OSCE SUMMIT 2010

ASTANA
1-2 December, 2010

LOGISTICAL MODALITIES
PRACTICAL ARRANGEMENTS
FOR INTERNATIONAL ORGANIZATIONS

Information circular No. 5
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### 1. The Executive Secretariat of the OSCE Summit

<table>
<thead>
<tr>
<th>Number</th>
<th>Role and Contact Information</th>
</tr>
</thead>
</table>
| 1.     | Executive Secretary of the Summit, Ambassador-at-Large – Head of the OSCE Task Force  
Mr. Serzhan Abdykarimov  
Office phone + 7 7172 72 09 09,  
Fax + 7 7172 72 05 35,  
Mob +7 701 529 05 15  
e-mail: s.abdykarimov@mfa.kz |
| 2.     | Deputy Executive Secretary – Coordinator on Administrative and Financial Issues, Head of the Logistics Unit of the OSCE Department of the MFA  
Mr. Azamat Ayap  
Office phone + 7 7172 72 00 41,  
Fax + 7 7172 72 05 35,  
Mob +7 701 533 67 83  
e-mail: a.ayap@mfa.kz |
| 3.     | Chief of the State Protocol Service (SPS) of the MFA  
Mr. Madi Atamkulov  
Office phone + 7 7172 72 00 55,  
Fax + 7 7172 72 01 39,  
Mob +7 701 710 28 88  
e-mail: madi@mid.kz  
Counsellor of the MFA  
Mr. Dmitriy Mikhno  
Office phone + 7 7172 00 56,  
Fax + 7 7172 72 01 39,  
Mob +7 701 501 41 50  
e-mail: mikhno_d@mail.ru |
| 4.     | Coordinator for the Palace of Independence:  
Mr. Arslan Dandybayev  
Mr. Omar Yesimbay  
Office phone + 7 7172 72 00 56,  
Fax + 7 7172 72 01 39,  
Mob +7 777 774 01 66  
Office phone + 7 7172 72 01 32,  
Fax + 7 7172 72 01 39,  
Mob +7 701 999 99 57  
e-mail: essimbay_o@mid.kz |
| 5.     | Accreditation/Registration Coordinator  
Mr. Baurzhan Khasenov  
Office phone + 7 7172 72 00 39,  
Fax + 7 7172 72 00 28,  
Mob +7 701 441 72 13  
e-mail: b.khasenov@mfa.kz |
| 6.     | Transport Coordinator  
Mr. Anuar Zhainakov  
Office phone + 7 7172 72 00 56,  
Fax + 7 7172 72 01 39,  
Mob +7 701 203 18 33  
e-mail: transport@mfa.kz |
| 7.     | Coordinator on Accommodation  
Mrs. Albina Aitzhanova  
Office phone + 7 7172 72 01 51,  
Fax + 7 7172 72 01 39,  
Mob +7 777 050 13 13  
e-mail: a.aitzhanova@mfa.kz |
<table>
<thead>
<tr>
<th></th>
<th>Coordinator on Arrivals and Departures</th>
<th>Coordinators on Special Permissions: Mr. Abat Toleuov (flights) Mr. Algash Ospanov (armament, radio frequencies)</th>
<th>Security Coordinator Mr. Yuri Ponomarev</th>
<th>Bilateral Meetings Ms. Aigerim Bozzhigitova</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Ms. Altyn Akhmetzhanova</td>
<td>Office phone + 7 7172 00 53, Mob +7 701 111 25 29, e-mail: <a href="mailto:a.akhmetzhanova@mfa.kz">a.akhmetzhanova@mfa.kz</a></td>
<td>Office phone + 7 7172 01 55, Fax + 7 7172 72 01 39, Mob +7 777 661 60 06, e-mail: <a href="mailto:abat@mid.kz">abat@mid.kz</a></td>
<td>Office phone +43-1-890 80 08 25, Mob +43 676 701 45 46, Phone in Astana:+7 777 777 0099, e-mail: <a href="mailto:bozzhigitova@kazakhstan.at">bozzhigitova@kazakhstan.at</a></td>
</tr>
<tr>
<td>9.</td>
<td>Mr. Bakhytzhan Bulegenov</td>
<td>Office phone + 7 7172 00 56, Fax + 7 7172 72 01 39, Mob +7 701 533 69 65, e-mail: <a href="mailto:bulegenov_be@mail.ru">bulegenov_be@mail.ru</a></td>
<td>Office phone + 7 7172 01 54, Fax + 7 7172 72 01 39, Mob +7 701 555 86 17, e-mail: <a href="mailto:algash@mid.kz">algash@mid.kz</a></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Security Coordinator Mr. Yuri Ponomarev</td>
<td>Mob +7 701 533 2643, Fax +7 7172 32 02 12, e-mail: <a href="mailto:astana@soprk.kz">astana@soprk.kz</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Bilateral Meetings Ms. Aigerim Bozzhigitova</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
2. Information for Advance Teams

Advance Teams are invited to Astana on 1-2 November 2010. Visits of the Advance Teams at any other time are not envisaged.

