

Order of the Government of the Republic of Kazakhstan dated 16 January 2012 of No. 72

About approval of Rules of provision of postage services and Rules of application of the postage stamp on mailings

According to subparagraphs 5) and 7) of item 1 of Article 8 of the Law of the Republic of Kazakhstan dated 8 February 2003 "On mail" the Government of the Republic of Kazakhstan DECIDES:

1. To approve the enclosed:
 - 1) Rules of provision of postage services;
 - 2) Rules of application of the postage stamp on mailings.
2. This Order becomes effective after ten calendar days of the first official publication.

Prime Minister of the Republic of Kazakhstan K.Masimov

Approved by the Order of the Government of the Republic of Kazakhstan dated 16 January 2012 of No. 72

Rules of rendering of postage services

1. General provisions

1. These rules of provision of postage services (further - Rules) are developed according to the Law of the Republic of Kazakhstan dated 8 February 2003 "About mail", the international treaties ratified by the Republic of Kazakhstan, and determine the procedure for provision to users of postage services operators of mail.

2. Postage services treat:

- 1) public postage services which consist in transfer of non-registered letters, postcards and mailing wrapper of the users brought together from mail boxes and (or) accepted in operational windows;
- 2) services in transfer of traceable mailings which transfer concerns: registered mail; custom-made postcard; custom-made mailing wrapper; letters with the declared value; mailing wrapper with the declared value; small-sized packet; "M" sack; standard shipment; shipment with the declared value; direct post container;
- 3) services of accelerated and express mail which transfer of the letter (packet) and shipment by the accelerated and express mail concerns;
- 4) service of postal money transfer to which transfer of money treats with use of the form of the established sample sent on the post network. These rules do not regulate the money transfer service, performed according to the legislation of the Republic of Kazakhstan in the field of payments and money transfers;
- 5) service of distribution of periodic printing editions in the subscription which consists in acceptance of the subscription according to the catalog, processing of orders, forwarding, transfer and delivery of periodic printing editions, and implementation of periodic printing editions which consists in their retail sale;
- 6) service of sale of philatelic products which consists in sale of the state characters of post payment of the Republic of Kazakhstan to users for the purposes of the collecting. Carrying out philatelic actions by the National operator of mail is regulated by its internal legal acts;
- 7) other postage services which are: acceptance of mailings at home; home delivery of mailings which are subject to issue in production objects of the operator of mail; provision in using of subscription and user's boxes; filling of accompanying forms; packaging of mailings; storage of mailings; the services which provision is inseparably linked with postage services, including services of e-mail and the fax connection. Services of e-

mail are subdivided into the electronic message issued to the user on the electronic carrier or transferred to the personal computer of the user, and the electronic message sent at the separate stage by the non-registered or registered mail (hybrid departure). Services of the fax connection are subdivided into the open facsimile message issued in production objects of the operator of mail, and the closed facsimile message delivered to the specified address by the non-registered or registered mail.

3. In these rules the following main concepts are used:

- 1) defective departure - the departure having signs of access to the enclosure (violation of the integrity of packaging) or which weight does not correspond to weight in case of acceptance;
- 2) the mailing with the notification on receipt - the traceable mailing in case of which giving the addresser charges to the operator of mail to report to it or the person specified to them when also to whom the mailing is handed over;
- 3) control term (control terms of transfer of mailings, postal money transfers, departures of accelerated and express mail) - term during which the operator shall perform transfer of departures from production object of the place of their acceptance to production object of the place of their issue;
- 4) the mailing wrapper - the mailing with printing editions, official papers and other subjects, the enclosure, the sizes, weight and which method of packaging are provided by these rules;
- 5) Universal Postal Union (hereinafter - UPU) - the international organization in the field of the mail service;
- 6) acts of Universal Postal Union (hereinafter – UPU acts) - the Charter, General regulations of Universal Postal Union, the World post convention, the Regulations of written correspondence, Regulations of postal parcels, the Agreement and the Regulations of the Agreement on service of post payments;
- 7) standard shipment - shipment without the value assessment of the enclosure which is accepted from the addresser with issue of the receipt and is issued to the receiver on receipt;
- 8) departures of accelerated mail - letters (packets) and the shipment processed and delivered in the accelerated procedure;
- 9) the catalogue - the collection list of the periodic printing editions accepted to distribution on retail and the subscription;
- 10) "Consignment" - service of transfer of the international mailings grouped by one addresser to one receiver;
- 11) departures of express mail - letters (packets) and the shipment processed and delivered in the accelerated procedure with use of the courier;
- 12) the "M" sack (the special sack) - the international mailing containing printing editions (periodicals, books and other), directed by one addresser to one addressee;
- 13) the operational window - the workplace on production object of the operator of mail where to the user services are provided;
- 14) delivery of the mailing - moving of the mailing from production objects of the destination in the post office, subscription mail box, or to other address specified by the addresser;
- 15) category of the mailing - set of the signs determining the procedure and conditions of acceptance, processing, transfer and delivery of the mailing (standard, custom-made, with the declared value, with special marks);

16) shipment - the mailing with the goods and other subjects, the enclosure, the sizes, weight and which packaging are provided by these rules;

17) secogramme - the mailing with the enclosure of the written messages written by secographic method, submitted openly, the cliché with secogramme character, the sound records intended only for blind;

18) not distributed mailings - not delivered (not handed over) to the addressee during the fixed term mailings which in the absence of the return address are not returned to the addresser;

19) the mailing with cash on delivery - the mailing in case of which giving the addresser charges to the operator of mail to receive the amount of cash on delivery from the addressee;

20) the direct post container - the mailing in the form of the container with the goods and other material values, sealed up (sealed) by the addresser in accordance with the established procedure and directed to the destination without opening in transit;

21) the post case of the strong point - the special case intended for temporary storage of mailings on the delivery site, or for obtaining by the addressee of mailings;

22) the small-sized packet - the international custom-made mailing with single samples of the goods, small-sized subjects of gift nature, the enclosure, the sizes, weight and which packaging are provided by these rules;

23) the short-paid written correspondence - the ordinary written mail, which transfer by the addresser in parts or in full is not paid;

24) the domestic mailing - the departure accepted for transfer and delivery to the addressee within the territory of the Republic of Kazakhstan;

25) the international mailing - the departure accepted for transfer and delivery to the addressee within the territory of member countries of UPU;

26) the letter - the mailing sent in the form of the envelope with the written enclosure.

