



On approval of the Rules for the provision of public service "Apostilization of official documents emanating from the bodies of justice, civil registration and other state bodies, as well as notaries of the Republic of Kazakhstan"

Unofficial translation

Order № 58 of the Acting Minister of Justice of the Republic of Kazakhstan dated May 27, 2020. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 27, 2020 under № 20740.

Unofficial translation

Footnote. The title in the wording of the order of the Minister of Justice of the RK dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

In obedience to sub-paragraph 1) of Article 10 of Law, № 88-V of the Republic of Kazakhstan “On Public Services” dated April 15, 2013, **I HEREBY ORDER:**

1. To approve the attached Rules for the provision of public service “Apostilization of official documents emanating from justice, civil registration and other state bodies, as well as notaries of the Republic of Kazakhstan”, according to Annex 1 to this order.

Footnote. Paragraph 1 - in the wording of the order of the Minister of Justice of the RK dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

2. That certain orders of the Minister of Justice of the Republic of Kazakhstan shall be declared to be no longer in force in conformity with Annex 2 hereto.

3. That, to the extent permitted by the applicable law of the Republic of Kazakhstan, the Department of Registration Service and Organization of Legal Services of the Ministry of Justice of the Republic of Kazakhstan shall:

1) provide state registration hereof;

2) place this order on the official internet resource of the Ministry of Justice of the Republic of Kazakhstan.

4. That the supervising Vice-Minister of Justice of the Republic of Kazakhstan shall be in charge of the execution hereof.

5. That this order shall come into force ten calendar days after the date of its first official publication.

Acting

*Minister of Justice
of the Republic of Kazakhstan*

N. Pan

“AGREED BY”

Ministry of Digital Development,

Innovation and the Aerospace Industry
of the Republic of Kazakhstan

_____ " ____ " _____ 2020

Annex 1
to order of the Minister of Justice
of the Republic of Kazakhstan
№ 58 dated May 27, 2020

Rules for the provision of public service "Apostilization of official documents emanating from justice, civil registration and other state bodies, as well as notaries of the Republic of Kazakhstan"

Footnote. The title in the wording of the order of the Minister of Justice of the RK dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General provisions

1. These Rules for the provision of public service “Apostilization of official documents emanating from justice, civil registration and other state bodies, as well as notaries of the Republic of Kazakhstan” (hereinafter referred to the Rules) have been developed by the Ministry of Justice of the Republic of Kazakhstan in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan “On public services”, with the resolution of the Government of the Republic of Kazakhstan dated April 24, 2001 № 545 “On measures to implement the provisions of the Convention, abolishing the requirement of legalization for foreign public documents, done at the Hague on 5 October 1961” (hereinafter referred to as ‘the Convention’) and Unified Rules for apostille, approved by joint order of the Acting Minister of Justice of the Republic of Kazakhstan dated November 4, 2021 № 950, Minister of Internal Affairs of the Republic of Kazakhstan dated November 15, 2021 № 702, Minister of Finance of the Republic of Kazakhstan dated November 16, 2021 № 1182, Head of the Department for ensuring the activity of courts under the Supreme Court of the Republic of Kazakhstan (apparatus of the Supreme Court of the Republic of Kazakhstan) dated November 16, 2021 № 30, Minister of Culture and Sports of the Republic of Kazakhstan dated November 24, 2021 № 363, Acting Prosecutor General of the Republic of Kazakhstan dated November 24, 2021 № 155, Minister of Education and Science of the Republic of Kazakhstan dated November 29, 2021 № 574 and Minister of Defense of the Republic of Kazakhstan dated December 8, 2021 № 851 (hereinafter referred to as the unified Rules) (registered in the Register of State Registration of Regulatory Legal Acts under № 25789).

