

# **AIFC EXPAT CENTRE GUIDEBOOK – 2023**

## **FOR AIFC BODIES, ORGANISATIONS AND PARTICIPANTS**

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## **OVERVIEW**

AIFC Expat Centre (AEC) is a multifunctional institution designated to foster the expedite integration of foreign nationals into Kazakhstan society by providing with an access to an ample variety of government and socially oriented soft-landing services in English on a one-stop-shop basis to them.

AEC helps foreign investors and employees to move to Kazakhstan in the smoothest way possible by offering them the highest standard of government and ancillary services.

These guidelines are intended as a reference to assist the AIFC Bodies, Organisations, and Participants in better understanding the processes and procedures of obtaining services available at the AEC for foreign investors, employees as well as business partners.

Guidelines present a comprehensive list of services, including the following details for each service:

- ✓ Service description;
- ✓ Application process;
- ✓ List of documents;
- ✓ Timeframe;
- ✓ Service fees (for some additional services).

## GENERAL PROVISIONS

The list of instructions presented below is compulsory to read carefully for ensuring smooth processing of the applications submitted:

1	AIFC Bodies, Organisations, and Participants comply with the national legislation and the Acting Law of the AIFC.
2	AIFC Bodies, Organisations, and Participants apply for visa and migration services through the AIFC Expat Centre only. The requirement is committed under the Order of the Governor of the AIFC No40 dated 20.12.2017 “On approval of <a href="#">the terms of, and procedures for, entry into the Republic of Kazakhstan and leaving the Republic of Kazakhstan, for foreign nationals and stateless persons coming to Kazakhstan to conduct activities in AIFC</a> ”.
3	AIFC Bodies, Organisations, and Participants provide required information on all employed foreign nationals and stateless persons (including permanent residence holders) to the AIFC Authority (i.e. AEC) according to the established table on a quarterly basis (not later than April 1, July 1, October 1, 2022 and January 5, 2023). The requirement is committed under the article 8.3 of the Constitutional Statute of the Republic of Kazakhstan “On the Astana International Financial Centre”.
4	Foreign nationals and stateless persons conduct activities in the AIFC under a corresponding visa category or permit for temporary residence in Kazakhstan.
5	Services, including government, non-government as well as ancillary can be subjected to the payment of the state, consular and service fees accordingly.
6	AIFC Bodies, Organisations, and Participants notify the AEC on arrival or move within the country of a foreign national (visa holder, visa-free visitor) within 3 business days.
7	Applications for visa issuance/extension are submitted to AEC not earlier than 30 calendar days and not later than 5 working days before expiry of visa validity.
8	All documents submitted along with the applications need to be either in Kazakh or Russian language. Documents in any other languages should be legally translated in to Kazakh or Russian only.
9	All official documents issued out of the Republic of Kazakhstan are to be legalized or apostilled in accordance with the international standards.
10	AIFC Bodies, Organisations, and Participants are requested to ensure that they provide accurate information on all applications to avoid any delays or errors. AIFC Expat Centre will not be responsible for any errors on documents due to the provision of inaccurate information.
11	Original passport will be delivered to the applicant or person under power of attorney only.
12	Service is issued in accordance with the terms and based on documents indicated by the State Authorities. Fast tracking is not provided. Upon issuance of the service or document, AEC notifies applicants.

## EMPLOYMENT VISA

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### **Applicant is outside the country**

This service request allows you to apply for an invitation letter required to obtain employment visa for your foreign employee at AEC, while the employee is out of Kazakhstan.

### **Application Process**

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### **Copy of documents to be submitted:**

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the assignment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on assignment the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Passport, including the personal details page (passport should be valid for more than 3 months);
- Confirming the employee's qualification (higher education diploma / CV with description of work experience).

### **Original Documents to be submitted:**

- Letter of invitation for visa issuance 2 hard copies (Annex 1);
- Foreign employee's form (Annex 2);
- Data protection form (Annex 5);
- Document confirming the payment of state fee;
- The employment contract signed by both parties highlighting the job title and engagement period of the applicant. The employer is entitled to delete any sensitive commercial terms;
- Flash drive with soft copy of the letter of invitation in excel format.

## Fees and Service Time

Service type	State fee	Timeframe
Letter of invitation for visa issuance	0.5 MCI (1 725 KZT)	5 business days

**Note:** The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.

## Applicant is inside the country

This service request allows you to apply for employment visa for your foreign employee at AEC, while employee is on the territory of Kazakhstan.

## Application Process

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

## Copy of documents to be submitted:

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Passport, including the personal details page (passport should be valid for more than 3 months);
- Confirming the employee's qualification (higher education diploma / CV with description of work experience).

