



On approval of the Rules for the use of the Unified notarial information system

Unofficial translation

Order of the Minister of Justice of the Republic of Kazakhstan dated April 30, 2021 No. 357.
Registered with the Ministry of Justice of the Republic of Kazakhstan on May 6, 2021 No. 22702.

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In accordance with clause 6 of Article 4-1 of the Law of the Republic of Kazakhstan “On Notaries” **I HEREBY ORDER:**

1. To approve the Rules for the use of the Unified notarial information system according to Appendix to this Order.

2. The Department of registration service and organization of legal services of the Ministry of Justice of the Republic of Kazakhstan, in accordance with the procedure, established by the law, shall ensure state registration of this order.

3. Control over execution of this order shall be entrusted to the supervising Vice Minister of Justice of the Republic of Kazakhstan.

4. This order shall come into force upon expiry of ten calendar days after the date of its first official publication.

*Minister of Justice
of the Republic of Kazakhstan*

M. Beketayev

Approved

Ministry of Digital Development,
Innovations and Aerospace Industry
of the Republic of Kazakhstan

Appendix
to the Order of the Minister
of Justice of the Republic of Kazakhstan
dated April 30, 2021 № 357

Rules for the use of the Unified notarial information system

Chapter 1. General provisions

1. These Rules for the use of the Unified notarial information system (hereinafter referred to as the Rules) have been developed in accordance with clause 6 of Article 4-1 of the Law of the Republic of Kazakhstan “On Notaries” and shall determine the procedure for the use to the Unified Notarial Information System (hereinafter referred to as UNIS).

2. Basic concepts used in these Rules are as follows:

- 1) granting access to the Unified National Information System (UNIS) – activities related to creating a UNIS user account.
- 2) UNIS user – notaries of the Republic of Kazakhstan, employees of the territorial bodies of justice, notarial chambers and the Republican Notarial Chamber registered with UNIS system for performance of particular functions;
- 3) user account – information about a user of UNIS: username, access rights to resources when working with UNIS;
- 4) electronic digital signature (hereinafter referred to as the EDS) – set of electronic digital symbols created by means of electronic digital signature and confirming reliability of an electronic document, its belonging and invariability of its content.

Footnote. Paragraph 2 as amended by the order № 134 of the Minister of Justice of the Republic of Kazakhstan dated 22.05.2025 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Chapter 2. Procedure for the use of UNIS

3. To work in UNIS a user is required to have an EDS of an individual.
4. To gain access to the UNIS, the user shall submit an application to the territorial notary chamber (hereinafter - the TNC). Following review of the application, a TNC employee creates an account in the UNIS.

Footnote. Paragraph 4 is in the wording of the order of the Minister of Justice of the Republic of Kazakhstan dated 22.05.2025, № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

5. Grounds for termination of access to UNIS shall be:
 - 1) withdrawal or excluding a notary from membership of a territorial notarial chamber or termination of his license;
 - 2) dismissal of an employee of the territorial body of justice and the notary chamber and the Republican notary chamber.

5-1. Access to the UNIS shall be suspended during the period of suspension of a notary's license in accordance with Article 10 of the Law "On Notaries".

Footnote. Chapter 2 has been supplemented with paragraph 5-1 in accordance with the order № 134 of the Minister of Justice of the Republic of Kazakhstan dated 22.05.2025 (shall be enforced upon expiry of ten calendar days after its first official publication).

6. To terminate access to UNIS on the grounds specified in clause 5 of the Rules, the user must send an application with supporting documents attached. Based on the application, the TNC employee shall perform blocking the user account.
7. The result of the registration process shall be the formation of a UNIS user account in the UNIS database.
8. UNIS user is required to use EDS to authenticate to the system.
9. the transfer of EDS to third persons shall not be allowed.

10. UNIS users shall not be allowed:

- 1) to work under someone else's user account and EDS;
- 2) to tell other UNIS administrators and users the EDS password;
- 3) to write down the EDS password on paper, in a file, in an electronic notebook and other media, including on objects;
- 4) to leave UNIS system unblocked when leaving the workplace.

11. When using EDS, a UNIS user shall be governed by the following requirements:

- 1) not to save or transfer EDS to others;
- 2) in case of loss/compromise of the EDS password, it is necessary to revoke the EDS in accordance with the Rules for issuance, storage, revocation of registration certificates and confirmation of the ownership and validity of the public key of the electronic digital signature by the root certification center of the Republic of Kazakhstan, the certification center of state bodies and the national certification center of the Republic of Kazakhstan, approved by the order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated June 26 2015 № 727 (registered with the Ministry of Justice of the Republic of Kazakhstan on October 16, 2015 № 12181);
- 3) ensure the confidentiality and security of the EDS password.

12. Upon expiry of a calendar year from the date of receipt of the EDS, the UNIS user must reissue a new EDS, otherwise the user account will be automatically blocked by the system.