Advance Teams are recommended to be consisting of three persons: representatives of Protocol, Security and Press services. In case there are more persons in the team, only three representatives will be able to participate in the programme.

The following information should be sent to the Executive Secretariat (Mrs. Madina Abduldina, tel. + 7 7172 72 01 34, fax: +7 7172 72 01 39, email: m.abduldina@mid.kz): composition of the Advance Team, arrival and departure details and contacts (phone, fax and e-mail). Transportation for the Advance Teams will be arranged to visit Summit venues, hotels, airport, motorcade routes, etc., as well as for transfer from and to airport.

Block reservation for the Advance Teams was made by the Executive Secretariat in the following hotels:
- Diplomat hotel (tel.: +7 7172 55 00 01, +7 7172 78 05 31, e-mail: reservation@diplomathotel.kz, www.hoteldiplomat.kz) and
- Duman hotel (tel.: +7 7172 79 15 51, +7 7172 79 15 00, fax +7 7172 79 15 15, e-mail: duman_hotel@kmg-service.kz).

Advance Teams are requested to contact the hotels directly to book rooms. Please be informed that the costs will not be covered by the Host Country.

Programme of the visit of the Advance teams

November 1 (Monday)

09.00 - Arrival of the Advance Teams to the MFA
09.00-10.00 - Briefing at the Executive Secretariat
10.00-13.00 - Visit of the airport and trip along the motorcade routes
13.00-15.00 - Lunch on behalf of the Executive Secretariat
15.00-16.00 - Visit to the Summit venue (Palace of Independence)
16.00-17.00 - Visit to the Press Centre (University of Arts)
17.00-18.00 - Visit to the NGO Centre (Palace of Peace and Accord)
18.00 - End of inspection
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>10.00</td>
<td>Arrival to the MFA</td>
</tr>
<tr>
<td>10.30-13.00</td>
<td>Visit to the hotels of the delegations</td>
</tr>
<tr>
<td>13.00-14.30</td>
<td>Lunch</td>
</tr>
<tr>
<td>14.30-16.00</td>
<td>Thematic meetings at the Executive Secretariat (protocol, press, security)</td>
</tr>
<tr>
<td>16.00-17.00</td>
<td>Final briefing at the Executive Secretariat</td>
</tr>
</tbody>
</table>
3. Programme of the OSCE Summit

DRAFT PROGRAMME
OSCE Summit of Heads of States and Governments

1-2 December, 2010, Astana

December 1 (Wednesday)

09.50-09.55 - Family Photo
10.00-10.15 - Opening Ceremony of the 7th Summit
10.15-12.45 - First session
13.00-14.30 - Lunch
14.45-18.00 - Second session
20.00-21.30 - Welcoming reception hosted by President of Kazakhstan Nursultan Nazarbayev in honour of the Heads of Delegations

December 2 (Thursday)

10.00-12.30 - Third session. Closing Ceremony of the Summit
12.30-13.00 - Press-conference by President of Kazakhstan Nursultan Nazarbayev
4. Conference Centre (Palace of Independence)

The Palace of Independence is a place for official state events, international fora, meetings and conferences.

The Executive Secretariat has prepared rooms for the Summit meeting, Permanent Council/Preparatory Committee, Forum for Security Co-operation, OSCE Parliamentary Assembly, Contact Group with Partners for Co-operation as well as 6 additional rooms for informal meetings in the Palace.

Each delegation will be provided with an office room, fully furnished (including coat hangers) and equipped with all necessary technical facilities (2 computers, 1 printer, desks, telephone, etc.), in accordance with the OSCE established practice. Representatives of UN, UNHCR, NATO and CoE will be provided with fully furnished office each. 3 offices for all other invited International Organizations for common use will be established.

18 rooms for bilateral meetings will be provided in the Palace of Independence on the 2nd floor and business centre on the 3rd floor.

A catering area will be arranged on the 3rd floor of the Palace.
5. Information on Arrivals and Departures at Astana Airport

The Executive Secretariat urges all International Organizations to provide as soon as possible with the detailed information on arrivals/departures of delegations both by special flights and regular flights. Information on special flights should include the detailed flight-plan. **The deadline is 5 November 2010.**

Contact person: Mr. Bakhytzhan Bulegenov – Tel.: + 7 7172 72 00 56, Fax: + 7 7172 72 01 39, mob. +7 701 533 69 65, e-mail: flights@mfa.kz

**Information Stands and Luggage Tags**

Information stands will be arranged from 25 November to 3 December in the main terminal and in the special flights terminal of the Astana International airport on 24 hours basis.

It is recommended to clearly mark the luggage by using the luggage tags in order to facilitate the handling at the airport. **All suitcases should have the duly filled in luggage tags.**

The luggage tags will be distributed by the Executive Secretariat through the OSCE Secretariat upon confirmation by each delegation of the exact number of tags needed. Delegations are requested to send the necessary information on number of luggage tags to: elke.lidarik@osce.org.