## Original Documents to be submitted:

- Official letter requesting for visa issuance from the host party (Annex 3);
- Visa application form (Annex 4);
- Applicant's latest photograph, size 3.5 cm x 4.5 cm (not older than 3 months);
- Foreign employee's form (Annex 2);
- Data protection form (Annex 5);
- Document confirming the payment of state fee;

- Original passport (at least 2 blank pages in the passport);
- The employment contract signed by both parties highlighting the job title of the applicant. The employer is entitled to delete any sensitive commercial terms.

## Fees and Service Time

Service type	State fee	Timeframe
Visa issuance on the territory of the Kazakhstan	30 MCI (103 500 KZT)	5 business days

## DEPENDANT VISA

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### Applicant is outside the country

This service request allows you to apply for an invitation letter required to obtain dependant visa for your foreign employee's family member at AEC, while the employee's family member is out of Kazakhstan.

### Application Process

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### Copy of documents to be submitted:

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Passport, including the personal details page (passport should be valid for more than 3 months);
- Marriage/birth/adoption certificates (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp).

### Original Documents to be submitted:

- Official letter requesting for visa issuance from the host party (Annex 3);
- Data protection form (Annex 5);
- Visa application form (Annex 4);
- Copy of valid work visa of the main visa holder (foreign employee);
- Document confirming the payment of state fee.

### Fees and Service Time

Service type	State fee	Timeframe
Letter of invitation for visa issuance	0.5 MCI (1 725 KZT)	5 business days

**Note:** *The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

### Applicant is inside the country

This service request allows you to apply for dependant visa for your foreign employee’s family member at AEC, while employee’s family member is on the territory of Kazakhstan.

### Application Process

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### Copy of documents to be submitted:

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Passport, including the personal details page (passport should be valid for more than 3 months);
- Valid work visa of the main visa holder (foreign employee).



**Original Documents to be submitted:**

- Official letter requesting for visa issuance from the host party (Annex 3);
- Data protection form (Annex 5);
- Visa application form (Annex 4);
- Applicant's latest photograph, size 3.5 cm x 4.5 cm (not older than 3 months);
- Document confirming the payment of state fee;
- Original passport (at least 2 blank pages in the passport);
- Marriage/birth/adoption certificates (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp).

**Fees and Service Time**

Service type	State fee	Timeframe
Visa issuance on the territory of the Kazakhstan	30 MCI (103 500 KZT)	5 business days

**Note:** *The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

## SHORT-TERM BUSINESS VISA

### Applicant is outside the country

This service request allows you to apply for an invitation letter required to obtain a single entry business visa B1 or B3 for your foreign business partner at AEC, who is arriving for participation in negotiations, conferences, forums, exhibitions, scientific events, or signing contracts.

If a foreign partner holds a passport of any below listed country, he/she can enjoy visa-free regime.

Australia	Ecuador	Lithuania	Saudi Arabia	Vietnam
Austria	Finland	Luxembourg	Singapore	Uzbekistan
Argentina	France	Malaysia	Slovakia	<b>up to 30 calendar days</b>
Bahrain	Germany	Malta	Slovenia	
Belgium	Greece	Mexico	Serbia	
Brazil	Hungary	Monaco	Spain	
Bulgaria	Iceland	Netherlands	Sweden	
Canada	Indonesia	New Zealand	South Korea	
Chile	Ireland	Norway	Switzerland	
Colombia	Israel	Oman	Thailand	
Croatia	Italy	Philippines	Turkey	
Cyprus	Japan	Poland	United Kingdom	
Czech Republic	Kuwait	Portugal	USA	
Denmark	Latvia	Qatar	UAE	
Estonia	Liechtenstein	Romania	Vatican	

If a foreign partner holds a passport of any below listed country, he/she can enjoy up to 90 calendar days visa-free regime.

Azerbaijan	Kyrgyzstan
Armenia	Moldova
Belarus	Russia
Georgia	Tajikistan
Ukraine	Turkmenistan

### **Application Process**

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### **Copy of documents to be submitted:**

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Passport, including the personal details page (passport should be valid for more than 3 months).

### **Original Documents to be submitted:**

- Letter of invitation for visa issuance 2 hard copies (Annex 1);
- Data protection form (Annex 5);
- Document confirming the payment of state fee ;
- Flash drive with soft copy of the letter of invitation in excel format.

## LONG-TERM BUSINESS VISA

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### **Applicant is outside the country**

This service request allows you to apply for an invitation letter required to obtain multiple entry business visa B2 for your foreign expert at AEC, who is arriving to provide consulting or auditing services.

### **Application Process**

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### **Copy of documents to be submitted:**

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Expert Agreement or Service Contract;
- Passport, including the personal details page (passport should be valid for more than 3 months).