2. Requirements for the organization of servicing of users and procedure for carrying out operational day

4. The national operator of mail in coordination with local executive bodies of the city of republican value, the capital, areas (the cities of regional value) in settlements, and also at railway stations, at the airports, sea (river) ports and on the piers serving passengers, on parking of portable items of the mail service establishes mail boxes for collection of ordinary written mail. Mail boxes are established also at the entrance in production object of the National operator of mail. The logo of the National operator of mail, assigned number, frequency and time of collection of correspondence (the beginning of the first and last collection) is put on mail boxes. On mail boxes in the rural zone the logo of the National operator of mail, assigned number, the postal index of serving department of the mail service, time of collection, and also days when collection is not performed are specified.

5. For provision of postage services in production objects of the operator of mail operational windows with workplaces for provision of postage services during the whole operational day are equipped.

6. The procedure for carrying out operational day and its duration is established by the operator of mail in the mode convenient for users, taking into account technologies of the mail service.

7. At the entrance in production objects of the operator of mail the sign with indication of the name of production object and the operating mode is established. In the production objects located in the cities and working on a rolling basis, with the lunch break or with the day off, the announcement of the location and the

operating mode of the next production object providing services in other schedule or without the days off also takes place. The text of the sign and the announcement is stated in the state and Russian languages.

8. In the operational hall of production object of the operator of mail on the place visible and available to users there is the book of addresses, claims and offers, and also the following information material:

- 1) the list of types of provided postage services;
- 2) rates for postage services;
- 3) control terms of transfer of mailings, postal money transfer;
- 4) storage durations of mailings, postal money transfer;
- 5) procedure for writing of the address;
- 6) procedure for packaging of mailings;
- 7) sizes and limiting mass of mailings;
- 8) the list of subjects and the substances prohibited and limited to transfer;
- 9) postal indexes;
- 10) about benefits in servicing of separate categories of citizens;
- 11) the operator liability of mail for violation of obligations to users by provision of postal services and violation of the legislation of the Republic of Kazakhstan about mail;
- 12) responsibility of users for violation of the legislation of the Republic of Kazakhstan about mail;
- 13) name, address and phone number of higher division of the operator of mail;
- 14) other information connected with provision of postage services.

Information is stated in the state and Russian languages.

3. Procedure for use of nominal things of operators of mail

9. Production objects of the operator of mail are ensured with own nominal things.

10. Nominal things of the National operator of mail are: postage, shortpaid and special stamps, insurance seals, footprints, inking units, metal plates with the engraving of the name of production objects, control and translated seals.

11. On each nominal thing of the National operator of mail names are engraved: the states (Kazakhstan), area, the National operator of mail, its production object and number of object (in the presence of several objects in one settlement).

On nominal things of production object in the regional centers and the cities of Astana, the name of area is not specified to Almaty.

In case of availability in one settlement of several production objects of the operator of mail, and in one production object where on working conditions it is necessary to have more than one nominal thing, on nominal things it is put distinctive letters or number. Besides, the postage stamp contains date of drawing of the print.

12. Nominal things of other operators of mail shall differ from established for production objects of the National operator of mail of nominal things by specifying of the name of this operator of mail.

4. Standards of registration of mailings

Packaging of mailings

13. Packaging of mailings shall correspond to nature of the enclosure, conditions of transfer and duration of the way, to exclude possibility of damage of the enclosure during the processing and transfer, access to it without violation of the cover, seals, seals, bands, tapes, and also spoil of other departures and causing any harm to workers of the operator of mail.

14. Envelopes and postcards, tare for packaging of shipment (mailing wrapper) shall conform to requirements of these rules and UPU acts.

As packaging is applied:

1) for letters - post envelopes;

2) for letters with the declared value - post envelopes or strong paper, the fabric, polyethylene envelopes and other similar materials ensuring safety of the enclosure;

3) for mailing wrapper and small-sized packets - plastic bags, post envelopes, strong paper, the fabric, cases, cardboard boxes, wooden (plywood) or metal boxes;

4) for shipment - parcel boxes (cardboard, wooden, plywood and polymeric) or the soft cover. The fabric used for packaging of mailings, shall be monophonic the light tones, consisting of the integral piece.

15. The enclosure shall not move in packaging. When packaging in the mailing wrapper of several subjects they tie previously. Standard and custom-made mailing wrapper in weight over 500 grams (further - g) tie crosswisely with the twine.

16. The enclosure of the mailing wrapper can be curtailed by the tube and is in addition fastened by paper or other strip, in case of length of the subject over 45 centimetres (further - cm) on the firm basis.

17. Depending on features of the enclosure of shipment, in case of their packaging shall be complied the following conditions of which need of accomplishment the addresser is informed:

1) fragile items are packed into firm packaging and poured by sawdust or shavings, cotton wool or the other filler;

2) films, initial materials of films and film chronicles, magnetic tapes, compact cartridges, compact disks are packed into special tare;

3) seeds, sunflower seeds, nuts, dried fruits, the flour and other loose substances shall be packed into sacks from the dense fabric, the film, strong paper packets and to be put in boxes or cardboard boxes;

4) the sprouts shall be packed into the baskets sheathed from above by the fabric, or the boxes having openings for ventilating. On the bottom of the basket (box) the dense polyethylene film keeps within;

5) painting dry powders (such as aniline blue), the greasy, fluid substances, able to pass to the liquid state (ointments, soft soap, pitch, syrups, jam, honey etc.), shall be closed up in the closed internal not glass vessels which then are put in the second strong box with the corresponding protective and absorbing material between both packagings, not allowing the leakage of content;

