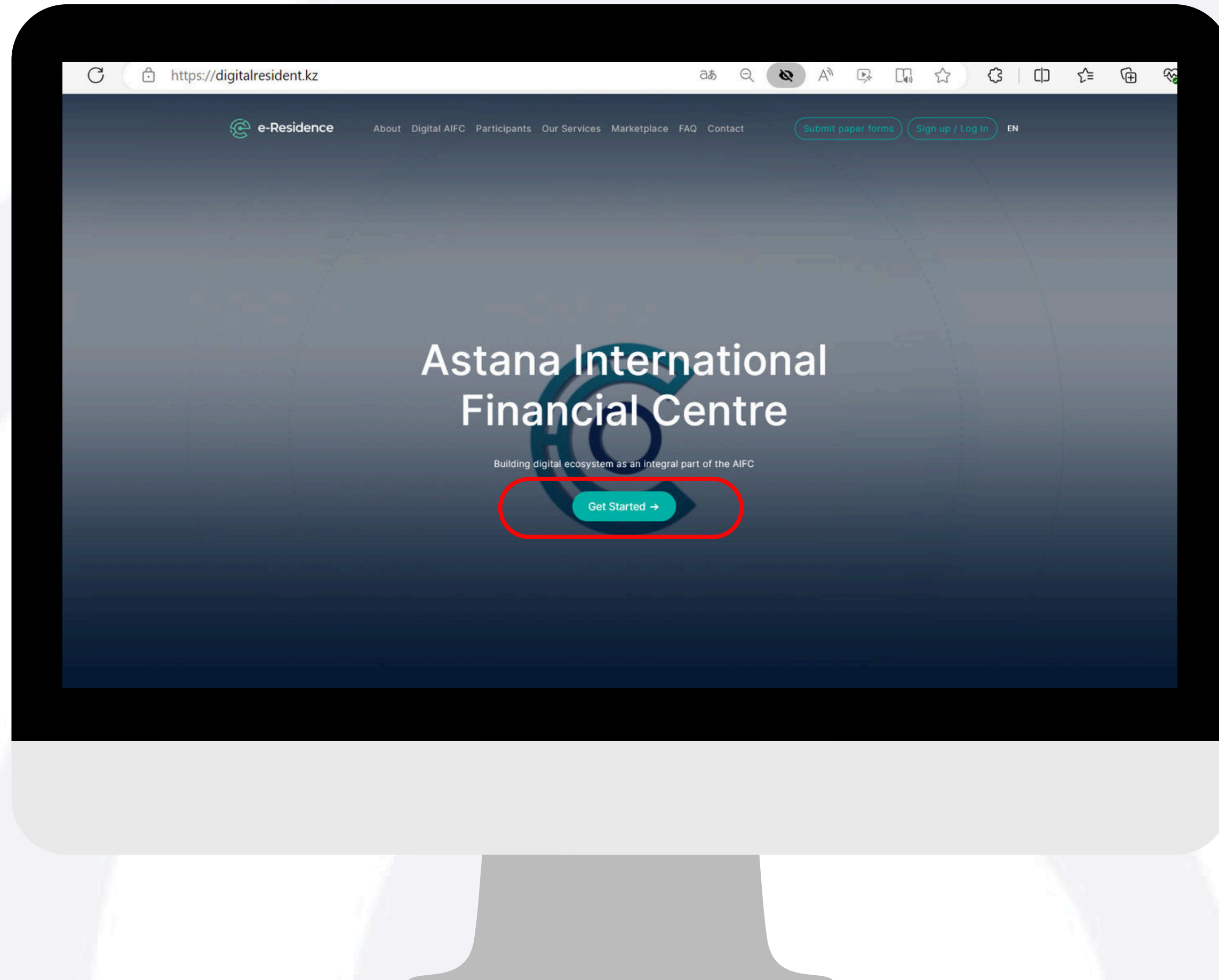




**HOW TO APPLY FOR THE POST-REGISTRATION EVENT  
“UPDATE REGISTERED EMAIL ADDRESS”  
VIA DIGITAL RESIDENT PLATFORM**

[www.digitalresident.kz](http://www.digitalresident.kz)

[www.afsa.aifc.kz](http://www.afsa.aifc.kz)