### **Original Documents to be submitted:**

- Letter of invitation for visa issuance 2 hard copies (Annex 9);
- Data protection form (Annex 5);
- Document confirming the payment of state fee;
- Flash drive with soft copy of the letter of invitation in excel format.

## Fees and Service Time

Service type	State fee	Timeframe
Letter of invitation for visa issuance	0.5 MCI (1 725 KZT)	5 business days

**Note:** The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.

## Applicant is inside the country

This service request allows you to apply for multiple entry business visa B2 for your foreign expert at AEC, who arrived to provide consulting or auditing services.

### Application Process

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### Copy of documents to be submitted:

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Clear passport photocopy, including the personal details page (passport should be valid for more than 3 months).

### Original Documents to be submitted:

- Official letter requesting for visa issuance from the host party (Annex 3);
- Data protection form (Annex 5);
- Visa application form (Annex 4);
- Applicant's latest photograph, size 3.5 cm x 4.5 cm (not older than 3 months);
- Document confirming the payment of state fee ;

- Original passport (at least 2 blank pages in the passport);
- Expert Agreement or Service Contract.

## Fees and Service Time

Service type	State fee	Timeframe
Visa issuance on the territory of the Kazakhstan	30 MCI (103 500 KZT)	5 business days

**Note:** *The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

## VISA RENEWAL

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This service request allows you to apply for visa renewal of your foreign business partner, expert, employee or employee's family member at AEC.

Please ensure that the visa renewal is submitted prior to the expiry of the visa to avoid overstay fine.

Visa can be renewed in the following cases:

- physical damage to the visa (leading to the impossibility of its further use);
- loss of visa;
- issuance of a new passport (if a visa holder with a valid visa applies for a new passport).

## Application Process

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

## Documents to be submitted for a short-term visa renewal:

- Notice of loss/application;
- For the further renewal of the visa, it is necessary to resubmit all the required documents, specified in paragraph short-term business visa.

## Documents to be submitted for a long-term visa renewal:

- Notice of loss/application;
- For the further renewal of the visa, it is necessary to resubmit all the required documents, specified in paragraph long-term business visa.

### Documents to be submitted for employment and dependant visa renewal:

- Notice of loss/application;
- For the further renewal of the visa, it is necessary to resubmit all the required documents, specified in paragraph employment and dependant visa.

### Fees and Service Time

Service type	State fee	Timeframe
Visa renewal	30 MCI (103 500 KZT)	5 business days

**Note:** The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.

### VISA CANCELLATION

This service request allows you to cancel valid business/employment or dependant visa of your foreign expert/employee or employee's family member in case of end of the term or termination of the Expert Agreement/Service Contract/Labour Contract accordingly at AEC.

### Application Process

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### Applicant is inside the country

#### Copy of documents to be submitted:

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC (once a year);
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person (once a year);
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Clear passport photocopy, including the personal details page (passport should be valid for more than 3 months).

### Documents to be submitted:

- Official letter requesting for visa cancellation (Annex 3);
- Data protection form (Annex 5);
- Document confirming the payment of state fee;
- Original passport (kindly ensure availability of at least 2 blank pages in the passport before submission).

In the case if a foreign national left the Republic of Kazakhstan upon the termination of Expert Agreement/Service Contract/Labour Contract, the host party/employer empowered to apply for the cancellation of the valid business/employment visa, including the dependent visa to the Migration Authorities through the AEC.

Once the cancellation is accepted, the business/ employment visa, including the dependent visa will be cancelled.

Afterward, the entry to the Republic of Kazakhstan under the cancelled visa is impossible.

### Fees and Service Time

Service type	State fee	Timeframe
Visa cancellation	0.5 MCI (1 725 KZT)	5 business days

## OTHER IMMIGRATION AND TAX SERVICES

This service request allows you to apply for following services at AEC:

- ✓ Permit for temporary residence in the Republic of Kazakhstan;
- ✓ Notification on arrival;
- ✓ Individual identification number.

### Application Process

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### Permit for temporary residence in the Republic of Kazakhstan

This service available inside of the country for the below listed countries only.

Armenia	Russia
Belarus	Tajikistan
Kyrgyzstan	Uzbekistan



**Documents to be submitted:**

- Certificate of registration of a legal entity or branch/representative offices by the Acting Law of the AIFC;
- Order of the legal entity on the appointment of its representative for the delivery of documents/power of attorney, along with an identity document of the representative/authorized person;
- Power of attorney for the first head of the branch/representative offices issued by the headquarter (apostilled/legalized copy and its certified translation into Kazakh or Russian with a notary stamp);
- Order (decision, minutes, resolution) on appointing the CEO or the acting CEO;
- Minutes of the General Meeting of Shareholders on the election of members of the Board of Directors;
- Passport (kindly ensure availability of at least 2 blank pages in the passport before submission);
- Letter requesting for temporary residence permit (Annex 6);
- Data protection form (Annex 5);
- Notification on arrival;
- Original passport;
- Foreign citizen's IIN (individual identification number);
- Rent contract, real estate owner's IIN;
- Certificate of registered rights on real estate;
- RCA (Registration Code Address) of legal entity;
- Employment contract/expert agreement, and its certified translation (if applicable);
- For dependents birth/marriage certificates are required.

