



GUIDEBOOK – 2025

EXPAT CENTRE SERVICES

FOR AIFC BODIES AND PARTICIPANTS

OVERVIEW

Expat Centre (EC) 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.

EC 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.

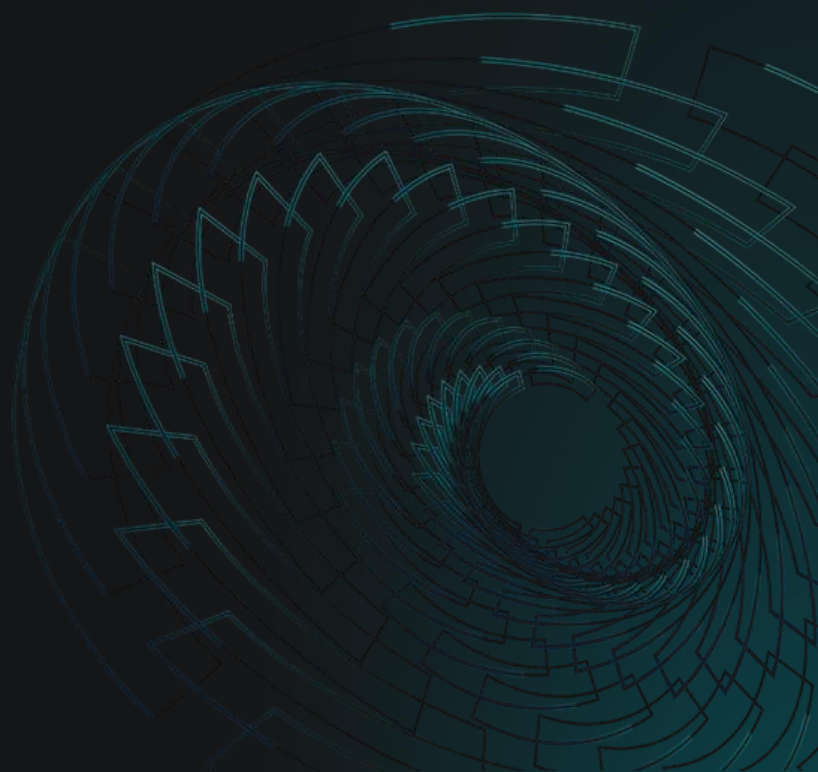
These guidelines are intended as a reference to assist the AIFC Bodies and Participants in better understanding the processes and procedures of obtaining services available at the EC for foreign investors, employees as well as business partners.

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

- Service description;
- Application process;
- List of documents;
- Service fees and timeframe

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EMPLOYMENT VISA

1. Invitation letter for employment visa (for applicants who are outside of Kazakhstan)

This service request allows you to apply first for an invitation letter (Step 1) required to obtain employment visa for your foreign employee and their family members at EC, while the employee and their family members are out of Kazakhstan. The approved invitation must be sent to the invited foreigner for presentation to the Embassies of Kazakhstan or upon arrival at the airport of Astana or Almaty (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Copy of documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (*if applicable*);
- Order of appointment of the first head;
- Shareholder resolution on appointment of the first head of the Company;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (*if applicable*);
- Passport, including the personal details page (passport should be valid for more than 3 months and have at least 2 blank pages);
- Foreign employee’s form;
- Consent form (for dependent visa);
- Valid work visa of the main visa holder *for dependent visa* (foreign employee).

Original Documents to be submitted:

- Letter of invitation for visa issuance 2 hard copies;
- 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;
- For employees, a document confirming high qualification (legalised/apostilled) and a resume confirming experience are required;
- Marriage/birth/adoption certificates *for dependent visa* (apostilled/legalised copy).

Fees and Service Time

Service type	Service fee	Service fee (Walk-in)*	State fee	Timeframe
Arranging Letter of Invitation (C3, including dependent)				
Up to 2 years	360 000	470 000	0,5 MCI (1966 KZT)	5 business days
3–5 year validity	720 000	940 000		

* The “walk-in option” refers to a priority submission service.

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.

Step 2 at the Embassy of Kazakhstan/airport of Astana or Almaty

Application Procedure:

- Approved visa invitation (Step 1);
- Visa application form;
- Colour photograph on a white background 3.5 x 4.5 cm;
- Original passport;
- Contact the Embassy of Kazakhstan in advance for details on consular fees and additional documents.

Note: AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific nationality-related requirements.