6) alive bees, bloodsuckers and parasites shall be located in boxes with openings with the grid which device shall prevent possibility of release. Shipment with bees shall be stored in the darkened place with the open entry of air, it is not allowed to stack such shipment in densely being closed cases;

7) shipment with the enclosure of furs and skins of the rodents who have not undergone to factory processing, and also wool, bristles, the hair, the feather and down shall be packed previously in the fabric (the sacking, the polyethylene film), and then is enclosed in boxes or cardboard boxes;

8) radio tubes and others exact (measuring, etc.) instruments shall be packed into strong tare with the soft filler or in boxes with special fixing system;

9) live plants (grapevines, saplings, etc.), and also the bulky unbreakable items which do not have sharp ledges and the agnail which because of the sizes cannot be packed into parcel tare of the established sizes, are accepted to transfer packed into the sacking (fabric);

10) integral and unbreakable, and also the non-demountable subjects which do not have sharp ledges, the sizes and which weight do not exceed established in Annex 1 to these rules (drawing boards, the children's sledge, suitcases, cans and other), can be sent openly unpacked in boxes or to fabrics. Motor tires are accepted only in pure form;

11) shipment with firm grades of fresh vegetables and fruit is accepted in wooden or plywood boxes, face and which lateral walls shall have ventilation outlets or vertical gleams;

12) packaging of precious metals shall consist of the strong metal box, or the wooden box with the minimum depth of walls of 1 cm for shipment is powerful to 10 kg, and 1,5 cm for shipment is powerful over 10 kg. Packaging can consist also of two sacks without the seams forming double packaging. If the wooden boxes made of plywood are used, their depth can be limited 5 mm provided that edges of these boxes will be strengthened by squares;

13) indivisible subjects in the original packing (in wooden or strong cardboard boxes) which answer the established sizes and ensure safety of the enclosure, it is authorized to accept for transfer by the land transport without additional packaging. Procedure for registration of the address on mailings, postal money transfers

18. All address data on mailings and accompanying forms, and also on forms of postal money transfers are written by hand (or are printed by typographical method or with use of other printing equipment), is accurate, legible, without corrections, without the reduced names and conditional letters, figures, characters. On mailings it is possible to paste the printed or handwritten address labels on white paper. The postal index of the addressee on letters and postcards with code stamps is written by figures ink of any color, except for red, yellow and green.

19. Specifying of the source address and the addressee on mailings, on accompanying forms and on forms of postal money transfers is made by the addresser with indication of only one source address and the receiver.

On the international mailings only one source address which shall be the address of the settlement of the Republic of Kazakhstan is specified.

20. Writing of the address is performed in the following procedure:

- 1) surname, name, patronymic of physical person, or name of the legal entity;
- 2) name of the street, residential district, house number, number of the apartment;
- 3) name of the settlement (city, settlement, aul and village);
- 4) name of the area;
- 5) name of area;
- 6) the country name (for the international departures);

7) postal index. For the acceleration of obtaining the addresser can specify house, mobile phone number of the addressee (addresser), the e-mail address.

21. The source address is specified in the left upper corner of the mailing, the addressee - in the lower right part of the mailing. Lines in the address block shall be levelled on the left side.

22. On mailings advertising of the operator of mail, and also customers according to the procedure, established by the legislation of the Republic of Kazakhstan in the field of advertising can take place.

23. Mailings, postal money transfers, departures of the fax connection and e-mail can be addressed "Poste restante" or on "The subscription box", with indication of the surname, the name, the patronymic of the addressee, the name of the legal entity.

24. The source address and the receiver of mailings, the postal money transfers sent within the territory of the Republic of Kazakhstan, shall be drawn up at will of the addresser in the state or Russian languages. On the international mailings and on forms of the international postal money transfers the address is written by Latin letters and the Arab figures, or in language of the country of appointment with obligatory repetition of the name of the country in the state or Russian languages.

25. Depending on the type, categories of domestic mailings and postal money transfer, in the upper part of their address party shall be the following additional texts:

1) on mailing wrapper with the declared value - "The mailing wrapper with the declared value on... Tenge", on mailing wrapper with the declared value with the inventory of the enclosure, besides, - "With the inventory", on mailing wrapper with convex characters for blind - "The mailing wrapper with convex characters for blind", and with audio recordings for blind - "The Mailing wrapper. The speaking book for blind";

2) on letters with the declared value - "with the declared value on... Tenge" or "with the declared value closed on... Tenge", on letters with the declared value with the inventory of the enclosure, besides - "With the inventory";

3) on mailings with cash on delivery - "Cash on delivery... Tenge";

4) on traceable mailings and the postal money transfer, accepted with the notification on obtaining - the mark about the notification, for shipment this mark shall be specified also on accompanying forms;

5) on the cover of the mailings which are subject to delivery personally to the addressee - the mark "To hand over in own hands. With the custom-made notification";

6) on the registered mail with the custom-made notification with the enclosure of legal notifications - "The legal notification. With the custom-made notification";

7) on mailings with fragile items, including with exact instruments and radio tubes, and also on accompanying forms to shipment with such enclosure - is careful";

8) on shipment and accompanying forms to them: with the declared value - "With the declared value on... Tenge"; with the inventory taking of the content, besides, - "With the inventory taking";

with sprouts – "Sprouts"; with bees – "Careful. Bees. Not to hold on the sun. With the veterinary certificate"; with furs and skins of rodents - "Furs. With the veterinary certificate"; with wool, the bristle, hair, the feather – "With the veterinary certificate"; with fresh fruit and vegetables - respectively "Fruit", "Vegetables";

9) on shipment and accompanying forms to them, on the mailing wrapper sent by the air way – "Air";

10) on the mailings accepted from officials, 165 these rules specified in Item - the mark "Үкіметтік" - "Governmental".

