



**Guidance on Post-registration
(event-driven) applications
to the Registrar of Companies**

WWW.AFSA.AIFC.KZ

INTRODUCTION AND PURPOSE

All AIFC Participants must submit certain information during the course of the company's existence, either periodically (annual filings) or when changes in its registered details occur (event driven), so that the Office of the Registrar is able to maintain a reliable and up-to-date Public Register.

In this Guidance, an **event-driven filing** refers to an entity's obligation to notify the Registrar of Companies of certain changes/events that occur with regards to the registered entities. Such events may include changes in Registering details, the place where Registers must be kept

This document was issued by the Registrar of Companies to guide AIFC Participants through the process of making post-registration (event-driven) applications to the Registrar of Companies.

Please note that this Guidance is not legally binding and is not intended to replace any existing legal act and, therefore, should be read together with the AIFC Companies Regulations, AIFC Companies Rules, and other relevant AIFC legislation.

The Guidance should not be perceived as a substitute for legal advice. The Registrar of Companies strongly recommends seeking professional legal advice from consultants specialising in the Acting Law of the AIFC. For a complete list of Ancillary Service Providers, please refer to the AIFC Public Register.

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EVENT-DRIVEN FILING OBLIGATIONS

1. COMPANY NAME

1.1. Change of Company Name

Relevant Regulations and Rules	<p><u>Private and Public Companies, Recognised Companies, Investment Companies, Special Purpose Companies</u></p> <p>AIFC Companies Regulations Section 17 (Notification of change in Registered Details of Company) Section 21 (Prohibition against use of misleading, deceptive, or conflicting Company names) Section 22 (Change of Company name) Section 148 (Notification of change in Registered Details of Recognised Company)</p> <p>AIFC Companies Rules Rule 2.4. (Company names) Subrule 6.3.5, 6.3.6 and 6.3.7 (Incorporation of, or conversion into, Investment Company)</p> <p>AIFC Special Purpose Company Rules Subrule 9.1.2. (Reporting)</p>	<p><u>Limited Liability Partnerships</u></p> <p>AIFC Limited Liability Partnership Regulations Section 13 (Name of Limited Liability Partnership) Section 14 (Change of Limited Liability Partnership's name) Section 38 (Notification of change in registered details of Recognised Limited Liability Partnership)</p> <p>AIFC Limited Liability Partnership Rules Rule 2.2. (Limited Liability Partnership names) Rule 2.5. (Certificates of name change of Limited Liability Partnerships) Rule 3.3. (Certificates of name change of Recognised Limited Liability Partnerships) Rule 3.4. (Registered details for Recognised Limited Liability Partnerships)</p>
	<p><u>General Partnerships and Recognised Partnerships</u></p> <p>AIFC General Partnership Regulations Section 14 (Notification of change in Registered Details of General or Recognised Partnership) Section 15 (Power to refuse registration of change of name and require change of name)</p> <p>AIFC General Partnership Rules Rule 2.1 (General Partnership names) Rule 2.3. (Certificates of name</p>	<p><u>Non-Profit Incorporated Organisations</u></p> <p>AIFC Non-Profit Incorporated Organisations Regulations Section 18 (Name of Incorporated Organisation) Section 19 (Change of name) Section 28 (Notice of certain changes)</p> <p>AIFC Non-Profit Incorporated Organisations Rules Rule 2.4. (Incorporated Organisations names)</p>

	change of General Partnerships) Rule 3.4. (Certificate of name change of Recognised Partnership)	
	<u>Limited Partnerships and Recognised Limited Partnerships</u> AIFC Limited Partnership Regulations Section 14 (Limited Partnerships: notification of change in registered details) Section 15 (Limited Partnerships: change of name) Section 47 (Recognised Limited Partnerships: notification of change in registered details) AIFC Limited Partnership Rules Rule 2.2. (Limited Partnership names) Rule 2.4. (Certificates of name change of Limited Partnerships) Rule 3.3. (Certificates of name change of Recognised Limited Partnerships) Rule 3.4. (Recognised Limited Partnerships: notification of change in registered details)	<u>Foundations</u> AIFC Foundation Regulations Section 30 (Change of name)
Notification deadline:	Within 14 days after the effective date of the change	
Service fee: (according to the AIFC Fees Rules, Schedule 5-1)	<ol style="list-style-type: none"> 1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <p><i>*The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>	
Payment method (applicable only for offline applications)	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by Registration Division. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz) 	
Fine for contravention:	To be determined by the Registrar of Companies within fine limits set out in Schedule 3 of the AIFC Companies Rules	
ONLINE APPLICATION		
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz)</p>		

