

## **On approval of the Rules for inclusion in the regional quota of reception of candases and immigrants**

### *Unofficial translation*

Order No. 20 of the acting Minister of Healthcare and Social Development of the Republic of Kazakhstan as of January 15, 2016. Registered with the Ministry of Justice of the Republic of Kazakhstan on February 29, 2016, No. 13334.

### *Unofficial translation*

**Footnote. Title - as amended by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 11.08.2021 No. 284 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

In accordance with subparagraph 4-5) of Article 11 of the Law of the Republic of Kazakhstan dated July 22, 2011 "On Population Migration" and subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services",

### **ORDER:**

**A footnote. Preamble - as amended by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 11.08.2021 No. 284 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

#### 1. To approve:

1) of the Rules for inclusion in the regional quota for receiving candases in accordance with Appendix 1 to this order;

2) the Rules for inclusion in the regional quota for in-migrants in accordance with Appendix 2 to this order.

**Footnote. Item 1 as amended by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 11.08.2021 No. 284 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

2. The Labor, Social Protection and Migration Committee of the Ministry of Healthcare and Social Development 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 with the Ministry of Justice of the Republic of Kazakhstan, send its copy for official publication to print periodicals and the "Adilet" Legal Information System, and also to the Republican State Enterprise with the Right of Economic Management "Republican Center of Legal Information" of the Ministry of Justice of the Republic of Kazakhstan for its inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this order on the website of the Ministry of Healthcare and Social Development of the Republic of Kazakhstan;

4) within ten working days of the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submit information about the implementation of measures, provided for in subparagraphs 1), 2) and 3) of this paragraph, to the Legal Service Department of the Ministry of Healthcare and Social Development of the Republic of Kazakhstan;

3. The control over the execution of this order shall be assigned to the deputy minister of healthcare and social development of the Republic of Kazakhstan, B.B.Nurymbetov.

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

*Acting Minister  
of Healthcare and Social Development  
of the Republic of Kazakhstan*

*B. Nurymbetov*

AGREED

Acting Minister of  
Investments and Development of  
the Republic of Kazakhstan

\_\_\_\_\_ J. Kassymbek

January 28, 2016

AGREED

Minister of Foreign Affairs of  
the Republic of Kazakhstan

\_\_\_\_\_ Y. Idrissov

" \_\_\_\_\_ " \_\_\_\_\_ 2016

Appendix 1  
to Order No.20 of the acting  
Minister of Healthcare and Social  
Development of the  
Republic of Kazakhstan  
as of January 15, 2016

## **Rules for inclusion in the regional quota of reception of candases**

**Footnote. Rules - as amended by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 11.08.2021 No. 284 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

## **Chapter 1. General provisions**

1. These Rules of inclusion in the regional quota of admission of candas (hereinafter – the Rules) are developed in accordance with subparagraph 4-5) of Article 11 of the Law of the Republic of Kazakhstan dated July 22, 2011 "On Population Migration "(hereinafter – the

Law), subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public Services" and determine the procedure for inclusion in the regional quota of admission of candases ethnic Kazakhs and their family members who have received the status of candas.

2. The following basic concepts are used in these Rules:

1) State Corporation "Government for citizens" (hereinafter – the State Corporation) is a legal entity created by a Government decision of the Republic of Kazakhstan to provide public services, services for the issuance of technical conditions for connection to networks of natural monopolies and services of subjects of the quasi-public sector in accordance with the legislation of the Republic of Kazakhstan, the organization of the work on receiving applications for the provision of public services, services for the issuance of technical conditions for connection to networks of entities of natural monopolies, services of subjects of the quasi-public sector and the results of their results to the recipient by the principle of "one window", as well as ensuring the provision of public services in electronic form, carrying out state registration of rights to immovable property at the place of its location;

2) diplomatic and consular missions of the Republic of Kazakhstan abroad diplomatic and other equivalent missions, as well as consular offices of the Republic of Kazakhstan;

3) candás – ethnic Kazakhs and (or) family members of the Kazakh nationality previously held citizenship of the Republic of Kazakhstan arrived in the historical homeland and received the appropriate status in the manner prescribed by Law;

4) the Commission for inclusion in the regional quota of candases (hereinafter – the Commission) is established by the local Executive bodies of regions determined by the Government of the Republic of Kazakhstan with the Commission on the inclusion in the regional quota of candases;

5) regional quota of Candases – limit the number of Candases or Candases and their family members arriving for permanent residence in the regions determined by the Government of the Republic of Kazakhstan in accordance with subparagraph 5) article 8 State support measures provided for participants of active employment promotion measures in accordance with the legislation of the Republic of Kazakhstan on employment of the population;

6) authorized body on population migration – a central executive body that, within its competence, manages the field of population migration, regulates migration processes, coordinates work and implements state policy in the field of population migration. migration of the population;

7) local executive body is a collegial executive body headed by the akim of a region, city of republican significance and the capital, district (city of regional significance), which carries out local state administration and self – government in the relevant territory within its competence;

8) ethnic Kazakh is a foreigner or a stateless person of Kazakh nationality;

9) the principle of migration of the population; "single application" means a form of public service provision that provides for a combination of several public services provided on the basis of a single application.