2. Employment visa (for applicants who are in Kazakhstan)

This service request allows you to apply for employment visa for your foreign employee and their family members at EC, while employee and their family members are in Kazakhstan.

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Copy of documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (*if applicable*);
- Order of appointment of the first head;
- Shareholder resolution on appointment of the first head of the Company;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (*if applicable*);
- Marriage/birth/adoption certificates *for dependent visa* (apostilled/legalised copy);
- Valid work visa of the main visa holder *for dependent visa* (foreign employee);
- Consent from *for dependent visa*.

Original Documents to be submitted:

- Official letter requesting for visa issuance from the host party;
- Visa application form;
- Applicant’s latest photograph, size 3.5 cm x 4.5 cm (;
- Foreign employee’s form;
- Document confirming the payment of state fee;
- Document confirming a fingerprint registration;
- Original passport (passport should be valid for more than 3 months and have at least 2 blank pages);
- The employment contract signed by both parties highlighting the job title of the applicant. The employer is entitled to delete any sensitive commercial terms.
- For employees, a document confirming high qualification (legalised/apostilled) and a resume confirming experience are required.

Fees and Service Time

Service type	Service fee	Service fee (Walk-in)*	State fee	Timeframe
Assistance in obtaining of Work Visa (C3, including dependent)				
Up to 2 years	360 000	470 000	30 MCI (117 960 KZT)	5 business days
3–5 year validity	720 000	940 000		

* The “walk-in option” refers to a priority submission service.

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.

Note: Verification of compliance with qualification requirements and document review takes a certain amount of time.

INVESTOR VISA

1. Invitation letter for investor visa (for applicants who are outside of Kazakhstan)

This service request allows you to apply first for an invitation letter (Step 1) required to obtain investor visa for foreigners making investments in accordance with the AIFC Investment Tax Residency Programme, as well as their family members at EC, while the investor and their family members are out of Kazakhstan. The approved invitation must be sent to the invited foreigner for presentation to the Embassies of Kazakhstan or upon arrival at the airport of Astana or Almaty (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Copy of documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);

- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (*if applicable*);
- Order of appointment of the first head;
- Shareholder resolution on appointment of the first head of the Company;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (*if applicable*);
- Passport, including the personal details page (passport should be valid for more than 3 months and have at least 2 blank pages);
- Consent from;
- Marriage/birth/adoption certificates *for dependent visa* (apostilled/legalised copy);
- Valid work visa of the main visa holder *for dependent visa* (foreign investor).

Original Documents to be submitted:

- Request letter from the authorised body of the Republic of Kazakhstan for investments or the AIFC Authority;
- Letter of invitation for visa issuance 2 hard copies.

Fees and Service Time

Service type	Service fee	Service fee (Walk-in)*	State fee	Timeframe
Arranging Letter of Invitation (A5, including dependent)				
Up to 2 years	360 000	470 000	-	5 business days
3–5 year validity	720 000	940 000		

* The “walk-in option” refers to a priority submission service.

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.

Step 2 at the Embassy of Kazakhstan/ airport of Astana or Almaty

Application Procedure:

- Approved invitation letter (Step 1);
- Visa application form;
- Colour photograph on a white background 3.5 x 4.5 cm;
- Original passport;
- Contact the Embassy of Kazakhstan in advance for details on consular fees and

additional documents.

Note: AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific nationality-related requirements.

2. Investor visa (for applicants who are in Kazakhstan)

This service request allows you to apply for employment visa for foreigners making investments in accordance with the AIFC investment tax residency program, as well as their family members at EC, while investor and their family members are in Kazakhstan.

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Copy of documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (if applicable);
- Order of appointment of the first head;
- Shareholder resolution on appointment of the first head of the Company;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (if applicable);
- Valid work visa of the main visa holder for dependent visa (foreign investor).

Original Documents to be submitted:

- Request letter from the authorised body of the Republic of Kazakhstan for investments or the AIFC Authority;
- Visa application form;
- Document confirming a fingerprint registration;
- Applicant’s latest photograph, size 3.5 cm x 4.5 cm;
- Consent from;
- Original passport (passport should be valid for more than 3 months and have at least 2 blank pages);

- Marriage/birth/adoption certificates for dependent visa (apostilled/legalised copy).

Fees and Service Time

Service type	Service fee	Service fee (Walk-in)*	State fee	Timeframe
Assistance in obtaining of Investor Visa (A5, including dependent)				
Up to 2 years	360 000	470 000	-	5 business days
3–5 year validity	720 000	940 000		

* The “walk-in option” refers to a priority submission service.

