



# OFFLINE SUBMISSION OF ANNUAL FILINGS



## Disclaimer

The Registrar of Companies requires that all annual filings be submitted in full compliance with the AIFC Companies Regulations and other relevant legislation. While every effort is made to facilitate accurate and timely processing, the Authority does not accept liability for any errors or omissions in the filings or for any consequences arising from non-compliance by the submitting entities. It is the responsibility of the filer to ensure all information is complete, accurate, and submitted within the prescribed deadlines.

Annual filings must be sent along with the payment confirmation to [monitoring@afsa.kz](mailto:monitoring@afsa.kz).

# Invoice generation

Participant Project Calculations

1 Details 2 Type of licence 3 Activities 4 Add activity types 5 Withdraw activity types 6 Total

### Details

Choose your organisational-legal form \*

Choose

Are the activities regulated by AFSA? \*

☐ Yes ☐ No

Next >

Link for SSP Calciulator:

<https://calc.digitalresident.kz>

Please select your organisational-legal form and tick “No” for the following question

# Invoice generation

### Non-Regulated Activities

#### Payment and indicate quantity

Choose services for generation of Invoice for payment and indicate quantity

Choose Service

Annual Filing fees

Online

Paper

-

1

+

\$ 20.00

×

+

Add activities

#### Total

Type of Company

Non Regulated Activity

Legal entity form

Private Company

\$ 20.00

Total amount of invoice for payment

Generate invoice

Please select the options highlighted in red, then proceed by clicking “Generate Invoice”

# Invoice generation

### Generate invoice

Type of a payer

Individual

Company

Are you Resident/Non-Resident of Republic of Kazakhstan?

Resident

Non-Resident

Company name\*

Enter company name

Legal address\*

Legal address of your company

BIN or Registration number \*

BIN or Registration number of your company

**Recipient's information for receiving the Act of Rendered Services and Electronic Tax Invoice:**

Type of a payer

Individual

Body Corporate

Company Name\*

Your company name

Country of Incorporation\*

Your country of incorporation

BIN or Registration number \*

Your BIN or Registration number of your company

Generate invoice

Please complete all blank sections marked with red stars and press “Generate invoice” and proceed with the payment

# How to File an Annual Return Form

Classification: Restricted

**Astana Financial Services Authority**

**AIFC Form for submission of Annual Return**

**Entity Name:** *Insert text here*

**Registration Number (BIN):** *Insert text here*

**Submission date:** *Insert text here*

Please download the [AIFC Form for submission of Annual Return](#)

Astana Financial Services Authority

**AIFC Form for submission of Annual Return**

Entity Name: *Insert text here*

Registration Number (BIN): *Insert text here*

Submission date: *Insert text here*

Must reflect the actual date of submission

Name of Director:

*Insert text here*

Contact email:

*Insert text here*

Contact number:

*Insert text here*

Signature: \_\_\_\_\_

Date *Insert text here*

The Annual Return must include the date  
and the director's signature

### CORE INFORMATION

Date of Annual return	Insert text here
Reporting period	Insert text here
Registration Number (BIN)	Insert text here
Full name	Insert text here

### STATEMENT OF CAPITAL

Class of shares	Currency	Number of shares	Aggregate nominal value (Number of shares issued multiplied by nominal value of a share)	Aggregate amount remaining unpaid (Including both nominal value and share premium, if any)
<b>1</b>		<b>2</b>	<b>3</b>	<b>4</b>
Totals				

The reporting period should reflect either the specific financial year under review or the precise dates for which the financial statements are prepared

Ensure that the Statement of Capital reflects the exact information as stated in the [AIFC Public Register](#).

Each share **(2)** in a Company has its class **(1)** and must have a fixed nominal value. Share capital comprises the total nominal value of all issued shares **(3)**. The aggregate amount remaining unpaid represents the total portion of share capital that shareholders have yet to pay **(4)**

Share Classes				
Class name	Number of shares	Currency	Price for a share	Total cost
<b>1</b> Ordinary	<b>2</b> 100,00	USD	1,000	<b>3</b> 100,00



**SHAREHOLDERS**

Please list the Shareholders in alphabetical order. Joint shareholders should be listed consecutively.