In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<p>If a method of change is by special resolution</p> <p><input type="checkbox"/> Copy of Shareholders' Special Resolution available at Post-registration (aifc.kz)</p> <p><input type="checkbox"/> Copy of amended Articles of Association (applicable for bespoke)</p> <p><input type="checkbox"/> Payment confirmation</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p>If a method of change is by means provided for by the Company's Articles of Association</p> <p><input type="checkbox"/> Copy of Shareholders' special resolution or Directors' resolution available at Post-registration (aifc.kz)</p> <p><input type="checkbox"/> Statement that the change of name has been made by means provided for by the Company's Articles of Association</p> <p><input type="checkbox"/> Copy of amended Articles of Association (applicable for bespoke)</p> <p><input type="checkbox"/> Payment confirmation</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p>If the method of change is by determination of a new name by the Registrar or Court Order</p> <p><input type="checkbox"/> Direction of the Registrar issued pursuant to Section 23 of the AIFC Companies Regulations; or</p> <p><input type="checkbox"/> Court Order</p> <p><input type="checkbox"/> Copy of amended Articles of Association (applicable for bespoke)</p> <p><input type="checkbox"/> Payment confirmation</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

2. ARTICLES OF ASSOCIATION

2.1. Amendment of Articles of Association/ Partnership Agreement/ Charter/ Constitution

Relevant Regulations and Rules	<u>Companies (Relevant Person)</u>	<u>Limited Liability Partnerships</u>
	AIFC Companies Regulations	

	<p>Section 14 (Articles of Association)</p> <p>Section 19 (Amendment of Articles of Association)</p> <p>Section 20 (Copies of Articles of Association for Shareholders)</p> <p>AIFC Companies Rules</p> <p>Rule 2.2 (Articles of Association)</p>	<p>AIFC Limited Liability Partnership Regulations</p> <p>Section 10 (Partnership agreement of limited partnership formed in AIFC)</p> <p>AIFC Limited Liability Partnership Rules</p>
	<p><u>General Partnerships</u></p> <p>AIFC General Partnership Regulations</p> <p>Section 10 (General partnership agreement)</p>	<p><u>NPIOs</u></p> <p>AIFC NPIO Regulations</p> <p>Section 13 (Charter of Organisation)</p> <p>AIFC NPIO Rules</p> <p>Section 2.1. (Charter of Organisation)</p>
	<p><u>Limited Partnerships</u></p> <p>AIFC Limited Partnership Regulations</p> <p>Section 10 (Partnership agreement of limited partnership formed in AIFC)</p>	<p><u>Foundations</u></p> <p>AIFC Foundation Regulations</p> <p>Section 16 (Charter)</p>
	<p><u>SPC's</u></p> <p>AIFC Special Purpose Company Rules</p> <p>Section 3.2 (Articles of Association)</p>	
Notification deadline:	Within 14 days after the effective date of the change	
Service fee: (according to the AIFC Fees Rules)	<p>1. Online – 50 USD (150 USD for NPIOs)</p> <p>2. Offline – 100 USD (300 USD for NPIOs)</p> <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>	
Payment method	<p>1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz)</p> <p>2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)</p>	
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)	
ONLINE APPLICATION		
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz)</p>		

