan, legal actions may be taken after a pre-action examination in accordance with paragraph 5 of Article 91 of the Administrative Procedure Code of the Republic of Kazakhstan.

Footnote. Paragraph 14 - as amended by the order of acting Minister of Culture and Sports of the Republic of Kazakhstan dated 05.12.2022 No. 352 (shall be enforced ten calendar days after the date of its first official publication).

Appendix 1
to the Rules for issuing
a film distribution certificate
form

(full name of the body, issuing
a film distribution certificate
surname, name, patronymic
(if any)
of the head of the body)
from _____
(full name of a legal entity,
surname, name, patronymic
(if any)
of the head of a legal entity
or surname, name, patronymic
(if any)
of an individual)

Application

Footnote. Annex 1 – in the wording of the order of the acting Minister of Culture and Information of the Republic of Kazakhstan dated 15.08.2025 № 388-НҚ (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

I hereby ask you to issue a rental certificate for the film:

(film title) _____
BIN/IIN: (automatic) _____
Address of _____
Zip/Postal Code: _____
Country/province/district/locality: _____
Street: _____
House/building number: _____
House index: _____
Phone number: _____
E-mail: _____
About the film
Film name: _____
Country of origin: _____
Production studio: _____
Year of manufacture: _____
Film format: _____
Film timing: _____
Script author (s): _____
Director (s): _____
Placeholder operator (s): _____
Artist (s): _____
Author (s) of the musical work: _____
Producer (s): _____
Number of episodes of the film: _____
Film genre: _____
Film language: _____
Dubbing either subtitles or voice-over (except
films of limited rental and films, rental and screening of which
carried out on TV channels): _____
Film type: _____
Film rights in _____
belong to: _____
Film usage rights category: _____
Film usage rights from: _____ to: _____
Age category sign: _____

(business identification number - for legal entity
identification number - for an individual)

I hereby consent to the use of information that shall constitute protected by the Law secrecy contained in information systems when providing state services, unless otherwise provided by the Laws of the Republic of Kazakhstan.

Annex 2
to Rules for issuing
a distribution
certificate for a film

Footnote. Annex 2 – in the wording of the order of the acting Minister of Culture and Information of the Republic of Kazakhstan dated 15.08.2025 № 388-HK (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

List of basic requirements for the provision of the public service "Issuance of a rental certificate for a film"		
1.	Name of the service provider	Committee of Culture of the Ministry of Culture and Information of the Republic of Kazakhstan.
2.	Methods of public service provision	e-government web portals www.egov.kz, www.elicense.kz
3.	Term of public service provision	7 (seven) working days, in case of submission of an incomplete package of documents and (or) documents with an expired period of 2 (two) working days
4.	Form of public service provision	Electronic (partially automated)/ paper
5.	Result of public service provision	Rental certificate for a film in the form approved by the order of the Minister of Culture and Sports of the Republic of Kazakhstan dated April 1, 2019 No. 82 "On approval of the form of rental certificate for a film" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18473) or a motivated response to the refusal to provide public service
6.	The amount of payment charged from the service recipient in the public services provision, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	Free
7.	Service provider and information objects schedule	1) service provider - from Monday to Friday, in accordance with the established work schedule from 9.00 to 18.30, with the exception of weekends and holidays, in accordance with the Labour Code of the Republic of Kazakhstan and Article 5 of the Law of the Republic of Kazakhstan "On holidays in the

		Republic of Kazakhstan" with a lunch break from 13.00 to 14.30;
8.	List of documents and information requested from the service recipient for the public service provision	<p>1) application in the form of an electronic document certified by the applicant's EDS in accordance with Annex 1 to this list of basic requirements for the provision of public services;</p> <p>2) electronic copies of documents confirming the applicant's right to the film or its use (notarized copies in Kazakh and (or) Russian shall be attached to documents in a foreign language);</p> <p>3) a film abstract containing information about the film, describing all available scenes to determine the age category;</p> <p>4) information on works used in films produced in the Republic of Kazakhstan. Information on identity documents, on state registration (re-registration) as a legal entity, on state registration as an individual entrepreneur, which shall be state electronic information resources, the service provider shall receive from the relevant state information systems - through the "electronic government" gateway.</p>
9.	Grounds for refusal to provide public services established by the Laws of the Republic of Kazakhstan	<p>1) provision by the service recipient of unreliable (and) or distorted information;</p> <p>2) failure to provide the service recipient with the documents and materials specified in paragraph 8 of this list of basic requirements for the provision of public services;</p> <p>3) if the content of the film shall be aimed at propaganda or agitation of a violent change in the constitutional order, violation of the integrity of the Republic, undermining the security of the state, inciting social, racial, national, religious, class and tribal hatred, the cult of cruelty and violence, as well as pornography;</p> <p>4) if the film is not dubbed or subtitled in Kazakh, or is not provided with an offscreen translation into Kazakh, with the exception of films of limited distribution;</p>

		<p>5) if in a film produced in the Republic of Kazakhstan, other languages used together with the Kazakh language are not subtitled or not provided with an off-screen translation into the Kazakh language, with the exception of films of limited distribution;</p> <p>6) lack of consent of the service recipient provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection" to access personal data of limited access that shall be required for the provision of public service.</p>
10.	Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form and through the State Corporation	<p>The service recipient shall have the opportunity to receive information about the procedure and status of the provision of public services in the remote access mode through the "personal account" of the portal.</p> <p>Contact numbers of reference services on the provision of public services shall be indicated on the Internet resource: www.mam.gov.kz, in the section "Public services."</p> <p>Single contact center: 1414, 8-800-080-7777.</p>

Appendix 3
to the Rules for issuing
a film distribution certificate
form

Film distribution certificate

Title of the film: _____

Country of production: _____

Production studio: _____

Production year: _____

Film format: _____

Running time of the film: _____

Scriptwriter (s): _____

Director (s) -staging director (s): _____

— Operator (s) –director (s)

Artist (s) - director (s): _____

Music author (s): _____

Producer (s): _____

Number of film parts: _____

Film genre: _____

Film language: _____

— The presence of dubbing or subtitles, or off-screen translation (except for films of limited distribution and films, distributed and shown on TV channels): _____

_____ Film type: _____

Film rights on the territory _____

belong to: _____

Film use rights category: _____

The term of the rights to use the film is from: _____ to: _____

Age category symbol: _____

_____ (surname and initials of the authorized person)

Electronic signature of the authorized person