Name	Address	Class of Share	Number of Shares	Equity (%)	Date entered as a Shareholder	Date ceased to be a Shareholder	Date the number of Shares held by the Shareholder increased or decreased	For Shares that are not fully paid—the amount remaining unpaid on each Share
1	2	3	4	5	6	7	8	9



The shareholder table shall set out the identity of each shareholder and the relevant particulars applicable during the reporting period. It must also include information relating to any persons who ceased to be shareholders, along with their corresponding details

For joint holders of Shares in a Company—unless otherwise provided in its Articles of Association, please provide the following:

Names of each joint holder	The nominee Shareholder for the purposes of voting	Nominated single address to which all communications required to be sent to a Shareholder can be sent



To be completed if applicable

**DIRECTORS**

Name	Former name	Date of Birth	Address	Former Address within the last 5 years	Date appointed as a <u>Director</u>	Date ceased to be a <u>Director</u>



Compulsory for filing

**SECRETARIES**

If applicable

Name	Former name	Date of Birth	Address	Former Address within the last 5 years	Date appointed as a <a href="#">Secretary</a>	Date ceased to be a <a href="#">Secretary</a>

→ To be completed if applicable

**ULTIMATE BENEFICIAL OWNERS**

Name	Residential address	Date of Birth	Place of Birth	Nationality	Passport number	Passport country of issuance	Passport issuance date	Passport expiry date	Date of becoming UBO	Date ceased to be UBO

→ The table must contain full and accurate details of the Ultimate Beneficial Owner (UBO), ensuring all relevant information is disclosed

↖ Compulsory for filing

**DIRECTOR'S SIGNATURE**

<b>Name</b> <i>Insert text here</i>	<b>Signature</b>
<b>Date</b> <i>Insert date</i>	

→ The Annual Return must include the date and the director's signature

# Financial statements

company name		Balance Sheet
Date:	31.12.2022	
Currency	USD	
Units	USD	
<b>Assets</b>		
<b>Current Assets</b>		
Please fill in the tab "Current assets"		
	Total current assets	-
<b>Fixed (Long-Term) Assets</b>		
Please fill in the tab "Fixed (Long-Term) assets"		
	Total fixed assets	-
<b>Other Assets</b>		
Please fill in the tab "Other assets"		
	Total Other Assets	-
<b>Total Assets</b>		-
<b>Liabilities and Owner's Equity</b>		
<b>Current Liabilities</b>		
Please fill in the tab "Current Liabilities"		
	Total current liabilities	-
<b>Long-Term Liabilities</b>		
Please fill in the tab "Long-Term Liabilities"		
	Total long-term liabilities	-
<b>Owner's Equity</b>		
Please fill in the tab "Owner's Equity"		
	Total owner's equity	-
<b>Total Liabilities and Owner's Equity</b>		-
<b>Common Financial Ratios</b>		
Debt Ratio (Total Liabilities / Total Assets)		
Current Ratio (Current Assets / Current Liabilities)		
Working Capital (Current Assets - Current Liabilities)		-
Assets-to-Equity Ratio (Total Assets / Owner's Equity)		
Debt-to-Equity Ratio (Total Liabilities / Owner's Equity)		

Profit and Loss Statement	
Date:	30.12.2021
Currency	USD
Units	USD
<b>Stream</b>	
Fill in "Revenue" tab	
<b>Total Net Revenue</b>	-
Cost of Goods Sold	
<b>Gross Profit</b>	-
<b>Expenses</b>	
Fill in "Expenses" tab	
Total Expenses	-
<b>Earnings Before Interest &amp; Taxes</b>	-
Interest Expense	
<b>Earnings Before Taxes</b>	-
Income Taxes	
<b>Net Earnings</b>	-