**Sample luggage tag:**

![Sample luggage tag](image)

**Arrivals of Special Flights of the Heads of UN, NATO, CoE**

International Organizations (UN, NATO and CoE) represented at their highest level arriving by special aircrafts will be greeted by the Chief/Deputy Chief of the State Protocol Service of the MFA directly at the plane.

The motorcade with all members of the delegation will depart from the aircraft parking place to the hotel.

Each delegation should designate one person responsible for collection of all passports for transmission to the Kazakh consular officer for further processing. Upon completion of the necessary procedures, the passports will be returned to the delegation.

The Host Country will be responsible for protection of special aircraft as well as any technical services.
Arrivals of regular flights

Arrivals of regular commercial flights will be handled in accordance with the established general procedure.

International Organizations (UN, NATO, CoE) represented at their highest level arriving by regular flights will be welcomed at the airport terminal by the Chief/Deputy Chief of the State Protocol Service of the MFA and the liaison officer. The HOD will proceed to the VIP-Hall, other members of the delegation have to proceed to the passport control/checkpoints in the main terminal. For convenience special passport control booths for the exclusive use of Summit participants will be in operation.

The Liaison Officers appointed for International Organisations will be waiting for the representatives at the airport terminal.

Departure of regular and special flights

Departure of special flights will be arranged directly from the parking places of the aircrafts and in accordance with the departure schedule.

The Head of Delegation and the persons travelling in the official motorcade will be brought directly to the airplane shortly before the scheduled departure.

Delegation and accompanying persons departing by a special aircraft, but travelling separately from the main motorcade should arrive at the airport 1 hour before the scheduled departure time. They should wait in the airplane for the arrival of their Head of Delegation.

Luggage and passports of all special flight passengers will have to be delivered to the airport 3 hours before the scheduled flight departure by the designated member of the delegation.

When departing by regular commercial flights the HOD and members of the delegation should arrive at the airport at least 1 hour before the flight.

6. Transportation

The host country provides the representatives of UN, NATO and CoE, if represented at the highest level, with transport from 30 November to 3 December 2010:
- 1 limousine for the HOD;
- 1 minibus for the official Delegation;
- 1 car for the luggage of the Head of the International Organisation

Only cars/buses provided by the Host Country and cars owned or rented by the missions of International Organizations accredited in Kazakhstan (in 1+1 format) with special permissions (badges) will have access to the Summit site. All other vehicles, cars, etc. will not be allowed to enter the security area around the Summit venue.
The Host Country will provide regular shuttle service for the following routes: Airport-Hotels-Airport, Hotel-Summit sites-Hotel. These shuttle services will be available from 29 November to 3 December.

During the Summit regular shuttle bus ring service will be provided on the route: Palace of Independence-Media Centre-NGO Centre.

Shuttle bus schedules will be issued at a later stage.

Contact person: Mr. Anuar Zhainakov, tel. + 7 7172 72 04 91, fax + 7 7172 72 01 39, mob. +7 701 203 18 33, e-mail: transport@mfa.kz

7. Accreditation/registration

In order to simplify the registration process the Executive Secretariat has established on-line registration system. The delegations are kindly requested to refer to the following link: www.osce2010summit.kz/registration

The respective form should be filled in and submitted together with a photo, which should comply with the following requirements:
- resolution 300 dpi, size 3,5 x 4,5 cm, format JPEG;
- black-and-white photograph will not be accepted;
- picture should be without shadows;
- full-face photograph should be strictly taken, face features should not be distorted, photo should be taken without any head-dress.

The on-line accreditation form should be also filled in for the HOD. In addition a verbal note with all delegation members in order of seniority should be sent to: delegations@mfa.kz.

In case of changes an updated list of delegation members has to be provided.

The deadline for submitting lists and filled in accreditation forms with photos is 10 November 2010.

For access to all Summit sites delegation members are required to present their badges. The badge serves as identification and contains the following information:
- name of event
- official logo of event
- badge category
- name, surname of the badge holder
- photo of the badge holder
Badges are divided into the following main categories

**Badge for a Delegation member**
It is issued to a member of delegations of the participating States, Partners for Co-operation as well as International Organizations.

**Badge for the OSCE Secretariat, Institutions staff marked “OSCE”**.

**Badge for NGO representative**.

**Badge for representative of the Executive Secretariat of the Summit, Liaison Officers and MFA officials marked “TASK FORCE”**.

**Badge for media representative** marked “PRESS” and specifying the category of the media: “PRINT”, “ONLINE”, “PHOTO”, “VIDEO”.

**Badge for official photographer/cameraman of the HOD marked “PRESS” with additional sign**.
It gives the right for protocol coverage of the ceremonial parts of the Summit in the Plenary Hall.

**Badge for security service representative marked “SECURITY”**.

**Badge for armed security service representative** marked “SECURITY” with additional sign.

**Badge for technical and service personnel**.

**Floating badges**
Special badges (floating badges) give access to the designated areas.
Floating badges are valid only upon presenting badges of the respective category.

**Floating badge marked “DELEGATE”**
Issued to each member of delegations according to the established format of participation in the Plenary Hall:
- International organizations – 4 pcs.
It gives access to all areas, except VIP-zones.

