On approval of the rules for the provision of public services by the Ministry of Energy of the Republic of Kazakhstan in the field of subsoil use


In accordance with subparagraph 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" I ORDER:

1. Approve:
   1) the rules for rendering the state service of the Ministry of Energy of the Republic of Kazakhstan "Transfer of the right to subsurface use and objects related to the right to subsurface use" in accordance with Appendix 1 to this order;
   2) the rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of contracts for subsoil use for hydrocarbons and uranium mining" in accordance with Appendix 2 to this order;
   3) rules for the provision of public services by the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining" in accordance with Appendix 3 to this order.

2. The Department of Subsoil Use of the Ministry of Energy of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, shall ensure:
   1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;
   2) posting this order on the Internet resource of the Ministry of Energy of the Republic of Kazakhstan;
   3) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, the submission to the Department of the Legal Service of the Ministry of Energy of the Republic of Kazakhstan information on the implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

3. Control over the execution of this order shall be entrusted to the supervising Vice Minister of Energy of the Republic of Kazakhstan.

4. This order comes into effect upon the expiration of twenty one calendar days after the day of its first official publication.

Minister of Energy of the Republic of Kazakhstan

"AGREED"

Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan
Chapter 1. General Provisions

1. These Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Transfer of the right to subsoil use and objects related to the right to subsoil use" (hereinafter - the Rules) are developed in accordance with subparagraph 1) of article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On public services" (hereinafter referred to as the Law) and determine the procedure for rendering the state service of the Ministry of Energy of the Republic of Kazakhstan "Transfer of the right to subsoil use and objects related to the right to subsoil use" (hereinafter referred to as the state service).

2. The following basic concepts are used in these Rules:

1) public service - one of the forms of implementation of certain state functions, carried out on an individual basis upon request or without the request of service recipients and aimed at the implementation of their rights, freedoms and legitimate interests, providing them with the corresponding material or non-material benefits;

2) the service recipient - individuals and legal entities, with the exception of central state bodies, foreign institutions of the Republic of Kazakhstan, local executive bodies of regions, cities of republican significance, the capital, districts, cities of regional significance, akims of districts in the city, cities of district significance, settlements, villages, rural districts;

3) service provider - central state bodies, foreign establishments of the Republic of Kazakhstan, local executive bodies of regions, cities of republican significance, the capital, districts, cities of regional significance, akims of districts in the city, cities of district significance, settlements, villages, rural districts, as well as physical and legal persons providing public services in accordance with the legislation of the Republic of Kazakhstan.

Chapter 2. Procedure for the provision of public services

3. The public service is provided by the Ministry of Energy of the Republic of Kazakhstan (hereinafter referred to as the service provider).

4. To receive a public service, the service recipient submits the following documents through the service provider's office:
1) to transfer the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right:

- an application for a permit to transfer the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right in the form in accordance with Appendix 1 to these Rules;
- documents confirming the acquired subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right;
- documents confirming the financial and technical capabilities of a person intending to acquire the subsoil use right (shares in the subsoil use right) and / or objects related to the subsoil use right;

All documents attached to the application are written in Kazakh and Russian languages. In the event that the application is submitted by a foreigner or a foreign legal entity, such documents can also be drawn up in another language with a mandatory attachment to each document of translation into Kazakh and Russian languages, the accuracy of which is certified by a notary.

2) to issue a permit for the issue of shares and other securities, which are objects related to the right to subsurface use, into circulation on the organized securities market:

- an application for a permit to transfer the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right, in the form in accordance with Appendix 2 to these Rules;
- a copy of the charter and / or other documents confirming information on the amount of the authorized capital of the issuing organization, whose shares or other securities that are objects related to the right to subsurface use are subject to release into circulation on the organized securities market;
- documents confirming information about securities, including derivative securities of the organization, their underlying assets or other forms of equity participation, which are objects related to the right to subsurface use, and are subject to release into circulation on the organized securities market;
- documents confirming the presence (absence) of the underwriter;
- documents confirming the number of shares or other securities, including previously placed shares on the organized securities market;

All documents attached to the application are written in Kazakh and Russian languages. If the application is submitted by a foreigner or a foreign legal entity, such documents may also be drawn up in another language with a mandatory attachment to each document of translation into Kazakh and Russian languages, the accuracy of which is certified by a notary;

The list of basic requirements for the provision of public services is given in the State Service Standard "Transfer of the right to subsurface use and objects related to the right to subsurface use" in accordance with Appendix 3 to these Rules.

5. The service provider accepts and registers documents on the day of receipt of documents.
6. Confirmation of acceptance of the package of documents is registration (stamp, incoming number and date) in the office of the service provider, indicating the last name, first name, patronymic (if any) of the person who accepted the application.

When the service recipient applies after the end of working hours, on weekends and holidays, applications are accepted and the results of the provision of public services are issued on the next business day.

7. The Service Provider considers the documents specified in paragraph 4 of these Rules within a month, and for large deposits and strategic subsoil areas - within three months from the date of receipt of the application and the documents attached to it.

8. The responsible executor of the responsible structural unit of the service provider (hereinafter referred to as the service provider) within 2 (two) working days from the date of receipt of the documents specified in paragraph 4 of these Rules, checks them for completeness.

If the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part one of this clause prepares a motivated refusal in any form to further consider the application through the service provider's office.

If the service recipient provides a complete package of documents, the responsible executor of the service provider within the period specified in part one of this paragraph, sends a request to the structural divisions of the service provider for consideration and an opinion on the compliance of the submitted documents with the requirements of the Code of the Republic of Kazakhstan dated December 27, 2017 "On Subsoil and Subsoil Use "(hereinafter - the Code).

9. If an application for a permit for the transfer of the right to subsurface use and (or) objects related to the right to subsurface use is filed in relation to the right to subsurface use on a subsoil plot that is a strategic subsoil plot, or if the proposed transfer of the right to subsurface use and (or) objects, related to the subsoil use right, affects the interests of national security in the relevant subsoil area, the responsible executor of the service provider, within five working days from the date of receipt of such an application and the documents attached to it, sends them to the national security authorities to consider the transfer of the subsoil use right (share in the subsoil use right) (or) objects related to the subsoil use right for compliance with national security requirements.

If the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right affects the interests of national security, the national security authorities notify the service provider about this within ten working days from the date of receipt of the application. In this case, the service provider suspends consideration of the application until it receives confirmation from the national security authorities that the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right meets the national security requirements in accordance with paragraph 7 of Article 45 of the Code.

10. Within 3 (three) business days, the structural divisions of the service provider send conclusions to the responsible structural division of the service provider.
11. The responsible executor of the service provider, after receiving the documents specified in paragraph 4 of these Rules, submits them for consideration by the expert commission on subsoil use issues (hereinafter - the expert commission).

The expert commission is an advisory and advisory body to the service provider in order to develop recommendations when considering applications for the issuance of a permit for the transfer of subsoil use rights and (or) objects related to subsoil use rights.

The expert commission considers the documents specified in clause 4 of these Rules within a period of no more than ten working days, and for large deposits and strategic subsoil areas - no more than forty working days.

The service provider, within 5 (five) working days from the date of receipt of the recommendations of the expert commission on subsoil use issues, makes a decision on the application or sends in an arbitrary form a reasoned refusal to provide public services on the following grounds:

1) if the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right will result in non-compliance with the requirements for ensuring the national security of the country, including the concentration of subsoil use rights;

2) if the transfer of the subsoil use right (share in the subsoil use right) and (or) objects associated with the subsoil use right will entail the concentration of rights under the subsoil use contract;

3) if the application for a permit does not comply with the requirements of the Code;

4) if the transfer of the subsoil use right (a share in the subsoil use right) and (or) objects related to the subsoil use right is prohibited by the Code;

5) if the transfer of the subsoil use right (a share in the subsoil use right) is carried out on a subsoil plot on which the subsoil user is prohibited from conducting subsoil use operations or certain types of work in accordance with the imposed administrative penalty;

6) implementation by the state of the priority right;

7) if the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right does not comply with the provisions of international agreements concluded by the Republic of Kazakhstan.

Chapter 3. The procedure for appealing decisions, actions (inaction) of the service provider and (or) his officials on the provision of public services

12. A complaint against the decision, actions (inaction) of employees of structural units of the service provider can be submitted to the head of the service provider and (or) to the authorized body for assessment and control over the quality of public services.