26. The international shipment containing easily fragile subjects, and reversal with which requires extra care, treats brittle shipment and shall have the mark "Абайлаңыз" - "Be careful" - "Colis fragile". Under condition of observance of general rules of seal and packaging the addresser or the worker of production object of the operator of mail pastes on brittle shipment the label with the image on it the glass subject printed by red color on the white background. On the face of the accompanying form the label with the clear mark "Абайлаңыз" - "Be careful" - "Colis fragile" is pasted.

27. The international shipment, which sizes exceed the limits established in Annex 2 to these rules and which in the form or structure cannot easily be loaded together with other shipment or requires special precaution, is called as "Bulky". On bulky international shipment, and also on the face of the corresponding accompanying form the label with "Қомақты" clear mark, "Bulky", "Encombrant" pasted.

28. In the international exchange of shipment with the declared value, shipment with the enclosure of fragile, bulky items are accepted to the countries which allow acceptance of such departures.

5. Types of mailings and their technical characteristics

Domestic and international mailings

29. Mailings and postal money transfers are subdivided on domestic and international.

30. Types of domestic mailings differ on the following categories:

- 1) letters (standard, custom-made, with the declared value);
- 2) postcards (standard and custom-made);
- 3) mailing wrapper (standard, custom-made, with the declared value);
- 4) shipment (standard, that is without the declared value, and with the declared value);
- 5) postal money transfers;
- 6) direct post containers;
- 7) departures of accelerated and express mail;
- 8) departures of electronic and facsimile mail, including hybrid departures.

Letters, postcards, mailing wrapper and the shipment sent by officials, 165 these rules specified in Item, can have the mark "Үкіметтік" - "Governmental".

31. Types of the international mailings differ on the following categories:

- 1) letters (standard, custom-made, with the declared value);
- 2) postcards (standard and custom-made);
- 3) mailing wrapper (standard, custom-made);
- 4) shipment (standard, with the declared value);
- 5) postal money transfers;
- 6) departures of accelerated and express mail;
- 7) small-sized packets (custom-made);
- 8) "M" sacks (custom-made);

9) the grouped departures "Consignment".

Ordinary written mail, their enclosures

32. Letters and the mailing wrapper accepted without issue to addressers of the receipt on their acceptance (without assignment of number of post registration, the identification barcode) and receipts delivered without obtaining from addressees are standard. The ordinary written mail is accepted to transfer both on the territory of the Republic of Kazakhstan, and to its limits.

33. In non-registered domestic letters written messages and the following invaluable enclosures are sent: official papers, photos, art cards and other similar paper products. In standard domestic mailing wrapper the following invaluable enclosures are sent: forms, brochures, posters, newspapers, magazines, books, official papers of low importance, manuscript, photo, albums, writing-books, medicinal herbs, seeds, sound recordings and other similar subjects.

34. In non-registered international letters personal and office written messages, receipts, scores, photos are sent. In standard international mailing wrapper printing editions, engravings, drawings, patterns, catalogues, prospectuses, different announcements, notifications, prints and the reproductions executed by different methods of printing, the manuscript are sent.

35. In standard post mailing wrapper secogrammes can be sent, for blind the official organizations (or to addresses of these organizations from blind). They are accepted free of charge according to UPU acts. Traceable mailings, their enclosures

36. The traceable mailing is departure to which number of post registration (the identification barcode) is assigned, and the receipt with the print of the postage stamp or the cliché (the nominal module) cash register, the personal computer with indication of the surname of the worker of the operator of mail is issued to the addresser. In case of delivery of the traceable mailing from the addressee the receipt turns out. Traceable mailings are accepted with obligatory specifying of the return address. On packaging of the traceable mailing are put: the name of production object of acceptance of the operator of mail, the print of the postage stamp with indication of date of acceptance and registration number (barcode). On the mailings accepted on the list one receipt is issued.

37. Departures belong to traceable mailings custom-made and with the declared value, shipment standard and with the declared value, postal money transfers, direct post containers, departures of accelerated and express mail.

38. Letters, postcards belong to custom-made mailings, the mailing wrapper, small-sized packets, "M" sacks. In the form of the registered mail can be sent at separate stages of transfer of the message of e-mail, unpacked at will of the user on paper (hybrid departure).

39. In custom-made domestic and international mailings in addition to the enclosures specified in Items 33, 34 of these rules, it is authorized to send:

- 1) to bodies of civil registration - all types of registration certificates of acts of civil status;
- 2) to judicial and law enforcement agencies, and also local authorities of military management - the agenda and notices which are accepted with the custom-made notification on obtaining with the corresponding marks in packaging of the registered mail;
- 3) in custom-made mailing wrapper the fiction, literature on art, legal cases and examinations of students correspondence students can be sent;
- 4) in "M" sacks - periodicals (newspapers and magazines), books and other printed materials directed to the address of the same receiver and in the same destination;

5) in small-sized packets - small-sized unbreakable subjects of gift nature and single samples of the goods. Cost of the sent enclosure shall not exceed the compensation amount in case of loss of the small-sized packet.

40. The mailing containing securities, documents or valuable subjects, are sent as departure with the declared value. The addresser independently determines the amount of the assessment of the enclosure of the mailing with the declared value in national currency of the Republic of Kazakhstan and chooses packaging according to these rules.

41. In domestic mailings with the declared value are sent:

1) in letters - documents and securities (certificates, passports, certificates of birth, death, the conclusion and annulment of marriage, about the right to real estate, diplomas and certificates, pension and legal cases, bonds of state loans, lottery tickets and other financial records);

2) in mailing wrapper - consumer goods, printing editions, fiction, literature on art, official papers, drugs, confectionery and other food of the long-term storage, which safety it will be ensured in the packaging provided for this type of mailings;

3) in shipment consumer goods, food of long storage duration, the book, the plant, the bee, medicines, medical preparations and other enclosures which have not been forbidden to transfer by the current legislation of the Republic of Kazakhstan are sent.

42. In the international letters with the declared value securities, the documents proving the identity are sent, to the copy of documents and the references, assured notarially.