Only the holders of the DELEGATE floating badges will have the access to the Plenary Hall, but only 1 + 4 seats will be available for each International Organization.
Floating badge marked “OSCE” (Secretariat, Institutions, Conference services)
It gives access to all areas, except VIP-zones.

Floating badge marked “TASK FORCE”
It gives access to all areas, except VIP-zones.

Floating badge marked “STAFF”
Issued to technical staff and gives access to all areas, except VIP-zones.

Floating badge marked “PRESS POOL”
It gives access to the Palace of Independence and the University of Arts for the press-pool accompanied by the authorized personnel.

Pins for the HODs and badges for members of delegations will be distributed through the liaison officers, as well as at the Accreditation Centre of the Kazakh MFA. Address: Astana, Kunayev Str. 31 (entrance from the left hand side).

Contact person: Mr. Baurzhan Khasenov – office tel. + 7 7172 72 00 39, Fax+ 7 7172 72 00 28, Mob. +7 701 441 72 13, e-mail: delegations@mfa.kz

8. Accommodation

In view of a large number of Summit’s participants and availability of hotel rooms, accommodation of International Organizations will be managed in a centralized manner by the Executive Secretariat.

In order to ensure equal treatment for all delegations, the Executive Secretariat made block reservation and guarantees rooms in the following hotels

Grand Park Esil
Diplomat
Comfort Hotel
Ramada Plaza

(Annex 1) within the following formats:
International Organizations – 1+3.

International Organizations are requested to fill in the registration form (Annex 1.2) and send it to the Executive Secretariat: org.reservation@mfa.kz

The Host Country will cover the costs for accommodation only of the Head of Delegation of UN, NATO and CoE when represented at highest level from 30 November to 2 December.

Payment of extra services should be covered by delegations.
The Executive Secretariat also provides centralized hotel room bookings for all other delegation members who are not in the above mentioned format. For this purpose delegations are requested to fill in a separate registration form (Annex No.2) indicating the three hotels of their choice in order of preference and send it to: hotelbooking@mfa.kz. List of hotels (Annex No. 2.1).

Contact person: Ms. Assel Yerdenova, office tel. + 7 7172 72 03 17, Mob. +7 701 779 77 11.

The final format and number of hotel rooms as well as hotel information will be communicated to all delegations upon verification of hotel room bookings and composition of delegations.

9. Liaison Officers

Liaison Officers will be provided for International Organizations indicated in the Annex No.3. Representatives of these International Organizations are requested to contact their respective liaison officer on all administrative issues.

Each delegation should also designate its focal point responsible for all organizational issues.

10. Catering

From 29 November to until completion of the OSCE Summit, the Host Country will offer catering at the Summit venue, including coffee-breaks, lunches and dinners.

Catering for member of delegations will be provided on the third floor of the Palace of Independence.

11. Interpretation Arrangements

Simultaneous interpretation during plenary sessions will be provided in all official OSCE languages.

12. Bilateral Meetings Arrangements

During the Summit 18 rooms will be available for bilateral meetings on the second floor of the Palace of Independence.

Bilateral rooms should be booked on the basis of the special booking form (Annex No.4). The booking forms should be sent to bozzhigitova@kazakhstan.at. The rooms will be provided according to first come first served basis.

A room for bilateral meetings can be booked at a special desk located on the second floor, next to the bilateral rooms area.

Due to the expected large number of bilateral meetings, their duration should not exceed 30 minutes.
Contact person: Ms. Aigerim Bozzhigitova – Office tel. +43-1-890 80 08 25, Mob. +43 676 701 45 46, +7 777 777 0099, e-mail: bozzhigitova@kazakhstan.at

13. Security

Delegates are requested to cooperate in case of security checks. At the entrance all packages and personal belongings shall be subject to security checks. The Security checks will not implemented in relation to the HODs.

For security reasons the baggage is not allowed in the Summit venue.

Please note that the badge has to be worn visibly at all times.

Security Officers

For security officers the same accreditation procedure as for the delegation-members will apply.

Accreditation forms have to be filled in on-line (www.osce2010summit.kz/registration) and submitted with photo in JPEG format as outlined in chapter 6.

The security officers should be enlisted in a separate verbal note, which should be sent to: security@mfa.kz

The security officers can bring into Kazakhstan no more than 5 (five) units of firearms.

A separate permit for weapons and radio equipment is necessary. To get a permit for weapons and frequencies, a verbal note should be sent to the Executive Secretariat: algash@mid.kz with the following details:
- Type and serial number of the firearm(s)
- Quantity of ammunition
- Additional security and special equipment
- Name of the person who will carry the firearm, date and place of birth and passport number
- Date and time of arrival and departure
- Flight numbers on arrival and departure
- Communications (frequency, type of device) SIC.

Armed security officers must carry the written permission with them at any time during their stay in Kazakhstan.

Note! All delegations are requested to submit the data on all types of wireless radio communications and frequencies used for protocol, media and other purposes.