# HOW TO SUBMIT ONLINE APPLICATION VIA DIGITALRESIDENT.KZ PLATFORM?

## 1 step

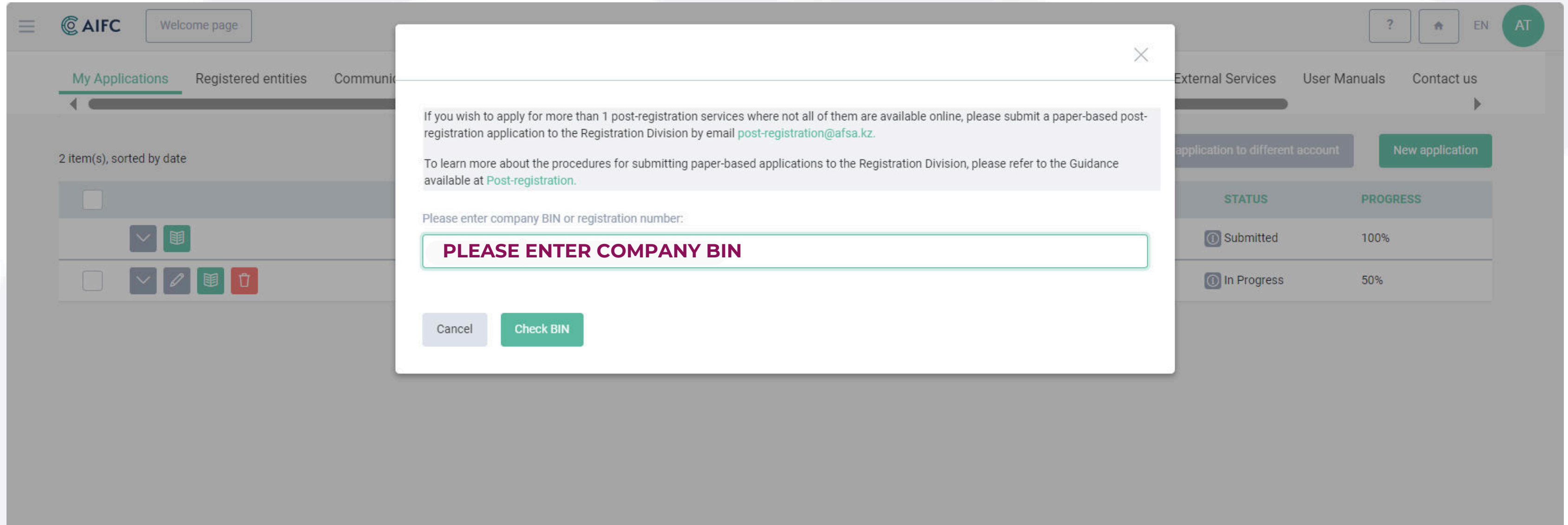
The screenshot shows the AIFC 'My Applications' page. At the top, there is a navigation bar with the AIFC logo, a 'Welcome page' button, and user information (EN, AT). Below this is a menu with 'My Applications' selected. A secondary menu contains 'Registered entities', 'Communication', 'Guidelines for Post-Registration', 'Payment', 'Fees calculator', 'Pro.rent', and 'Ancillary Services f'. At the bottom of the page, there are two buttons: 'Transfer application to different account' and 'New application', with the latter being highlighted by a red circle.

## 2 step

The screenshot shows the 'Select application type' modal window. The modal is open over the 'My Applications' page. The modal contains a list of application types with checkboxes and dropdown menus. The 'Post-Registration application' option is selected, and its dropdown menu is open, showing 'Post-Registration' as the selected type. Other options include 'Registration application', 'Ancillary service application', 'Authorisation', 'FinTech Lab', 'Name Reservation', 'AIFC Expat Centre services', and 'Bank account opening'. The background page shows a table with columns for 'DOCUMENT DATE', 'STATUS', and 'PROGRESS', with two rows of data.