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.

TEMPORARY RESIDENCE PERMIT

This service available inside of the country for the below listed countries only. Citizens of these countries are not required to apply for any visas:

- citizens of CIS countries, who plan to stay in the country for more than 30 calendar days;
- citizens of EAEU state members (Russia, Armenia, Belarus, Kyrgyz Republic), who plan to stay in the country for more than 90 calendar days.

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (*if applicable*);
- Order of appointment of the first head;

- Shareholder resolution on appointment of the first head of the Company;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (*if applicable*);
- Letter requesting for temporary residence permit;
- Notification on arrival;
- Original passport or notarised copy;
- Document confirming a fingerprint registration;
- Foreign citizen's IIN (individual identification number);
- A copy of the health insurance(the original shall be provided for verification);
- Notarised consent of the apartment owner, his/her IIN;
- Certificate of registered rights on real estate (*if applicable*);
- Employment contract/expert agreement, registered in the unified system of accounting for employment contracts "UTDMS" or a civil law contract for the performance of work;
- Document confirming high qualification (legalised/apostilled) and document confirming experience (resume);
- Foreign employee's form;
- Consent form (for dependents and individuals under civil law contracts);
- For dependents birth/marriage certificates are required (original/notarised).

Fees and Service Time

Service type	Service fee	Service fee (Walk-in)*	Timeframe
Assistance in obtaining/extension of a Temporary Residence Permit, including dependent			
For employee	110 000	170 000	1 business day
For expert	90 000	170 000	1 business day

* The “walk-in option” refers to a priority submission service.

Note: Verification of compliance with qualification requirements and document review takes a certain amount of time.

SHORT-TERM BUSINESS VISA

Invitation letter for business visa (for applicants who are outside of Kazakhstan)

This service request allows you to apply first for an invitation letter (Step 1) required to obtain a single-entry business visa B1 or B3 for your foreign business partner at EC, who is arriving for

participation in negotiations, conferences, forums, exhibitions, scientific events, or signing contracts. The approved invitation must be sent to the invited foreigner for presentation to the Embassies of Kazakhstan or upon arrival at the airport of Astana or Almaty (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (if applicable);
- Order of appointment of the first head in Kazakh or Russian languages ;
- Shareholder resolution on appointment of the first head of the Company in Kazakh or Russian languages;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (*if applicable*);
- Copy of passport, including the personal details page (passport should be valid for more than 3 months and have at least 2 blank pages);
- Letter of invitation for visa issuance 2 hard copies;
- Consent form;
- Document confirming the payment of state fee.

Fees and Service Time

Service type	Service Fee	State fee	Timeframe
Arranging Letter of invitation	20 000 KZT	0.5 MCI (1 966 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.

Step 2 at the Embassy of Kazakhstan/ airport of Astana or Almaty

Application Procedure:

- Approved visa invitation (Step 1);
- Visa application form;

- Colour photograph on a white background 3.5 x 4.5 cm;
- Original passport;
- Contact the Embassy of Kazakhstan in advance for details on consular fees and additional documents.

Note: AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific nationality-related requirements.

LONG-TERM BUSINESS VISA

1. Invitation letter for business visa (for applicants who are outside of Kazakhstan)

This service request allows you to apply first for an invitation letter (Step 1) required to obtain multiple entry business visa B2 for your foreign expert at EC, who is arriving to provide consulting or auditing services. The approved invitation must be sent to the invited foreigner for presentation to the Embassies of Kazakhstan or upon arrival at the airport of Astana or Almaty (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (if applicable);
- Order of appointment of the first head in Kazakh or Russian languages ;
- Shareholder resolution on appointment of the first head of the Company in Kazakh or Russian languages;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (if applicable);
- Expert Agreement or Service Contract;
- Copy of passport, including the personal details page (passport should be valid for more than 3 months and have at least 2 blank pages);

- Letter of invitation for visa issuance 2 hard copies;
- Consent form;
- Document confirming the payment of state fee.

Fees and Service Time

Service Fee	Service Fee (Walk-in)**	Service Fee Personal Manager*	State fee	Timeframe
Arranging Letter of invitation				
20 000 KZT	60 000 KZT	160 000 KZT	0.5 MCI (1 966 KZT)	5 business days

*Turn-key information and advisory support on application procedure, documents submission, and delivery by Personal Manager.

** The “walk-in option” refers to a priority submission service.

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.