In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notice of Amendment of Articles of Association available at Post-registration (aifc.kz)
Supporting documents:	<p>If a method of change is by special resolution</p> <p><input type="checkbox"/> Shareholders’ Special Resolution available at Post-registration (aifc.kz)</p> <p><input type="checkbox"/> Copy of amended Articles of Association (applicable for bespoke)</p> <p><input type="checkbox"/> Certificate given by at least 1 of the Directors of the Company stating that the proposed amendment complies with the requirements of the AIFC Companies Regulations and the AIFC Companies Rules and all other applicable AIFC Regulations and AIFC Rule.</p> <p><input type="checkbox"/> Payment confirmation</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p>If a method of amendment is by means provided for by the Company’s Articles of Association</p> <p><input type="checkbox"/> Agreement, enactment, order, or any other document by which the Articles of Association are amended</p> <p><input type="checkbox"/> Copy of amended Articles of Association (applicable for bespoke)</p> <p><input type="checkbox"/> Certificate given by at least 1 of the Directors of the Company stating that the proposed amendment complies with the requirements of the AIFC Companies Regulations and the AIFC Companies Rules and all other applicable AIFC Regulations and AIFC Rule</p> <p><input type="checkbox"/> Payment confirmation</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

3. DIRECTOR

3.1.Appointment of Director

Relevant Regulations and Rules	AIFC Companies Regulations Section 17 (Notification of change in Registered Details of Company) Section 74 (Directors) Section 75 (Election, term, and removal of directors)
Notification deadline:	Within 14 days after the effective date of the change

Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> 1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz) 2. Information form (in Word format) available at Post-registration (aifc.kz)
Supporting documents:	<p>Individual</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of passport (for foreign citizens)/ national ID (for KZ citizens) <input type="checkbox"/> Shareholders' Ordinary Resolution approving the appointment of each director/ Unanimous Shareholders' Ordinary Resolution approving the appointment of all directors <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <p>Corporate (applicable only for Investment Companies, Special Purpose Companies, and Protected Cell Companies)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Certificate of Incorporation or Registration <input type="checkbox"/> Shareholders' Ordinary Resolution approving the appointment of director <input type="checkbox"/> Payment confirmation <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

3.2. Removal of Director

Relevant Regulations and Rules	AIFC Companies Regulations Section 17 (Notification of change in Registered Details of Company) Section 74 (Directors) Section 75 (Election, term, and removal of directors)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Resolution approving the removal or resignation of director <input type="checkbox"/> Shareholders' Ordinary Resolution approving the removal of each director/ Unanimous Shareholders' Ordinary Resolution approving the removal of all directors <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

3.3. Update details of Director

Relevant Regulations and Rules	AIFC Companies Regulations Section 17 (Notification of change in Registered Details of Company)
Notification deadline:	Within 14 days after the change was made
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Document evidencing the change <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

4. CEO

4.1. Change of CEO

Notification deadline:	Within 14 days after the change was made
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Relevant Regulations and Rules	<p>Under Article 6(1) of the Constitutional Statute on Astana International Financial Centre, the tax regime at the AIFC territory is administered by the Tax Code of the Republic of Kazakhstan. The Tax Code assigns the responsibility of fulfilling all tax obligations to the “first manager or manager” (первый руководитель/ руководитель юридического лица) of the legal entity, which is equivalent to the Chief Executive Officer (CEO) of a legal entity.</p> <p>Consequently, the role of the CEO should be present in all types of companies of the AIFC Participants.</p>
Service fee: (according to the AIFC Fees Rules)	<p>1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs)</p> <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<p>1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz)</p> <p>2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)</p>
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<p>1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz) 2. Information form (in Word format) available at Post-registration (aifc.kz)</p>
Supporting documents:	<p><input type="checkbox"/> Copy passport and national ID (if applicable) <input type="checkbox"/> Shareholders’ Ordinary resolution/decision approving the change of CEO <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

4.2. Update details of CEO

Notification deadline:	1. Within 14 days after the change was made
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Document evidencing the change <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

4.3. Change of the contact e-mail address of the CEO (for the purposes of obtaining a verification code at the Digital Resident).

Service fee: (according to the AIFC Fees Rules)	50 USD (150 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-

	registration@afsa.kz available at Post-registration (aifc.kz)
ONLINE APPLICATION	
Online applications are not yet available for this type of change	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Document evidencing the change (if applicable) <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

5. SECRETARY

5.1. Appointment of Secretary

Relevant Regulations and Rules	AIFC Companies Regulations Section 17 (Notification of change in Registered Details of Company) Section 89 (Secretary)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz)	