**Notification on arrival****Original Documents to be submitted:**

- Notification Letter on arrival or move (Annex 7);
- Data protection form (Annex 5);
- Clear passport photocopy, including the personal details page (passport should be valid for more than 3 months).

**Individual identification number****Applicant is inside the country****Copy documents to be submitted:**

- Notarized power of attorney for a representative (if necessary).

**Original Documents to be submitted:**

- Clear passport photocopy, including the personal details page (certified

**Documents to be submitted:**

translation into Kazakh or Russian with a notary stamp);

- Data protection form (Annex 5).

**Fees and Service Time**

<b>Service type</b>	<b>State fee</b>	<b>Timeframe</b>
Permit for temporary residence	-	up to 1 business day
Notification on arrival	-	up to 1 business day
Individual Identification Number	-	up to 3 business days

## E – GOVERNMENT SERVICES

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This service request allows you to apply for more than 500 online services available on the e- gov platform.

### **In high demand services:**

- ✓ Electronic digital signature (EDS) keys;
- ✓ Issue of certificate on existence or absence of conviction record;
- ✓ Providing information of the registered legal entity, affiliation or branch;
- ✓ Provision an information on availability (absence) of debt accounting of which is made by state income bodies.

### **Application Process**

- Make an appointment through the official website of the AIFC Expat Centre, link: <https://expatcentre.aifc.kz/appointment-service/>;
- An e-mail or SMS notification will be sent to you after approval of time and date of the appointment in the schedule.

### **Electronic digital signature**

Electronic digital signature has the same status as handwritten signatures (legal and enforceable).

### **Original Documents to be submitted:**

For an individual:

- ✓ Notarised copy of passport, translated into Kazakh or Russian language;
- ✓ Individual identification number (IIN);
- ✓ Notarised power of attorney for a representative (if applicable);
- ✓ Data protection form (Annex 1);
- ✓ Flash drive.

For a legal entity:

- ✓ Business identification number (BIN);
- ✓ Notarised power of attorney for a representative (if applicable);
- ✓ Notarised copy of passport of the first head, translated to Kazakh or Russian language;
- ✓ Flash drive.

**Full list of *available services at the following link:* [Electronic government of the Republic of Kazakhstan | \(egov.kz\)](#)**

## ANCILLARY & INFRASTRUCTURE SERVICES

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This service request allows you to get guidance on soft- landing services at AEC such as:

- ✓ Medical Insurance;
- ✓ Life Insurance;
- ✓ Real estate agencies;
- ✓ Relocation agencies;
- ✓ Schools.

For more details, visit our website <https://expatcentre.aifc.kz/>

Additional infrastructure services:

- ✓ Notary and translation;
- ✓ Cash desk.

**WORKING SCHEDULE:**

from 9.00 to 13.00 - acceptance and issuance of documents

from 13.00 to 14:00 - lunch break

from 14.00 to 16.30 - processing of documents

from 16.30 to 18.00 - online consultations

**FOR MORE DETAILED INFORMATION**

<https://expatcentre.aifc.kz/>

email: [expat@aifc.kz](mailto:expat@aifc.kz)