Contact person: Mr. Algash Ospanov, Office tel. + 7 7172 01 54, Fax + 7 7172 72 01 39, Mob. +7 701 555 86 17, e-mail: algash@mid.kz

Only one security officer per delegation will be allowed access to the Palace of Independence.
14. Medical Support

Medical posts and ambulance teams will operate 24 hours at all Summit sites and hotels.

15. Visas

Please note that the application for a Kazakh visa may take up to 2 weeks. Visa applications should be submitted to the respective Embassy/Consulate in a timely manner.

The entry visa will be free-of-charge for all participants.

No entry visa is required for nationals of the following countries and types of passports:
- For holders of ordinary passports of the following countries:
  Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Mongolia, Turkey;
- For holders of service and diplomatic passports of the following countries:
  Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Croatia, Serbia, Bulgaria, Mongolia, Turkey, Republic of Korea, Israel;
- For holders of diplomatic passports of the following countries:
  Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Turkmenistan, Hungary, Slovakia, Romania, Poland, Croatia, Estonia, France, Spain, Serbia, Italy, Slovenia, Bulgaria, Denmark, Mongolia, Turkey, Egypt, Republic of Korea, Israel.

More information on: www.mfa.kz
Following documents are required:
- valid passport. The passport should still be valid for another 6 months from the last date of visa validity period;
- visa application form (Annex 5, also available on-line);
- two photographs (3,5 x 4,5 cm).

In case of visa problems, please contact:
Mr. Kadyr Kayupov, Ministry of Foreign Affairs of Kazakhstan.
Email: dks-astana@mfa.kz, tel: +7 7172 720470, +7 7172 7204171 Fax: +7 7172 720478, +7 7172 720460, mobile: +7 701 331 5152.
Ms. Aina Bekisheva, Ministry of Foreign Affairs of Kazakhstan.
Email: dks-astana@mfa.kz, tel: +7 7172 720470, +7172 72041 71, Fax:+7 7172 72048, +7 7172 720460, mobile: +7 701 382 0013.
16. Useful information

Climate
The climate in Kazakhstan is continental with cold winters and hot summers. Precipitation varies between arid and semi-arid conditions. Temperature in Astana in December usually varies from –10 to –20 °C.

Time
West/East (UTC+3/+4; +5/+6)

Emergencies and First Aid
First aid will be provided at the Summit venue, Media and NGO centres.

Smoking
In accordance with the law of Kazakhstan smoking in public places is prohibited.

Prayer Rooms
During the Summit the prayer rooms will be organized at the third floor of the Palace of Independence.

Banking Services
ATMs are available in the majority of hotels.

Currency
Local currency is ‘Tenge’. More information on www.nationalbank.kz. Most of hotels, shops, etc. accept all types of credit cards (Visa, Master-Card).

International Calls
For international calls, please dial: 8 + 10 + country code + dialled number.

Emergency Numbers
101- Fire emergency
102- Police
103- Ambulance service

Electric Gauges
Voltage of the alternating current comprises 220 V with 50 Hz frequency, sockets according to the European standards have two round pin contacts.

For taxi services please contact a hotel reception or a transportation desk at the venue
## HOTEL LIST

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rates</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **Ramada Plaza Astana (5 Stars)** | Deluxe/ Deluxe Double – 235.20/291.20 USD  
Superior/ Superior Double – 291.20/347.20 USD  
Executive/ Executive Double – 383.04/ 439.04 USD  
Junior/ Junior Double – 459.20 USD  
Business/ Business Double – 543.20 USD | All rates include VAT & Buffet Breakfast |
| **Grand Park Esil (4 Stars)** | Standard – 16755 KZT  
Deluxe – 20141 KZT  
Junior Suite – 36400 KZT  
Senior Suite – 58240 KZT | All rates include VAT & Buffet Breakfast |
| **Diplomat Hotel (4 Stars)**  | Standard Single/Double – 22000/ 28000 KZT  
Superior Single/Double – 35000/ 41000 KZT  
Junior Suite Single/Double – 37000/ 43000 KZT  
Senior Suite Single/Double – 60000/ 66000 KZT  
Presidential Suite Single/Double – 80000/ 86000 KZT | All rates include VAT & Buffet Breakfast |
| **Comfort Hotel (4 Stars)**  | Standard – 26600 KZT  
Standard Double – 40000 KZT  
Suite – 44000 KZT  
Deluxe – 50000 KZT  
Suite (1 room + hall) – 62500 KZT  
Suite (2 rooms + hall) – 85000 KZT | All rates include VAT & Buffet Breakfast |

1 USD = appr. 150 KZT  
1 Euro = appr. 200 KZT
HOTEL RESERVATION FORM FOR DELEGATIONS

Participating States – 1+10
Partners for Cooperation – 1+5
International Organizations – 1+3

Delegation/Organization: ____________________________________________
Full name: __________________________________________________________
Address: ___________________________________________________________________________
City: __________________ Country: ______________ Postal / Zip Code: __________
Telephone: __________ Fax: ____________ E-mail: _________________________
Contact Person: _______________________ Date: ______________________

HOTEL: (as indicated in Annex 1.1)