## **Chapter 2. Procedure for inclusion of ethnic Kazakhs who independently entered the territory of the Republic of Kazakhstan in the regional quota for receiving candases**

3. To receive the state service "Inclusion in the regional quota for receiving Kandas and displaced persons", ethnic Kazakhs who independently entered the territory of the Republic of Kazakhstan and received the status of candas, submit an application to the local executive bodies of the regions, cities of Nur-Sultan, Almaty and Shymkent (hereinafter referred to as the service provider) or to the State Corporation for inclusion in the regional quota for receiving Kandas (hereinafter referred to as the application) in accordance with Appendix 1 to these Rules, accompanied by the documents specified in the list of documents required for the provision of public services of the state service standard "Inclusion in the regional quota for receiving Kandas and displaced persons" (hereinafter referred to as the state service standard) in accordance with Appendix 2 to these Rules.

3-1. The list of basic requirements for the provision of public services, including the characteristics of the process, form, content and result of rendering, as well as other information, taking into account the specifics of the provision of public services, is given in the standard of public services in accordance with Appendix 2 to these Rules.

4. The state corporation receives information confirming the registration of a permanent place of residence and the presence candas of a dwelling belonging to them by right of ownership in the locality of arrival for candas and his family members permanently residing with him from the relevant state information systems through the "e-government gateway".

5. The state corporation, within one working day from the date of receipt of the applicant's applications and documents specified in the list of documents required for the provision of a public service or a public service, sends them to the service provider.

The Office of the service provider accepts and registers documents on the day they are submitted.

Confirmation of acceptance service provider of the package of documents by the service provider's office is – a copy of the service recipient's application with the service provider's stamp, containing the date, time of receipt and number of incoming documents, indicating the surname, first name, patronymic (if any) of the person who accepted the documents.

If the service recipient submits an incomplete package of documents, as well as documents with expired validity, the employee of the office of the service provider refuses to accept the application and issues a receipt for refusal to accept documents in accordance with Appendix 3 to these Rules.

When applying through a State Corporation, if the service recipient submits an incomplete package of documents, as well as documents with expired validity, the employee of the State

Corporation refuses to accept the application and issues a receipt for refusal to accept documents in accordance with Appendix 3 to these Rules.

When accepting documents through a State Corporation, the service recipient is issued a receipt for accepting the relevant documents.

6. The service provider forms a list of ethnic Kazakhs applying for inclusion in the regional quota for receiving candas, and sends them to the Commission for consideration no later than three working days from the date of receipt of applications for making a decision on inclusion in the regional quota for receiving candas or refusal.

The service provider ensures that data on the stage of rendering a public service is entered into the information system for monitoring the provision of public services in accordance with the procedure established by the authorized body in the field of informatization, in accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law of the Republic of Kazakhstan "On Public Services".

7. The Commission, within ten working days after receiving the lists of requesting candas, shall make a decision on inclusion in the regional quota for receiving candas in the form specified in Appendix 4 to these Rules, or a decision on refusal to include candas in the regional quota for receiving candas in the form specified in Annex 5 to these Rules.

When considering applications and documents of ethnic Kazakhs, the Commission checks their compliance with the requirements established by Law.

8. The grounds for refusal to include in the regional quota of admission candas, ethnic Kazakhs and members of their families who independently entered the territory of the Republic of Kazakhstan and received the status of candas are:

- 1) the establishment of unreliability of data (information) contained in the submitted documents;
- 2) the absence of a regional quota for receiving Kandas in the territorial and administrative unit specified in the application of an ethnic Kazakh.

In case of reasoned comments by the service recipient on the submitted documents, исполнитель the service provider's contractor, on the day of acceptance of the documents in accordance with Article 73 of the Administrative Procedure Code of the Republic of Kazakhstan (hereinafter referred to as the APC RK), sends the service recipient a notification of the preliminary decision to refuse to provide public services, as well as the time and place of the hearing to be able to express service provider the position of the service recipient on the preliminary decision.

Objections of the service recipient are accepted by the service provider by a preliminary decision by the service provider within 1 (one) business day from the date of its receipt.

Based on the results of the hearing, the local executive body makes a decision to include candas in the regional quota of candases or form a reasoned refusal to provide a public service

9. The Service Provider, within five working days from the date of the Commission's decision, sends the decision to include candas in the regional quota of candas to the applicant.

When submitting documents through a State Corporation, the decision to include candas in the regional quota of candas is sent by the service provider to the State Corporation for further issuance to the applicant no later than one day before the deadline for providing the state service.