Footnote. Paragraph 1 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

2. The Rules shall determine the procedure and conditions for the public service provision " Apostilization of official documents emanating from the bodies of justice, registration of acts of civil status and other state bodies, as well as notaries of the Republic of Kazakhstan" (hereinafter referred to as the public service) and shall be subject to use by the departments of justice of the regions, cities of Astana, Almaty and Shymkent (hereinafter referred to as the service provider), entitled to affix an apostille on official documents emanating from the justice authorities and other state bodies, as well as notaries of the Republic of Kazakhstan.

Within three working days, the Ministry of Justice shall provide the Unified contact center with information on the procedure for the public service provision and the amendments and (or) additions to the bylaws governing the procedure for the public service provision, from the date of their approval or amendment.

Footnote. Paragraph 2 - in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

3. The objective of the apostil affixing procedure shall be to provide a guarantee of authenticity and proper execution of apostilized documents, intended for action on the territory of countries-participants of the Hague Convention.

4. The service provider shall apostil official documents emanating from the bodies of justice, registration of acts of civil status and other state bodies, as well as notaries of the Republic of Kazakhstan on the principle of extraterritoriality.

The departments of justice of the regions, cities of Astana, Almaty and Shymkent shall send to the Ministry of Justice samples of signatures of officials vested with the right to sign documents (hereinafter referred to as a sample signature) and an imprint of the seal of the body that issued the document (hereinafter referred to as a seal imprint) in accordance with its territorial unit as officials shall be appointed and the seal of the body changes.

The Ministry of Justice shall collect up-to-date samples of signatures and seal prints and shall send them to the Departments of Justice of the regions, cities of Astana, Almaty and Shymkent for the use in the public service provision.

Footnote. Paragraph 4 - in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Chapter 2. Procedure and conditions for the provision of a public service

5. The main requirements for the public service provision shall be given in the list of basic requirements for the public service provision " Apostilization of official documents emanating from the bodies of justice, registration of acts of civil status and other state bodies, as well as notaries of the Republic of Kazakhstan" (hereinafter referred to as the List) in accordance with Annex 1 to these Rules.

Footnote. Paragraph 5 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

6. For receipt of a state service by individuals and legal entities (hereinafter - service recipients) upon their request, an application shall be filed to the State Corporation Government for Citizens Non-Commercial Joint-Stock Company (hereinafter - the State Corporation). on paper form or via the "e-government" web portal (hereinafter - the portal), electronically pursuant to Annex 2 to these Rules.

7. The list of necessary documents for the public service provision when applying to the service recipient or his representative by proxy in the State Corporation, or through the portal provided for by paragraph 8 of the List of basic requirements for the public service provision.

Footnote. Paragraph 7 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

8. Information on the documents certifying the identity of the service recipient, a document confirming payment by the service recipient to the budget of the amount of duty (in case of payment through EGPB), as well as information on state registration of acts of civil status performed in the Republic of Kazakhstan shall be obtained by the service provider and an employee of the State Corporation from respective state information systems via the gateway of "e-government".

9. In the absence of relevant information in information systems, an employee of the State Corporation or service provider shall reproduce electronic/paper copies of documents and then return the originals to the service recipient, except for the documents subject to apostillation.

It shall be prohibited to request from the service recipients documents and information that can be obtained from information systems.

10. In providing public services the service recipient shall consent to the use of information constituting a legally protected secret contained in information systems, unless otherwise provided for by the laws of the Republic of Kazakhstan.

11. Service provider shall ensure entering of data on the stage of providing public services to the information system for monitoring of rendering public services.

12. In case of failure of information system the service provider shall immediately notify the employee responsible for information and communication infrastructure.

In this case, the responsible employee for the information and communication infrastructure shall take measures to determine the cause of the failure of the information system and, within one (1) business day, draw up a protocol (act) on the technical problem and sign it by the service provider.

13. The service recipient shall have the opportunity to receive the public service in electronic form through the portal, provided that there shall be an electronic digital signature (hereinafter referred to as the EDS).