call-centre: 8 (800) 080 38 38

international call: +7 (717) 264 73 40; +7 7172 64 72 41

**OUR LOCATION**

55/18 Mangilik El Avenue, Pavilion C3.3

Astana city, The Republic of Kaza

Исх. №													<b>Участник МФЦА</b>				
<b>Юридическое лицо:</b>																	
Наименование											Управление миграционной службы ДП г. Астана						
БИН																	
№ и дата свидетельства о регистрации:																	
Адрес:																	
Контактные телефоны:																	
<b>Подтверждает приглашение принять:</b>																	
Фамилия, имя (в соответствии с паспортом) (англ.)	Пол	Дата и место рождения	Гражданство	Паспорт №	Дата выдачи и срок действия	Место работы и должность за рубежом	Адрес места жительства в РК					Маршрут передвижения в РК	Адрес места жительства за рубежом (англ.)	Период действия запрашиваемой визы	Кратность визы	Место получения визы	
							Код КАТО насел. пункта (9 цифр)	Улица, мкр-н	Дом	Корпус	Квартира						
Указать ФИО как в паспорте	Муж	01.01.1985 указать город где родился согласно паспортных данных	указать на русском языке	только номер паспорта	xx.xx.xxxx xx.xx.xxxx	указать на англ	710000000	точный адрес где будут проживать можно указать отель					указать города в которых планируют быть	на англ. Указать адрес проживания	точные даты указать с учетом что приглашение оформляется 5 раб дней	однократная/многократная	указать ПРК или аэропорт в котором будут получать визу например: Международный аэропорт г. Астана или ПРК в г. Пекин, КНР
<b>Тип визы (категория):</b>		<b>Рабочая/Деловая С3/В3/В2</b> (дипломатическая, служебная, частная, на работу, туристская, на учебу, деловая, транзитная, инвесторская, на лечение, на ПМЖ)															
<b>Дополнительная информация:</b>		Цель приезда указать для чего едут а также указать исполнителя полное ФИО и номер сотового телефона.															
<b>"Полное наименование Компании"</b> берет на себя обязательства по своевременному разъяснению приглашаемым лицам их прав и обязанностей в соответствии с законодательством Республики Казахстан. Предупреждены об ответственности за непринятие мер по своевременной регистрации иммигрантов, оформлению документов на право их пребывания в Республике Казахстан, передвижения по территории страны и обеспечению выезда из Республики Казахстан по истечении определенного срока пребывания в соответствии с законодательством Республики Казахстан в области миграции, согласно статье 518 Кодекса Республики Казахстан "Об административных правонарушениях".																	
(должность руководителя юр.лица )						(подпись и печать)						(Ф.И.О руководителя юр.лица )					
«СОГЛАСОВАНО»																	
															А.Р. Баймухамет		
21																	

 <b>AIFC</b> <small>ASTANA INTERNATIONAL FINANCIAL CENTRE AUTHORITY</small> Astana International Financial Centre	<b>FOREIGN EMPLOYEE'S APPLICATION FORM</b>	SCHEDULE 2 to the AIFC Rules on Keeping Records of Foreign Labour attracted by AIFC Participants and AIFC Bodies
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**PERSONAL INFORMATION**

First Name:	Family Name:	Date of Birth (dd-mm-yyyy):	Gender:
_____	_____	_____	_____
Citizenship:	Country of Domicile:	Home Address in Astana:	
_____	_____	_____	
Place of Birth:	<b>PASSPORT INFORMATION:</b>	Date of Issue:	Date of Expiry:
_____	No: _____	_____	_____

**PROFESSIONAL INFORMATION**

Name of Organisation (AIFC Body or Participant):
_____
Position / Job Title in the AIFC Body or Participant:
_____
<b>EDUCATION:</b>
Academic Degree Obtained (if any):      Area / Academic Major:
_____

**ACCOMPANYING DEPENDENTS INFORMATION *(use supplementary sheet if needed)***

First Name:	Family Name:	Date of Birth (dd-mm-yyyy):	Relation to Foreign Employee:	Citizenship:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<b>EMPLOYEE</b>			
<p>I certify that all the information provided above was completed before I signed this form and is full, correct and true.</p> <p>I hereby consent to the processing by the AIFCA of the personal data pertaining to me, including, but not limited to the collection, recording, organisation, storage, adaptation or alteration, retrieval, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction of thereof, as per the AIFC Data Protection Regulations as well as the National Statute of the Republic of Kazakhstan dated 21 May 2013 entitled On Personal Data and its Protection.</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">(Date)</td> <td style="width: 33%; border-bottom: 1px solid black;">(Name)</td> <td style="width: 33%; border-bottom: 1px solid black;">(Signature)</td> </tr> </table>	(Date)	(Name)	(Signature)
(Date)	(Name)	(Signature)	

<b>EMPLOYER</b>			
<p>We hereby confirm that the abovementioned Foreign Employee is indeed our employee, holding a valid contract of employment with our organisation:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Name of the organisation)</p> <p>All the information provided above was closely inspected in apropos means by our HR service and is indeed full, correct and true.</p> <p>Our organisation confirms that the abovementioned Foreign Employee indeed possesses high qualifications and that the HR service of our organisation keeps documents confirming high qualifications of this Foreign Employee, as per the requirement of the Constitutional Statute of the Republic of Kazakhstan dated 7 December 2015 entitled On Astana International Financial Centre, and the acts of the AIFC.</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">(Date)</td> <td style="width: 33%; border-bottom: 1px solid black;">(Name of the HR manager)</td> <td style="width: 33%; border-bottom: 1px solid black;">(Signature)</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Stamp here</p>	(Date)	(Name of the HR manager)	(Signature)
(Date)	(Name of the HR manager)	(Signature)	





**РЕСПУБЛИКА КАЗАХСТАН  
ВИЗОВАЯ АНКЕТА**

**The Republic of Kazakhstan  
VISA APPLICATION FORM**

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**Внимание!**

Анкета заполняется печатными буквами, без исправлений.  
Неправильно заполненная анкета может послужить отказом в выдаче визы.