At the choice of the service recipient, the state service "Inclusion in the regional quota of admission of candas and displaced persons" after receiving the state service "Assignment or extension of the status of candas" is provided on the principle of "one application" in conjunction with the state services "Issuing a permit to foreigners and stateless persons for permanent residence in the Republic of Kazakhstan", as well as "Registration of admission, restoration and renunciation of citizenship of the Republic of Kazakhstan", in accordance with Annex 2 to this order (hereinafter referred to as the "one application" service).

The term of rendering the service on the "one application" principle is 94 (ninety-four) business days, of which:

Assignment or extension of the status of candas – 4 (four) working days;

Inclusion in the regional quota of reception of Kandas and displaced persons – 14 (fourteen) working days;

Issuance of a permit to foreigners and stateless persons for permanent residence in the Republic of Kazakhstan – 60 (sixteen) working days;

Registration of admission, restoration and renunciation of citizenship of the Republic of Kazakhstan – 30 (thirty) business days.

The day of receipt of documents is not included in the term of rendering the state service.

### **Chapter 3. Procedure for including ethnic Kazakhs in the regional quota for receiving candas before entering the territory of the Republic of Kazakhstan**

10. Ethnic Kazakhs living outside the Republic of Kazakhstan submit an application for inclusion in the regional quota for receiving candas with an indication of the intended region of residence in the territory of the Republic of Kazakhstan to foreign institutions of the Republic of Kazakhstan in accordance with Appendix 1 to these Rules, accompanied by documents provided for in the list of documents required for the provision of public services and public services in accordance with Appendix 2 to these Rules .

11. Foreign institutions of the Republic of Kazakhstan send an application of ethnic Kazakhs living outside the Republic of Kazakhstan with the attached documents to the authorized body on migration issues.

12. The authorized body for population migration issues sends the application of ethnic Kazakhs living outside the Republic of Kazakhstan with the attached documents to the local executive body within five working days from the date of receipt of the application.

13. The Service provider, no later than three working days from the date of receipt of applications, sends for consideration by the Commission for making a decision on consent to inclusion in the regional quota for receiving candas or about a refusal.

14. The Commission, within ten working days from the date of receipt of applications and documents of ethnic Kazakhs, makes a decision on consent to inclusion in the regional quota of admission of candas or refusal with a reasoned justification for the reasons for refusal.

When considering applications and documents of ethnic Kazakhs, the Commission checks their compliance with the requirements established by Law.

15. The grounds for refusing ethnic Kazakhs to be included in the regional quota for receiving candas before entering the territory of the Republic of Kazakhstan are:

1) the establishment of unreliability of data (information) contained in the submitted documents;

2) the absence of a regional quota for receiving Kandas in the territorial and administrative unit specified in the application of an ethnic Kazakh.

16. The Service provider sends a decision on consent to inclusion in the regional quota for receiving candas or refusal (hereinafter referred to as the decision) to the authorized body on migration issues no later than three working days.

17. The authorized body on population migration issues sends it to the foreign institutions of the Republic of Kazakhstan for further transmission to the applicant within five working days from the date of receipt of the decision.

18. Foreign institutions of the Republic of Kazakhstan within thirty calendar days from the date of receipt of the decision send it to the applicant.

19. Ethnic Kazakhs and their family members who have received a decision to agree to be included in the regional quota for receiving Kandas on arrival at the place of residence after receiving the status of Kandas apply to the local executive body or to the State Corporation with an application in accordance with Appendix 1 to these Rules.

20. The application must be accompanied by a copy of the previously adopted decision on consent to inclusion in the regional quota for receiving candas.

21. The Service Provider sends an application for inclusion in the regional quota for receiving candas for consideration by the Commission for making a decision on inclusion in the regional quota for receiving candas no later than three working days.

22. The Commission, taking into account the previously adopted decision on inclusion in the regional quota for receiving candas, shall, within ten working days from the date of receipt of the application, make a decision on inclusion in the regional quota for receiving candas in accordance with Annex 4 to these Rules.

23. The Service Provider, within five calendar days from the date of the Commission's decision, sends the decision to include candas in the regional quota of candases to the applicant.

24. Appeal against decisions, actions (omissions) of the authorized body and (or) its officials regarding the provision of public services the complaint is filed to the head of the authorized body.

The applicant's complaint received by the authorized body is subject to consideration within 5 (five) business days from the date of its registration.

In case of disagreement with the results of the public service rendered, the applicant submits a complaint to the authorized body for evaluating and controlling the quality of public services rendered.

Claim information received by the authorized body for evaluating and controlling the quality of public services rendered is subject to review within 15 (fifteen) business days from the date of its registration.

25. In case of extension of the term of consideration of the complaint, the official authorized to consider complaints, within 3 (three) business days from the date of extension of the term of consideration of the complaint, informs in writing (when filing a complaint on paper) or electronically (when filing a complaint in electronic form) to the service recipient who filed the complaint, about extension of the complaint review period with an indication of the reasons for the extension.

26. Unless otherwise provided by the laws of the Republic of Kazakhstan, an appeal in court is allowed after an appeal in an administrative (pre-trial) procedure in accordance with paragraph 5 of Article 91 of the APC RK.