When the service recipient submits the application through the portal, the status of acceptance of the request for the public service provision shall be sent to the "personal account" within 1 (one) working day from the date of receipt of the application.

When the service recipient applies after the end of working hours, on weekends and holidays in accordance with labor legislation, applications shall be accepted on the next working day.

An application for a public service in electronic format and a list of necessary documents specified in the Rules shall be submitted through the portal using the applicant's EDS.

The service provider shall check the signature sample and seal impression for compliance of their electronic or scanned original document to be apostilled attached to the application, as well as for compliance of the application and attached documents with the requirements of the Convention and the Unified Rules.

If the application and attached documents do not comply with the requirements of the Convention and the Unified Rules, the service provider within 1 (one) working day from the date of receipt of the application shall prepare and send to the portal to the applicant the result of the public service provision in the form of a reasoned refusal to provide the public service, in the form of an electronic document signed by the EDS of the authorized person of the service provider.

If the application and the submitted documents of the service recipient comply with the requirements of the Rules, the official on the same working day, using the "E-Apostille" information system, forms an electronic apostille on the electronic document to be apostilled and, using the "electronic government" gateway, shall send the result of the public service provision signed by the EDS of the authorized person to the "personal account" of the applicant to the portal.

Apostilization of documents shall be scheduled for the next working day.

Apostille shall be affixed by the service provider regardless of the territory of issue upon presentation of the document on the same day in electronic/paper form and payment of the state fee for affixing the apostille.

The service provider shall verify the submitted document, stamps the "apostille" on the document and issues the result of the public service provision to the service recipient in the form of a document in electronic format signed by the EDS of the authorized person of the service provider in accordance with the form in accordance with Annex 3-1 to these Rules.

If the document to be apostilled is not submitted on the appointed day, if the submitted documents do not comply with the requirements of the Convention and the Unified Rules, or determination of the fact of incompleteness of the submitted documents by the service provider on the same working day from the date of submission, or without submission of

documents, shall prepare and send to the portal to the service recipient the result of the public service provision in the form of a reasoned refusal to provide the public service, in the form of an electronic document signed by the EDS of the authorized person of the service provider.

Footnote. Paragraph 13 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

14. When providing public services through the State Corporation on paper, the day of acceptance of applications and documents is not included in the term for the public service provision.

When the service recipient applies after the end of working hours, on weekends and holidays in accordance with the labor legislation of the Republic of Kazakhstan, applications shall be accepted on the next working day.

If the service recipient provides an incomplete package of documents in accordance with the list provided for in paragraph 8 of the List of basic requirements for the public service provision, and (or) expired documents, the employee of the State corporation shall refuse to accept the application, and issues a receipt of refusal to accept documents in the form in accordance with Annex 4 to these Rules.

When submitting a full package of documents by the service recipient, the employee of the State Corporation checks the documents submitted by the service recipient, accepts them and issues an electronic receipt of the relevant documents from the applicant, which indicates the list of accepted documents, surname, name and patronymic (if any), the employee who accepted the application, the date and time of submission of the application, as well as the date of issuance of the finished documents, at the request of the applicant, the receipt shall be issued in paper format. Accepted documents shall be sent to the service provider via courier communication.

On the day of receipt of the application, the service provider's office shall accept and register them, after which it transfers the apostille responsible to the employee.

The service provider shall check the signature sample and seal impression for compliance with the document to be apostilled, as well as for compliance of the application and submitted documents with the requirements of the Convention and the Unified Rules.

After checking the application and submitted documents received through the State Corporation within 2 (two) working days shall stamp the "apostille" on the document and shall send the result of the public service in the form of a paper document signed by the authorized person of the service provider in accordance with Annex 3 to these Rules or a reasoned refusal on the grounds provided for in paragraph 9 of the List of basic requirements for the public service provision.