In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz) 2. Information form (in Word format) available at Post-registration (aifc.kz)
Supporting documents:	<p>Individual</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of passport (for foreign citizens)/ national ID (for KZ citizens) <input type="checkbox"/> Shareholders' Ordinary Resolution approving the appointment of a secretary <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <p>Corporate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Certificate of Incorporation or Registration <input type="checkbox"/> Board Resolution approving the appointment of Secretary <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

5.2. Removal of Secretary

Relevant Regulations and Rules	AIFC Companies Regulations Section 17 (Notification of change in Registered Details of Company) Section 89 (Secretary)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> 1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)

ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz)</p> <p>In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Board Resolution approving the removal or resignation of Secretary Shareholders' Ordinary Resolution approving the removal of a secretary <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

5.3. Update details of Secretary

Relevant Regulations and Rules	AIFC Companies Regulations CHAPTER 9–DIRECTORS AND SECRETARIES Section 89 (Secretary)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz)</p>	

<p>The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<p>1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)</p>
Supporting documents:	<p><input type="checkbox"/> Document evidencing the change <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

6. AUTHORISED SIGNATORY

6.1. Appointment of Authorised Signatory

Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<p>1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<p>1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz)</p> <p>2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)</p>
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	

Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz) 2. Information form (in Word format) available at Post-registration (aifc.kz)
Supporting documents:	<p>Individual</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of passport (for foreign citizens)/ national ID (for KZ citizens) <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

6.2. Removal of Authorised Signatory

Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> 1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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6.3.Update details of Authorised Signatory

Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of Change in the Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Document evidencing the change <input type="checkbox"/> Payment confirmation <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

7. REGISTERED OFFICE ADDRESS

7.1. Change of Registered Office Address

Relevant Regulations and Rules	Decree of the President of the Republic of Kazakhstan dated December 31, 2015 No. 161. "On determining the boundaries of the territory of the Astana International Financial Centre" AIFC Companies Regulations Section 24 (Registered office and conduct of business)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notice of Change of Company's Address available at Post-registration (aifc.kz) 2. Digital Resident form available at Post-registration (aifc.kz) 3. Notification on actualization of information available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Resolution approving the change of the registered office address <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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8. NOTICE OF PLACE AT WHICH THE REGISTER OF SHAREHOLDERS AND/OR THE REGISTER OF DEBT SECURITY HOLDERS IS KEPT

8.1. Notice of place at which the register of shareholders and/or the register of debt security holders is kept

Relevant Regulations and Rules	AIFC Companies Regulations Section 55 (Place where registers must be kept)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> Online – 50 USD (150 USD for NPIOs) Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	<ol style="list-style-type: none"> Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz)</p> <p>In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> AIFC Notice of place at which the Register of Shareholders and/or the Register of Debt Security Holders is kept available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
Payment method	1. Invoice issued by the Company independently via SSP Calculator. SSP Calculator available at SSP Calculator (digitalresident.kz) In the field “Executor’s name” please indicate: Registration Division/ Отдел регистрации. 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz Request for invoice form available at Post-registration (aifc.kz)

9. NOTICE ON THE FINANCIAL YEAR-END

9.1. Notice on financial year-end

Relevant Regulations and Rules	AIFC Companies Regulations Section 130 (Financial years)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of change in Registered Details available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Board Resolution approving change of Financial Year End date <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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10. AUDITOR

10.1. Appointment of Auditor

Relevant Regulations and Rules	AIFC Companies Regulations Section 134 (Qualification and registration of Auditors) Section 135 (Register of Auditors) Section 136 (Appointment and removal of Auditors)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notice on Appointment of Auditor available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Ordinary Resolution of the Shareholders/ Resolution of the Directors on the appointment of an Auditor <input type="checkbox"/> Written consent of the firm to be appointed as Auditor <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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10.2. Removal of Auditor

Relevant Regulations and Rules	AIFC Companies Regulations Section 134 (Qualification and registration of Auditors) Section 136 (Appointment and removal of Auditors)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> Online – 50 USD (150 USD for NPIOs) Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	<ol style="list-style-type: none"> Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> AIFC Notice on Removal of Auditor available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Ordinary Resolution of the Shareholders/ Resolution of the Directors approving the removal of the Auditor (the type of Resolution is determined by the means by which Resolution the Auditor was appointed) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division If the method of removal is by the Court Order <input type="checkbox"/> Direction of the Registrar issued pursuant to Section 136(14) of the AIFC Companies Regulations; or <input type="checkbox"/> Court Order <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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11. BUSINESS ACTIVITIES