Appendix 1  
to the Rules for inclusion in  
the regional quota  
of candace admission

Form

### **Application for inclusion in the regional quota of candace admission**

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**(name of the local executive body)**

Please include me/myself and my family members in the regional quota of candace admission

IIN	
Full name (if any)	
Date of birth	
Gender	
Address of residence	

I have the following family members (filled in if necessary) who are not citizens of the Republic of Kazakhstan: spouse, parents of the applicant, children (including adopted children), full and half brothers and sisters.

IIN	Full name (if any)	Degree of kinship	Date of birth	Citizenship	Nationality



1	2	3	4	5	6
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I will attach the following documents to the application:/:

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_.

I hereby give my consent to the collection and processing of my personal data necessary for the provision of the state service "Inclusion in the regional quota for receiving Kandas and displaced persons".

" \_\_\_\_ " 20 \_\_\_\_\_  
(applicant's signature)

\_\_\_\_\_  
(Full name position of the person who accepted the documents)

Appendix 2  
to the Rules for inclusion in  
the regional quota  
of candace admission

State Service Standard "Inclusion in the regional quota for receiving Candas and immigrants"		
1	Name of the service provider	Local executive bodies of regions, cities of Nur-Sultan, Almaty and Shymkent (hereinafter referred to as the service provider).
2	Methods of providing public services	Acceptance of the application and issuance of the result of providing public services are carried out by the M & E of regions, cities of Nur-Sultan, Almaty and Shymkent, the State Corporation and through Foreign Institutions of the Republic of Kazakhstan (For ethnic Kazakhs living outside the Republic of Kazakhstan), Employment centers, the e-government web portal: <a href="http://www.egov.kz">www.egov.kz</a> .
3	The term of rendering the state service	Within 14 working days. The maximum allowed waiting time for submitting a package of documents of service provider is 30 minutes for a service provider, and 15 minutes for a state corporation. The maximum allowed service time of service provider is 30 minutes for a service provider, 20 minutes for a State corporation, and 60 minutes for providing a public service based on the "one application" principle.
4		is electronic (partially automated) and (or) paper-based and (or)

	The form of rendering and presentation of the result of a public service	provided on the principle of "one application".
5	The result of rendering a public service	is a decision on inclusion in the regional quota for receiving candies or refusal.
6	The amount of payment collected from the service recipient when providing a public service and the methods of its collection in cases stipulated by the legislation of the Republic of Kazakhstan	the state service is provided to individuals free of charge.
7	Service provider's work schedule	<p>1) the service provider- posted on the Internet resource <a href="http://www.enbek.gov.kz">www.enbek.gov.kz</a>, section "Public services". Acceptance of the application and issuance of the result of the provision of public services from 9.00 to 17.30 hours with a lunch break from 13.00 to 14.30 hours.</p> <p>2) State Corporation – from Monday to Saturday inclusive, in accordance with the work schedule from 9.00 to 20.00 hours without a lunch break, except on Sundays and public holidays, in accordance with the Labor Code of the Republic of Kazakhstan. The state service is provided at the place of residence in the order of an electronic queue, without accelerated service, it is possible to book an electronic queue through the portal.</p> <p>In foreign institutions of the Republic of Kazakhstan, the application is accepted and the result of rendering a state service is issued from 9.00 to 17.00 with a lunch break from 13.00 to 14.30.</p> <p>In the Employment Centers of the population, the application is accepted and the result of rendering public services is issued from 9.00 to 17.00 with a lunch break from 13.00 to 14.30.</p> <p>Portal – around the clock, except for technical breaks related to repair work (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 and Article 5 According to the Law of</p>

		<p>the Republic of Kazakhstan dated December 13, 2001 "On holidays in the Republic of Kazakhstan", applications are accepted and the results of rendering public services are issued on the following business day).</p> <p>Pre-registration is provided by phone and /or at the direct request of the service recipient.</p> <p>Addresses of places where public services are provided are posted on the Internet resource of the State Corporation: <a href="http://www.gov4c.kz">www.gov4c.kz</a>.8</p>
8	List of documents required for the provision of public services	<p>For inclusion in the regional quota of admission candas it is necessary:</p> <p>1) an identity document (for identification) and members of his / her family (if any);</p> <p>2) a copy of the marriage certificate or divorce certificate (if any);</p> <p>3) copies of documents confirming education, qualifications and work experience in a particular specialty (if any), or a work record (if any) or a certificate from your place of work.</p>
9	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	<p>Grounds for refusal to include candas in the regional quota of admission:</p> <p>1) the establishment of unreliability of data (information) contained in the submitted documents;</p> <p>2) the absence of a regional quota for receiving candas in the territorial and administrative unit specified in the application of an ethnic Kazakh.</p>
10	Other requirements taking into account the specifics of the provision of public services, including those provided in electronic form and through a State Corporation	<p>to Applicants who, in accordance with the procedure established by law, have completely or partially lost the ability or ability to perform self-service, move independently, or navigate, documents for the provision of public services are accepted by an employee of the State Corporation through a single contact Center 1414, 8 800 080 7777.</p>