The service recipient's complaint received by the service provider, in accordance with paragraph 2 of Article 25 of the Law, is subject to consideration within five working days from the date of its registration.
The service recipient's complaint received by the authorized body for the assessment and control over the quality of the provision of public services is subject to consideration within fifteen working days from the date of its registration.

13. In cases of disagreement with the results of the decision of the service provider, the service recipient may appeal the results in court.

Appendix 1 to the rules of the public service "Transfer of the right to subsurface use and (or) objects related to the right to subsurface use"
The form

(Application for the issue of a permit to transfer the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right)

I am asking for a permit for ____________________________________________.

1. Information about the person (organization) who has (has) the intention to acquire the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right:
   for individuals _____________________________ _____________________________
   (Indicate the last name, first name and patronymic (if it is indicated in the identity document) of the purchaser, place of residence, citizenship, information on identity documents);

   for legal entities _____________________________ _____________________________
   (Indicate the name of the acquirer, his location, an indication of his nationality, information about state registration as a legal entity, information about managers and their powers, information about persons, organizations and states that have the ability to directly or indirectly determine the decisions made by the applicant)

2. An indication of the acquired subsoil use right (share in the subsoil use right) or acquired objects related to the subsoil use right:
   _____________________________;
3. Grounds for transfer of the subsoil use right (share in the subsoil use right), objects related to the subsoil use right:
_________________________________; 
(Specify information about the price of the transaction and the procedure for its payment)
4. Information about the financial and technical capabilities of the person intending to acquire the subsoil use right (share in the subsoil use right: 
_________________________________; I am aware of the responsibility for providing inaccurate information. I confirm the accuracy of the specified information in the application and documents attached to the application
Applicant (the person who signed the application on behalf of the applicant):
___________________________________ _________________
(surname, name, patronymic (if any) date, signature
Note: the application and the documents attached to it are drawn up in Kazakh and Russian.
If the application is submitted by a foreigner or by a foreign legal entity, the documents attached to it may be drawn up in another language with a mandatory attachment to each document of translation into Kazakh and Russian languages, the accuracy of which is certified by a notary.

Appendix 2 to the rules of the public service "Transfer of the right to subsurface use and (or) objects related to the right to subsurface use"
The form

Application for the issue of a permit to transfer the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right

I am asking for a permit for ___________________________________________.
(In the case of an appeal for placement within the framework of an additional issue (issue), it is submitted by the issuer, and in cases where the issue into circulation on the organized securities market is made by the holder of these shares or other securities, the application is submitted by such a holder)
1) full name of the issuing organization, whose shares or other securities, which are objects related to the subsoil use right, are subject to release into circulation on the organized securities market: ______________________;
2) an indication of the subsoil plot to which the related shares or other
securities subject to issue into circulation on the organized securities market belong:

3) information on the amount of the authorized capital of the issuing organization, whose shares or other securities, which are objects related to the right to subsurface use, are subject to release into circulation on the organized securities market:

4) information (type and total number) on securities, including derivative securities of the organization, their underlying assets or other forms of equity participation, which are objects related to the right to subsurface use, and are subject to release into circulation on the organized securities market:

5) information about the underwriter (if any): ______________________;

6) information about the organized securities market on which the listing will be carried out: ______________________;

information on the number of shares or other securities that are objects related to the right to subsurface use and subject to issue in circulation on the organized securities market ______________________;

I am aware of the responsibility for providing false information. I confirm the accuracy of the information specified in the application and the documents attached to the application. Applicant (the person who signed the application on behalf of the applicant):

______________________________ ______________________
(surname, name, patronymic (if any) date, signature)

Note: the application and the documents attached to it are drawn up in Kazakh and Russian languages. If the application is submitted by a foreigner or foreign legal entity, the documents attached to it can be drawn up in another language with a mandatory attachment to each document of translation into Kazakh and Russian languages, the correctness of which is certified by a notary.

Appendix 3 to the Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Transfer of the right to subsurface use and objects related to the right to subsurface use"

2. Methods of providing public services (access channels)

Acceptance of documents and issuance of the results of the provision of public services is carried out through the office of the service provider.

3. The term for the provision of public services

If the deposit is not a large deposit and not a strategic subsoil area - 20 (twenty) working days, and in the case of large deposits and strategic subsoil areas - 60 (sixty) working days;

4. Form of provision of public services

Paper

5. The result of the provision of public services

Issuance of a permit for the transfer of subsoil use rights and (or) objects related to subsoil use rights.

6. The amount of payment charged from the service recipient when rendering a public service, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan

The state service is provided to service recipients free of charge.

7. Working hours of the service provider's office

from Monday to Friday from 9.00 to 18.30 with a lunch break from 13.00 to 14.30, except weekends and holidays. Documents are accepted until 18.00.

8. List of documents and information required for the provision of public services

1) for the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right: an application for a permit to transfer the subsoil use right (share in the subsoil use right) and (or) objects associated with the subsoil use right; documents confirming the acquired subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right; documents confirming the financial and technical capabilities of a person intending to acquire the subsoil use right (shares in the subsoil use right) and (or) objects related to the subsoil use right.

All documents attached to the application are written in Kazakh and Russian languages. In the event that the application is submitted by a foreigner or a foreign legal entity, such documents can also be drawn up in another language with a mandatory attachment to each document of translation into Kazakh and Russian languages, the correctness of which is certified by a notary.

2) to issue a permit for the issue of shares and other securities that are objects related to the subsoil use right into circulation on the organized securities market: an application for a permit for the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the right to subsurface use; a copy of the charter and/or other documents confirming information on the amount of the authorized capital of the issuing organization, whose shares or other securities that are objects related to the right to subsurface use are subject to release into circulation on the organized securities market; documents confirming information about securities, including derivative securities of the organization, their underlying assets or other forms of equity participation, which are objects related to the right to subsurface use, and are subject to release into circulation on the organized securities market; documents confirming the presence (absence) of the underwriter; documents confirming the number of shares or other securities, including previously placed shares on the organized securities market. All documents attached to the application are written in Kazakh and Russian languages. In the event that the application is submitted by a foreigner or a foreign legal entity, such documents can also be drawn up in another language with a mandatory attachment to each
Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan

1) if the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right will result in non-compliance with the requirements for ensuring the national security of the country, including the concentration of subsoil use rights; 2) if the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right will entail the concentration of rights under the subsoil use contract; 3) if the application for a permit does not meet the requirements of the Code of the Republic of Kazakhstan dated December 27, 2017 "On Subsoil and Subsoil Use" (hereinafter - the Code); 4) if the transfer of the subsoil use right (a share in the subsoil use right) and (or) objects related to the subsoil use right is prohibited by the Code; 5) if the transfer of the subsoil use right (a share in the subsoil use right) is carried out on a subsoil plot on which the subsoil user is prohibited from conducting subsoil use operations or certain types of work in accordance with the imposed administrative penalty; 6) implementation by the state of the priority right; 7) if the transfer of the subsoil use right (share in the subsoil use right) and (or) objects related to the subsoil use right does not comply with the provisions of international agreements concluded by the Republic of Kazakhstan.

Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form

1) the addresses of the places of rendering public services are located at: 010000, Nur-Sultan city, Kabanbai Batyr avenue, 19, block "A", telephone: 8 (7172) 78-68-01. 2) contact numbers of inquiry services on the provision of public services are indicated on the Internet resource www.gov.kz, in the "Ministry of Energy" section in the "Services" subsection. A single contact center for the provision of public services 1414, 8 800 080 7777.
regional significance, akims of districts in the city, cities of district significance, settlements, villages, rural districts;

3) service provider - central state bodies, foreign establishments of the Republic of Kazakhstan, local executive bodies of regions, cities of republican significance, the capital, districts, cities of regional significance, akims of districts in the city, cities of district significance, settlements, villages, rural districts, as well as physical and legal persons providing public services in accordance with the legislation of the Republic of Kazakhstan.

Chapter 2. Procedure for the provision of public services

3. The public service is provided by the Ministry of Energy of the Republic of Kazakhstan (hereinafter referred to as the service provider).