**Attention!**

Application form should be filled in fully and accurately, in block letters.  
Wrong filling of application form can become a cause of refuse in issue of entry visa.

фотосуреті

photo

1. **Фамилия/ Surname(s):** \_\_\_\_\_

2. **Имя/First names:** \_\_\_\_\_

3. **Другие имя и фамилия /other names and surnames:** \_\_\_\_\_

4. **Пол/ Sex:**  Муж/Male  Жен./Female

5. **Дата рождения/ Date of birth:**

день/day                      месяц/month                      год/year

6. **Место рождения (страна и город)/Place of birth (city and country):** \_\_\_\_\_

7. **Гражданство/Nationality:** \_\_\_\_\_

**Гражданство при рождении/Nationality by birth:** \_\_\_\_\_

8. **Семейное положение/Marital status:**

не женат/ single  женат (замужем)/married

разведен (а)/ divorced  вдовец (вдова)/widow(er)

9. **Если состоите в браке, укажите Ф.И.О. супруга(и) и гражданство/If you are married, please, inform your spouse's full name and nationality:** \_\_\_\_\_

10. **Постоянное место жительства /Your permanent home address:** \_\_\_\_\_

\_\_\_\_\_ тел/tel. \_\_\_\_\_

11. **Профессия и должность/ Occupation (educational background and position):** \_\_\_\_\_

12. **Место работы/Place of work:** \_\_\_\_\_

Адрес/ address: \_\_\_\_\_ тел/tel. \_\_\_\_\_

13. **Тип паспорта/Type of passport:**

дипломатический/diplomatic  служебный/service

национальный/ordinary  другой/other type of document

**Номер/Number:** \_\_\_\_\_, **дата выдачи/ date of issue:** \_\_\_\_\_, **место выдачи/ issued by:** \_\_\_\_\_, **действителен до/valid till:** \_\_\_\_\_

14. **Имеете ли Вы разрешение на обратный въезд, если Вы не являетесь гражданином того государства, где Вы временно пребываете?/ For person who lives outside of the country of origin: have you got a permission to return to the country of living?:**  Нет/No  Да/Yes

**Если имеете разрешение, укажите номер документа на въезд и срок его действия/ If yes, please indicate the number of this document and its validity:** \_\_\_\_\_

15. **Посещали Вы ранее Казахстан? / Have you visited the Republic of Kazakhstan before?:**  Нет/No  Да/Yes

**Если посещали,, укажите дату и цель пребывания/If yes, indicate the date and purpose of the visit(s):** \_\_\_\_\_

16. **Отказывали ли Вам ранее в посещениях Республики Казахстан?/ Have you ever been refused entry to the Republic of Kazakhstan?:**  Нет/ No  Да /Yes.

**Если отказывали, укажите причину отказа (кем и где отказано)/ If yes, please give details below (when and by whom):** \_\_\_\_\_

17. **Цель поездки/ Purpose of travel:** \_\_\_\_\_

18. **Наименование принимающей стороны в Республике Казахстан (адрес, тел.)/ Inviting organization (address,tel.):** \_\_\_\_\_, или

**сведения об ответственном лице за Ваше пребывание в Республике Казахстан (указывается полное Ф.И.О., адрес и тел.п.)/ or person, arranging your visit to Kazakhstan (full name, address,tel.):** \_\_\_\_\_

19. Пункты пребывания в Республике Казахстан/ Places of destination in the Republic of Kazakhstan: \_\_\_\_\_

20. Первичный пункт въезда в Республику Казахстан (аэропорт, железнодорожная и автомобильная станция)/ The first place of entry into the Republic of Kazakhstan: \_\_\_\_\_

21. Ваше место жительства на период временного пребывания в Республике Казахстан/ Temporary address in Kazakhstan: \_\_\_\_\_

22. Кто финансирует Вашу поездку в Республику Казахстан?/ Who is paying for your cost of traveling and for your costs of living during your stay in Kazakhstan?: \_\_\_\_\_

23. Имеете ли Вы страховой полис во время пребывания в Республике Казахстан?/ Have you got an insurance for the period of your stay in Kazakhstan?  Нет/ No  Да/ Yes.

Если имеете страховой полис, укажите срок действия полиса и наименование страховой организации./ If yes, please indicate its validity and the name of insurance company: \_\_\_\_\_

24. Если следуете транзитом через Республику Казахстан имеете ли Вы визу страны конечного назначения или документ о разрешении на проживание?/ In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:  Нет/ No  Да/ Yes.