<table>
<thead>
<tr>
<th>C/in date</th>
<th>C/out date</th>
<th>Room types</th>
<th>* Please consult the enclosed list for room types</th>
<th>Number of rooms</th>
<th>Number of nights</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Single</td>
<td>DOUBLE</td>
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TO SECURE YOUR HOTEL BOOKING:
Name of credit card holder: ____________________________________________
No: ___________________________ Expiration Date: __/____
Date: ___________________ Signature: _______________________

• Please complete and return this form no later than 1 November, 2010 to:
  State Protocol Department, Ministry of Foreign Affairs
  31, Konayev Str., 010000 Astana
  Fax: + 7 7172 72 01 39 (for participating-states and partners for cooperation)
  + 7 7172 72 05 35 (for international organizations)
  E-mail: Org.reservation@mfa.kz (for International Organizations)

• All requests will be treated on a first-come first-served basis.
• Room cannot be guaranteed for Reservation Forms received after 01 November, 2010.
# HOTEL RESERVATION FORM FOR DELEGATIONS

(OUT OF OFFICIAL FORMATS)

Delegation/Organization: _________________________________________________
Full name: _____________________________________________________________
Address: _______________________________________________________________
City: __________________ Country: ______________ Postal / Zip Code: __________
Telephone: _____________ Fax: _____________ E-mail: _______________________
Contact Person: _________________________ Date: ___________________________

**HOTEL (see Annex 2.1):** ____________________________________________

<table>
<thead>
<tr>
<th>C/in date</th>
<th>C/out date</th>
<th>Room types * Please consult the enclosed list for room types</th>
<th>Number of rooms</th>
<th>Number of nights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Single</td>
<td>Double</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

2nd choice: ____________________________________________
3rd choice: ____________________________________________

**TO SECURE YOUR HOTEL BOOKING:**
Name of credit card holder: ____________________________ Expiration Date: ___/___
No: _____________________________ Signature: ____________________________
Date: __________________________

Please complete and return this form no later than **01 November, 2010** to:
State Protocol Department, Ministry of Foreign Affairs
31, Konayev Str., 010000 Astana
E-mail: hotelbooking@mfa.kz

- All requests will be treated on a first-come first-served basis.
- Room cannot be guaranteed for Reservation Forms received after 01 November, 2010.
## HOTEL LIST
(out of formats)