DOCUMENT DATE	STATUS	PROGRESS
0.05.2024	Submitted	100%
0.05.2024	In Progress	50%





The screenshot displays the AIFC digitalresident.kz platform interface. The main page shows a 'My Applications' section with two items, sorted by date. A modal dialog box is overlaid on the page, prompting the user to enter their company BIN or registration number. The dialog box contains the following text:

If you wish to apply for more than 1 post-registration services where not all of them are available online, please submit a paper-based post-registration application to the Registration Division by email [post-registration@afsa.kz](mailto:post-registration@afsa.kz).

To learn more about the procedures for submitting paper-based applications to the Registration Division, please refer to the Guidance available at [Post-registration](#).

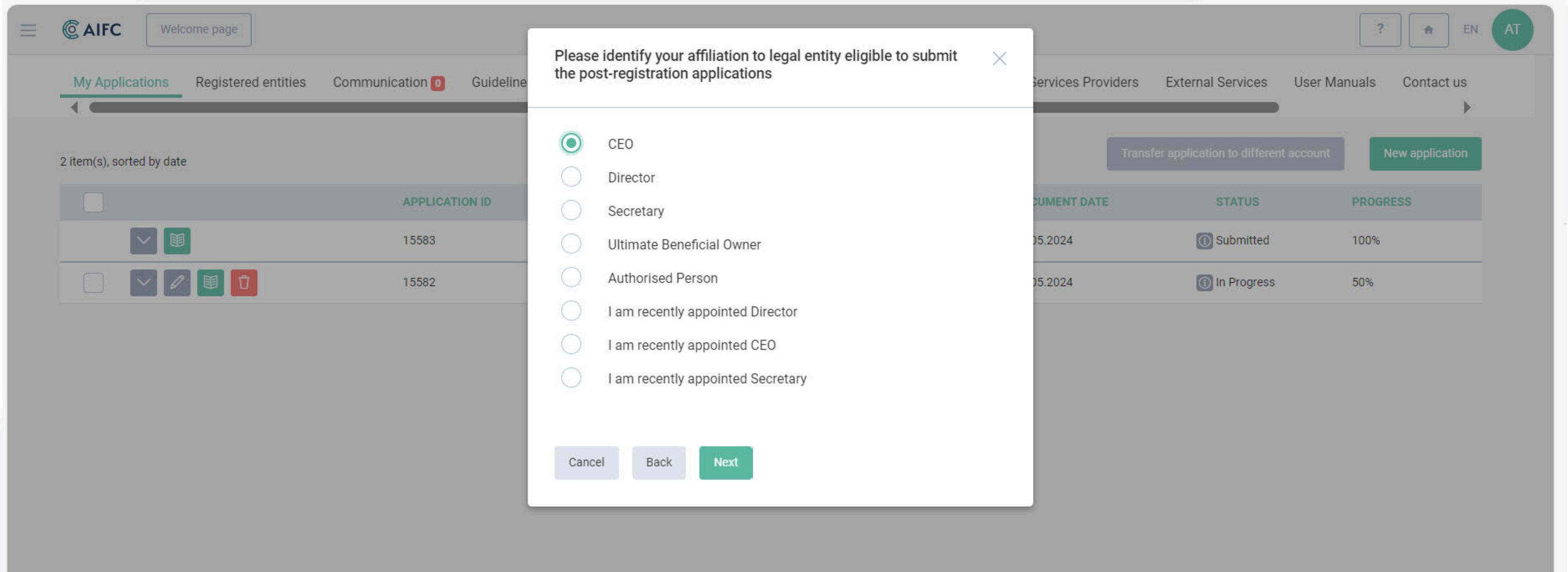
Please enter company BIN or registration number:

**PLEASE ENTER COMPANY BIN**

Buttons: Cancel, Check BIN

The background page shows a navigation menu with 'My Applications', 'Registered entities', and 'Communications'. There are also links for 'External Services', 'User Manuals', and 'Contact us'. A table with columns 'STATUS' and 'PROGRESS' is visible, showing two items: 'Submitted' (100%) and 'In Progress' (50%).

STATUS	PROGRESS
Submitted	100%
In Progress	50%



The screenshot shows the AIFC digital resident platform interface. A modal window is open, asking the user to identify their affiliation to a legal entity eligible to submit post-registration applications. The modal contains a list of radio button options, with 'CEO' selected. The background shows the 'My Applications' page with a table of application records.