Если да, то укажите в какое государство Вы следуете/ if yes, indicate the country of destination: \_\_\_\_\_

укажите первичный пограничный пункт въезда/ border point through which entry is planned: \_\_\_\_\_

укажите маршрут транзита/route of transit: \_\_\_\_\_

25. Период запрашиваемой визы/Period of requested visa: с/ from \_\_\_\_\_ до/ to \_\_\_\_\_

26. Кратность запрашиваемой визы/ Number of entries requested:  1  2  3  многократная/ multiple

27. Укажите Ф.И.О. детей, которые следуют с Вами (заполняется, если дети включены в Ваш паспорт)/ Children (please indicate whether they are traveling with you and are entered in your passport): \_\_\_\_\_

№	Ф.И.О./ Surname, First names	Дата и место рождения/ Date and place of birth	Гражданство/ Nationality

*Я удостоверяю, что приведенные мною сведения в анкете являются достоверными. Информирован, что не достоверные сведения могут послужить аннулированием полученной визы или отказом в выдаче визы.*

*Я информирован, что согласно ст. 514 Налогового Кодекса Республики Казахстан от 12.05.2001 г., оплаченные суммы консульских сборов не возвращаются; полученная виза не дает полной гарантии на въезд в Республику Казахстан и при отказе компетентными органами Республики Казахстан во въезде в Республику Казахстан проплаченные суммы не возвращаются.*

*I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.*

*I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.*

Дата и место/  
Place and date: \_\_\_\_\_

Подпись/ Signature: \_\_\_\_\_

*Для служебных отметок*

*For official use only*

**CONSENT FOR PROCESSING PERSONAL DATA**

APPLICANT			
First Name: _____	Family Name: _____	Date of Birth (dd-mm-yyyy): _____	Gender: _____
Citizenship: _____	Country of Domicile (if applicable): _____	Home Address: _____	
Place of Birth: _____	PASSPORT INFORMATION: No: _____	Date of Issue: _____	Date of Expiry: _____

ACCOMPANYING DEPENDENTS INFORMATION <i>(use supplementary sheet if needed)</i>				
First Name: _____	Family Name: _____	Date of Birth (dd-mm-yyyy): _____	Citizenship: _____	Relation to Applicant: _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPLICANT
<p>I hereby agree to obtain state services through the AIFC Expat Centre.</p> <p>I certify that all the information provided above was completed before I signed this form and is full, correct and true.</p> <p>I hereby consent to the processing by the AIFCA of the personal data pertaining to me, including, but not limited to the collection, recording, organisation, storage, adaptation or alteration, retrieval, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction of thereof, as per the AIFC Data Protection Regulations dated 20 December 2017 as well as the National Statute of the Republic of Kazakhstan dated 21 May 2013 entitled On Personal Data and its Protection.</p>
<p>_____ (Date)      _____ (Name)      _____ (Signature)</p>

HOST PARTY
<p>We hereby agree to obtain state services through the AIFC Expat Centre.</p> <p>We hereby confirm that the abovementioned Applicant is indeed our (employee/expert/delegate/employee's family member), arriving to Kazakhstan intend:</p> <p>_____ <i>(specify the purpose)</i></p> <p>for:</p> <p>_____ <i>(Name of the organisation)</i></p> <p>All the information provided above was closely inspected in apropos means by our organisation and is indeed full, correct and true.</p> <p><i>*compulsory to complete in submission for visa migration services and under power of attorney</i></p>
<p>_____ (Date)      _____ (Name)      _____ (Signature)</p>

**Important:** Be aware that the AIFC Expat Centre assists in submission required documents for state services and accepting the ready service to/from authorised state bodies only. The grant of refusal of state services is at the sole discretion of the authorised state bodies and the AEC is not responsible for the same or for any delay in the receipt of the state services. The processing of the application including processing time is subject to the procedures and timescales of the state bodies over which the AEC has no control.



1								
2								
3								

Адрес места жительства в Республике Казахстан \_\_\_\_\_  
(область, город, район, населенный пункт, тип улицы, улица, дом №, корпус, квартира)

На какой срок получает РВП: с "\_\_\_\_\_" \_\_\_\_\_ 20\_\_ г. по "\_\_\_\_\_" \_\_\_\_\_ 20\_\_ г.

Сведения о принимающей стороне:

Документ, удостоверяющий личность \_\_\_\_\_ № \_\_\_\_\_ от "\_\_\_\_\_" \_\_\_\_\_ 20\_\_ года выданный \_\_\_\_\_ сроком действия до \_\_\_\_\_, ИИН № \_\_\_\_\_

Свидетельство о регистрации юридического лица: наименование \_\_\_\_\_

№ \_\_\_\_\_ от "\_\_\_\_\_" \_\_\_\_\_ 20\_\_ года, БИН № \_\_\_\_\_

(Наименование принимающей стороны) берет на себя обязательства по своевременному разъяснению иностранцу или лицу без гражданства их прав и обязанностей в соответствии с законодательством Республики Казахстан.