Appendix 3  
to the Rules for inclusion in  
the regional quota  
of candas admission

Form

## REFERENCE

### of refusal to accept documents

Pursuant to paragraph 2 of Article 20 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public services", Department no. \_\_ of the branch of the non-profit Joint-stock Company " State Corporation "Governments for Citizens "(specify address) refuses to accept documents for the provision of public services \_\_\_\_\_ due to your submission of an incomplete package of documents and / or expired documents in accordance with the list provided for in the public service standard, namely:

name of documents:

- 1) \_\_\_\_\_;
- 2) \_\_\_\_\_;
- 3) ....

This receipt is drawn up in 2 copies, one for each party.

\_\_\_\_\_  
(Surname, first name, patronymic (if any) of the employee of the State Corporation, signature)

Performer: \_\_\_\_\_  
(Last name, first name, patronymic (if any))

Phone number \_\_\_\_\_

Got it: \_\_\_\_\_

Last name, first name, patronymic (if any)/service recipient's signature

" \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ of the year



EDS of the head of the local executive body

Appendix 4  
to the Rules for inclusion in  
the regional quota  
of candace admission

Form

## DECISION

### to include candace in the regional quota of candas

" " 20 year no. \_\_\_\_\_

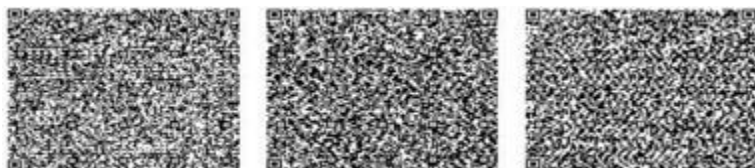
(Name of the local executive body)

The Commission for inclusion in the regional quota of admission of candas, having considered in accordance with the Law of the Republic of Kazakhstan dated July 22, 2011 "On Population Migration",  
made a positive decision:

IIN	
Full name (if any)	
Date of birth	
Gender	
Address of residence	

/ Family members (if any):

IIN	Full name	Date of birth	Gender	Degree of kinship



EDS of the head of the local executive body

Appendix 5  
to the Rules for inclusion in  
the regional quota  
of candas admission

Form

## DECISION

on refusal to include candace products in the regional quota of candas

" " 20 № \_\_\_\_\_

(Name of the local executive body)

According to the Law of the Republic of Kazakhstan" On Population Migration " dated July 22, 2011.

1	Application number	
2	Status	
3	Type of application	
4	Date of acceptance	
5	Date of execution	

Information about the service recipient:

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No	IIN No	Full name	Date of birth	Gender	Degree of kinship
1					
2					
3					

The reason for refusal to include candace in the regional quota of candas is as follows:

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EDS of the head of the local executive body

Appendix 2 to Order No.20  
of the acting Minister of Healthcare  
and Social Development of the  
Republic of Kazakhstan  
as of January 15, 2016

## Rules for inclusion in the regional quota for the admission of immigrants

**Footnote. Rules as amended by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 11.08.2021 No. 284 (shall be enforced upon the expiry of ten calendar days after the date of its first official publication).**

### Chapter 1. General Provisions

1. These Rules for inclusion in the regional quota for accepting displaced persons (hereinafter referred to as the Rules) were developed in accordance with subparagraph 4-5) of Article 11 of the Law of the Republic of Kazakhstan dated July 22, 2011 "On Population Migration" (hereinafter referred to as the Law), subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 Law of the Republic of Kazakhstan "On State Services" and provide for the procedure for including citizens of the Republic of Kazakhstan in the regional quota for receiving displaced persons.

2. The following basic concepts are used in these Rules:

1) State Corporation "Government for Citizens" (hereinafter referred to as the State Corporation) is a legal entity established by the decision of the Government of the Republic of Kazakhstan to provide public services, services for issuing technical specifications for connecting natural monopolies to the networks and services of quasi-public sector entities in accordance with the legislation of the Republic of Kazakhstan, organization of work on accepting applications for the provision of services, services for issuing technical

specifications for connection to the networks of natural monopoly entities, services of quasi-public sector entities and issuing their results to the service recipient according to the principle of "one window", as well as ensuring the provision of public services in electronic form, carrying out state registration of rights to immovable property at the place of its location;

2) the immigrant – internal migrants relocating to the regions defined by the Government of the Republic of Kazakhstan;

3) regional Commission (hereinafter – Commission) – the interdepartmental Commission under the local Executive body of a region (city of Republican significance, the capital) on the implementation of employment programmes with the participation of local representative bodies, representatives of employers, trade unions and the chamber of entrepreneurs of regions, cities of Republican significance and the capital;

4) the regional quota for the admission of immigrants – limiting the number of immigrants or immigrants and their family members arriving for permanent residence in the regions determined by the Government of the Republic of Kazakhstan in accordance with subparagraph 5) of article 8 of the Law that are provided with the measures of state support provided for participants of active employment promotion measures in accordance with the legislation of the Republic of Kazakhstan on employment;

5) the local government is a collegial Executive body headed by the Governor of the region, city of Republican significance and the capital, district (city of regional significance), engaged within their areas of competence of local public administration and self-government in the territory;

6) employment center – a legal entity created by the local Executive body of area, cities of regional and Republican significance, the capital in order to implement active measures to promote employment, social protection from unemployment and other measures of employment;

7) the authorized body for migration issues – the Central Executive body implementing to the extent of their competence leadership in the field of migration, migration management, coordination and implementation of state policy in the field of migration.