Footnote. Paragraph 14 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

15. In the State Corporation, the issuance of ready-made documents shall be carried out based on a receipt for the receipt of the relevant documents, upon presentation by the recipient of an identity card, or an electronic document from the digital document service (for identification) (or its representative acting based on a document issued in accordance with the civil law Republic of Kazakhstan, which indicates the relevant powers of the representative).

The State Corporation shall ensure storage of the documents, within 1 (one) month, after which it shall transfer them to the servicer for further storage.

When the service recipient applies after one (1) month, upon the request of the State Corporation, the Service Provider shall send the prepared documents to the State Corporation within one (1) business day for the issuance to the service recipient.

Footnote. Paragraph 15, as amended by the order acting Minister of Justice of the Republic of Kazakhstan dated 13.08.2021 № 708 (shall come into effect ten calendar days after the day of its first official publication).

Chapter 3. Procedure for appealing against decisions, actions (inaction) of the authorised body and (or) its officials concerning the provision of a public service

16. A complaint against decisions, actions (inaction) of the service provider and (or) their employees on the provision of public services shall be submitted to the head of the service provider.

The complaint of the service recipient, received by the service provider directly providing the public service, in accordance with paragraph 2 of Article 25 of the Law "On Public Services" is subject to consideration within five working days from the date of its registration.

The complaint of the service recipient, received by the authorized body for assessment and control over the quality of the provision of public services, is subject to consideration within fifteen working days from the date of its registration.

When applying through the portal, information on the procedure for appealing may be obtained by calling the unified contact center for the provision of public services.

Footnote. Paragraph 16 - as amended by the order of the Acting Minister of Justice of the Republic of Kazakhstan dated September 28, 2021 № 841 (shall come into effect ten calendar days after the day of its first official publication).

17. Pre-trial consideration of a complaint on the provision of public services shall be carried out by a higher administrative body, an authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the Body considering the complaint).

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

The service provider, whose decision, or action (inaction) is being appealed, no later than three working days from the date of receipt of the complaint, shall send it and the administrative case to the body considering the complaint.

At the same time, the service provider, whose decision, or action (inaction) is being appealed, has the right not to send a complaint to the body considering the complaint if it makes a decision or other administrative action within three working days that fully meets the requirements specified in the complaint.

Unless otherwise provided by law, the appeal to the court is allowed after an appeal in the pre-trial procedure.

Footnote. Paragraph 17 - as amended by the order of the Acting Minister of Justice of the Republic of Kazakhstan dated September 28, 2021 № 841 (shall come into effect ten calendar days after the day of its first official publication).

18. Excluded by order of acting Minister of Justice of the Republic of Kazakhstan dated September 28, 2021 № 841 (shall come into effect ten calendar days after the day of its first official publication).

19. Excluded by order of acting Minister of Justice of the Republic of Kazakhstan dated September 28, 2021 № 841 (shall come into effect ten calendar days after the day of its first official publication).

20. Excluded by order of acting Minister of Justice of the Republic of Kazakhstan dated September 28, 2021 № 841 (shall come into effect ten calendar days after the day of its first official publication).

21. Excluded by order of acting Minister of Justice of the Republic of Kazakhstan dated September 28, 2021 № 841 (shall come into effect ten calendar days after the day of its first official publication).

Annex 1
to the Rules of public service
provision
"Apostilization
of official documents, coming from the
judicial authorities, registration of civil
acts
condition and other
of government agencies, as well as
notaries
of the Republic of Kazakhstan"

Footnote. Annex 1 in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

List of basic requirements for the public service provision " Apostilization of official documents emanating from the bodies of justice, registration of acts of civil status and other state bodies, as well as notaries of the Republic of Kazakhstan"		
1.	Name of the service provider) departments of justice of regions, cities of Astana, Almaty and Shymkent (hereinafter referred to as the service provider)
2.	Methods of public service provision	1) State corporation; 2) through the portal.