4. To receive a public service, the service recipient submits the following documents through the service provider's office:

1) to obtain a contract for exploration and production of hydrocarbons based on the results of an auction for subsoil use:
   - an application for concluding (signing) a subsoil use contract for exploration and production of hydrocarbons in the form in accordance with Appendix 1 to these Rules;
   - a subsoil use contract signed for its part for exploration and production of hydrocarbons in 3 (three) copies, developed in accordance with a model contract for exploration and production of hydrocarbons, approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration regulatory legal acts No. 17140);
   - a work program containing the volume, description and timing of work during the exploration period and meeting the minimum requirements for the volume and types of work on the subsoil site during the exploration period, which is an integral part of the subsoil use contract for exploration and production of hydrocarbons;
   - an annex to a subsoil use contract, which is its integral part, establishing, in accordance with article 110 of the Code of the Republic of Kazakhstan "On Subsoil and Subsoil Use" (hereinafter - the Code), a subsoil plot where the service recipient is entitled to conduct exploration and (or) production of hydrocarbons;
   - original payment order confirming the payment of the signature bonus;

2) to obtain a contract for the production of hydrocarbons based on the results of the auction:
   - an application for obtaining a contract for the production of hydrocarbons based on the results of an auction in the form in accordance with Appendix 2 to these Rules;
   - a subsoil use contract signed for its part for the production of hydrocarbons in 3 (three) copies, developed in accordance with a standard contract for the production of hydrocarbons, approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140);
   - an annex to the subsoil use contract, which is its integral part, establishing, in accordance with Article 110 of the Code, a subsoil plot on which the service recipient is entitled to conduct hydrocarbon production operations;
original of the payment order confirming the payment of the signature bonus;  
3) for a contract for exploration and production of hydrocarbons based on the results of the protocol of direct negotiations:  
signed on its part a subsoil use contract for exploration and production of hydrocarbons in 3 (three) copies, developed in accordance with a standard contract for exploration and production of hydrocarbons approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory legal acts No. 17140);  
a work program containing the volume, description and timing of work during the exploration period and meeting the minimum requirements for the volume and types of work on the subsoil site during the exploration period, which is an integral part of the subsoil use contract for exploration and production of hydrocarbons;  
an annex to the subsoil use contract for the exploration and production of hydrocarbons, which is its integral part, establishing, in accordance with Article 110 of the Code, a subsoil plot where the service recipient is entitled to conduct exploration and (or) production of hydrocarbons;  
original payment order confirming the payment of the signature bonus;  
4) to obtain a contract for the production of hydrocarbons based on the results of the protocol of direct negotiations:  
signed on its part a subsoil use contract for the production of hydrocarbons in 3 (three) copies developed in accordance with a standard contract for the production of hydrocarbons approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140);  
an annex to the subsoil use contract for exploration and production of hydrocarbons, which is its integral part, establishing, in accordance with Article 110 of the Code, a subsoil plot where the service recipient is entitled to conduct exploration and (or) production of hydrocarbons;  
original payment order confirming the payment of the signature bonus;  
5) to obtain a contract for uranium mining following the results of the protocol of direct negotiations in the field of uranium:  
a contract for the production of uranium in 3 (three) copies signed for its part, developed in accordance with a standard contract for the production of uranium, approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140);  
original payment order confirming the payment of the signature bonus;  
6) to obtain a contract for exploration and production of hydrocarbons, subject to the transition to standard contracts for exploration and production and production of hydrocarbons, approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140):
an application for obtaining a contract for exploration and production and production of hydrocarbons based on the results of the auction in the form in accordance with Appendix 3 to these Rules;

a signed contract for subsoil use for exploration and production or production of hydrocarbons in 3 (three) copies, developed in accordance with a standard contract for exploration and production or production of hydrocarbons, approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Normative Legal Acts No. 17140);

a work program containing the volume, description and timing of work during the exploration period and meeting the minimum requirements for the volume and types of work on the subsoil site during the exploration period, which is an integral part of the subsoil use contract for exploration and production of hydrocarbons;

a report on the calculation of reserves approved by the service recipient and received a positive conclusion of the state examination of the subsoil;

7) to obtain a contract for the exploration of hydrocarbons in accordance with international treaties:

an application for obtaining a contract for the exploration of hydrocarbons in the form, in accordance with Appendix 4 to these Rules;

a signed contract for the exploration of hydrocarbons;

a work program containing the scope, description and timing of work during the exploration period, determined by the results of direct negotiations, attached to the contract for hydrocarbon exploration as its integral part;

the original of the payment order for the payment of the signature bonus.

The list of basic requirements for the provision of public services in the public service standard "Conclusion (signing) contracts for subsoil use for hydrocarbons and uranium mining" in accordance with Appendix 5 to these Rules.

5. Upon receipt of the documents of the service recipient specified in paragraph 4 of these Rules, the office of the service provider on the day of their receipt shall receive and register in accordance with the work schedule.

Confirmation of acceptance of the application with attachments is registration (stamp, incoming number and date) in the office of the service provider, indicating the last name, first name, patronymic (if any) of the person who accepted the application with the attached documents.

6. Within 2 (two) business days from the date of registration of the documents specified in paragraph 4 of these Rules, the service provider determines the responsible executor of the service provider.

The responsible executor of the service provider, within 2 (two) working days from the date of receipt of the documents specified in paragraph 4 of these Rules, verifies the completeness of the submitted documents.

In the event that the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part two of this paragraph prepares a motivated refusal in any form for further
consideration of documents and sends it to the applicant through the service provider's office.

If the service recipient submits a full package of documents, the responsible executor of the service provider within 6 (six) working days examines them for compliance with the requirements of the Code and sends a request to the structural divisions of the service provider to give an opinion.

7. Structural units, after submitting a request, within 6 (six) working days, prepare conclusions and submit them to the responsible executor of the service provider.

8. The responsible executor of the service provider, within 4 (four) working days, considers the conclusion of structural divisions, prepares a contract for subsoil use for hydrocarbons and uranium mining for signing to the head of the service provider or sends a motivated refusal to provide public services in any form on the following grounds:

1) establishment of the inaccuracy of the documents submitted by the service recipient for receiving public services, and (or) the data (information) contained therein;

2) the discrepancy between the service recipient and (or) the submitted materials, objects, data and information required for the provision of public services with the requirements established by the Code;

3) in relation to the service recipient there is a court decision (verdict) that has entered into legal force on the prohibition of activities or certain types of activities that require the receipt of this public service;

4) in relation to the service recipient there is a court decision that has entered into legal force, on the basis of which the service recipient is deprived of a special right related to the receipt of a public service.

9. The head of the service provider, within the period specified in part one of paragraph 8 of these Rules, signs a contract for subsoil use for hydrocarbons and uranium production, after which the responsible executor of the service provider sends it to the applicant through the office of the service provider.

Chapter 3. The procedure for appealing decisions, actions (inaction) of the service provider and (or) his officials on the provision of public services

10. A complaint against the decision, actions (inaction) of employees of structural units of the service provider can be filed in the name of the head of the service provider and (or) to the authorized body for assessment and control over the quality of public services.

The service recipient's complaint received by the service provider, in accordance with subparagraph 2) of paragraph 3 of Article 25 of the Law, is subject to consideration within five working days from the date of its registration.

The service recipient's complaint received by the authorized body for the assessment and control over the quality of the provision of public services is subject to consideration within fifteen working days from the date of its registration.

11. In cases of disagreement with the results of the decision of the service provider, the service recipient may appeal the results in court.
Application for the conclusion (signing) of a subsoil use contract for exploration and production of hydrocarbons

(name of the service provider)

Hereby _______ (indicate the last name, first name, patronymic (if any) of an individual, / name of a legal entity) asks to conclude a Contract for the exploration and production of hydrocarbons. I am aware of the responsibility for providing false information. I confirm the accuracy of the data provided. I agree to the use of information constituting a secret protected by law, contained in information systems.

The application shall additionally be accompanied by: __________________

__________________ (surname, name, patronymic (if any)) (signature) “__” ____________ 20__
Appendix 3 to the Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of contracts for subsoil use for hydrocarbons and uranium mining"

The form

Application for the conclusion (signing) of a subsoil use contract for the production of hydrocarbons

(name of the service provider)

Hereby ________ (indicate the last name, first name, patronymic (if any) of an individual, / name of a legal entity) having the right to subsurface use under Contract No. ____ dated __. __. ____ on __________ hydrocarbons asks for the transition to the production stage.