In the international shipment the consumer goods permitted to transfer according to UPU acts are sent.

43. The declared value shall not exceed the actual value of the enclosure of the mailing. The declared value of mailings with the enclosure of documents shall not exceed the size of possible expenses on recovery of these documents in case of loss.

44. The declared value of domestic mailing wrapper and shipment in paper packaging shall not exceed the three-fold size of the monthly settlement indicator approved by the law of the Republic of Kazakhstan about the republican budget for the corresponding financial year.

45. The international letters with the declared value, shipment and small-sized packets are accepted only to the countries and the territories in which acceptance of separate types and categories of the international mailings is resolved. The list of the countries is constituted by the operator of mail based on convergence of the UPU International bureau.

46. The declared value of the international mailings shall not exceed the limiting amount of value declared by the country of appointment information about which contains in UPU acts.

47. Shipment with bees, bloodsuckers, silkworms, plants, sprouts, fresh fruit and vegetables, radio tubes and the exact instruments having glass or other damageable details (except products of household appliances and household appliances), is accepted to transfer without the announcement of value of the enclosure.

48. The services "Consignment" and transfer of direct post containers are contractual services. Conditions, responsibility and rates for these services make a reservation in the user agreement with the operator of mail.

49. Services of accelerated and express mail shall have the original logo determined by the operator of mail according to the legislation of the Republic of Kazakhstan in the field of protection of copyright and intellectual property.

50. In packets and shipment of accelerated and express mail (without declared and with the declared value) the enclosures provided to are sent. to transfer in the international and domestic mailings, taking into account prohibitions and limiting to the transfer, determined by these rules.

51. The amount of the postal money transfer sent in the Republic of Kazakhstan, is not limited. Postal money transfers are accepted in national currency of the Republic of Kazakhstan and other currencies according to the foreign exchange legislation of the Republic of Kazakhstan. In case of payments and money transfers on currency transactions the addresser in addition represents documents and convergence according to Rules of implementation of currency transactions to the Republic of Kazakhstan, approved by the resolution of Board of National Bank of the Republic of Kazakhstan dated 11 December 2006 of No. 129.

52. Transfers can be accepted:

- 1) cash and non-cash - for obtaining by cash, or for transfer on the bank account of the receiver;
- 2) from the score of the addresser opened at the operator of mail, into the account of the receiver in bank. Acceptance according to the clearing settlement of postal orders is made only after receipt of translated means and the payment for their transfer on the settlement account of the operator of mail.

53. Postal money transfers are accepted to limits of the Republic of Kazakhstan by the National operator of mail based on UPU acts and the corresponding international treaties, taking into account the limiting amount of one postal order, the procedure for registration, the method of transfer, payment, converting and settlement. Technical characteristics of mailings (sizes and masses)

54. The sizes and limiting mass of domestic mailings are specified in Annex 1 to these rules.

55. The sizes and limiting mass of the international mailings are specified in Annex 2 to these rules.

6. Procedure for acceptance, processing, transportation and (or) transfers, deliveries and (or) deliveries of domestic mailings and (or) postal money transfers

Acceptance and processing of mailings, postal money transfers

56. Any mailing, postal money transfer belong to the addresser until they are not issued to the addressee.

57. When giving departures it is necessary for users to know the following:

- 1) stamps take place in the right upper corner of the post envelope, the postcard, the mailing wrapper, the small-sized packet;
- 2) it is forbidden to paste stamps one on another;
- 3) the stamps withdrawn from circulation, spoiled (contaminated, damaged, stuck, extinguished by any method) for payment are void;
- 4) foreign stamps for transfer of domestic and international correspondence are void;
- 5) on lot-based shipment of non-registered letters the list is not constituted;
- 6) the duplicate of the receipt on acceptance of the mailing, postal money transfer, departures of accelerated and express mail is not issued;
- 7) in the mail boxes established on streets (in public places), only non-registered letters in standard post envelopes and postcards fall. Letters in post envelopes of other sizes fall to the special mail boxes established in operational halls, or move in the operational window of production object of the National operator of mail.

58. In case of acceptance of mailings of accelerated and express mail operators can establish other places and receptive period of mailings out of the production objects (the courier at office or at home, other place stipulated in the agreement with the user).

59. When giving traceable mailings the addresser:

- 1) chooses packaging of the mailing according to requirements of these rules;
- 2) fills the accompanying form, and on the international departures in addition - customs declarations;
- 3) in the cases provided by these rules, constitutes the inventory of the enclosure and shows departure in open form for the reconciliation;
- 4) shows the document proving the identity and specifies its data on accompanying forms, confirms with the signature the text "The enclosures forbidden to transfer is not present. With requirements to packaging it is acquainted";
- 5) shows the veterinary certificate in case of delivery of shipment:
with bees;
furs and the skins of the rodents which have not undergone to factory processing;
with wool, the bristle, hair, the feather, down;
- 6) in case of delivery of mailing wrapper with seeds in districts where quarantine is declared, the addresser shows the quarantine certificate (certificate);
- 7) confirms acceptance on itself possible losses when shipment mailings with the enclosure of firm grades of fresh vegetables and fruit under the condition if term of transfer exceeds seven days;
- 8) shows enclosures of mailing wrapper, shipment, small-sized packets for the purpose of the certificate of absence of the subjects forbidden to transfer.

60. Are accepted in open form from physical persons and legal entities:

- 1) domestic mailings with the declared value and the inventory of the enclosure, and the international departures - with the customs declaration;
- 2) the shipment sent on behalf of the third parties, with obligatory creation of the inventory of the enclosure.

61. Are accepted in closed form:

- 1) from physical persons domestic mailings without the declared value and the international custom-made mailings, with observance of conditions of subparagraph 4) Item of 59 these rules;
- 2) from legal entities domestic and international letters, mailing wrapper and shipment with the declared value, sealed by the sealing wax print of the corporate seal (or sealed up by the seal), with the certified text "The enclosures forbidden to transfer are not present". On this Item action of the subparagraph 8) Item of 59 these rules does not extend.