3.	Term of public service provision	<p>In the State corporation - 2 working days. The day of admission shall not be included in the term for the public service provision.</p> <p>On the portal - receiving notification of the appointment of the date, time for apostilling documents - 1 (one) working day;</p> <p>issuance of the result of the public service provision upon receipt of an application through the portal - 1 (one) working day;</p> <p>the maximum allowable waiting time for delivery of a package of documents by the service recipient in the State corporation shall be 15 (fifteen) minutes;</p> <p>the maximum allowable service time of the service recipient in the State corporation shall be 15 (fifteen) minutes.</p>
4.	Form of public service provision	Electronic (partially automated) / paper
5.	Result of public service provision	<p>1) Document with an apostille stamp on paper, in the form according to Annex 3 to the Rules. An electronic apostille shall be issued through the portal by downloading an apostille using a security code transmitted by the authorized state body when submitting an application, in the form in accordance with Annex 3-1 to the Rules;</p> <p>2) a letter of termination of consideration of the application in the event of a request from the service recipient;</p> <p>3) a motivated response to the refusal to provide public services.</p> <p>The form for providing the result of the public service provision shall be paper, electronic when sending a reasoned response to the refusal to provide public services through the portal.</p>
6.	The amount of payment charged from the service recipient in the public service provision, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	<p>For affixing an apostille on official documents executed in the Republic of Kazakhstan - 0.5 MCI for each document in accordance with subparagraph 7) of Article 615 of the Code of the Republic of Kazakhstan "On taxes and other mandatory payments to the budget (Tax Code)."</p>

7.	Working schedule	<p>1) service provider - from Monday to Friday inclusive from 09.00 to 17.30, break from 13.00 to 14.30, except for weekends and holidays;</p> <p>2) State corporation - from Monday to Friday inclusive from 9.00 to 18.00 without a break, duty departments of public services of the State corporation from Monday to Friday inclusive from 9.00 to 20.00 and on Saturday from 9.00 to 13.00, except for holidays and weekends according to the Labor Code of the Republic of Kazakhstan;</p> <p>Acceptance shall be carried out in the order of the "electronic" queue, documents to be apostilled - in any branch of the State Corporation on the principle of extraterritoriality (regardless of the territory of issue of the document), without accelerated service, it shall be possible to book an electronic queue through the portal;</p> <p>3) portal - around the clock, with the exception of technical breaks related to repair work (when the service recipient applies after the end of working hours, on weekends and holidays, the application shall be accepted and the result of the provision of public services shall be issued the next working day).</p>
		<p>State corporation:</p> <p>1) application for apostille affixing in accordance with Annex 2 to the Rules;</p> <p>2) identity card, or electronic document from the service of digital documents (for identification);</p> <p>3) document to be apostilled (documents shall be accepted for apostilling both in originals and in notarized copies);</p> <p>4) a document confirming the payment of the state duty to the budget;</p> <p>5) a notarized power of attorney in case of a request from a representative of the service recipient (individual);</p> <p>a power of attorney on behalf of the legal entity, signed by its head or</p>

8.

List of documents required for the public service provision

another person authorized to do so by its constituent documents, and sealed by the seal of this organization (if any) when addressed by a representative of the legal entity ;

Powers of attorney issued or witnessed by a competent institution of a foreign state or a specially authorized person, within its competence and in accordance with the established form, affixed with the stamp of a foreign state, shall be accepted only after passing the procedure of special certification (legalization or Apostilization) (for identification with a copy);

6) a sample of the signature and imprint of the seal of issued documents by other state bodies.