## **Chapter 2. Procedure for inclusion in the regional quota for the reception of immigrants**

3. Inclusion in the regional quota for the reception of displaced persons is carried out on the basis of an application submitted by a displaced person who has a permanent registration and has lived for at least one year at the time of submitting the application in the region of departure to the local executive bodies of oblasts, cities of Nur-Sultan, Almaty and Shymkent (hereinafter –service provider) of the region of departure through the employment center.

4. In order to receive the state service "Inclusion in the regional quota of reception of candas and displaced persons", a displaced person or one of the adult family members ( hereinafter referred to as displaced persons) submits an application to the service provider,

Employment Centers or a State Corporation for inclusion in the regional quota of reception of displaced persons (hereinafter referred to as the application) in accordance with Appendix 1 to these Rules with appendix of the documents specified in the list of documents required for the provision of public services of the state service standard "Inclusion in the regional quota for receiving Kandas and displaced persons "(hereinafter referred to as the state service standard) in accordance with Appendix 2 to these Rules.

Graduates in the framework of the Mangilik project "zhastary-industriyaga!" ("Serpin") provide a certificate from the place of study confirming their participation in this project.

Employment centers receive information confirming the registration of the permanent place of residence and the presence of the displaced person and family members permanently residing with him / her of a dwelling belonging to them by right of ownership in the locality from the relevant state information systems through the e-government gateway.

5. Employment centers of the population, within five working days from the date of receiving applications of displaced persons with the attached documents provided for in the list of documents required for the provision of public services and public services in accordance with Appendix 2 to these Rules, send to the local executive body of the regions of departure and notify the displaced persons (in any form).

6. The service provider of the region of departure forms lists of displaced persons applying for inclusion in the regional quota for receiving displaced persons, indicating the number and composition of families, including able-bodied family members, their qualifications, and sends them to the local executive bodies of the regions of receiving displaced persons on a monthly basis, no later than the last day of the month following the reporting one.

7. The service provider of the region of reception of displaced persons within three working days from the date of receipt of the list of displaced persons sends them for consideration by the regional commission for making recommendations on inclusion in the regional quota of reception of displaced persons or on refusal.

8. The Commission, within ten working days after receiving the lists of applicants for displaced persons, makes a recommendation to include them in the regional quota for receiving displaced persons or to refuse to do so with a reasoned justification of the reasons.

When considering applications and documents of displaced persons, the Commission checks their compliance with the requirements established by the Law of the Republic of Kazakhstan dated April 6, 2016 "On Employment of the Population".

9. The grounds for refusal to include displaced persons in the regional quota are as follows:

1) establishment of unreliability of data (information) contained in the submitted documents;

2) absence of a regional quota for the reception of displaced persons in the territorial and administrative unit specified in the application of the displaced person.



In case of reasoned comments by the service recipient on the submitted documents, the service provider's contractor, on the day of acceptance of the documents in accordance with Article 73 of the Administrative Procedure Code of the Republic of Kazakhstan (hereinafter referred to as the APC RK), sends the service recipient a notification of the preliminary decision to refuse to provide public services, as well as the time and place of the hearing to be able to express service provider the position of the service recipient on the preliminary decision.

Objections of the service recipient by a preliminary decision are accepted by the service provider within 1 (one) business day from the date of its receipt.

Based on the results of the hearing, the local executive body makes a decision on inclusion in the regional quota for receiving displaced persons or forms a reasoned refusal to provide a public service.

10. Service Provider on the basis of the recommendation of the regional commission, the decision on inclusion in the regional quota for the reception of displaced persons in accordance with Appendix 3 to these Rules or the decision on refusal to include in the regional quota for the reception of displaced persons in accordance with Appendix 4 to these Rules is made within three working days from the date of receipt of the recommendation of the regional commission.

11. The service provider of reception of displaced persons within three working days after the decision is made sends to the local executive body of the region of departure a copy of the decision on inclusion in the regional quota of reception of displaced persons.

12. The service provider of the region of departure of displaced persons within two working days from the date of receipt of a copy of the decision sends copies of the decisions taken to the employment centers.

13. Employment centers notify applicants and provide them with copies of decisions taken by the local executive body of the region of reception of displaced persons through communication services.