62. With the mark "To hand over in own hands" the domestic registered mail and postcards with custom-made notifications on obtaining, letters with the declared value, addressed on the house to physical persons are accepted. The international mailings with the mark "To hand over in own hands" are accepted to the countries providing this type of service.

63. From representatives of the persons specified in Item of 165 these rules, letters, postcards, mailing wrapper and shipment with the mark "Үкіметтік" - "Governmental" and not containing the state secrets is accepted in any production object of the operator of mail with payment on applicable fares.

64. In case of the direction of mailings and postal money transfers in addresses of bodies and organizations it is necessary to be guided by the following:

1) in bodies and organizations with indication of the destination all types of mailings, departures of accelerated and express mail and postal money transfers are accepted;

2) traceable mailings can be accepted with the notification on obtaining;

3) mailings with cash on delivery are not accepted;

4) with the address "Field post office" only the non-registered and registered mail and postcards, letters with the declared value, and also postal money transfers are accepted. Besides, acceptance from legal entities of standard and custom-made mailing wrapper, and also shipment in addresses of commanders of military units is authorized. Mailings from the persons which are serving time in criminal correctional facilities, are given authorized persons of these organizations directly in production object serving them.

65. The legal entities applying franking machines, written correspondence hand over in production object of the National operator of mail serving them.

66. In case of delivery of the traceable mailing, postal money transfer in number of five and more departures in one or several addresses, the addresser constitutes lists of mail of the form established by the operator.

67. At will of the user mailings with the declared value can be accepted with cash on delivery. Thus the operator of mail shall receive from the addressee in case of delivery to it the mailing the amount of the cash on delivery stipulated by the addresser, and send it to the address specified by the addresser. Mailings with cash on delivery are accepted for transfer on all territory of the Republic of Kazakhstan and to those countries with which post operators the relevant agreements are signed.

68. Payment for the postal order of cash on delivery is made according to internal regulations of the operator of mail. The addressee pays total amount of cash on delivery (including collection) previously, at the moment of receipt of the mailing with cash on delivery.

69. When giving domestic and international traceable mailings and postal money transfers the addresser can request at will the notification on obtaining by the addressee of the mailing. The payment for the notification is made when giving mailings and postal money transfers.

70. The notification on receipt of domestic mailings can be only custom-made, the international mailings - only standard.

71. Packaging and sealing (sealing) by the worker of the operator of mail of letters and mailing wrapper with the declared value, shipment standard and with the declared value, is made in the presence of the addresser in the course of acceptance of mailings.

72. Workers of the operator of mail ensure safety of mailings in production objects in the course of transfer them on the subsequent transactions of processing, sorting and transportation. Transportation of mailings

73. Transportation of mailings is performed by vehicles, both departmental (the operator of mail), and belonging to carriers of different types of transport.

74. Transportation of mailings by the National operator of mail is performed on long-distance interregional, long-distance intraregional, city, suburban, and also connecting settlements with the district or regional centers, the cities of republican value (capital) to routes.

75. Creation of the route and the schedule of traffic circulation is made by the National operator of mail according to operating parameters of quality of public postage services, internal standard rates and control terms of processing, transportation and delivery of mailings.

76. The course of carriage and transfers is made with registration (registration) of transported traceable mailings by name in delivery notes and the list of workers in obtaining in Items of sorting, the direction, appointment. The operator of mail ensures support and safety of all types of mailings in the course of their transportation and transfer, and also observance of the route and the schedule of transportation. Delivery and handing of mailings, postal money transfers

77. Post office mail boxes for the enclosure of the written correspondence addressed to the user, printing editions shall be in good repair and be in the place available to the postman. To post office mail boxes the following requirements are established: number of the apartment or the house, or the name of the legal entity shall be clearly specified; it shall be ensured with the lock (lock); in the cities and rural settlements the box is established in the illuminated place at entrances of apartment houses not above the second floor, or at the entrance of the fencing of the private house, or in close proximity to houses in places to which the unobstructed entrance of transport and safe pass of the postman shall be ensured.

78. Using subscription boxes in production object of the operator of mail is performed for a fee according to the written application of the subscriber. Using one subscription box of several subscribers, and also its transfer in the subscription in use to other person is not allowed. In case of refusal of the subscriber of further use by the box this number is provided in use to other subscriber not earlier than in the month from the moment of filing of application or the termination of term of the subscription. The correspondence arriving after the expiration of the subscription or specified in the statement for the termination of the subscription of date, returns or transferred in number not distributed in the absence of the return address.

79. Through post office and subscription boxes delivery of the following mailings is made:

- 1) non-registered letters;
- 2) standard postcards;
- 3) standard mailing wrapper;
- 4) standard notifications on receipt of mailings and postal money transfers;
- 5) primary notices on traceable mailings and postal money transfers;
- 6) primary notices on the standard mailings which sizes do not allow to lower them in subscription or post office mail boxes;
- 7) the registered mail, mailing wrapper, postcards, in the presence of the statement of the addressee for the consent to obtaining without the receipt;
- 8) periodic printing editions on the subscription.

80. To delivery to the addressee at home are subject:

- 1) custom-made mailings (except "M" sacks), including small-sized packets about five hundred grams are powerful;
- 2) notifications on receipt of mailings and postal money transfers;

- 3) secondary notices on traceable mailings, postal money transfers;
- 4) departures of accelerated and express mail.

81. The operator of mail does not use post office mail boxes for delivery of mailings if they are defective or do not ensure safety of mailings. In this case the mailing is issued to the user in production object of the operator of mail.

82. In the presence of possibility at the operator of mail addressees can be notified on receipt of the mailing by phone, SMS, by e-mail if they are specified in the address.