When accessing through the portal:

1) an electronic application certified by the EDS of the service recipient or certified by a one-time password, if the subscriber number of the service recipient provided by the mobile operator shall be registered and connected to the portal account;

2) the document to be apostilled in the form of a scanned copy shall be attached to the electronic request;

3) a notarized power of attorney in case of a request from a representative of the service recipient (individual);

a power of attorney on behalf of the legal entity, signed by its head or another person authorized to do so by its constituent documents and sealed by the seal of this organization (if any) when addressed by a representative of the legal entity ; Powers of attorney issued or certified by a competent institution of a foreign state or a specially authorized person, within its competence and in accordance with the established form, affixed with the stamp of a foreign state, shall be accepted only after passing the procedure of special certification (legalization or Apostilization) (for identification with a copy).

		<p>In the event of a change in the personal data of the service recipient, additional supporting documents (issued or witnessed by a competent institution of a foreign state or a specially authorized person, within its competence and in accordance with the established form, affixed with the stamp of a foreign state, shall be accepted only after passing the procedure of special certification (legalization or Apostilization).</p> <p>When the heirs apply, supporting documents are submitted.</p> <p>Service providers shall receive digital documents from the digital document service through the implemented integration, subject to the consent of the owner of the document provided through the user's cellular subscriber number registered on the portal by transmitting a one-time password or by sending a short text message as a response to the portal notification.</p> <p>Information on documents certifying the identity of the service recipient, a document confirming the payment by the service recipient of the amount of the duty to the budget (in case of payment through PSHEP), as well as information on state registration of acts of civil status made on the territory of the Republic of Kazakhstan, the service provider and the employee of the State Corporation shall be obtained from the relevant state information systems through the gateway "electronic government."</p>
9.	<p>Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan</p>	<p>1) determination of the inaccuracy of the documents submitted by the service recipient to receive the state service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the service recipient and (or) submitted materials, objects, data and information necessary for the public service provision with the requirements established by regulatory legal acts of the Republic of Kazakhstan;</p>

		3) 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 public service provision.
10.	Other requirements, taking into account the specifics of the public service provision, including those provided in electronic form and through the State corporation	<p>For service recipients with impaired health, with a persistent disorder of the body's functions, limiting its vital activity, if necessary, receiving documents for the public service provision, shall be carried out by an employee of the State Corporation with a visit to the place of residence through an appeal through the Unified Contact Center 1414, 8 800 080 7777. The service recipient shall have the opportunity to receive a public service in electronic form through the portal, provided that there shall be the EDS.</p> <p>Addresses of places for the public service provision shall be posted on the Internet resources of the service provider and the State Corporation www.gov4c.kz.</p> <p>The service recipient shall receive information about the procedure and status of the public service provision in remote access mode through the unified contact center 1414, 8 800 080 7777. The digital document service shall be available to users authorized in the mobile application. To use a digital document, you must be authorized in a mobile application using an electronic digital signature or a one-time password, then go to the "Digital documents" section and select the required document.</p>

Annex 2 to the Rules for the public service provision "Apostilization of official documents emanating from the bodies of justice, registration of acts of civil status and other state bodies, as well as notaries of the Republic of Kazakhstan"

;

Document form
To the head of

from _____
(full name of the service recipient)
residing at:

(specify residential address)
Ph.: _____
identity document

(№ and document name, issue
date and issuing authority)
IIN/BIN _____

Footnote. The upper right corner of Annex 2- in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Application letter for affixing an apostille

I hereby ask you to affix an apostille to _____

(name and content of the document) _____

(issue date and issuing authority)

Issued by: _____

(Surname, name and patronymic (if stated in identity documents) of the notary\ official
who signed the document)

An apostille to the document is required for presenting it to the authorities

(the name of the country where the document is being sent)

To verify amended personal details in the Republic of Kazakhstan or
information proving the relationship (depending on the document to be apostilled)

(indicate when the relevant entry has been registered, what details have been changed, the
degree of kinship, the name of the registering authority and others)

The following documents are enclosed: _____

I hereby give consent to the use of legally protected information,
contained in information systems

_____ " ____ " _____ 20 ____

(signature) _____

— Surname, name, patronymic (if stated in identity documents) of the official, who has stamped the apostille)