14. Internally displaced persons who independently arrived from the regions of departure to the regions of reception of displaced persons and have lived there for no more than six months, as well as graduates within the framework of the project "Mangilik el Zhastary - Industriyaga!" ("Serpin") within six months after graduation from the educational institution, regardless of the time of registration in the region of reception of displaced persons, submit applications to the employment center of the population in the form according to Appendix 1 to these Rules, with the attachment of documents specified in the list of documents required for the provision of public services and public services in accordance with Appendix 2 to these Rules.

15. When the service provider for the reception of displaced persons applies in accordance with paragraph 14 of these Rules of service provider, the decision to include them in the

regional quota for the reception of displaced persons or to refuse them is made in accordance with the procedure provided for in paragraphs 7, 8, 9 and 10 of these Rules.

16. Appeal against decisions, actions (omissions) of the authorized body and (or) its officials regarding the provision of public services the complaint is filed to the head of the authorized body.

The applicant's complaint received by the authorized body is subject to consideration within 5 (five) business days from the date of its registration.

In case of disagreement with the results of the public service rendered, the applicant submits a complaint to the authorized body for evaluating and controlling the quality of public services rendered.

A complaint received by the authorized body for evaluating and controlling the quality of public services is subject to consideration within 15 (fifteen) business days from the date of its registration.

17. In case of extension of the term of consideration of the complaint, the official authorized to consider complaints, within 3 (three) business days from the date of extension of the term of consideration of the complaint, informs in writing (when filing a complaint on paper) or electronically (when filing a complaint in electronic form) to the service recipient who filed the complaint, about extension of the complaint review period with an indication of the reasons for the extension.

18. Unless otherwise provided by the laws of the Republic of Kazakhstan, an appeal in court is allowed after an appeal in an administrative (pre-trial) procedure in accordance with paragraph 5 of Article 91 of the APC RK.

Appendix 1  
to the Rules for inclusion in  
the regional quota for the admission  
of immigrants

Form

**Application**  
**for inclusion in the regional quota for receiving immigrants** \_\_\_\_\_

\_\_\_\_\_  
**(name of local executive body)**

Please include me/myself and my family members in the regional quota for receiving immigrants

IIN	
Full name (if any)	
Date of birth	
Gender	
Address of residence	

I have the following family structure:

--	--	--	--	--	--

IIN	Full name (if any)	Degree of kinship	Date of birth	Citizenship	Nationality
1	2	3	4	5	6

I will attach the following documents to the application:/:

\_\_\_\_\_ ;

\_\_\_\_\_ ;

\_\_\_\_\_

I hereby give my consent to the collection and processing of my personal data necessary for the provision of the state service "Inclusion in the regional quota for receiving candas and immigrants".

" \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_

(applicant's signature)

(Full name position of the person who accepted the documents)

Appendix 2  
to the Rules for inclusion in  
the regional quota for the admission  
of immigratns

State Service Standard "Inclusion in the regional quota for receiving candas and immigrants"		
1	Name of the service provider	Local executive bodies of regions, cities of Nur-Sultan, Almaty and Shymkent (hereinafter referred to as the service provider).
2	Ways of providing public services to the state	: 1) service provider; 2) state corporation; " Government for Citizens "(hereinafter referred to as the State Corporation); 3) Employment centers; 4) e-government web portal: www.egov.kz.
3	The term of rendering the state service	Within 14 working days. The maximum allowed waiting time for submitting a package of documents to service provider is 30 minutes for a service provider, and 15 minutes for a state corporation. The maximum allowed service time to service provider is 30 minutes for a service provider, and 20 minutes for a State corporation.
4	Form of rendering and presentation of the result of a state service	Electronic (partially automated) / paper/provided on the principle of " one application"
5	Result of rendering a state service	Decision on inclusion in the regional quota for receiving displaced persons or refusal.

6	The amount of payment collected from the service recipient when providing a public service and the methods of its collection in cases stipulated by the legislation of the Republic of Kazakhstan	the state service is provided to individuals free of charge.
7	Service provider's work schedule	<p>1) the service provider- posted on the Internet resource <a href="http://www.enbek.gov.kz">www.enbek.gov.kz</a>, section "Public services". Acceptance of the application and issuance of the result of the provision of public services from 9.00 to 17.30 hours with a lunch break from 13.00 to 14.30 hours.</p> <p>The state service is provided on a first-come, first-served basis, without prior appointment or expedited service.</p> <p>2) State Corporation – from Monday to Saturday inclusive, in accordance with the work schedule from 9.00 to 20.00 hours without a lunch break, except on Sundays and public holidays, in accordance with the Labor Code of the Republic of Kazakhstan.</p> <p>The state service is provided at the place of residence in the order of an electronic queue, without accelerated service, it is possible to book an electronic queue through the portal.</p> <p>Employment centers – from Monday to Friday, in accordance with the work schedule from 9.00 to 17.00 with a lunch break from 13.00 to 14.30.</p> <p>Portal – around the clock, except for technical interruptions related to repair work (when contacting the service recipient after the end of working hours, on weekends and holidays, in accordance with the labor legislation of the Republic of Kazakhstan and Article 5 of the Law of the Republic of Kazakhstan dated December 13, 2001 "On Holidays in the Republic of Kazakhstan", applications are accepted and the results of public services are issued on the following working day).</p> <p>Pre-registration is provided by phone and /or at the direct request of the service recipient.</p>