**Modal Title:** Please identify your affiliation to legal entity eligible to submit the post-registration applications

**Options:**

- CEO
- Director
- Secretary
- Ultimate Beneficial Owner
- Authorised Person
- I am recently appointed Director
- I am recently appointed CEO
- I am recently appointed Secretary

**Buttons:** Cancel, Back, Next

**Background Page:** My Applications

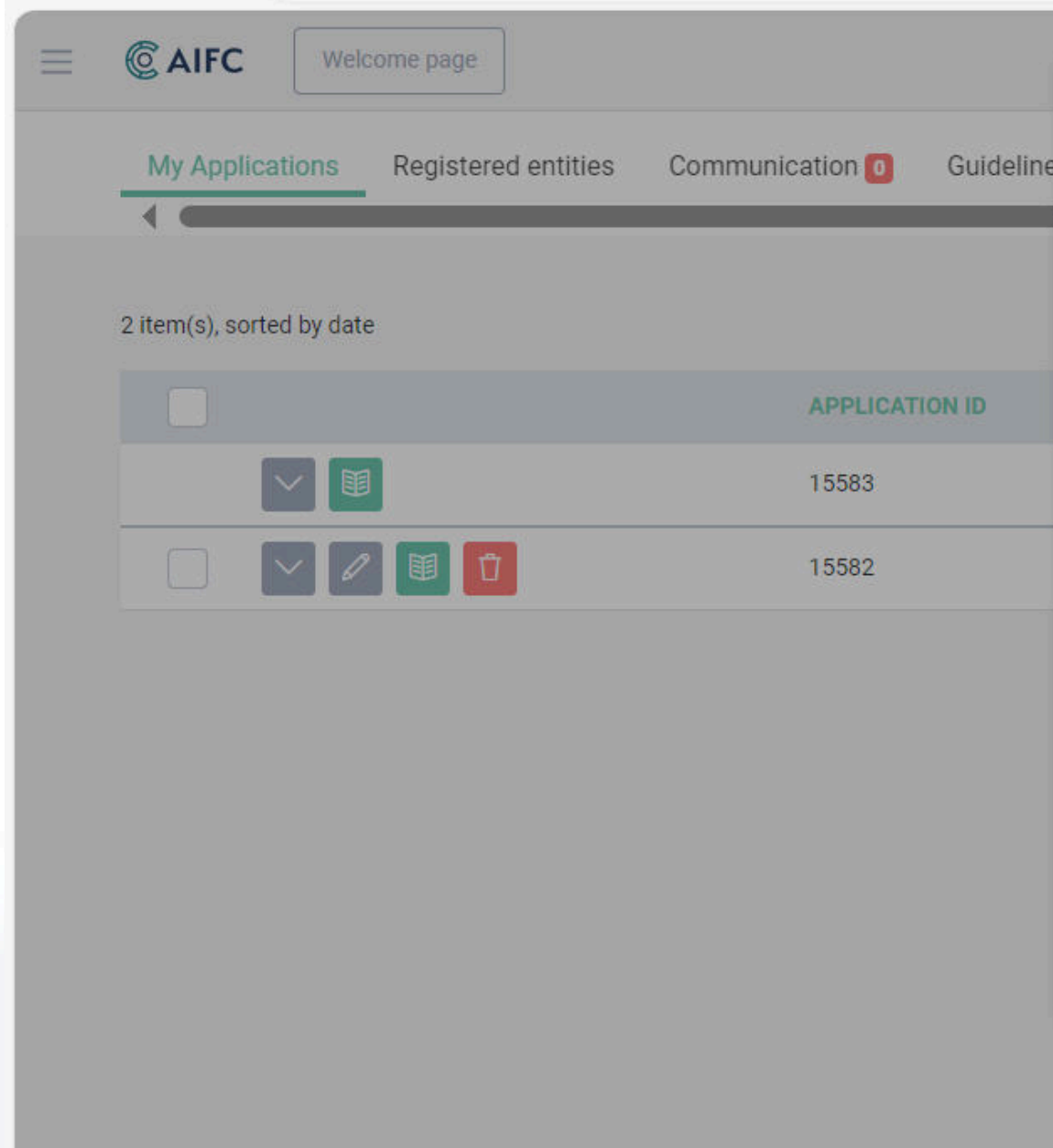
2 item(s), sorted by date

	APPLICATION ID
<input type="checkbox"/> [Dropdown] [Book]	15583
<input type="checkbox"/> [Dropdown] [Edit] [Book] [Trash]	15582