<table>
<thead>
<tr>
<th></th>
<th>Hotel</th>
<th>Star Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Imperia G</td>
<td>(4 Stars)</td>
</tr>
<tr>
<td></td>
<td>Standard Single – 42800 KZT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Double – 53800 KZT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business – 49800 KZT</td>
<td></td>
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<tr>
<td></td>
<td>Business Double – 67800 KZT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deluxe – 53800 KZT</td>
<td></td>
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<tr>
<td></td>
<td>Junior Suite – 67800 KZT</td>
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<td></td>
<td>Senior Suite – 81800 KZT</td>
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<tr>
<td>2</td>
<td>Aka</td>
<td>(3 Stars)</td>
</tr>
<tr>
<td></td>
<td>Standard Single – 5000 KZT</td>
<td></td>
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<tr>
<td></td>
<td>Standard Double – 9000 KZT</td>
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<tr>
<td></td>
<td>Business Single – 7000 KZT</td>
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<tr>
<td></td>
<td>Deluxe – 10000 KZT</td>
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<tr>
<td>3</td>
<td>Ak Sunkar</td>
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<tr>
<td></td>
<td>Standard Single – 6000 KZT</td>
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<td>Business Single – 13000 KZT</td>
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<td></td>
<td>Deluxe – 15000 KZT</td>
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<tr>
<td>4</td>
<td>Altyn Adam</td>
<td>(3 Stars)</td>
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<tr>
<td></td>
<td>Standard Single – 8500 KZT</td>
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<tr>
<td></td>
<td>Business Single – 12000 – 14000 KZT</td>
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<td></td>
<td>Standard Double – 14000 KZT</td>
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<td></td>
<td>Deluxe – 16000 KZT</td>
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<td></td>
<td>Suite – 20000 KZT</td>
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<tr>
<td>5</td>
<td>Altyn Orda</td>
<td>(3 Stars)</td>
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<tr>
<td></td>
<td>Standard Single – 8000 KZT</td>
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<td></td>
<td>Business Single – 12000 – 14000 KZT</td>
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<td></td>
<td>Deluxe – 20000 KZT</td>
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<td>6</td>
<td>Botagoz</td>
<td>(3 Stars)</td>
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<td></td>
<td>Standard Single – 10000 KZT</td>
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<td>Business Single – 13000 KZT</td>
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<td>Deluxe – 15000 KZT</td>
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<td>Suite – 17000 KZT</td>
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<td>7</td>
<td>Caspii</td>
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<td>Standard Single – 10000 KZT</td>
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<td>Business Single – 12000 KZT</td>
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<td>Suite – 25000 KZT</td>
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<td>8</td>
<td>Capital</td>
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<td></td>
<td>Standard Single – 8000 KZT</td>
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<td></td>
<td>Standard Double – 12000 KZT</td>
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<td>Business Single – 10000 KZT</td>
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<td>Deluxe – 13000 KZT</td>
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<td>9</td>
<td>Everest</td>
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<td></td>
<td>Standard Single – 7800 KZT</td>
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<td>Business Single – 10000 KZT</td>
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<td>Junior Suite – 20000 KZT</td>
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<td>Senior Suite – 30000 KZT</td>
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<td>Olimp</td>
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<td>Moderate – 7000 KZT</td>
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<td>Standard Single – 10000 KZT</td>
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<td>Suite – 14000 KZT</td>
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<td>11</td>
<td>Orion</td>
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<td>Standard Single – 10000 KZT</td>
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<td>Room Types and Rates</td>
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<td>Business Single – 8800 KZT</td>
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<td>Business Single – 11000 – 15000 KZT</td>
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<td>Almaly</td>
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<td>Deluxe 18000 KZT</td>
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<td>22.</td>
<td>Delight Hotel</td>
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<td></td>
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<td>Standard Double – 11000 KZT</td>
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<td>Business Single – 10000 KZT</td>
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<td>Premium – 12000 KZT</td>
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<td>Deluxe – 22000 KZT</td>
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<td>Standard Double – 12000 KZT</td>
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</tbody>
</table>
|   |   | Standard Double – 25000 KZT  
|   |   | Deluxe – 25000 KZT  
|   |   | Suite – 35000 KZT  |
| 26. | Interia | Business Single – 10000 KZT  
|   |   | Deluxe – 12000 KZT  
|   |   | Suite – 15000 KZT  |
|   |   | Deluxe – 25000 KZT  
|   |   | Suite – 50000 KZT  |
|   |   | Standard Double – 8000 KZT  
|   |   | Standard Triple – 9000 KZT  
|   |   | Deluxe – 12000 KZT  |
| 29. | Lucky | Standard Single – 15000 KZT  
|   |   | Standard Double – 22500 KZT  
|   |   | Deluxe – 27000 KZT  
|   |   | Suite – 30000 KZT  |
|   |   | Business Single – 18000 KZT  
|   |   | Deluxe – 20000 KZT  |
|   |   | Standard Double – 19000 KZT  
|   |   | Deluxe – 25000 KZT  |
| 32. | Prestige | Standard Single – 30000 KZT  
|   |   | Standard Double – 38000 KZT  
|   |   | Deluxe – 45000 KZT  |
| 33. | Shanyrak | Standard Single – 7000 KZT  
|   |   | Business Single – 8000 KZT  
|   |   | Deluxe – 11000 KZT  |
| 34. | Skif | Standard Single – 13000 KZT  
|   |   | Business – 15000 KZT (EXB + 5000 KZT)  
|   |   | Deluxe – 17000 KZT (EXB + 5000 KZT)  
|   |   | Suite - 20000 KZT (EXB + 5000 KZT)  |
| 35. | Sofia | Standard Single – 6000 KZT  
|   |   | Standard Double – 6000 KZT  
|   |   | Standard Triple – 9000 KZT  
|   |   | Standard Quadruple – 12000 KZT  
|   |   | Business Single – 7000 KZT  
|   |   | Deluxe – 10000 KZT  |
| 36. | Triumph Astana | Standard Single – 16000 KZT  
|   |   | Deluxe – 25000 KZT  
|   |   | Suite – 35000 KZT  |
|   |   | Standard Double – 10500 KZT  
|   |   | Standard Triple – 12000 KZT  
|   |   | Business Single – 12000 KZT  

Suite - 18000 KZT
| 38. | Zeid | Business Single – 10000 KZT  
|     |     | Business Double – 12000 KZT  
|     |     | Deluxe – 17000 KZT          |

1 USD = appr. 150 KZT  
1 Euro = appr. 200 KZT
## ANNEX 3

**List of Liaison officers**

<table>
<thead>
<tr>
<th>№</th>
<th>Organization</th>
<th>Liaison Officer</th>
</tr>
</thead>
</table>
|   | General Coordination | Mr. Maxim Solin  
    | Mobile phone: +7 701 710 89 78  
    | Office phone: +7 7172 72 05 36  
    | e-mail: m.solin@mfa.kz |
| 1 | UN                | Mr. Almat Igenbayev  
    | Mobile phone: +1 848 466 22 15  
    | Office phone: +1 212 230 11 67  
    | e-mail: algakazak@gmail.com, nagiz_kz@mail.ru |
| 2 | UNHCR             | Ms. Rimma Zhunusova  
    | Mobile phone: +7 701 559 80 42  
    | Office phone: +7 7172 72 03 39  
    | e-mail: r.zhunusova@mfa.kz |
| 3 | Council of Europe | Mr. Murat Rustemov  
    | Mobile phone: +7 707 315 48 35  
    | Office phone: +7 7172 72 04 95  
    | e-mail: m.rustemov@mfa.kz |
| 4 | NATO              | Mr. Olzhas Khussainov  
    | Mobile phone: +7 701 866 73 78  
    | Office phone: +7 7172 72 05 44  
    | e-mail: o.khussainov@mfa.kz |
ANNEX 4