Production area _____________________________________________________.

The duration of the preparatory period (not exceeding three years) ________.

I am aware of the responsibility for providing false information.

I confirm the accuracy of the data provided.

I agree to the use of information constituting a secret protected by law, contained in information systems.

The application shall additionally be accompanied by: __________________

___________________________________ __________________

(surname, name, patronymic (if any)) (signature)

"__" ____________ 20__

Appendix 4 to the Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of contracts for subsoil use for hydrocarbons and uranium mining"

The form

Application for the conclusion (signing) of a subsoil use contract for hydrocarbon exploration

(name of the service provider)

(name of the applicant, his location, information on state registration as a legal entity (extract from the trade register or other
legalized document certifying that the applicant is a legal entity under the laws of a foreign state), information about the head, individuals, legal entities, states and international organizations that directly or indirectly control the applicant

(Information about the applicant's previous activities, including the list of states in which he operated over the past three years)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________  ______________________
(surname, name, patronymic (if any)) (signature)  
"__"  ____________  20__

Appendix 5 to the Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of contracts for subsoil use for hydrocarbons and uranium mining"

State service standard "Conclusion (signing) of contracts for subsoil use for hydrocarbons and uranium mining"

<table>
<thead>
<tr>
<th>1.</th>
<th>Service Provider Name</th>
<th>Ministry of Energy of the Republic of Kazakhstan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Methods of providing public services</td>
<td>Acceptance of documents and issuance of the results of the provision of public services is carried out on paper</td>
</tr>
<tr>
<td>3.</td>
<td>The term for the provision of public services</td>
<td>when signing a contract for exploration and production of hydrocarbons following the results of an auction for subsoil use, a contract for production of hydrocarbons following the results of an auction, a contract for exploration and production of hydrocarbons following a protocol of direct negotiations, a contract for production of hydrocarbons following a protocol of direct negotiations, a contract for exploration and production of hydrocarbons based on the results of the protocol of direct negotiations in the field of uranium, for the exploration of hydrocarbons in accordance with international agreements, a contract for exploration and production and production of hydrocarbons, subject to the transition to a standard contract approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register state registration of normative legal acts No. 17140) - 20 (twenty) working days;</td>
</tr>
</tbody>
</table>
4. **Form of provision of public services**

   - Paper

5. **The result of the provision of public services**

   - Subsoil use contract or motivated refusal to provide public services

6. **The amount of payment charged from the service recipient when rendering a public service, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan**

   - Free

7. **Service provider's working hours**

   - From Monday to Friday from 9.00 to 18.30 with a lunch break from 13.00 to 14.30, except weekends and holidays. Acceptance of documents is carried out through the office of the service provider until 18.00.

8. **List of documents and information required for the provision of public services**

   - 1) To obtain a contract for exploration and production of hydrocarbons based on the results of an auction for subsoil use: an application for concluding (signing) a subsoil use contract for exploration and production of hydrocarbons; a subsoil use contract signed for its part for exploration and production of hydrocarbons in 3 (three) copies, developed in accordance with a standard contract for exploration and production of hydrocarbons, approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140); a work program containing the scope, description and timing of work during the exploration period and meeting the minimum requirements for the volume and types of work on the subsoil site during the exploration period, which is an integral part of the subsoil use contract for exploration and production of hydrocarbons; an annex to a subsoil use contract, which is its integral part, establishing, in accordance with article 110 of the Code of the Republic of Kazakhstan "On Subsoil and Subsoil Use" (hereinafter - the Code), a subsoil plot where the service recipient is entitled to conduct exploration and (or) production of hydrocarbons; the original of the payment order confirming the payment of the signature bonus;

   - 2) To obtain a contract for the production of hydrocarbons based on the results of the auction: an application for concluding (signing) a contract for the subsoil use of hydrocarbon production; a subsoil use contract signed for its part for the production of hydrocarbons in 3 (three) copies, developed in accordance with a standard contract for the production of hydrocarbons, approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140); an annex to the subsoil use contract, which is its integral part, establishing, in accordance with Article 110 of the Code, a subsoil plot on which the service recipient is entitled to conduct hydrocarbon production operations; the original of the payment order confirming the payment of the signature bonus;

   - 3) For a contract for exploration and production of hydrocarbons based on the results of a protocol of direct negotiations: a contract for subsoil use for exploration and production of hydrocarbons in 3 (three) copies signed on our part, developed in accordance with a standard contract for exploration and production of hydrocarbons approved by order of the Minister of Energy of the Republic Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Normative Legal Acts No. 17140); a work program containing the volume, description and timing of work during the exploration period and meeting the minimum requirements for the volume and types of work on the subsoil...
1) to establish the inaccuracy of the documents submitted by the service recipient for receiving public services, and (or) the data (information) contained therein;
2) inconsistency of the service recipient and (or) the submitted materials, objects, data and information necessary for the provision of public services with the requirements established by the Code;
3) in relation to the service recipient there is a court decision (verdict) that has entered into legal force on the prohibition of activities or certain types of activities that require the receipt of this public service;
4) in relation to the service recipient there is a court decision that has entered into legal force, on the basis of which the service recipient is deprived of a special right related to the receipt of public services.
Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan
"Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining"

Chapter 1. General Provisions

1. These Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining" (hereinafter - the Rules) are developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On state services" and determine the procedure for rendering state services of the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining" (hereinafter - the state service).

2. The following basic concepts are used in these Rules:

1) public service - one of the forms of implementation of certain state functions, carried out on an individual basis upon request or without the request of service recipients and aimed at the implementation of their rights, freedoms and legitimate interests, providing them with the corresponding material or non-material benefits;

2) the service recipient - individuals and legal entities, with the exception of central state bodies, foreign institutions of the Republic of Kazakhstan, local executive bodies of regions, cities of republican significance, the capital, districts, cities of regional significance, akims of districts in the city, cities of district significance, settlements, villages, rural districts;

3) service provider - central state bodies, foreign establishments of the Republic of Kazakhstan, local executive bodies of regions, cities of republican significance, the capital, districts, cities of regional significance, akims of districts in the city, cities of district significance, settlements, villages, rural districts, as well as physical and legal persons providing public services in accordance with the legislation of the Republic of Kazakhstan.

Chapter 2. Procedure for the provision of public services

3. The public service is provided by the Ministry of Energy of the Republic of Kazakhstan (hereinafter referred to as the service provider).

4. To receive a public service, the service recipient submits the following documents through the service provider's office:
1) to obtain an additional agreement to the contract when changing information about the service recipient:
   an application for changing information about the service recipient in the form, in accordance with Appendix 1 to these Rules;
   documents confirming the need to amend the information about the service recipient;
   an addendum to the contract signed by the service recipient in 3 (three) copies, providing for changes in the information about the service recipient;

2) to obtain an additional agreement to the contract upon transfer of the subsoil use right and a share in the subsoil use right:
   an application for the transfer of the subsoil use right (share in the subsoil use right) in the form in accordance with Appendix 2 to these Rules;
   an addendum to the subsoil use contract signed by the service recipient in 3 (three) copies;
   original document on the basis of which the subsoil use right is acquired;
   documents confirming information about the acquirer of the subsoil use right:
   for individuals - the surname, name and patronymic (if it is indicated in the identity document) of the applicant, place of residence, citizenship, information about the identity documents of the applicant;
   for legal entities - the name of the applicant, his location, information on state registration as a legal entity (an extract from the commercial register or other legalized document certifying that the applicant is a legal entity under the legislation of a foreign state), information on legal entities whose shares are in circulation on the organized securities market, states, international organizations and individuals who directly or indirectly control the acquirer;
   documents confirming the purchaser's compliance with the requirements of the Code of the Republic of Kazakhstan dated December 27, 2018 "On Subsoil and Subsoil Use" (hereinafter - the Code);

3) to obtain an additional agreement to the contract when securing the production site (s) and the preparatory period:
   a statement on securing the production site and the preparatory period (preparatory periods) in the form, in accordance with Appendix 3 to these Rules;
   an addendum to the contract signed by the service recipient, providing for the fixing of the preparatory period (preparatory periods) and containing an annex to the contract, establishing the production site (s) in accordance with Article 110 of the Code;
   a report on the calculation of geological reserves approved by the service recipient and received a positive conclusion of the state examination of subsoil;