Предупреждены об ответственности за непринятие мер по оформлению документов на право пребывания иностранцев и лиц без гражданства в Республике Казахстан, передвижения по территории страны и обеспечению выезда из Республики Казахстан по истечении определенного срока пребывания в соответствии с законодательством Республики Казахстан в области миграции, согласно статье 518 Кодекса Республики Казахстан "Об административных правонарушениях".

"\_\_\_\_\_" \_\_\_\_\_ 20\_\_ года \_\_\_\_\_  
(подпись заявителя)

Согласен на использование сведений, составляющих охраняемую законом тайну, содержащихся в информационных системах \_\_\_\_\_ "\_\_\_\_\_" \_\_\_\_\_ 20\_\_ год

\_\_\_\_\_  
(подпись заявителя)

Заявление-анкета принята "\_\_\_\_\_" \_\_\_\_\_ 20\_\_ года

\_\_\_\_\_  
(фамилия, имя, отчество (при его наличии) лица, принявшего заявление-анкету)

**Начальнику  
Управления миграционной службы  
Департамента Полиции г. Астана  
Баймухамет А.Р.**

### УВЕДОМЛЕНИЕ

Настоящим, «Полное наименование Компании», БИН \_\_\_\_\_, юридический адрес: индекс \_\_\_\_\_, г. \_\_\_\_\_, ул/пр. \_\_\_\_\_, уведомляет о прибытии гражданина (указать ФИО и гражданство) в г. Астана для осуществления (указать цель приезда):

<b>Ф.И.О.</b>	<b>Дата рождения</b>	<b>Номер, дата выдачи и срок действия паспорта</b>	<b>Номер и срок действия разрешения</b>	<b>КПП и дата въезда</b>

Адрес: г. Астана, ул/пр. \_\_\_\_\_, дом \_\_\_\_\_, кв. \_\_\_\_

Цель приезда: Деловая/туризм/на работу.

*С правилами пребывания иностранных граждан в Республике Казахстан ознакомлены. Предупреждены об ответственности за сообщение заведомо ложных данных и за нарушение установленных правил.*

**Первый руководитель**

**Х. XXXXXX**

*\*В соответствии с пунктом 3-1, статьи 10, Предпринимательского Кодекса Республики Казахстан, юридическим лицам, относящимся к субъектам частного предпринимательства использование печати на официальных документах, не является обязательным требованием.*

исп.: Х. XXXXXXXX

тел.:

**Начальнику**  
**Управления миграционной службы**  
**Департамента Полиции г. Астана**  
**Баймухамет А.Р.**

### ХОДАТАЙСТВО

Настоящим, Участник Международного финансового центра «Астана» «Полное наименование Компании», БИН \_\_\_\_\_, юридический адрес: индекс \_\_\_\_\_, г. \_\_\_\_\_, ул/пр. \_\_\_\_\_, просит рассмотреть выдачу первичной многократной деловой визы категории «В2» привлеченному иностранному эксперту, (указать страну гражданства и ФИО согласно паспортных данных), прибывшему в г. Астана с целью оказания услуг (указать область деятельности).

Вместе с тем, отмечаем, что согласно пункта 22 действующих Правил оформления приглашений, согласования приглашений на въезд иностранцев и лиц без гражданства в РК, выдачи, аннулирования, восстановления виз РК, а также продления и сокращения сроков их действия, МВД РК выдает следующие категории виз: ... "В2" (для участников и органов МФЦА)

Ф.И.О.	Дата рождения	Номер, дата выдачи и срок действия	Номер и срок действия и разрешения	КПП и дата въезда	Выдать/Зарегистрировать до
				Астана XX.XX.2023	XX.XX.XX

Адрес проживания: г. Астана, ул/пр. \_\_\_\_\_, дом \_\_, кв. \_\_

Цель приезда: для оказания экспертных услуг согласно договора/контракта.

*С правилами пребывания иностранных граждан в Республике Казахстан ознакомлены. Предупреждены об ответственности за сообщение заведомо ложных данных и за нарушение установленных правил.*

**Первый руководитель**

**X. XXXXXX**

*\*В соответствии с пунктом 3-1, статьи 10, Предпринимательского Кодекса Республики Казахстан, юридическим лицам, относящимся к субъектам частного предпринимательства использование печати на официальных документах, не является обязательным требованием.*

Исп.: X. XXXXXXXX

тел.: 0000000000