Delegation __________________________     To the Executive Secretariat  
(Country / organization) *       Fax:  
APPLICATION FORM  
To hold bilateral meetings  

1. Meeting of _________________________________________________ (name) 
   with ________________________________________________________ (name)  
2. Date of the Meeting   ____ / ____ / ____ 
   DD       MM        YY  
3. Opening of Meeting   ____ / ____ 
   HH        MM  
4. Estimated duration of Meeting   ____ / ____ 
   HH       MM  
5. Host of Meeting ________________________________ (Country)  
6. Number of participants in Meeting, including interpreters:  
   - From ___________________________ people  
     (Country) (number)  
   - From ___________________________ people  
     (Country) (number)  
7. Point of Contact on Modalities:  

   _________________________________________________  
   (Name, last name phone number)  
8. Will the meeting be covered by Media? ___ YES ___NO  
9. Total number of journalists ________________________ people  
   (Number)  
10. Point of Contact on Media-related matters:  

   _________________________________________________  
   (Name, last name, phone number)  
11. Name and title of applicant: _________________________________ (Name, last name, phone number)  

   DATE / TIME   ____ / ____ / ____   ____ / ____  SIGNATURE  
   DD       MM      YY   HH    MM  
*All italicized lines to be filled in
## VISA APPLICATION FORM

### The Republic of Kazakhstan

### Application Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Surname(s):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2. First names:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3. Other names and surnames:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>4. Sex:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5. Date of birth:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>6. Place of birth:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>7. Nationality by birth:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>8. Marital status:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>9. Nationality:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>10. Permanent home address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>11. Occupation:</strong></td>
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<tr>
<td><strong>12. Type of passport:</strong></td>
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<tr>
<td><strong>13.绞缆吾谬楷么梅吹画梅缪 heck:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>14. Have you visited the Republic of Kazakhstan before?:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>15. Have you ever been refused entry to the Republic of Kazakhstan?:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>16. Сіздің Қазақстан Республикасының қелуіңізге бұрын рұқсат берілмеген жағдай жоқ?</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Attention!**

Application form should be filled in fully and accurately, in block letters.

Wrong filling of application form can become a cause of refuse in issue of entry visa.
17. Сапардың мақсаты/Purpose of travel:
_________________________________________________________________________________________

18. Қабылдайтын тарап (mekен-жайы, тел.)/Inviting organization (address, tel.):
_________________________________________________________________________________________

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan:
_________________________________________________________________________________________

20. Қазақстан Республикасындағы келетін бастапқы пункты/The first place of entry into the Republic of Kazakhstan:
_________________________________________________________________________________________

21. Қазақстандағы уақытша тұрғының екінші жеке мекен-жайы/Temporary address in Kazakhstan: _____________________________

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұрғы шығыстырыңызды қім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____________________________

23. Қазақстанда бөлімнен сақтандыруыңыз бақшама?/Have you got an insurance for the period of your stay in Kazakhstan?:  Жоқ/No Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауу керсетіңіз/If yes, please indicate its validity and the name of insurance company:
_________________________________________________________________________________________

24. Қазақстан арқылы транзитпен өткен ұшқар жағдайда, негізгі барысының мемлекеттің визасы немесе тұрғы ұйқтырақты өткен мақсатты теңізгі құрылымындағы бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

☐ Жоқ/No ☐ Бар/Yes. Болған жағдайда, барысының мемлекеттің жағдайы жоғары/If yes, indicate the country of entry which is planned to transit through:

_________________________________________________________________________________________

25. Сұрау сапатының визаның мерзімі/Period of requested visa: from________________ to _____________________________

26. Сұрау сапатының визаның мәртепі/Number of entries requested:  1 ☐ 2 ☐ 3 ☐  көп ☐

27. Балалары (сізбен бірге жұрғызған бағдарламаларға енгізілген жағдайда қаңтар қолтық өткен) /Children (please indicate whether they are traveling with you and are entered in your passport):

<table>
<thead>
<tr>
<th>№</th>
<th>Тері, аты/ Surname, First names</th>
<th>Тұлған жері мен құні/ Date and place of birth</th>
<th>Азаматтығы/Nationality</th>
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</tbody>
</table>

Мен жағында керсетілген мәліметтердің тольқу және дұрыс екенін растаймын. Жағдай мәліметтер беріліп қойған визаны ғажайып немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маган мәлім. Маган берілген визаның іс-асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге мұндайтymн.

Мен 2001 жылы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетті төлөмді тұлғарға табу» № 209-II Кодексіндегі (Салық Кодексі) 514-баяның сүйес телсізден консулық құрылғыларының бысы қытайылымытыңға, берілген виза Қазақстандағы күйрө тольқу келіңдік беріледі. Қазақстан Республикасының құрылғылары орталығы менің Қазақстан аумағының күйрө келісім бар беруден бас тартуға жағдайда топыраққа құрыл поды жері бардынан.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Құні және жері/Place and date: _____________________________
Қолы/Signature: _____________________________

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