11.1. Change of business activity codes

Relevant Regulations and Rules	The united classification of the business activity types of the Republic of Kazakhstan Общий классификатор видов экономической деятельности (ОКЭД)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz)</p> <p>In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	

	<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Application for change of the main business activity available at Post-registration (aifc.kz) 2. Notification on actualization of information (in Word format) available at Post-registration (aifc.kz)
Supporting documents:	<p><input type="checkbox"/> Resolution approving the change of the business activity code</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

12. SHARES AND SHAREHOLDERS/ MEMBERS/ PARTNERS/ FOUNDERS

12.1. Update Shareholder/ Member/ Partner/ Founders Details

Relevant Regulations and Rules	AIFC Companies Regulations Section 17 (Notification of change in Registered Details of Company)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> 1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)

ONLINE APPLICATION

Online method of application via the Digital Resident Portal is available at
[AIFC | Digital Residency \(digitalresident.kz\)](#)
The instruction is available at:
[Guidance on user verification for Post-Registration services \(digitalresident.kz\)](#)
In case of any technical difficulties, please contact customercare@afsa.kz

OFFLINE APPLICATION

Offline method of application is available at:
[AIFC | Digital Residency \(digitalresident.kz\)](#)
The instruction is available at:

Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. AIFC Notification of change in Registered Details available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Documentation evidencing the change (e.g. passport copy, Certificate of name change/ incorporation) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

12.2. Alternation of Share Capital

Relevant Regulations and Rules	AIFC Companies Regulations Section 44 (Alteration of share capital)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	<ol style="list-style-type: none"> Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online applications are not yet available for this type of change	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	<ol style="list-style-type: none"> AIFC Notification of change in Registered Details available at Post-registration (aifc.kz) Notification on actualization of information (in Word format) available at Post-registration (aifc.kz) Updated Shareholders Register available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Resolution approving the alteration of share capital <input type="checkbox"/> Amended Articles of Association (for bespoke) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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12.3. Allotment of Share Capital

Relevant Regulations and Rules	AIFC Companies Regulations Section 43 (Minimum share capital) Section 44 (Alteration of share capital)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	<ol style="list-style-type: none"> Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online applications are not yet available for this type of change	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	<ol style="list-style-type: none"> AIFC Notification of change in Registered Details available at Post-registration (aifc.kz) Notification on actualization of information (in Word format) available at Post-registration (aifc.kz) Updated Shareholders Register available at Post-registration (aifc.kz)

Supporting documents:	<input type="checkbox"/> Resolution approving the allotment of share capital <input type="checkbox"/> Amended Articles of Association (for bespoke) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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12.4. Reduction of Share Capital

Relevant Regulations and Rules	AIFC Companies Regulations CHAPTER 7–REDUCTION OF CAPITAL Section 64 (Reduction of Share Capital) Section 65 (Reduction of Share Capital by Private Company supported by solvency statement) Section 66 (Reduction of Share Capital by Special Resolution confirmed by Court order) Section 67 (Court order confirming the reduction of Share Capital)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	<ol style="list-style-type: none"> Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online applications are not yet available for this type of change	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	<ol style="list-style-type: none"> AIFC Notification of change in Registered Details available at Post-registration (aifc.kz) Notification on actualization of information (in Word format) available at Post-registration (aifc.kz) Updated Shareholders Register available at Post-registration (aifc.kz)

Supporting documents:	<p>Private Company</p> <ul style="list-style-type: none"> <input type="checkbox"/> Special Resolution approving the reduction of share capital <input type="checkbox"/> Solvency statement <input type="checkbox"/> Notice in the Appointed Publication <input type="checkbox"/> Amended Articles of Association (for bespoke) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <p>Public Company</p> <ul style="list-style-type: none"> <input type="checkbox"/> Special Resolution approving the reduction of share capital confirmed by the Court <input type="checkbox"/> Copy of the order of the Court confirming the reduction <input type="checkbox"/> Statement of capital, approved by the Court <input type="checkbox"/> Amended Articles of Association (for bespoke) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person
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12.5. Transfer of shares