		Addresses of places where public services are provided are posted on the Internet resource of the State Corporation: www.gov4c.kz.8
8	List of documents required for the provision of public services	For inclusion in the regional quota for the reception of displaced persons it is necessary: 1) copies of identity documents of the displaced person and his / her family members (if available); 2) a copy of the marriage certificate or divorce certificate (if available); 3) copies of documents confirming education, qualifications and work experience in a particular specialty (if available), or a work record (if available) or a certificate from your place of work.
9	Grounds for refusal to provide a state service established by the legislation of the Republic of Kazakhstan	Grounds for refusal to include migrants in the regional quota: 1) establishment of unreliability of data (information) contained in the submitted documents; 2) absence of a regional quota for the reception of displaced persons in the territorial and administrative unit specified in the application.
10	Other requirements taking into account the specifics of the provision of public services, including those provided in electronic form and through a State Corporation	to applicants who, in accordance with the procedure established by law, have completely or partially lost the ability or ability to perform self-service, move independently, or navigate, documents for the provision of public services are accepted by an employee of the State Corporation with through a single contact center 1414, 8 800 080 7777.

Appendix 3  
to the Rules for inclusion in  
the regional quota for the admission  
of immigrants

Form

## DECISION

on inclusion in the regional quota for the reception of immigrants " \_\_\_\_ " \_\_\_\_ 20\_\_\_\_ year no. \_\_\_\_

\_\_\_\_\_  
(name of the local executive body)

The Commission for inclusion in the regional quota for the reception of displaced persons, having considered in accordance with the Law of the Republic of Kazakhstan dated July 22, 2011 "On Population Migration",  
made a positive decision:

IIN	
Full name (if any)	
Date of birth	
Gender	
Address of residence	

Family members (if any):

IIN	Full name	Date of birth	Gender	Relationship



EDS of the head of the local executive body

Appendix 4  
to the Rules for inclusion in  
the regional quota for the admission  
of immigrants

Form

**DECISION**

**on refusal to include migrants in the regional quota" \_\_\_\_ " \_\_\_\_\_ 20\_\_ № \_\_\_\_\_**

(Name of the local executive body)

According to the Law of the Republic of Kazakhstan" On Population Migration " dated July 22, 2011.

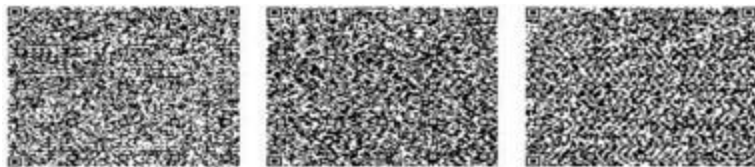
1	Application number	
2	Status	
3	Type of application	
4	Date of acceptance	
5	Date of execution	

Information about the service recipient:

#	IIN	Full name	Date of birth	Gender	Degree of kinship
1					
2					
3					

The grounds for refusal to include migrants in the regional quota are as follows::

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EDS of the head of the local executive body

Appendix 5  
to the Rules for inclusion in  
the regional quota for the admission  
of immigrants

Form

## REFERENCE

### of refusal to accept documents

Pursuant to paragraph 2 of Article 20 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On Public services", Department no. \_\_ of the branch of the Non-Profit Joint-Stock Company " State Corporation "Governments for Citizens "(specify address) refuses to accept documents for the provision of public services \_\_\_\_\_ due to your submission of an incomplete package of documents and / or expired documents in accordance with the list provided for in the public service standard, namely:

name of documents:

- 1) \_\_\_\_\_;
- 2) \_\_\_\_\_;
- 3) ....

This receipt is drawn up in 2 copies, one for each party.

\_\_\_\_\_  
(Surname, first name, patronymic (if any) of the employee of the State Corporation, signature)

Performer: \_\_\_\_\_

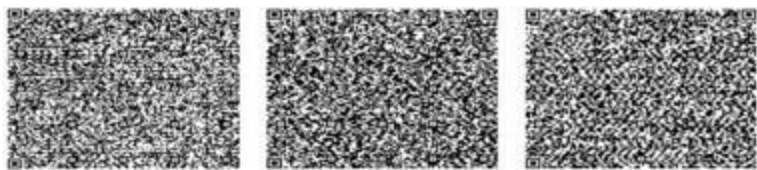
(Last name, first name, patronymic (if any))

Phone number \_\_\_\_\_

Got it: \_\_\_\_\_

Last name, first name, patronymic (if any)/service recipient's signature

"\_\_" \_\_\_\_\_ 20\_\_ of the year



EDS of the head of the local executive body

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