Step 2 at the Embassy of Kazakhstan/ airport of Astana or Almaty

Application Procedure:

- Approved visa invitation (Step 1);
- Visa application form;
- Colour photograph on a white background 3.5 x 4.5 cm;
- Original passport;
- Contact the Embassy of Kazakhstan in advance for details on consular fees and additional documents.

Note: AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific nationality-related requirements.

2. Business visa (for applicants who are in Kazakhstan)

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

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (if applicable);
- Order of appointment of the first head in Kazakh or Russian languages ;
- Shareholder resolution on appointment of the first head of the Company in Kazakh or Russian languages;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (if applicable);
- Passport, including the personal details page (passport should be valid for more than 3 months and have at least 2 blank pages);
- Letter from inviting party on issuance of business visa;
- Visa application form;
- Document confirming a fingerprint registration;
- Applicant's latest photograph, size 3.5 cm x 4.5 cm;
- Document confirming the payment of state fee;
- Consent form;
- Expert Agreement or Service Contract.

Fees and Service Time

Service Fee	Service Fee (Walk-in)**	Service Fee Personal Manager*	State fee	Timeframe
Obtaining of Business Multiple Visa (B2)				
20 000 KZT	60 000 KZT	160 000 KZT	30 MCI (117 960 KZT)	5 business days

**Turn-key information and advisory support on application procedure, documents submission, and delivery by Personal Manager.*

*** The “walk-in option” refers to a priority submission service.*

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/investor or dependent visa of your foreign expert/employee/investor or employee's family member in case of end of the term or termination of the Expert Agreement/Service Contract/Labour Contract accordingly at the EC.

1. Visa cancellation (for applicants who are in Kazakhstan)

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (if applicable);
- Order of appointment of the first head in Kazakh or Russian languages;
- Shareholder resolution on appointment of the first head of the Company in Kazakh or Russian languages;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (if applicable);
- Official letter requesting for visa cancellation and issuance of the exit visa;
- Document confirming the payment of state fee;
- Original passport (kindly ensure availability of at least 2 blank pages in the passport before submission);
- Visa Application Form;
- In some cases, document confirming a fingerprint registration can be required.

Once the cancellation is accepted, the exit visa will be issued for a period of up to 15 business days. Visa holder should leave the Republic of Kazakhstan within the valid visa terms.

Fees and Service Time

Service type	Service Fee	State fee	Timeframe
Visa cancellation and Exit Visa Issuance	20 000 KZT	0.5 MCI (1 966 KZT)	5 business days

2. Visa cancellation (for applicants who are outside of Kazakhstan)

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 EC.

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

Documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (if applicable);
- Order of appointment of the first head in Kazakh or Russian languages ;
- Shareholder resolution on appointment of the first head of the Company in Kazakh or Russian languages;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (if applicable);
- Copy of passport and valid visa;
- Official letter requesting for visa cancellation;
- Order for Termination of Employment.

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

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

Fees and Service Time

Service type	Service Fee	State fee	Timeframe
Visa cancellation	20 000 KZT	-	1 business day

VISA EXTENSION

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.

Documents for visa extension shall be submitted not earlier than thirty working days before, and not later than five working days before, expiry of the visa validity period.

Please note that a visa extension applies only if the applicant remains with the same host party. If the applicant changes the host party, the process will no longer be considered an extension but

will instead be treated as an application for a new visa.

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

1. Visa extension (for applicants who are in Kazakhstan)

Documents to be submitted:

- Copy of the certificate of registration of the legal entity (from Egov);
- General power of attorney, legalised/ apostilled and its certified translation for a representative office / branch (if applicable);
- Order of appointment of the first head;
- Shareholder resolution on appointment of the first head of the Company;
- Power of attorney, along with a copy of the identity document of the representative/authorised person (if applicable);
- Official letter requesting for visa issuance from the host party;
- Visa application form;
- Applicant’s latest photograph, size 3.5 cm x 4.5 cm;
- Foreign employee’s form;
- Document confirming the payment of state fee;
- Consent form;
- Document confirming a fingerprint registration;
- Original passport (passport should be valid for more than 3 months and have at least 2 blank pages);
- For employees, a document confirming high qualification (legalised/apostilled) and a resume confirming experience are required;
- Expert Agreement or Service Contract/ The employment contract signed by both parties highlighting the job title of the applicant. The employer is entitled to delete any sensitive commercial terms.
- Consent form (for dependent visa);
- Marriage/birth/adoption certificates for dependent visa (apostilled/legalised copy);
- Valid work visa of the main visa holder for dependent visa (foreign employee).