**Table Headers:** DOCUMENT DATE, STATUS, PROGRESS

05.2024	Submitted	100%
05.2024	In Progress	50%

**Buttons:** Transfer application to different account, New application



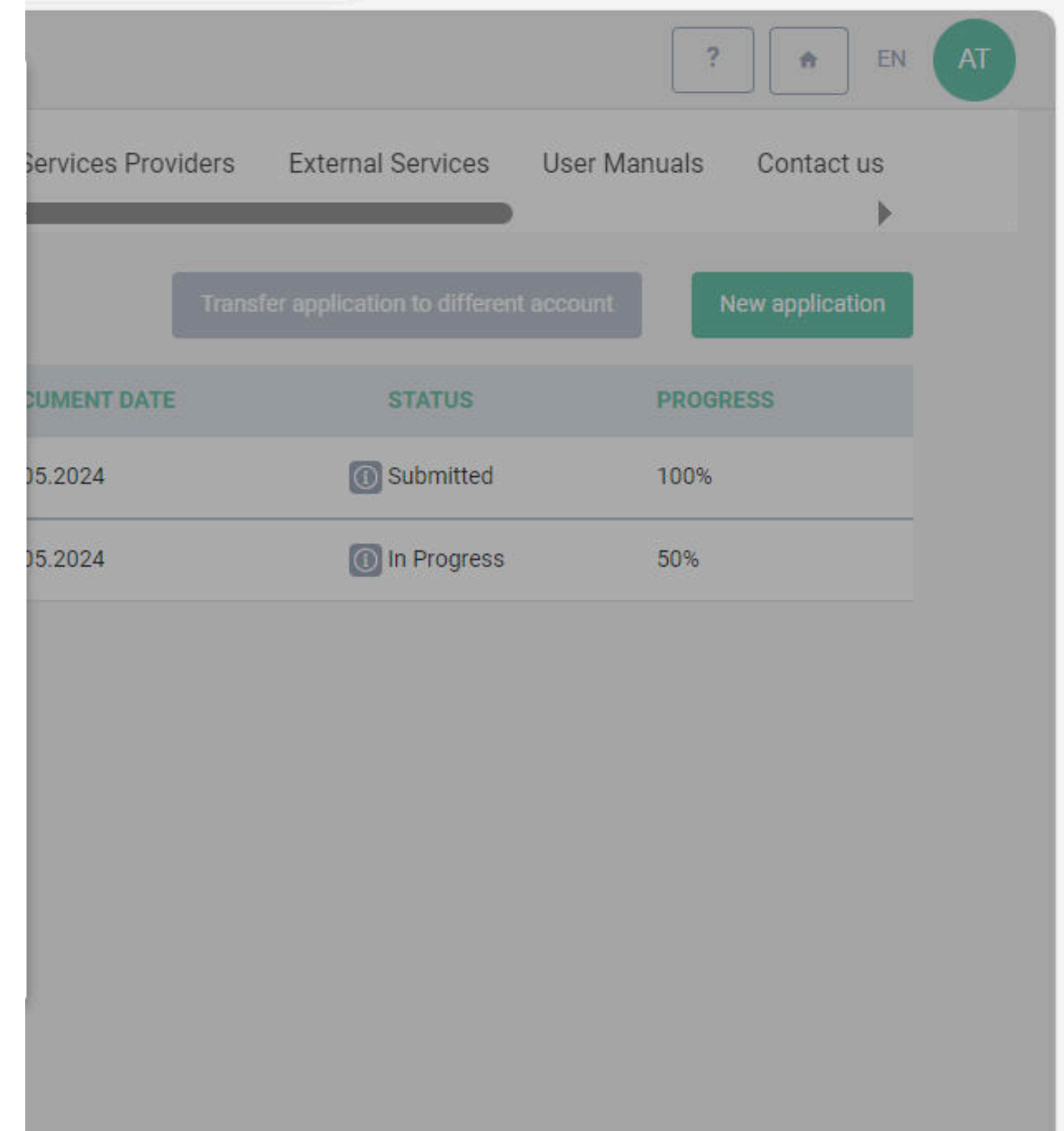
Please select the post-registration applications:

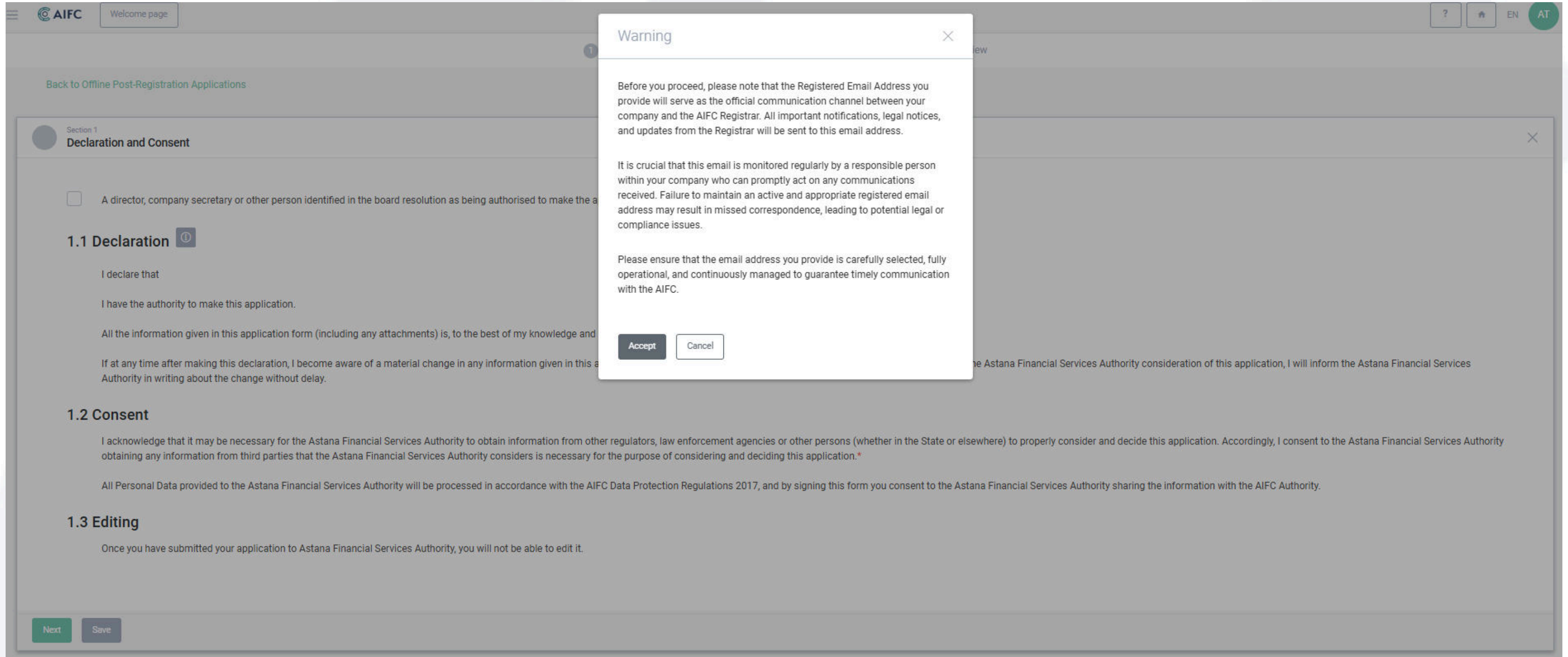
- Change of registered details
  - Change Financial Year End
  - Change of legal entity's name
  - Change of registered address
  - Update registered email address
  - Change business activity code
  - CEO
  - Director
  - Secretary
  - Authorised Signatory
  - Ultimate Beneficial Owner
  - Transfer of Shares
  - Alteration of Share Capital
  - Reduction of Share Capital
  - Update details of Shareholder
- Annual Filings
- Amendment of Articles of Association
- Election to file annual confirmation statement
- Request an Extract of Information
- Appointment of Auditor
- Removal of Auditor
- Waiver or Modification Request
- Notice of place where registers are kept

Cancel

Back

Next





The screenshot displays the AIFC online application portal. At the top left, the AIFC logo and 'Welcome page' are visible. The main content area is titled 'Section 1 Declaration and Consent'. A 'Warning' dialog box is overlaid in the center, containing the following text:

**Warning**

Before you proceed, please note that the Registered Email Address you provide will serve as the official communication channel between your company and the AIFC Registrar. All important notifications, legal notices, and updates from the Registrar will be sent to this email address.