4) to obtain an additional agreement to the contract when securing a site and a production period or production period:
   a statement on fixing the site (sites) and the period (periods) of production or the period (periods) of production in the form, in accordance with Appendix 4 to these Rules;
an addendum to the contract signed by the service recipient, providing for the fixing of the site(s) and the period (periods) of production or the period (periods) of production, except for the cases provided for in paragraph 7 of Article 119 of the Code. At the same time, in order to secure the production site (s), the addendum to the contract must contain an annex to the contract, establishing the production site (s) in accordance with Article 110 of the Code;

a report (reports) on the calculation of geological reserves approved by the service recipient and received a positive conclusion of the state examination of the subsoil;

a field development project approved by the service recipient and received positive opinions provided for by the Code and other laws of the Republic of Kazakhstan for expertise;

5) to obtain an additional agreement to the contract when extending the exploration or production period:

an application for amending the subsoil use contract in connection with the extension of the exploration or production period in the form in accordance with Appendix 5 to these Rules;

the program of additional work, approved by the service recipient and containing the volumes, description and timing of additional work, which the service recipient undertakes to perform in the relevant subsoil area in the event of an extension of the exploration period;

an addendum to the contract signed by the service recipient, providing:

extension of the exploration period;

in the cases stipulated by clauses 2 and 3 of Article 117 of the Code - an annex to the contract establishing, in accordance with Article 110 of the Code, an exploration area (s) consisting of blocks within which the estimated contours of the discovered deposit (aggregate of deposits) are located, including the establishment of the boundaries of the exploration area (s) in depth;

the obligation of the service recipient to carry out the program of additional work specified in the third paragraph of this subparagraph and attached to the contract as its integral part;

in the case provided for in paragraph 2 of Article 117 of the Code, approved by the service recipient and received positive conclusions of the expertises provided for by the Code and other laws of the Republic of Kazakhstan, an addition to the exploration project, providing for work on the assessment of the discovered deposit (aggregate of deposits);

in the case provided for in paragraph 3 of Article 117 of the Code, a trial operation project approved by the service recipient and received positive opinions provided for by the Code and other laws of the Republic of Kazakhstan;

a work program approved by the service recipient and containing the volumes, description and terms of work that the service recipient undertakes to perform at the subsoil site in the event of an extension of the production period;

a field development project approved by the service recipient and received positive opinions provided for by the Code and other laws of the Republic of Kazakhstan,
providing for the development of the field during the requested period for extending the production period;

6) to obtain an additional agreement to the contract when increasing or decreasing the subsoil plot:

an application for amending the subsoil use contract in connection with an increase or decrease in the subsoil plot (s) in the form in accordance with Appendix 6 to these Rules;

an addendum to the contract signed by the service recipient in 3 (three) copies, containing an annex to the contract, establishing, in accordance with Article 110 of the Code, an enlarged (areas) of subsoil or the obligation of the service recipient to carry out the program of additional work specified in subparagraph 1) of paragraph 3 of Article 113 and attached to the contract as its integral part;

a supplement to the contract signed by the service recipient, containing an annex to the contract, establishing in accordance with Article 110 of the Code a reduced subsoil plot (s) in 3 (three) copies;

in case of an increase in the subsoil plot, a program of additional work approved by the service recipient and containing the volumes, description and timing of work that the service recipient undertakes to perform on the requested subsoil plot, in proportion to the minimum requirements for the volume and types of work on the subsoil plot during the exploration period, which were established upon receipt the service recipient of the subsoil use right;

in case of a decrease in the subsoil plot, a copy of the act of liquidation of the consequences of subsoil use in the returned subsoil plot (sites);

7) to obtain an additional agreement to the contract when allocating a subsoil plot:

an application for the allocation of a subsoil plot in the form in accordance with Appendix 7 to these Rules;

a supplement to the contract signed by the service recipient, containing an annex to the contract, establishing a reduced main subsoil area in accordance with Article 110 of the Code;

a contract signed by the applicant for exploration and production or production of hydrocarbons, developed in accordance with a standard contract approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140);

8) to obtain an additional agreement to the contract when making changes and additions to the work program of the contract:

an application for amendments to the subsoil use contract in connection with the introduction of amendments and additions to the work program in the form, in accordance with Appendix 8 to these Rules;

addendum to the contract in 3 (three) copies;

a draft work program drawn up in the form approved by the competent authority, and an explanatory note to it;

written justification for the need for the proposed changes and additions.
The list of basic requirements for the provision of public services is given in the Standard for Public Services "Conclusion (signing) of additional agreements to contracts for subsoil use of hydrocarbons and uranium mining" in accordance with Appendix 9 to these Rules.

5. Upon receipt of the documents of the service recipient specified in paragraph 4 of these Rules, the office of the service provider on the day of their receipt shall receive and register in accordance with the work schedule of the service provider.

Confirmation of acceptance of the application with attachments is registration (stamp, incoming number and date) in the office of the service provider, indicating the last name, first name, patronymic (if any) of the person who accepted the application with the attached documents.

6. When signing an additional agreement to the contract, if the information about the service recipient is changed within 2 (two) working days from the date of registration of the documents specified in paragraph 4 of these Rules, the service provider determines the responsible executor of the service provider.

The responsible executor of the service provider, within 2 (two) working days from the date of receipt of the documents specified in paragraph 4 of these Rules, verifies the completeness of the submitted documents.

In the event that the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part two of this paragraph prepares a motivated refusal in any form for further consideration of documents and sends it to the applicant through the service provider's office.

If the service recipient submits a full package of documents, the responsible executor of the service provider within 6 (six) working days examines them for compliance with the requirements of the Code and sends a request to the structural divisions of the service provider to give an opinion.

7. Structural units, after submitting a request, within 6 (six) working days, prepare conclusions and submit them to the responsible executor of the service provider.

8. The responsible executor of the service provider, within 4 (four) working days, considers the conclusion of structural divisions, prepares a contract for subsoil use for hydrocarbons and uranium mining for signing to the head of the service provider or sends a motivated refusal to provide public services in an arbitrary form, if the application does not meet the requirements established by the Code;

9. The head of the service provider, within the time period specified in clause 8 of these Rules, signs an additional agreement to the subsoil use contract for hydrocarbons and uranium mining, after which the responsible executor of the service provider sends it to the applicant through the office of the service provider.

10. When signing an additional agreement to the contract upon transfer of the subsoil use right and a share in the subsoil use right within 1 (one) business day from the date of registration of the documents specified in paragraph 4 of these Rules, the service provider determines the responsible executor of the service provider.
The responsible executor of the service provider, within 1 (one) business day from the date of receipt of the documents specified in paragraph 4 of these Rules, verifies the completeness of the submitted documents.

In the event that the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part two of this paragraph prepares a motivated refusal in any form for further consideration of documents and sends it to the applicant through the service provider's office.

If the service recipient submits a full package of documents, the responsible executor of the service provider within 1 (one) working day examines them for compliance with the requirements of the Code and sends a request to the structural divisions of the service provider to give an opinion.

11. Structural units, after submitting a request, within 2 (two) working days, prepare conclusions and submit them to the responsible executor of the service provider.

12. The responsible executor of the service provider, within 2 (two) working days, considers the conclusion of structural divisions, prepares a contract for subsoil use for hydrocarbons and uranium mining for signing to the head of the service provider or sends a motivated refusal to provide public services in any form on the following grounds:
   non-compliance of the application with the requirements of paragraph 3 of Article 40 of the Code;
   inconsistency of the conditions for the transfer of the subsoil use right to the issued permit, if such a transfer is carried out in accordance with such a permit;
   lack of permission to transfer the subsoil use right when such permission was required in accordance with the Code;
   if the transfer of the subsoil use right (share in the subsoil use right) is carried out for a subsoil plot where the service recipient is prohibited from carrying out subsoil use operations or certain types of work in accordance with the imposed administrative penalty;
   if the transfer of the subsoil use right (share in the subsoil use right) is prohibited by the Code;
   if the transfer of the subsoil use right (a share in the subsoil use right) entails a violation of the provisions of international treaties concluded by the Republic of Kazakhstan;

13. The head of the service provider, within the period specified in part one of clause 12 of these Rules, signs an additional agreement to the subsoil use contract for hydrocarbons and uranium mining, after which the responsible executor of the service provider sends it to the applicant through the office of the service provider.