Financial statements must be filed along with the Annual return

# How to File an Annual confirmation statement



Classification: Restricted

**Astana Financial Services Authority**

**AIFC Election to file an Annual confirmation statement**

**Private Company Name:** *Insert text here*

**Registration Number:** *Insert text here*

**Application Date:**

Classification: Restricted

**Astana Financial Services Authority**

**AIFC Annual confirmation statement**

**Private Company Name:** *Insert text here*

**Registration Number:** *Insert text here*

Please download the [AIFC Annual confirmation statement](#) and [AIFC Election to file an Annual confirmation statement](#)



# Election to file an Annual confirmation statement

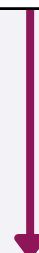
**Astana Financial Services Authority**

**AIFC Election to file an Annual confirmation statement**

**Private Company Name:** *Insert text here*

**Registration Number:** *Insert text here*

**Application Date:**



AIFC Election to file an Annual confirmation statement must be submitted within the review period or 14 days after the end of the review period

The First review period is the period of 12 months beginning with the day of the Company's incorporation

## DETAILS OF THE COMPANY

Registration Number (BIN)	<i>Insert text here</i>
Registration Date	<i>Insert text here</i>
Full name	<i>Insert text here</i>

## STATEMENT (PLEASE TICK TO CONFIRM)

☐ I confirm that all Shareholders have assented to the election to file an annual confirmation statement instead of an annual return.

## DIRECTOR'S SIGNATURE

Name <i>Insert text here</i>	Signature
Date <i>Insert date</i>	

## For further information, please contact us

Telephone Number	+77172-64-72-88	+77172-64-74-02
Email Address	<a href="mailto:monitoring@afsa.kz">monitoring@afsa.kz</a>	

## NOTICE

To promote transparency, safety of all parties and mitigate risks in the AIFC, the background check of Persons indicated in the application form will be conducted. This may include crime and tax records, law and regulatory enforcement, sanctions list and other relevant checks. In case of adverse background check, the incorporation/registration process may be delayed.

The AFSA Office of the Registrar of Companies reserves the right to ask for additional documents and information.

We occasionally refer to various Regulations and Rules which make up the AIFC Legislation. However, these references are provided only as a guide and are not an exhaustive list of the Regulations and Rules that may be applicable to your situation. It is your responsibility to research any Regulations and Rules that might be pertinent to your application.

# An Annual confirmation statement



The confirmation date must fall within the review period, usually it is the last day of the review period

Please specify the exact days DD/MM/YYYY-DD/MM/YYYY

Please note that the 14-day submission period commences on the day following the confirmation date

**CONFIRMATION DATE**

You must deliver this form within 14 days of this date. The confirmation date must be no later than the last day of the review period concerned.

Insert date

31/12/2024

**REVIEW PERIOD**

Each of the following is a review period:

(a) the period of 12 months beginning with the day of the company's [incorporation](#);

(b) each period of 12 months beginning with the day after the end of the previous review period.

Insert review period

01/01/2024-31/12/2024

**CONFIRMATION STATEMENT**

I confirm that all information required to be delivered by the Private Company pursuant to section 28-1 of the AIFC Companies Regulations 2017 in relation to the confirmation period ending on the confirmation date above either has been delivered or is being delivered with this statement.

Name

Insert text here

within

Date

Insert date

01/01/2025-14/01/2025

Signature

**CHECKLIST**

Please make sure to complete all the required fields in the form and the following supporting document(s) are attached. Incorrect or incomplete application may be returned for re-submission.

If any documents are not in the English Language, they must be accompanied by a translation, certified to the satisfaction of the Registrar.