It is crucial that this email is monitored regularly by a responsible person within your company who can promptly act on any communications received. Failure to maintain an active and appropriate registered email address may result in missed correspondence, leading to potential legal or compliance issues.

Please ensure that the email address you provide is carefully selected, fully operational, and continuously managed to guarantee timely communication with the AIFC.

**Accept** **Cancel**

The background application form includes the following sections:

- 1.1 Declaration**: Includes a checkbox for authorization, a declaration statement, and a consent to information sharing.
- 1.2 Consent**: Acknowledges the need for information from other regulators and consents to the AIFC's data processing and sharing practices.
- 1.3 Editing**: States that once submitted, the application cannot be edited.

At the bottom left, there are 'Next' and 'Save' buttons. The top right corner of the browser shows navigation icons, 'EN', and 'AT'.



AIFC Welcome page Autosave ? EN AT

1 Identity — 2 Application — 3 Review — 4 Payment — 5 Overview

[Back to My Applications](#) Add post-registration event

Section 1 **Declaration and Consent**

A director, company secretary or other person identified in the board resolution as being authorised to make the application must sign this form in the space below.

### 1.1 Declaration ?

I declare that

I have the authority to make this application.

All the information given in this application form (including any attachments) is, to the best of my knowledge and belief and after having made all reasonable inquiries, true and complete.

If at any time after making this declaration, I become aware of a material change in any information given in this application form (including any attachment) that is reasonably likely to be relevant to the Astana Financial Services Authority consideration of this application, I will inform the Astana Financial Services Authority in writing about the change without delay.

### 1.2 Consent

I acknowledge that it may be necessary for the Astana Financial Services Authority to obtain information from other regulators, law enforcement agencies or other persons (whether in the State or elsewhere) to properly consider and decide this application. Accordingly, I consent to the Astana Financial Services Authority obtaining any information from third parties that the Astana Financial Services Authority considers is necessary for the purpose of considering and deciding this application.

All Personal Data provided to the Astana Financial Services Authority will be processed in accordance with the AIFC Data Protection Regulations 2017, and by signing this form you consent to the Astana Financial Services Authority sharing the information with the AIFC Authority.

### 1.3 Editing

Once you have submitted your application to Astana Financial Services Authority, you will not be able to edit it.

Next Save



Section 2  
Applicant's Contact Details ✕

+ Use my data from profile

2.1. First name:\*   
This field is required

2.2. Last name:\*   
This field is required

2.3. Contact number:\*  
Country   
This field is required

2.4. Email address of main contact:\*  ⓘ  
This field is required

Residency:\*  
Select country  ✓  
This field is required

Previous Next Save

Section 3  
Update registered email address ✕

I confirm that the Registered Email Address provided is an "appropriate email address" in accordance with the AIFC Companies Rules, which will be used for all official communications and notices addressed to the Company. I acknowledge that emails sent by the Registrar to this address will be received and promptly addressed by a responsible person acting on behalf of the Company.

I also consent to the Registered Email Address being made publicly available and included in the AIFC Public Register, allowing third parties to contact the Company if necessary. All personal data, including the Registered Email Address, will be processed in accordance with the AIFC Data Protection Regulations 2017. By signing this form, I consent to the Astana Financial Services Authority sharing this information with the AIFC Authority.

Registered email address:\*

**PLEASE ENTER REGISTERED EMAIL ADDRESS**

Previous Save



**Kind regards,  
Registration division**

**Contact working hours  
Monday to Friday from 15:00 to 17:00**

**+7 (717) 264 74 47**

[post-registration@afsa.kz](mailto:post-registration@afsa.kz)

[www.afsa.aifc.kz](http://www.afsa.aifc.kz)