Relevant Regulations and Rules	<p>AIFC Companies Regulations CHAPTER 3–SHAREHOLDERS AND SHARES GENERALLY Section 41 (Shareholders) Section 42 (Nature of Shares) Section 54 (Transfer and registration of Shares and Debt Securities)</p>
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	Offline – 100 USD (300 USD for NPIOs) <i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online applications are not yet available for this type of change	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at:</p>	

Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Notification of change in Registered Details available at Post-registration (aifc.kz) 2. AIFC Notice of Transfer of Shares available at Post-registration (aifc.kz) 3. Notification on actualization of information (in Word format) available at Post-registration (aifc.kz) 4. Updated Shareholders Register available at Post-registration (aifc.kz)
Supporting documents:	<ul style="list-style-type: none"> <input type="checkbox"/> Resolution approving the transfer of shares <input type="checkbox"/> Instrument of Transfer of Shares <input type="checkbox"/> Shareholders' ID/ passport copy (for foreign citizen)/ certificate of incorporation or registration (for legal entities) <input type="checkbox"/> Amended Articles of Association (for bespoke) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

13. ULTIMATE BENEFICIAL OWNER

13.1. Update Details on Ultimate Beneficial Owner

Relevant Regulations and Rules	AIFC Companies Regulations PART 14-1: ULTIMATE BENEFICIAL OWNERS Section 179-1 (Meaning of Ultimate Beneficial Owner) Section 179-11 (Notification to the Registrar) Section 179-13 (Obligations of the Registrar of Companies)
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> 1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz)	

<p>The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (afsa.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Notification of change in Registered Details available at Post-registration (afsa.kz) 2. Details on Ultimate Beneficial Owner available at Post-registration (afsa.kz)
Supporting documents:	<p><input type="checkbox"/> Documentation evidencing the change</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

13.2. Notice on Ultimate Beneficial Owner

Relevant Regulations and Rules	<p>AIFC Companies Regulations PART 14-1: ULTIMATE BENEFICIAL OWNERS Section 179-1 (Meaning of Ultimate Beneficial Owner) Section 179-11 (Notification to the Registrar) Section 179-13 (Obligations of the Registrar of Companies)</p>
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> 1. Online – 50 USD (150 USD for NPIOs) 2. Offline – 100 USD (300 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (afsa.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (afsa.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>	

OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> AIFC Notification of change in Registered Details available at Post-registration (aifc.kz) AIFC Notice of ceasing to be UBO available at Post-registration (aifc.kz) Details on Ultimate Beneficial Owner available at Post-registration (aifc.kz)
Supporting documents:	<p><input type="checkbox"/> National ID copy/ passport copy (for foreign citizen)</p> <p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

13.3. Cessation of Ultimate Beneficial Owner

Relevant Regulations and Rules	<p>AIFC Companies Regulations PART 14-1: ULTIMATE BENEFICIAL OWNERS Section 179-1 (Meaning of Ultimate Beneficial Owner) Section 179-11 (Notification to the Registrar) Section 179-13 (Obligations of the Registrar of Companies)</p>
Notification deadline:	Within 14 days after the effective date of the change
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> Online – 50 USD (150 USD for NPIOs) Offline – 100 USD (300 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)
Fine for contravention:	To be determined by the Registrar of Companies (Fine limits are available at the AIFC Companies Rules)

ONLINE APPLICATION

<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz) The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz) In case of any technical difficulties, please contact customercare@afsa.kz</p>

OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Notification of change in Registered Details available at Post-registration (aifc.kz) 2. AIFC Notice of ceasing to be Ultimate Beneficial Owner available at Post-registration (aifc.kz) 3. Details on Ultimate Beneficial Owner available at Post-registration (aifc.kz)
Supporting documents:	<p><input type="checkbox"/> National ID copy/ passport copy (for foreign citizens) <input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

14. SUSPENSION/ CONTINUATION OF ACTIVITIES

14.1. Suspension of a Company's activities

Relevant Regulations and Rules	AIFC Companies Regulations Section 8 (Certificates)
ONLINE APPLICATION	
Online applications are not yet available	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	
Forms for an offline submission:	<ol style="list-style-type: none"> 1. AIFC Application to suspend activities available at Post-registration (aifc.kz)
Supporting documents:	<p><input type="checkbox"/> Other supporting documents may be requested by the Registration Division</p> <p><i>If the applicant person is not registered as an Authorised Person at the Company:</i></p> <p><input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person</p>