№ pursuant to the journal _____

Annex 3 to the Rules for the public service provision "Apostilization of official documents emanating from the bodies of justice, registration of acts of civil status and other state bodies, as well as notaries of the Republic of Kazakhstan"

Document form

Footnote. The upper right corner of Annex 3 - in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

APOSTILLE (Convention de la Haye du 5 octobre 1961)	
1. Ел: Қазақстан Республикасы Pays, Country Осы ресми Құжатқа Le present acte public, This public document	
2. _____	қол қойды
a ete signe par, has been signed by	
3. _____	ретінде
agissant en qualite de, acting in the capacity of	
4. _____	мөрімен/ мөртаңбасымен бекітілді
est revetu du sceau/timbre de, bears the seal/stamp of	
Қуәландырылды, Atteste, Certified	
5. _____	6. _____ күні
a, at le, the	
7. кіммен _____	8. sous № _____
9. Мөр/мөртаңба _____	10. Қолы _____
Sceau/timbre, Seal/stamp	Signature

Annex 3-1
to the public service provision Rules
for
"Apostilization
of official documents, coming from the

judicial authorities, registration of civil
acts
condition and other
government agencies, as well as notaries
of the Republic of Kazakhstan"
form

Footnote. The Rules as added by the Annex 3-1 in accordance with the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

APOSTILLE	
(Convention de la Haye du 5 octobre 1961)	
1. Ел: Қазақстан Республикасы Pays, Country	Осы ресми Құжатқа Le present acte public, This public document
2. _____ қол қойды a ete signe par, has been signed by	
3. _____ ретінде agissant en qualite de, acting in the capacity of	
4. _____ мөрімен/мөртаңбасымен бекітілді est revetu du sceau/timbre de, bears the seal/stamp of	
5. _____ a, at	6. _____ күні le, the
7. кіммен _____	
8. sous № _____	10. Қолы Signature
9. Мөр/мөртаңба Sceau/timbre, Seal/stamp рұқсат етілмейді, n/a	

Қауіпсіздік коды / Code de sécurité / Security code: 000000000000

Өтінім нөмірі / Numéro de dépôt / Application number: 00000000000000

Осы апостиль тек қол қойған адамның қолының, лауазымының/атағының түпнұсқалылығын және құжатқа қойылған мөр мен мөртаңбаның түпнұсқалылығын куәландырады және ол қойылған құжаттың мазмұнын растамайды.

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Annex 4
to the Rules for public service
provision of
"Apostilization
official documents, emanating from the
judicial authorities, registration of civil
acts
condition and other
of government agencies, as well as
notaries
of the Republic of Kazakhstan"
Form
_____ (full
name (if specified
in documents, certifying
identity) or name
of the service recipient) _____
_____ (service recipient
address)

Receipt of refusal to accept documents

Footnote. Annex 4 – in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 29.05.2024 № 458 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Guided by paragraph 2 of Article 20 of the Law of the Republic of Kazakhstan "On public services," department № __ of the branch of the State corporation "Government for citizens" (specify address) shall refuse to accept documents for the public service provision "Apostille of official documents, emanating from the bodies of justice, registration of acts of civil status and other state bodies, as well as notaries of the Republic of Kazakhstan "in view of submission by you of an incomplete package of documents according to the list, the list of basic requirements for public services,

and/or expired documents, namely:

Name of missing and/or expired documents:

1) _____;

2) _____;

3) _____;

This receipt shall be made in 2 copies, one for each party.

(Full name (if specified in the identity documents), employee's signature

State corporation).