14. When signing an additional agreement to the contract for the allocation of a subsoil plot within 2 (two) working days from the date of registration of the documents specified in paragraph 4 of these Rules, the service provider determines the responsible executor of the service provider.
The responsible executor of the service provider, from the moment of registration of the documents specified in clause 4 of these Rules, within the period specified in part one of this clause, checks them for completeness.

In the event that the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part one of this paragraph prepares a motivated refusal in any form for further consideration of documents and sends it to the applicant through the service provider's office.

If the service recipient submits a full package of documents, the responsible executor of the service provider within 6 (six) working days examines them for compliance with the requirements of the Code and sends a request to the structural divisions of the service provider to give an opinion.

15. Structural units, after submitting a request, within 6 (six) working days, prepare conclusions and submit them to the responsible executor of the service provider.

The responsible executor of the service provider, after receiving the conclusions, submits them for consideration by the expert commission on subsoil use issues (hereinafter - the expert commission).

The expert commission is an advisory and advisory body under the competent authority in order to develop recommendations when considering applications.

16. The Service Provider, within 6 (six) working days from the date of receipt of the recommendations of the expert commission, makes a decision on the application or in any form sends a reasoned refusal to provide public services on the following grounds:

- if the application does not meet the requirements established by the Code;
- non-compliance with the conditions established in Article 115 of the Code;

17. The Service Provider, within ten working days from the date of a positive decision, concludes with the applicant an additional agreement to the contract and sends the applicant a signed copy.

18. In case of a positive conclusion of the expert commission, the responsible executor of the service provider, within 2 (two) working days, checks the completeness of the submitted documents.

In the event that the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part one of this paragraph prepares a motivated refusal in any form for further consideration of documents and sends it to the applicant through the service provider's office.

If the service recipient submits a full package of documents, the responsible executor of the service provider within 2 (two) working days examines them for compliance with the requirements of the Code and sends a request to the structural divisions of the service provider to give an opinion.
19. Structural units, after submitting a request from the responsible executor of the service provider, within 3 (three) working days, prepare conclusions and present them to the responsible executor of the service provider.

20. The responsible executor of the service provider, within 3 (three) working days, considers the conclusion of the structural divisions, prepares an additional agreement to the subsoil use contract for hydrocarbons and uranium production for signing by the head of the service provider.

21. The head of the service provider, within the period specified in clause 20 of these Rules, signs an additional agreement to the subsoil use contract for hydrocarbons and uranium mining, after which the responsible executor of the service provider sends it to the applicant through the office of the service provider.

22. When signing an additional agreement to the contract when securing a production site and a preparatory period, when securing a site and a production period or a production period, when extending the exploration or production period, when an increase or decrease in a subsoil plot, when moving to the production stage, when signing an additional agreement to the contract when making changes and additions to the work program of the contract, when making changes to the boundaries of the subsoil plot under contracts concluded before the Code of the Republic of Kazakhstan dated December 27, 2018 "On subsoil and subsoil use" within 2 (two) working days from the date of registration of documents, specified in paragraph 4 of these Rules, the service provider determines the responsible executor of the service provider.

The responsible executor of the service provider, from the moment of registration of the documents specified in paragraph 4 of these Rules, within the period specified in part one of this paragraph, checks them for completeness.

In the event that the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part one of this paragraph prepares a motivated refusal in any form for further consideration of documents and sends it to the applicant through the service provider's office.

If the service recipient submits a full package of documents, the responsible executor of the service provider within 6 (six) working days examines them for compliance with the requirements of the Code and sends a request to the structural divisions of the service provider to give an opinion.

23. Structural divisions, after submitting a request, within 6 (six) working days, prepare conclusions and submit them to the responsible executor of the service provider.

24. The responsible executor of the service provider, after receiving the conclusions, submits them for consideration by the expert commission on subsoil use issues.

The expert commission is an advisory and advisory body under the competent authority in order to develop recommendations when considering applications.

The Service Provider, within 6 (six) business days from the date of receiving the recommendations of the expert commission, makes a decision on the application or
sends a reasoned refusal in any form on the grounds provided for in paragraph 12 of these Rules.

25. The Service Provider, within twenty working days from the date of a positive decision, concludes with the applicant an additional agreement to the contract and sends the applicant a signed copy.

In case of a positive conclusion of the expert commission, the responsible executor of the service provider, within 2 (two) working days, verifies the completeness of the submitted documents.

In the event that the service recipient submits an incomplete package of documents, the responsible executor of the service provider within the period specified in part one of this paragraph prepares a motivated refusal in any form for further consideration of documents and sends it to the applicant through the service provider's office.

If the service recipient submits a full package of documents, the responsible executor of the service provider within 7 (seven) working days examines them for compliance with the requirements of the Code and sends a request to the structural divisions of the service provider to give an opinion.

26. Structural units, after submitting a request from the responsible executor of the service provider, within 7 (seven) working days, prepare conclusions and present them to the responsible executor of the service provider.

27. The responsible executor of the service provider, within 4 (four) working days, considers the conclusion of structural divisions, prepares an additional agreement to the subsoil use contract for hydrocarbons and uranium mining for signing to the head of the service provider or sends a motivated refusal to provide public services in an arbitrary form on the following grounds:

1) for an additional agreement to the contract when securing the production site (s) and the preparatory period (preparatory periods):
   the presence of violations of obligations under the subsoil use contract, which are not eliminated by the service recipient, specified in the notification of the competent authority;
   if the application does not meet the requirements established by the Code;

2) for an additional agreement to the contract when securing the production site (s) and the production period (periods):
   the presence of violations of obligations under the subsoil use contract, which are not eliminated by the service recipient, specified in the notification of the competent authority;
   if the application does not meet the requirements established by the Code;

3) for an additional agreement to the contract when extending the period (periods) of exploration or production:
   the absence of grounds for extending the exploration period provided for by paragraphs 1 - 3 of Article 117 of the Code;
the presence of violations of obligations under the subsoil use contract, which are not eliminated by the service recipient, specified in the notification of the competent authority;

if the application is submitted later than the deadline established by paragraph 2 of Article 120 of the Code;

if the field development project provides for a development period less than that requested in the application to extend the production period;

in the absence of the competent authority's intention to extend the production period, including in case of failure to reach an agreement with the service recipient on his commitment to implement an industrial and innovative project involving the production of products with high added value (higher conversion and processing), or other investment obligations, including provided for by paragraph 7 of Article 119 of the Code;

if the application does not meet the requirements established by the Code;

4) for an additional agreement to the contract with an increase or decrease in the subsoil plot (s):

non-compliance with the conditions established in paragraph 1 of Article 113 of the Code;

if the application does not meet the requirements established by the Code;

28. The head of the service provider, within the period specified in part one of clause 27 of these Rules, signs an additional agreement to the subsoil use contract for hydrocarbons and uranium mining, after which the responsible executor of the service provider sends it to the applicant through the office of the service provider.

Chapter 3. The procedure for appealing decisions, actions (inaction) of the service provider and (or) his officials on the provision of public services

29. A complaint about the decision, actions (inaction) of employees of structural units of the service provider can be filed in the name of the head of the service provider and (or) to the authorized body for assessing and monitoring the quality of the provision of public services.

The service recipient's complaint received by the service provider, in accordance with subparagraph 2) of paragraph 3 of Article 25 of the Law, is subject to consideration within five working days from the date of its registration.

The service recipient's complaint received by the authorized body for the assessment and control over the quality of the provision of public services is subject to consideration within fifteen working days from the date of its registration.

30. In cases of disagreement with the results of the decision of the service provider, the service recipient can appeal the results in court.