**LIST OF SUPPORTING DOCUMENTS**

No.	Requirement	Status
1.	AIFC form for notifying about the election to file an annual confirmation statement	<input type="checkbox"/>

# How to file Annual accounts

company name		Balance Sheet
Date:	31.12.2022	
Currency	USD	
Units	USD	
<b>Assets</b>		
<b>Current Assets</b>		
Please fill in the tab "Current assets"		
	Total current assets	-
<b>Fixed (Long-Term) Assets</b>		
Please fill in the tab "Fixed (Long-Term) assets"		
	Total fixed assets	-
<b>Other Assets</b>		
Please fill in the tab "Other assets"		
	Total Other Assets	-
<b>Total Assets</b>		-
<b>Liabilities and Owner's Equity</b>		
<b>Current Liabilities</b>		
Please fill in the tab "Current Liabilities"		
	Total current liabilities	-
<b>Long-Term Liabilities</b>		
Please fill in the tab "Long-Term Liabilities"		
	Total long-term liabilities	-
<b>Owner's Equity</b>		
Please fill in the tab "Owner's Equity"		
	Total owner's equity	-
<b>Total Liabilities and Owner's Equity</b>		-
<b>Common Financial Ratios</b>		
Debt Ratio (Total Liabilities / Total Assets)		
Current Ratio (Current Assets / Current Liabilities)		
Working Capital (Current Assets - Current Liabilities)		-
Assets-to-Equity Ratio (Total Assets / Owner's Equity)		
Debt-to-Equity Ratio (Total Liabilities / Owner's Equity)		

Profit and Loss Statement	
Date:	30.12.2021
Currency	USD
Units	USD
<b>Stream</b>	
Fill in "Revenue" tab	
<b>Total Net Revenue</b>	-
Cost of Goods Sold	
<b>Gross Profit</b>	-
<b>Expenses</b>	
Fill in "Expenses" tab	
Total Expenses	-
<b>Earnings Before Interest &amp; Taxes</b>	-
Interest Expense	
<b>Earnings Before Taxes</b>	-
Income Taxes	
<b>Net Earnings</b>	-



# Balance sheet

company name		Balance Sheet
Date:	31.12.2022	
Currency	USD	
Units	USD	
<b>Assets</b>		
<b>Current Assets</b>		
Please fill in the tab "Current assets"		
Total current assets		-
<b>Fixed (Long-Term) Assets</b>		
Please fill in the tab "Fixed (Long-Term) assets"		
Total fixed assets		-
<b>Other Assets</b>		
Please fill in the tab "Other assets"		
Total Other Assets		-
<b>Total Assets</b>		-
<b>Liabilities and Owner's Equity</b>		
<b>Current Liabilities</b>		
Please fill in the tab "Current Liabilities"		
Total current liabilities		-
<b>Long-Term Liabilities</b>		
Please fill in the tab "Long-Term Liabilities"		
Total long-term liabilities		-
<b>Owner's Equity</b>		
Please fill in the tab "Owner's Equity"		
Total owner's equity		-
<b>Total Liabilities and Owner's Equity</b>		-
<b>Common Financial Ratios</b>		
Debt Ratio (Total Liabilities / Total Assets)		
Current Ratio (Current Assets / Current Liabilities)		
Working Capital (Current Assets - Current Liabilities)		
Assets-to-Equity Ratio (Total Assets / Owner's Equity)		
Debt-to-Equity Ratio (Total Liabilities / Owner's Equity)		

Selection of the currency and units of the accounts is mandatory



To complete the data in the Main Sheet, you must first fill in the respective sheets within the Excel template named: Current Assets, Fixed Assets, Other Assets, Current Liabilities, Long-Term Liabilities, and Owner's Equity

The date must correspond to the financial year end for which the accounts have been prepared

The formulas within the sheets are pre-activated and will automatically update calculations as data is entered



# Profit and Loss Statement

Selections of the currency and units of the accounts are mandatory

The date must correspond to the financial year for which the accounts have been prepared



To complete the data in the Main Sheet, you must first fill in the respective sheets within the Excel template named: Revenue and Expenses

Profit and Loss Statement	
Date:	30.12.2021
Currency	USD
Units	USD
Stream	
Fill in "Revenue" tab	
<b>Total Net Revenue</b>	-
Cost of Goods Sold	
<b>Gross Profit</b>	-
Expenses	
Fill in "Expenses" tab	
Total Expenses	-
<b>Earnings Before Interest &amp; Taxes</b>	-
Interest Expense	
<b>Earnings Before Taxes</b>	-
Income Taxes	
<b>Net Earnings</b>	-