83. Ordinary mail, notifications on receipt of mailings, notices on traceable mailings and on postal money transfers to the legal entity are issued in production objects of the operator of mail or at office to persons, authorized by this legal the entity on acceptance of correspondence, or fall the postman to the post cases of strong points established by the legal entity on the first floor of the building in which it is located. The procedure for delivery of standard departures is determined by the agreement signed between the operator of mail and the legal entity.

84. Legal entities - receivers of traceable mailings draw up the power of attorney on the right of receipt of these departures addressed to the person authorized by it. The power of attorney remains at the authorized person and is shown in case of each receipt of traceable mailings, and the copy of the power of attorney remains in production object of the operator of mail. On delivery traceable departures with the legal entity the procedure for issue of departures to its authorized person is by proxy determined by the agreement of the operator of mail by terms of this agreement.

85. To the physical persons living in buildings, the rooms belonging to legal entities (in hostels, boarding schools, orphanages, hotels, improving and medical institutions etc.), delivery of standard mailings, notifications on receipt of mailings, notices on traceable mailings and postal money transfers is made according to the procedure, 84 these rules specified in Item.

86. Delivery of mailings and postal money transfers to the addressees being out of settlements: to shepherds on distant pastures, the worker of the agricultural organizations being on farms, production sites and crews; to fishermen in the place of fishing; to workers of forest plots, geological batches (expeditions); to workers of railway traveling; to the persons, serving time punishments in organizations of criminal and corrective system; to other addressees being out of settlements, it is performed by the operator of mail to legal entities in whom work addressees (contain).

87. Mailings, including the accelerated and express departures addressed to staff, bodies and the persons containing in criminal correctional facility, can be issued as personally to addressees, and military postmen or authorized persons of parts, organizations.

88. On production objects of the operator of mail are issued:

- 1) letters and mailing wrapper with the declared value;
- 2) mailings with cash on delivery;
- 3) shipment;
- 4) postal money transfers;
- 5) mailings and the postal money transfers addressed to persons, being in bodies and criminal correctional facilities (in the procedure established by these rules);
- 6) small-sized packets it is powerful over five hundred grams;

7) messages of e-mail on the electronic carrier or unpacked on paper in open form;

8) departures of the fax connection in open form;

9) defective mailings;

10) "M" sacks. Issue to the addressee of the international mailings on which customs duties are added, is performed after payment of these duties, and also payment of the customs fee for the customs clearance.

89. Traceable mailings, postal money transfers are issued to the addressee, his legal representative or the attorney in case of presentation of one of the following documents proving the identity of the addressee or his representative:

1) identity certificates;

2) passports;

3) residence permit of the foreigner in the Republic of Kazakhstan;

4) certificates of the stateless person;

5) diplomatic passport;

6) service passport;

7) passports of the seaman;

8) the military ID for the military personnel. The user of postage services specifies in case of receipt of the mailing this the shown document, the address of the place of registration or the actual living.

90. In case of receipt of the traceable mailing, postal money transfers the user of postage services undersigns for receipt of departure. If the addressee cannot undersign for any reason for receipt of traceable mailings and postal money transfers, it is authorised to issue mailings on receipt other present person in case of presentation of the document proving its identity. The post worker writes down data of the shown documents of the addressee and other person.

91. At the desire of the addressee physical person and in case of availability at the operator of mail the possibilities listed in Item of 88 these rules mailings, except subparagraphs 9) and 10), can be delivered for the additional fare to the house.

92. Delivery of traceable mailings is made under the list: 1) personally to the addressee; 2) to full age members of the family without the power of attorney, on presentation of one of the documents listed in Item of 89 these rules and documents, confirming their ratio to the addressee;

3) to flatmates (house) from the written application of the addressee (only ordinary and registered written mail);

4) to the bearer of the notarized power of attorney of the addressee and equated to it which has been drawn up according to requirements of the legislation of the Republic of Kazakhstan, on receipt of mailings, departures of accelerated and express mail in case of presentation by the authorized representative of one of the documents specified in Item of 89 these rules;

5) to parents (to adoptive parents, guardians) minor persons be elderly till 16 years without the power of attorney, on presentation of one of the documents listed in Item of 89 these rules and documents, confirming their ratio to the addressee;

6) to parents (to adoptive parents, guardians) incapacitated persons without the power of attorney, on presentation of one of the documents listed in Item of 89 these rules and confirming their ratio to the addressee;

7) the representative of the legal entity - schools, boarding schools, orphanages and other organizations similar to them for further delivery to minor addressees be elderly till 16 years - under powers of attorney, and also other physical persons specified in Item of 86 these rules. 93. The registered mail and custom-made postcards, letters with the declared value with the mark "To hand over in own hands" are handed over personally to the addressee, his legal representative or the attorney, on receipt on the form of the notification.

94. Delivery of mailings, notices on traceable mailings and notifications on receipt of the mailings delivered to addressees, 86 these rules specified in Item, is performed by forces and means of legal entities.

95. In default from receipt of the traceable mailing the addressee makes the corresponding mark with the signature on the mailing or the notice.

96. In case of absence of addressees behind the mailing and postal money transfer, the secondary notice, except the mailings addressed on the subscription box is delivered and handed over to it on receipt:

1) after three working days after delivery of primary notices:

for shipment with fresh fruit (vegetables);

"Legal notification. With the custom-made notification", "the Agenda. With the custom-made notification";

2) after five working days after delivery of the primary notice - for all other types of mailings.

97. Mailings with the inventory of the enclosure and defective traceable mailings are opened with the post worker in case of delivery to the addressee. In case of discrepancy of the enclosure of the inventory or spoil of the enclosure the statement of the established form is drawn up, the act is signed by the head of production object of the operator of mail, the post worker and the addressee. One copy of the act is handed over to the addressee with the enclosure of the defective mailing. In default the addressee from the signature of the act, the worker of the operator of mail does the mark "The addressee from the signature refused". The act forms the basis for office check and (or) payments of compensation. Packaging of shipment as the physical evidence remains in production object of the operator of mail. The addressee can refuse opening of the mailing, thus it does the corresponding mark in the notice that in subsequent is the basis for refusal in satisfaction of the claim.