Application for changing information about the service recipient
Hereby _________ (last name, first name, patronymic (if it is indicated in the identity document), name of the service recipient) the owner of the subsoil use right under the Contract ___________ (number and date of registration of the subsoil use contract) asks to make the following changes to the subsoil use contract: __________________________ (indication of the information to be changed about the service recipient). I am aware of the responsibility for providing false information. I confirm the accuracy of the data provided. I agree to the use of information constituting a secret protected by law, contained in information systems. The application shall additionally be accompanied by: __________________

(surname, name, patronymic (if any)) (signature)
" __ " ____________ 20__

Application for the transfer of the subsoil use right (share in the subsoil use right)

Hereby _________, (last name, first name, patronymic (if it is indicated in the identity document), name of the service recipient) the owner of the subsoil use right under the contract ___________ (number and date of registration of the contract for exploration and production of hydrocarbons) asks to amend the contract ___________ (number and date of registration of the contract) in connection with the transfer of the subsoil use right (share in the subsoil use right) __________________ (indication of the production site (s)) and the preparatory period (preparatory periods) lasting ___________. I am aware of the responsibility for providing false information. I confirm the accuracy of the data provided. I agree to the use of information constituting a secret protected by law, contained in information systems. The application shall additionally be accompanied by: __________________
Appendix 3 to the Rules for the provision of public services "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining"

The form

Application for securing the production site and the preparatory period (preparatory periods)

Hereby ________, (last name, first name, patronymic (if it is indicated in the identity document), the name of the service recipient) the owner of the subsoil use right under the contract ____________ (number and date of registration of the contract for the exploration and production of hydrocarbons) asks for a permit to secure the production site ________ (reference to production site (s)) and the preparatory period (preparatory periods) with a duration of _________. I am aware of the responsibility for providing false information. I confirm the accuracy of the data provided. I agree to the use of information constituting a secret protected by law, contained in information systems. The application shall additionally be accompanied by: __________________

Appendix 4 to the Rules for the provision of public services "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining"

The form

Statement on fixing the site (s) and the period (periods) of production or the period (periods) of production

Hereby ________, (last name, first name, patronymic (if it is indicated in the identity document), the name of the service recipient) the owner of the subsoil use right under the contract ____________ (number and date of registration of the contract for the exploration and production of hydrocarbons or production of hydrocarbons) asks to secure the site (s) ________ ( indication of the production site (s) and the production period (s) or production period (s) with a duration of ________ year (the duration of the
Application for amendments to the subsoil use contract in connection with the extension of the exploration or production period

Hereby ________, (last name, first name, patronymic (if it is indicated in the identity document), the name of the service recipient) the holder of the subsoil use right under the contract ___________ (number and date of registration of the contract for exploration and production of hydrocarbons or production of hydrocarbons) asks to extend the period of exploration or production with a duration of __________ (the requested period for the extension of the exploration period, determined on the basis of the relevant project documents or the requested period for the extension of the production period) for the site ________ (indication of the subsoil area (s) for which the extension of the exploration period or the requested period for the extension of the production period is requested) by __________ (the basis for the extension of the exploration period). I am aware of the responsibility for providing false information. I confirm the accuracy of the data provided. I agree to the use of information constituting a secret protected by law, contained in information systems. The application shall additionally be accompanied by:

__________________ (surname, name, patronymic (if any)) (signature) "__" ____________ 20__
Application for amendments to the subsoil use contract in connection with the increase or decrease of the subsoil plot(s).

(name of the service provider)

Hereby _________, (last name, first name, patronymic (if it is indicated in the identity document), name of the service recipient) the owner of the subsoil use right under the contract _________ (number and date of registration of the contract for the exploration and production of hydrocarbons) asks to increase or decrease the subsoil plot _________ (indication of the requested area subsoil, which is supposed to increase the original subsoil plot / indication of the subsoil plot (s) remaining (remaining) with the service recipient). _________ (last name, first name, patronymic (if it is indicated in the identity document), the name of the service recipient) returns the next subsoil plot _________ (an indication of the subsoil plot (s) that is (which) are supposed to be returned to the state).

I am aware of the responsibility for providing false information.

I confirm the accuracy of the data provided.

I agree to the use of information constituting a secret protected by law, contained in information systems.

The application shall additionally be accompanied by: ____________

(surname, name, patronymic (if any)) (signature) __________ 20__
Application for amendments to the subsoil use contract in connection with the allocation of a site (s) and a period (periods) of production or a period (periods) of production

(name of the service provider)

Hereby _________, (last name, first name, patronymic (if it is indicated in the identity document), the name of the service recipient) the owner of the subsoil use right under the contract ___________ (number and date of registration of the contract for exploration and production of hydrocarbons) asks to allocate a subsoil plot ___________ (an indication of the subsoil plot (its part), which (which) is supposed to be separated into a separate contract for subsoil use).

I am aware of the responsibility for providing false information.
I confirm the accuracy of the data provided.
I agree to the use of information constituting a secret protected by law, contained in information systems.

The application shall additionally be accompanied by: __________________

(surname, name, patronymic (if any)) (signature)
"__" ____________ 20__

Appendix 8 to the Rules for the provision of public services "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining"

Application for amendments to the subsoil use contract due to amendments and additions to the work program.

(name of the service provider)

Hereby _________, (last name, first name, patronymic (if it is indicated in the identity document), the name of the service recipient) the owner of the subsoil use right under the contract ___________ (number and date of registration of the contract for exploration and production of hydrocarbons) asks for permission to enter _________ (change / (s) and / or addition / (s)) in the work program.

I am aware of the responsibility for providing false information.
I confirm the accuracy of the data provided.
I agree to the use of information constituting a secret protected by law, contained in information systems.

The application shall additionally be accompanied by: __________________
### Public service standard "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining"

<table>
<thead>
<tr>
<th>1.</th>
<th>Service Provider Name</th>
<th>Ministry of Energy of the Republic of Kazakhstan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Methods of providing public services</td>
<td>Acceptance of documents and issuance of the results of the provision of public services is carried out on paper</td>
</tr>
<tr>
<td>3.</td>
<td>The term for the provision of public services</td>
<td>when signing an additional agreement to the contract when changing information about the service recipient - 20 (twenty) business days. upon signing an additional agreement to the contract upon transfer of the subsoil use right and share in the subsoil use right - 7 (seven) business days. upon signing an additional agreement to the contract for the allocation of a subsoil plot - 30 (thirty) working days. when signing a supplementary agreement to the contract when securing a production site and a preparatory period, when securing a site and a production period or a production period, when extending the exploration or production period, when increasing or decreasing a subsoil plot, when moving to the production stage, when signing an additional agreement to the contract when making changes and additions to the work program of the contract, when making changes to the boundaries of the subsoil plot under contracts concluded before the Code of the Republic of Kazakhstan dated December 27, 2018 &quot;On Subsoil and Subsoil Use&quot; (hereinafter - the Code) - 40 (forty) working days.</td>
</tr>
<tr>
<td>4.</td>
<td>Form of provision of public services</td>
<td>Paper</td>
</tr>
<tr>
<td>5.</td>
<td>The result of the provision of public services</td>
<td>an additional agreement to the subsoil use contract or a motivated refusal to provide a public service.</td>
</tr>
<tr>
<td>6.</td>
<td>The amount of payment charged from the service recipient when rendering a public service, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan</td>
<td>Is free</td>
</tr>
<tr>
<td>7.</td>
<td>Working hours of the service provider's office</td>
<td>from Monday to Friday from 9.00 to 18.30 with a lunch break from 13.00 to 14.30, except weekends and holidays. Acceptance of documents is carried out through the office of the service provider until 18-00.</td>
</tr>
<tr>
<td>8.</td>
<td>List of documents and information required for the application for changing information about the service recipient:</td>
<td>1) to obtain an additional agreement to the contract when changing information about the service recipient;</td>
</tr>
</tbody>
</table>