Fees and Service Time

Service type	Service fee	Service fee (Walk-in)**	State fee	Timeframe
Extension of Work Visa (C3, including dependent)				
1 – 2 year validity	360 000	470 000	30 MCI (117 960 KZT)	5 business days
3-5 year validity	720 000	940 000		

Service fee	Service fee (Walk-in)**	Service fee Personal Manager*	State fee	Timeframe
Extension of Business Visa (B2)				
20 000 KZT	60 000 KZT	160 000 KZT	30 MCI (117 960 KZT)	5 business days

**Turn-key information and advisory support on application procedure, documents submission, and delivery by Personal Manager.*

***The “walk-in option” refers to a priority submission service.*

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

OTHER IMMIGRATION AND TAX SERVICES

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

1. Notification on arrival or change of stay address;
2. Individual identification number;
3. Tax Residence Certificate;
4. Electronic Digital Signature.

Application Process

- Submit documents to the AIFC Portal;
- Login to the portal and select “Submit New Application”. Fill the service request with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit our centre for document submission.

1. Notification on arrival or change of stay address

To complete this service, the following documents are required: the residential address of the foreign national in the Republic of Kazakhstan, the electronic digital signature of the legal entity, a consent form, and a clean copy of the passport used for border crossing.

Fees and Service Time

Service type	Service Fee	Timeframe
Assistance in submission of a Notification on arrival or change of stay address	10 000 KZT	30 minutes

2. Individual identification number (IIN)

Personal presence of the foreign national is mandatory for the issuance of the Individual Identification Number.

Documents to be submitted:

- Clear passport photocopy, including the personal details page (certified translation into Kazakh or Russian with a notary stamp);
- Original passport;
- Consent form.

Fees and Service Time

Service type	Service Fee	Service Fee (Walk-in)**	Service Fee Personal Manager*	Timeframe
Assistance in obtaining an IIN	10 000 KZT	20 000 KZT	60 000 KZT	1 business day

**Comprehensive support on application procedure, document submission, and electronic digital signature acquisition by Personal Manager*

***The “walk-in option” refers to a priority submission service.*

3. Tax Residence Certificate

Documents to be submitted:

- Tax application on residency confirmation;
- A notarised copy of a document confirming the presence in the Republic of

Kazakhstan of a place of effective management of a legal entity (minutes of the general meeting of the board of directors or a similar body indicating the place of its holding or other documents confirming the place of main management and (or) control, as well as making strategic commercial decisions necessary for the conduct of business activities of a legal entity) for foreign legal entities that are deemed as residents as their effective management is in the Republic of Kazakhstan;

- Notarised copies of a foreign passport or certificate of a stateless person, a document confirming the period of stay in the Republic of Kazakhstan (visas or other documents), a residence permit in the Republic of Kazakhstan (if any) for foreigners and stateless persons who are residents.

Fees and Service Time

Service type	Service Fee	Service Fee Personal Manager*	Timeframe
Assistance in obtaining a Tax Residence Certificate	40 000 KZT	140 000 KZT	3-5 business days

**Turn-key information and advisory support on application procedure, documents submission, and delivery by Personal manager.*

4. Electronic digital signature

Documents to be submitted:

For an individual:

- Individual identification number (IIN);
- Notarised power of attorney for a representative (if applicable);
- An application submitted on the portal pki.gov.kz;
- Consent form.

For a legal entity:

- Business identification number (BIN);
- IIN of the executive director;
- Power of attorney for a representative (if applicable);
- An application submitted on the portal pki.gov.kz;
- Consent form.

Fees and Service Time

Service type	Service Fee	Service Fee (Walk-in)**	Service Fee <i>Personal Manager*</i>	Timeframe
Assistance in obtaining an Individual Identification Number	10 000 KZT	20 000 KZT	60 000 KZT	1 business day

** Comprehensive support on application procedure, document submission, and electronic digital signature acquisition by Personal Manager*

*** The “walk-in option” refers to a priority submission service.*

WORKING SCHEDULE:

from 10.00 to 16.30

from 13.00 to 14:00 - lunch break

FOR MORE DETAILED INFORMATION

email: expat@aifc.kz

International call: +7 (717) 264 73 40; +7 7172 64 72 61; +7 7172 64 72 99

OUR LOCATION

Kazakhstan, Astana, 55/18 Mangilik El Avenue, Pavilion C3.3, 010017.