14.2. Continuation of a Company's activities

Relevant Regulations and Rules	AIFC Companies Regulations Section 8 (Certificates)
ONLINE APPLICATION	
Online applications are not yet available	
OFFLINE APPLICATION	
Offline method of application is available at: AIFC Digital Residency (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) (Option №2)	
Forms for an offline submission:	1. A formal request to continue activities available at Post-registration (aifc.kz)
Supporting documents:	<input type="checkbox"/> Other supporting documents may be requested by the Registration Division <i>If the applicant person is not registered as an Authorised Person at the Company:</i> <input type="checkbox"/> Power of Attorney or any other document confirming the Power of Attorney of the applicant person

PROCESSING INQUIRIES

1. PROCESSING INQUIRIES

1.1.Extracts of Information

Extracts of Information available for obtaining	<ol style="list-style-type: none"> 1. Extract from the AIFC Public Register (Annex 1 of this Guidance) 2. Extract from the Register of Shareholders/ Members (Annex 2 of this Guidance) 3. Extract from the Register of Members (Annex 3 of this Guidance) 4. Extract from the Register of Directors (Annex 4 of this Guidance) 5. Extract from the Register of Secretaries (Annex 5 of this Guidance) 6. Extract from the Register of UBOs (Annex 6 of this Guidance) 7. Certificate of Good Standing
Document types	<ol style="list-style-type: none"> 1. Online format with the QR Code 2. Paper format stamped and signed <i>Can be picked up from the AIFC Office Reception, at 55/18, Mangilik Yel st., Block. C3.3.</i>
Service fee: (according to the AIFC Fees Rules)	<ol style="list-style-type: none"> 1. Online issuance – 20 USD (100 USD for NPIOs) 2. Offline issuance – 40 USD (200 USD for NPIOs) <p><i>The fee can be paid in KZT using the currency rate of the National Bank of Kazakhstan on the date of payment.</i></p>
Payment method	<ol style="list-style-type: none"> 1. Invoice issued by the Company independently via self-service Calculator available at: SSP Calculator (digitalresident.kz) The instruction is available at: Post-registration (aifc.kz) 2. Invoice issued by AFSA. Request for invoice form to be submitted to the post-registration@afsa.kz available at Post-registration (aifc.kz)

ONLINE APPLICATION

Online method of application via the Digital Resident Portal is available at

[AIFC | Digital Residency \(digitalresident.kz\)](https://aifc.kz)

The instruction is available at:

[Guidance on user verification for Post-Registration services \(digitalresident.kz\)](https://aifc.kz)

In case of any technical difficulties, please contact customercare@afsa.kz

OFFLINE APPLICATION

Offline method of application is available at:

[AIFC | Digital Residency \(digitalresident.kz\)](https://aifc.kz)

The instruction is available at:

[Post-registration \(aifc.kz\)](https://aifc.kz) (Option №2)

1.2.Statutory documents copies

Documentation available for obtaining	<ol style="list-style-type: none"> 1. Copy of the Articles of Association 2. Copy of the Certificate of Incorporation
Document types	<ol style="list-style-type: none"> 3. Online format with the QR Code 4. Paper format stamped and signed <i>Can be picked up from the AIFC Office Reception, at 55/18, Mangilik Yel st., Block. C3.3.</i>

Service fee: (according to the AIFC Fees Rules)	No service fee is applicable
ONLINE APPLICATION	
<p>Online method of application via the Digital Resident Portal is available at AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Guidance on user verification for Post-Registration services (digitalresident.kz)</p> <p>In case of any technical difficulties, please contact customercare@afsa.kz</p>	
OFFLINE APPLICATION	
<p>Offline method of application is available at: AIFC Digital Residency (digitalresident.kz)</p> <p>The instruction is available at: Post-registration (aifc.kz) (Option №2)</p>	

GET IN TOUCH



+7 (717) 264 74 47
Monday to Friday, 15.00-17.00



post-registration@afsa.kz



<https://afsa.aifc.kz/en>
<https://afsa.aifc.kz/en/post-registration>



@afsa.kz



ANNEX 1. EXTRACT FROM THE AIFC PUBLIC REGISTER

Extract from the AIFC Public Register as of DD.MM.YYYY								
[COMPANY NAME]								
Business Identification Number: XXXXXXXXXXXX								
Organisation-legal form:								
Date of registration:								
Address of the registered office	Directors	CEO	Shareholders	Share types	Total number of Shares	Share Capital	The nature of business conducted in the AIFC	Registration status

I hereby declare that the information provided above is true, complete and accurate.