Appendix 9 to the Rules for the provision of public services of the Ministry of Energy of the Republic of Kazakhstan "Conclusion (signing) of additional agreements to contracts for subsoil use for hydrocarbons and uranium mining"
<table>
<thead>
<tr>
<th>Provision of Public Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents confirming the need to amend the information about the service recipient: an addendum to the contract signed by the service recipient in 3 (three) copies, providing for changes in the information about the service recipient.</td>
</tr>
<tr>
<td>2) To obtain an additional agreement to the contract upon the transfer of the subsoil use right and a share in the subsoil use right: a statement on the transfer of the subsoil use right (share in the subsoil use right); an addendum to the subsoil use contract signed by the service recipient in 3 (three) copies; original document on the basis of which the subsoil use right is acquired; documents confirming information about the acquirer of the subsoil use right: for individuals - the surname, name and patronymic (if it is indicated in the identity document) of the applicant, place of residence, citizenship, information about the identity documents of the applicant; for legal entities - the name of the applicant, his location, information on state registration as a legal entity (an extract from the commercial register or other legalized document certifying that the applicant is a legal entity under the legislation of a foreign state), information on legal entities whose shares are in circulation on the organized securities market, states, international organizations and individuals who directly or indirectly control the acquirer; documents confirming the purchaser's compliance with the requirements of the Code of the Republic of Kazakhstan dated December 27, 2018 &quot;On Subsoil and Subsoil Use&quot; (hereinafter - the Code);</td>
</tr>
<tr>
<td>3) To obtain an additional agreement to the contract when securing the production site (s) and the preparatory period: a statement on securing the production site and the preparatory period (preparatory periods); an addendum to the contract signed by the service recipient, providing for the fixation of the preparatory period (preparatory periods) and containing an annex to the contract, establishing the production site (s) in accordance with Article 110 of the Code; a report on the calculation of geological reserves approved by the service recipient and received a positive conclusion of the state examination of subsoil;</td>
</tr>
<tr>
<td>4) To obtain an additional agreement to the contract when securing a site and a production period or a production period (periods): an application for securing a site (areas) and a production period (periods) or a production period (periods); an addendum to the contract signed by the service recipient, providing for the fixing of the site (s) and the period (periods) of production or the period (periods) of production, except for the cases provided for in paragraph 7 of Article 119 of the Code. At the same time, in order to secure the production site (s), the addendum to the contract must contain an annex to the contract, establishing the production site (s) in accordance with Article 110 of the Code; a report (reports) on the calculation of geological reserves approved by the service recipient and received a positive conclusion of the state examination of the subsoil; a field development project approved by the service recipient and received positive opinions provided for by the Code and other laws of the Republic of Kazakhstan for expertise;</td>
</tr>
</tbody>
</table>
| 5) To obtain an additional agreement to the contract when extending the exploration or production period: an application for amending the subsoil use contract in connection with the extension of the exploration or production period; the program of additional work, approved by the service recipient and containing the volumes, description and timing of additional work, which the service recipient undertakes to perform in the relevant subsoil area in the event of an extension of the exploration period; an addendum to the contract signed by the service recipient providing for: extension of the exploration period; in the cases provided for in clauses 2 and 3 of Article 117 of the Code - an annex to the contract establishing, in accordance with Article 110 of the Code, an exploration area (areas) consisting of blocks within which the estimated contours of the discovered deposit (aggregate of deposits) are located, including the establishment of the boundaries of the exploration area (s) in depth; the obligation of the service recipient to fulfill the program of additional work specified in the third paragraph of this subparagraph and attached to the contract as its integral part; in the case provided for in paragraph 2 of Article 117 of the Code, approved by the service recipient and received positive conclusions of the expertises provided for by the Code and other laws of the Republic of Kazakhstan, an addition to the exploration project, providing for work on the assessment of the discovered deposit (aggregate of deposits); in the
case provided for in paragraph 3 of Article 117 of the Code, a trial operation project approved by the service recipient and received positive opinions provided for by the Code and other laws of the Republic of Kazakhstan; a work program approved by the service recipient and containing the volumes, description and terms of work that the service recipient undertakes to perform at the subsoil site in the event of an extension of the production period; a field development project approved by the service recipient and received positive opinions provided for by the Code and other laws of the Republic of Kazakhstan, providing for the development of the field during the requested period for extending the production period; 6) to obtain an additional agreement to the contract in case of an increase or decrease in the subsoil plot: an application for amendments to the subsoil use contract in connection with an increase or decrease in the subsoil plot (plots); an addendum to the contract signed by the service recipient in 3 (three) copies, containing an annex to the contract, establishing, in accordance with Article 110 of the Code, an enlarged (areas) of subsoil or the obligation of the service recipient to carry out the program of additional work specified in subparagraph 1) of paragraph 3 of Article 113 and attached to the contract as its integral part; a supplement to the contract signed by the service recipient, containing an annex to the contract, establishing, in accordance with Article 110 of the Code, a reduced subsoil plot (s) in 3 (three) copies; with an increase in the subsoil plot, a program of additional work approved by the service recipient and containing the volumes, description and timing of work that the service recipient undertakes to perform on the requested subsoil plot, in proportion to the minimum requirements for the volume and types of work on the subsoil plot during the exploration period, which were established upon receipt the service recipient of the subsoil use right; in case of a decrease in the subsoil plot, a copy of the act of liquidation of the consequences of subsoil use in the returned subsoil plot (sites); 7) to obtain an additional agreement to the contract when allocating a subsoil plot: an application for amending the subsoil use contract in connection with the allocation of the plot (sites) and the period (periods) of production or the period (periods) of production; a supplement to the contract signed by the service recipient, containing an annex to the contract, establishing a reduced main subsoil area in accordance with Article 110 of the Code; a contract signed by the applicant for the exploration and production or production of hydrocarbons, developed in accordance with a standard contract approved by order of the Minister of Energy of the Republic of Kazakhstan dated June 11, 2018 No. 233 (registered in the Register of State Registration of Regulatory Legal Acts No. 17140), in the form, in accordance with Appendix 8 to these Rules and complying with the requirements of paragraph 4 of Article 115 of the Code; 8) to obtain an additional agreement to the contract when making changes to the work program of the contract: an application for making changes to the subsoil use contract in connection with the introduction of changes and additions to the work program; addendum to the contract in 3 (three) copies; draft work program, drawn up in the form approved by the competent authority, and an explanatory note to it; written justification for the need for the proposed changes and additions.
<table>
<thead>
<tr>
<th>Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) for an additional agreement to the contract upon transfer of the right to subsurface use and a share in the right to subsurface use: non-compliance of the application with the requirements of paragraph 3 of Article 40 of the Code; inconsistency of the conditions for the transfer of subsoil use rights to the issued permit, if such transfer is carried out in accordance with such a permit; lack of permission to transfer the subsoil use right when such permission was required in accordance with the Code; if the transfer of the subsoil use right (share in the subsoil use right) is carried out for a subsoil plot where the service recipient is prohibited from carrying out subsoil use operations or certain types of work in accordance with the imposed administrative penalty; if the transfer of the subsoil use right (share in the subsoil use right) is prohibited by the Code; if the transfer of the subsoil use right (a share in the subsoil use right) entails a violation of the provisions of international treaties concluded by the Republic of Kazakhstan; 2) for an additional agreement to the contract when securing the production site(s) and the preparatory period (preparatory periods): if the application does not meet the requirements established by the Code; the presence of violations of obligations under the subsoil use contract, which are not eliminated by the service recipient, specified in the notification of the competent authority; 3) for an additional agreement to the contract when securing the production site(s) and the production period (periods): if the application does not comply with the requirements established by the Code; the presence of violations of obligations under the subsoil use contract, which are not eliminated by the service recipient, specified in the notification of the competent authority; 4) for an additional agreement to the contract when extending the period (periods) of exploration or production: if the application does not meet the requirements established by the Code; the absence of grounds for extending the exploration period provided for by paragraphs 1 - 3 of Article 117 of the Code; the presence of violations of obligations under the subsoil use contract, which are not eliminated by the service recipient, specified in the notification of the competent authority; if the application is submitted later than the deadline established by paragraph 2 of Article 120 of the Code; if the field development project provides for a development period less than that requested in the application to extend the production period; in the absence of the competent authority's intention to extend the production period, including in the event of failure to reach an agreement with the service recipient on his commitment to implement an industrial and innovative project that provides for the production of products with high added value (higher conversion and processing), or other investment obligations, including provided for by paragraph 7 of Article 119 of the Code; 5) for an additional agreement to the contract in case of an increase or decrease in the subsoil plot(s): if the application does not meet the requirements established by the Code; non-compliance with the conditions established in paragraph 1 of Article 113 of the Code; 6) for an additional agreement to the contract for the allocation of a subsoil plot (s): the conditions established in Article 115 of the Code have not been met.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) the addresses of the places of rendering public services are located at: 010000, Nur-Sultan city, Kabanbai batyr avenue, 19, block &quot;A&quot;, telephone: 8 (7172) 78-68-01. 2) contact numbers of inquiry services on the provision of public services are indicated on the Internet resource <a href="http://www.gov.kz">www.gov.kz</a>, in the &quot;Ministry of Energy&quot; section in the &quot;Services&quot; subsection. A single contact center for the provision of public services 1414, 8 800 080 7777.</td>
</tr>
</tbody>
</table>