Executor: full name (if indicated in identity documents)

Telephone _____

Received: _____ full name (if indicated in identity documents) /

signature of the service recipient

_____ " ____ " _____ 20 ____ "

Annex 2

to order of the Minister of Justice
of the Republic of Kazakhstan
№ 58 dated May 27, 2020

List of certain repealed orders of the Minister of Justice of the Republic of Kazakhstan

1) Order № 367 of the Minister of Justice of the Republic of Kazakhstan dated June 30, 2015 “On Approval of the Regulations of the Public Service “Apostillation of Official Documents Issued by Judicial Authorities and Other Public Bodies, as well as Notaries of the Republic of Kazakhstan” (registered with the Register of State Registration of Regulatory Legal Acts under № 11685, published in Adilet Information and Legal System on August 13, 2015);

2) Order № 93 of the Minister of Justice of the Republic of Kazakhstan of February 23, 2016 “On Amendments to Order of the Minister of Justice of the Republic of Kazakhstan № 367 of June 30, 2015 “On Approval of Regulations of the Public Service “Apostillation of Official Documents Issued by Judicial Authorities and Other Public Bodies, as well as Notaries of the Republic of Kazakhstan” (registered with the Register of State Registration of Regulatory Legal Acts under № 13235, published in Adilet Information and Legal System on March 1, 2016);

3) Order № 1107 of the Minister of Justice of the Republic of Kazakhstan dated December 2, 2016 “On Amendments to Order № 367 of the Minister of Justice of the Republic of Kazakhstan dated June 30, 2015 “On Approval of the Regulation of the Public Service “Apostillation of Official Documents Issued by Judicial Authorities and Other Public Bodies, as well as Notaries of the Republic of Kazakhstan” (registered with the Register of

State Registration of Regulatory Legal Acts under № 14485 and published in the Reference Control Bank of the Regulatory Legal Acts of the Republic of Kazakhstan on December 14, 2016);

4) Order № 1001 of the Minister of Justice of the Republic of Kazakhstan dated August 7, 2017 “On Amendments to Order № 367 of the Minister of Justice of the Republic of Kazakhstan dated June 30, 2015 “On Approval of the Regulation of the Public Service “Apostillation of Official Documents Issued by Judicial Authorities and Other Public Bodies, as well as Notaries of the Republic of Kazakhstan” (registered with the Register of State Registration of Regulatory Legal Acts under № 15466 and published in the Reference Control Bank of the Regulatory Legal Acts of the Republic of Kazakhstan on August 17, 2017);

5) Order № 1090 of the Acting Minister of Justice of the Republic of Kazakhstan of July 13, 2018 “On Amending Order № 367 of the Minister of Justice of the Republic of Kazakhstan of June 30, 2015 “On Approval of the Regulation of the Public Service “Apostillation of Official Documents Issued by Judicial Authorities and Other Public Bodies, as well as Notaries of the Republic of Kazakhstan” (registered with the Register of State Registration of Regulatory Legal Acts under № 17203, published in the Reference Control Bank of the Regulatory Legal Acts of the Republic of Kazakhstan on July 23, 2018);

6) Order № 26 of the Minister of Justice of the Republic of Kazakhstan of January 17, 2019 “On Amending Order of the Minister of Justice of the Republic of Kazakhstan № 367 of 30 June 2015 “On Approval of the Regulation of the Public Service “Apostillation of Official Documents Issued by Judicial Authorities and Other Public Bodies, as well as Notaries of the Republic of Kazakhstan” (registered with the Register of State Registration of Regulatory Legal Acts under № 18207, published in the Reference Control Bank of the Regulatory Legal Acts of the Republic of Kazakhstan on January 29, 2019);

7) Order № 472 of the Acting Minister of Justice of September 20, 2019 “On Amendments to Order № 367 of the Minister of Justice of June 30, 2015 “On Approval of the Regulation of the Public Service “Apostillation of Official Documents Issued by Judicial Authorities and Other Public Bodies, as well as Notaries of the Republic of Kazakhstan” (registered with the Register of State Registration of Regulatory Legal Acts under № 19403 and published in the Reference Control Bank of the Regulatory Legal Acts of the Republic of Kazakhstan on September 24, 2019).