



**Guidance on
Post-registration applications to the
Office of the Registrar of Companies**

INTRODUCTION

This document has been written to guide AIFC Participants through the process of making Post-registration applications to the Office of the Registrar of Companies.

Once the legal entity is registered, it may commence its business and its directors are bound to adhere to the requirements prescribed by the AIFC relevant regulations and enabling rules.

In order for AIFC Participant to remain in the Public Register, it must submit certain information during the course of its life, 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.

For more information, you may contact AIFC Participants Support team via psbd@aifc.kz.

INFORMATION REQUIRED AFTER REGISTRATION

AIFC Participants have a legal obligation to inform the Office of the Registrar of any changes in the Registered Details.

Registered Details means information about AIFC Participant listed in:

Rule 7.1. of the AIFC Companies Rules	for Companies
Rule 4.2. of the AIFC General Partnership Rules	for General Partnerships
Rule 5.2. of the AIFC Limited Partnership Rules	for Limited Partnerships
Rule 2.6. of the AIFC Limited Liability Partnership Rules	for Limited Liability Partnerships
Rule 3.1. of the AIFC Non-profit Incorporated Organisations Rules	for Non-profit Incorporated Organisations

Common changes to the Registered Details:

- Changing the registered office address
- Transfer of Shares
- Appointment/Removal of Director
- Appointment/Removal of CEO (*Under the article 6(1) of Constitutional Statute on AIFC, Tax Code have direct application in the AIFC, and therefore to AIFC Participants. Under Kazakhstan Tax Code, the tax administration places the whole responsibility for compliance with all tax obligation on “first manager or manager” of legal entity (первый руководитель/руководитель юридического лица), which is in fact equivalence to CEO or managing director*)

Related link:

[Guidance on Filing Obligations of AIFC Participants to the Registrar of Companies](#)

Moreover, AIFC Participants are obliged to complete a specified number of filings to the Registrar of Companies ***on an annual basis***.

The following are the ongoing filing obligations:

- Filing of annual accounts
- Filing of annual return
- Filing of annual confirmation statement

The abovementioned filings shall not to be confused with tax declaration submitted to Tax authorities.

For more information on ongoing filing obligations, you may contact AIFC Participants Support team via psbd@aifc.kz.

Related link:

[Guidance on Filing Obligations of AIFC Participants to the Registrar of Companies](#)

UPDATING REGISTERED DETAILS ON THE REGISTER

AIFC Participant can update the Registered Details by submitting a relevant Post-registration application and paying a prescribed fee.

Related link:

[Guidance on Filing Obligations of AIFC Participants to the Registrar of Companies](#)

The Guidance on Filing Obligations of AIFC Participants to the Registrar of Companies provides information about the required Post-registration application forms, supporting documents, notification deadlines etc.

For more information, you may contact AIFC Participants Support team via psbd@aifc.kz

Note for Regulated Business:

If AIFC Participant is engaged in regulated activities, it must contact its Relationship Manager for making necessary arrangements in relation to the Post-registration application and obtaining a required approval (if necessary).

PROCEDURES FOR SUBMITTING A POST-REGISTRATION APPLICATION

If AIFC Participant wishes to submit a Post-registration application to the Office of the Registrar, please follow the requirements below:

- (a) Submit the Post-registration in writing to:

Office of the Registrar
55/17 Mangilik El Ave., Block C3.2, Office 335
Nur-Sultan, 010000, Kazakhstan

and in scan copy to:

post-registration@afsa.kz

- (b) Each Post-registration application must be accompanied by a payment confirmation of 50 USD made payable to “AFSA”. This is the prescribed fee payable for each Post-registration application. This fee is nonrefundable.

To request a payment invoice, please send a request to the Office of the Registrar of Companies via post-registration@afsa.kz

- (c) The Post-registration application must be signed by director, contain all the required supporting documents and payment confirmation.
- (d) Ensure that Person(s) indicated in the Post-registration application forms do not have any debt in accordance with the register of debtors maintained by the Ministry of Justice of Kazakhstan.

The presence of debt can be checked at the official website of the Ministry of Justice.

Upon receiving a Post-registration application, the Office of the Registrar will conduct a Materially Complete check, perform background check of Person(s) indicated in the applications and any supporting documents, review the Post-registration application and notify the applicant whether or not the Post-registration application was processed.

The Office of the Registrar may request to provide additional information in relation to the Post-registration application, in order to assess the Post-registration application and reach a decision on the Post-registration application.

The Office of the Registrar’s Post-registration procedures are conducted based on the information provided in the relevant Post-registration application forms. The Office of the Registrar only records the information that was provided in the relevant application form.

The Office of the Registrar relies on the information provided in the Post-registration application forms, including any supporting documents, as true and complete.

Post-registration applications are processed in the order in which they are received.

The Office of the Registrar may refuse Post-registration applications due to:

- (a) Errors in the applications
- (b) Incomplete applications
- (c) Failure to meet the requirements prescribed by the Legislation Administered by the Registrar
- (d) Sensitive and offensive names
- (e) Presence of any debt in accordance with the register of debtors maintained by the Ministry of Justice of Kazakhstan
- (f) Any reason the Registrar considers to be a proper reason for refusal.

These are in addition to any other reasons set out in the Legislation Administered by the Registrar.

Generally, it takes approximately 3-5 business days for the Office of the Registrar to process a Post-registration application. However, if the Office of the Registrar requests to provide additional information and documents for the purpose of deciding a Post-registration application, the time taken may extend.

If the Post-registration application is in order, it will be processed, and the Public Register will be updated.

Disclaimer

This is only a guide and should be read together with the relevant AIFC legislation. The Guidance only refers to the procedures that need to be completed in relation to the Registrar of Companies. It does not cover other requirements as set out in the relevant legislation (which includes contact with the court and other internal obligations that a company will need to carry out).

Further advice from a specialist professional may be required.

For more information, you may contact AIFC Participants Support Team:

Email: psbd@aifc.kz

Address: 55/17, Mangilik Yel Ave, block C3.2, Nur-Sultan.