Date: DD.MM.YYYY

Signatory role

Signatory name

ANNEX 2. EXTRACT FROM REGISTER OF SHAREHOLDERS

Extract from the AFSA Register of Shareholders as of DD.MM.YYYY [COMPANY NAME]								
Business Identification Number: XXXXXXXXXXXXXX								
Organisation-legal form:								
Date of registration:								
#	Shareholder name	Address of Shareholder	Share class	Number of shares	Shareholding percentage (%)	Date entered as a Shareholder	Date Ceased to be a Shareholder	Date the number of Shares held by Shareholders changed
1.								
2.								
3.								

I hereby declare that the information provided above is true, complete and accurate.

Date: DD.MM.YYYY

Signatory role

Signatory name

ANNEX 3. EXTRACT FROM REGISTER OF MEMBERS

Extract from the AFSA Register of Members as of DD.MM.YYYY [COMPANY NAME]							
Business Identification Number: XXXXXXXXXXXXXX							
Organisation-legal form: Date of registration:							
#	Name of member	Membership Status	Address	Amount of contribution	Contribution percentage (%)	Effective Date	Date Ceased to be a Member
4.							
5.							
6.							

I hereby declare that the information provided above is true, complete and accurate.

Date: DD.MM.YYYY

Signatory role

Signatory name

ANNEX 4. EXTRACT FROM REGISTER OF DIRECTORS

Extract from the AFSA Register of Directors					
as of DD.MM.YYYY					
[COMPANY NAME]					
Business Identification Number:					
XXXXXXXXXXXXXX					
Organisation-legal form:					
Date of registration:					
#	Director name	Date of Birth	Address	Effective Date	Date of removal
1.					
2.					
3.					

I hereby declare that the information provided above is true, complete and accurate.

Date: DD.MM.YYYY

Signatory role

Signatory name

ANNEX 5. EXTRACT FROM REGISTER OF SECRETARIES

Extract from the AFSA Register of Secretaries as of DD.MM.YYYY [COMPANY NAME]					
Business Identification Number: XXXXXXXXXXXXX					
Organisation-legal form: Date of registration:					
#	Secretary name	Date of Birth	Address	Effective Date	Date of removal
1.					
2.					
3.					

I hereby declare that the information provided above is true, complete and accurate.
Date: DD.MM.YYYY

Signatory role
Signatory name

ANNEX 6. EXTRACT FROM REGISTER OF UBOs

Extract from the AFSA Register of UBOs as of DD.MM.YYYY [COMPANY NAME]									
Business Identification Number: XXXXXXXXXXXX									
Organisation-legal form:									
Date of registration:									
#	Full name	Residential Address	Date and place of Birth	Citizenship	Document number	Document issued by	Document issue and expiry date	Date of commencement as UBO	Date of cessation as UBO
1.									
2.									
3.									

I hereby declare that the information provided above is true, complete and accurate.

Date: DD.MM.YYYY

Signatory role

Signatory name

Certificate of Good Standing

The Registrar of Companies of the Astana International Financial Centre hereby certifies that
[NAME OF THE COMPANY]
was duly incorporated under the AIFC Companies Regulations 2017 with identification number
XXXXXXXXXXXXXX

on **DD.MM.YYYY**, is in good standing, been in continuous unbroken existence since its incorporation and no action is currently being taken by the Registrar of Companies to strike the company off the register or to dissolve it as defunct.
Given by the Registration Division, on **DD.MM.YYYY**

Registrar of Companies is a separate and independent administrative function of the AFSA and is distinct from the AFSA's role as the financial services regulator of the AIFC under AIFC Financial Services Framework Regulations.