

Rules of cooperation of the Ministry for Investments and Development of the Republic of Kazakhstan with local executive bodies, Service center of investors and joint-stock company “National Agency for Export and Investments “KAZNEX INVEST” for attracting the investments and support of the investors

1. General provisions

1. These rules of cooperation (hereinafter – the “Rules”) are developed in accordance with subparagraph 2) of paragraph 43 of the Road Map for the implementation of the priority tasks of the State programme of industrial - innovative development of Kazakhstan for 2015-2019 of the Ministry for Investments and Development of the Republic of Kazakhstan (hereinafter – the “Ministry”) approved by order of the Minister for Investments and Development of the Republic of Kazakhstan dated December 31, 2014 No. 365, to enable the cooperation of the Ministry for cooperation with local executive bodies, Service center of investors (hereinafter – “SCI”) and the joint-stock company “National Agency for Export and Investments “KAZNEX INVEST” (hereinafter - the “Agency”) for attracting investments and support of investors.

2. The rules determine the order of the cooperation of the Ministry with local executive bodies (as agreed), SCI and the Agency (hereinafter – the “Parties”) under the work on attracting investments and support of investors.

3. The Parties shall be governed by the legislation of the Republic of Kazakhstan, the Charter of the joint-stock company “National Agency for Export and Investments “KAZNEX INVEST”, as well as these Rules in the course of the implementation of cooperation hereunder.

4. Cooperation hereunder is carried out in the following areas:

- 1) promotion of the region and improvement of the investment climate;
- 2) attracting the foreign and domestic investors for the region;
- 3) post-investment support of investors;
- 4) reception and consultation of investors on investment opportunities and public services;
- 5) support of investors in the preparation and processing of documents for public services;
- 6) establishment of a dialogue platform between investors and local executive bodies to consult on public services and to solve the problems of investors at the regional level.

2. The order of cooperation of the Ministry with SCI for support of investors

5. The Ministry exercises functions for supplying information to investors (consultation) to obtain the public services, as well as to implement the investment projects.

6. SCI assists the Ministry in the consultation, explanations in order for public services, and in the support of investors in the preparation and processing of applications for public services at the regional level.

7. The Ministry puts the enquiry to the SCI in written (electronic type) on the provision of materials, documents and other information to provide the data to investor and to facilitate the preparation and registration of application by the investors for public services.

8. Upon receiving the Ministry’s enquiry, SCI appoints the persons responsible for providing information within one business day. SCI shall provide the enquired information, materials, documents and other information upon the appointment of a responsible specialist at most one business day.

9. At the request of the Ministry SCI shall provide immediate clarification of the order for public services from providers of services in electronic, written or verbal.

10. The Ministry shall inform the competent authority on assessment and control of the quality of public services with supporting materials in case of consideration of investor’s public services by service provider at the wrong time.

11. SCI provides the quarterly information on investors’ appeals to the Ministry on the fifth day of the reporting month.

3. The order of cooperation of local executive bodies and the Agency for promotion of the region

12. Local executive bodies shall:

- 1) carry out the necessary measures to promote the investment image of the region, as well as measures to attract foreign investments;
- 2) make an annual plan of investment activities in the region before 1st of February of the calendar year and sent to the Agency for approval;
- 3) notify the Agency of the additional activities three months prior to the expected date;
- 4) participate in the investment activities organized by the Agency in case of interest.

13. Local executive bodies prepare analytical and informational materials about the investment potential and investment climate in the region, including on:

- 1) spatial planning and deployment of production;
- 2) investment projects and niches in terms of rayons for regions; monthly updating of the projects database in the database of investment projects and foreign investors www.baseinvest.kz;
- 3) potential partners for foreign investors;
- 4) finished and planned industrial platforms (including infrastructure);
- 5) training;
- 6) statistics and analytics for the development of the region;
- 7) general information about the region (climate, population, tariffs for public utilities, energy, routes, logistics, etc.);
- 8) develop a Strategy for attracting investments to the region.

14. Agency shall:

- 1) organize the investment activities abroad and within the country to promote the investment image, including road shows, business forums, round tables;
- 2) inform the local executive bodies three months prior to the expected date of carrying out the investment activities;
- 3) provide the analytical calculations about the host country to the prospective bidders;
- 4) update the module of investors servicing at the site of the national investment interactive Internet resource of the Republic of Kazakhstan www.invest.gov.kz based on information from the regions;
- 5) at the requests, provide the potential investors with detailed information about the region;
- 6) assist the local executive bodies in the dissemination of information about the region in the various investment activities;
- 7) conduct seminars on improvement of investors servicing, including on the improvement of the investment climate in the region each year.

4. The process of investments and support of investors in the region

15. In the process of attracting investments and support of investors in the region local executive bodies shall:

- 1) carry out the organization of inter-regional cooperation in the investment activity;
- 2) carry out the analysis of the state programmes implementation aimed at attracting investments.

16. During the investors servicing, SCI provides the principle of “one window” for investors in cooperation with the service providers.

17. During the investors servicing, SCI provides organizational support for investors in the region/city, including:

- 1) organization of meetings with local executive bodies, regional departments of central government bodies, and local businesses;
- 2) provision of the necessary information about the region, projects, etc.;

3) the selection of projects requiring investments with a mandatory entry of projects to the database of investment projects and foreign investors www.baseinvest.kz and transmission of projects in the Agency according to the approved form in PowerPoint;

4) listing of existing investors and entering them into a database of investment projects and foreign investors www.baseinvest.kz;

5) listing of companies in the region that can act as contractors and counter-partners from the Kazakhstan part.

18. Agency shall:

1) present the projects requiring investments for foreign investors;

2) support the potential investors at the central level;

3) assist potential investors in visa support;

4) provide the information on measures, order, conditions and amount of state support, including information on the possible support tools that might be claimed by investors for the needs of the local executive bodies.

19. SCI together with local executive bodies in the activities of investor servicing shall:

1) once a quarter hold meetings with foreign investors in order to discuss current issues and problems of cooperation for the implementation of investment projects;

2) If necessary, hold meetings of the advisory body under local executive bodies to improve the investment climate in the region with the participation of foreign investors (the Council on improvement of the investment climate).

3) conduct a survey of foreign investors every six months in order to identify problematic issues;

4) conduct roundtables with investors on post-investment support;

5) hold meetings with investors every six months and enter information on the current status of the investment project implementation into the database of investment projects and foreign investors www.baseinvest.kz;

6) carry out the works with investors to reinvest, modernize and expand the investor activity in the region;

7) prepare proposals for addressing issues related to the implementation of investment projects for the management of the region/city and/or for the Agency for further action.

21. Agency shall:

1) visit the regions with a view of a detailed study of the problems associated with the implementation of investment projects in the region;

2) assist in organizing and taking part in the round tables on post-investment support;

3) consult central government bodies concerned, local executive bodies on the problematic issues;

4) table the problematic issues by the leadership of the authorized body, as well as the at the meetings of the working group on the protection of the interests of foreign investors;

5) develop proposals for improving the investment legislation of the Republic of Kazakhstan.

5. The order of information interaction

22. Information interaction between the Parties shall be effected by the sending the official letters, electronic enquiries and in working order.

23. The local executive bodies, SCI and the Agency shall provide the response to the letter or enquiry of the Ministry for a period of a week, unless otherwise stated. In case of failure to provide a response to an enquiry, it needs to inform the Ministry of that indicating the reasons for delay.

24. The purpose of the information exchange between the parties is data accessing in operative mode to make timely decisions in the implementation of activities to attract investment to the region. The information exchange shall be made without compensation.