98. The mailing with cash on delivery in operational packaging is opened on request of the addressee only after payment of the amount of cash on delivery by it. Before payment of the amount of cash on delivery the addressee can receive information on address data of the addresser at the operator of mail. After issue to the addressee of the mailing with cash on delivery in good repair according to the procedure, established by these rules, departure is not accepted back, and claims to the operator of mail by the form, to the sizes and assortment of sent subjects are not accepted.

99. Defective mailings with cash on delivery are opened with the worker of the operator of mail in the presence of the addressee. The amount of cash on delivery before opening of the defective mailing with cash on delivery is not paid. In case of compliance of the enclosure of the inventory, absence of spoil or damage of the enclosure the act of the established form is not constituted and the addressee pays the amount of cash on delivery. In case of shortage, replacement, complete or partial spoil of the enclosure the statement which one copy is transferred to the addressee is drawn up. The mailing with other copy of the act returns to the place of giving to the addresser for carrying out office investigation in division of the operator of mail. Delivery of the defective international mailing with cash on delivery is made according to international agreements between operators of mail. 7. Procedure for acceptance, processing and delivery of the international mailings

100. In case of acceptance of the international mailings it is necessary in addition, in addition to prohibitions to the enclosure in domestic mailings, to be guided by convergence on the prohibitions operating in the country of appointment based on information (circular letters) of UPU.

101. The international mailings are examined in places of the international post exchange by bodies of customs control in the cases provided by the customs legislation of the Republic of Kazakhstan and the Customs union.

102. The international written correspondence, and also all types of the mailings sent within the Customs union which are not subject to customs control are not examined by bodies of customs control, are not located under customs procedures, concerning them customs transactions are not made.

103. Are accepted from physical persons and legal entities in open form:

1) small-sized packets with filling of customs declarations or the label of the established form;

2) letters with the declared value, shipment with poll of the addresser about the characteristic of enclosures, filling of the accompanying form and customs declarations.

104. The shipment which sealed by own seal or has been sealed up, according to the list of mail of the form established by the operator, with Annex of accompanying forms and customs declarations is accepted from legal entities in closed form.

105. The international mailings with the mark "To hand over in own hands" are accepted to the countries providing this type of service.

106. Departures with cash on delivery are accepted to those countries with which the relevant agreements are signed.

107. In case of transfer of traceable international mailings the addresser can receive the notification on obtaining by the addressee of the mailing. The payment for the notification is made when giving the mailing. The notification on receipt of the international mailings can be only standard.

8. Procedure for obtaining, processing and check of mailings

108. The mailings which have arrived on production object of the operator of mail, are inspected about the condition of the external cover, and also correctness of their seal and the direction. In case of detection of defects of the external cover, violation of seals, seals, ties, discrepancies of weight and other violations the statement which form is established by internal legal acts of the operator of mail is drawn up, and directed to the address of the head of that production object, defective mail from where is received.

109. Under the arrived act in production object of the operator of mail check is carried out. About results of check and the accepted measures it is reported to the drawn up production object which has (directed) the statement.

110. The order of interaction concerning the organization of the exchange and consideration of acts between operators of mail and the transport organizations performing transportation of mailings, is determined by the agreements signed between the operator of mail and transport organization.

9. Storage periods for mailings

111. Domestic and international mailings, postal money transfers in the destination, and also returned in places of acceptance or sent in addition to the address specified by the addresser, in case of impossibility of their delivery are stored thirty calendar days; departures of accelerated and express mail - seven calendar days, this term can be prolonged about fourteen calendar days in case of need addresses to the addresser behind instructions or the additional information. Storage period of the registered mail with the mark "The legal notification. With the custom-made notification", "the Agenda. With the custom-made notification" - seven calendar days from the date of receipt on production object of the operator of mail.

112. For storage of traceable mailings (except the registered mail) on production object more than one working day after delivery of the secondary notice (without reading day of delivery) is levied from the addressee the payment on the rates established according to the legislation of the Republic of Kazakhstan. According to the statement of the user the storage duration of postal money transfer, the mailing, except departures of accelerated and express mail, can be prolonged for thirty calendar days, with collection of the storage charge. Payment for storage of the non-registered letters addressed "Poste restante", is not made. Payment for storage of the traceable mailings addressed "Poste restante", is levied from the addressee, and in case of its return - from the addresser according to the established rates.

10. Conditions of redelivery and return of mailings, postal money transfers

113. Not handed over mailings, postal money transfers return on the return addresses specified on departures in the following cases:

- 1) according to the statement of the addresser;
- 2) in case of refusal of the addressee of receipt of the mailing, postal money transfer;
- 3) after the storage duration;
- 4) in case of absence or death of the addressee;
- 5) in case of impossibility of reading of the address of the user (it is washed away, torn off also other), absence or the wrong specifying of the addressee;
- 6) in case of absence or the wrong specifying of the addressee subscribing to the subscription box;
- 7) under other circumstances excluding possibility of accomplishment by the operator of mail of the obligations.

114. In case of filing of application about address modification, about the redelivery or return of the mailing or postal money transfer the user shows the receipt on acceptance and one of the documents specified in Item of 89 these rules, and on the mailings accepted on the list - this list. Thus in the statement convergence on the shown document is specified.

115. For return and departure to the new address (redelivery) of traceable mailings the payment on the established rates operating at the moment of return or the redelivery from the addresser is levied, in case of special specifying in the statement of the addresser the payment for the redelivery can be collected from the addressee. Payment for return of mailings because of impossibility of reading of the destination address not because of the addresser it (is washed away, torn off), it is not levied.

116. Unpaid postal money transfers return to legal entities by transfer to settlement accounts, to physical persons - is paid by cash or transfer (according to the statement) to the addresser, the collected payment for transfer of these transfers, does not return.

117. The mailing is transferred in number not distributed in the following cases:

- 1) absence necessary (or discrepancy existing) address data of the addressee and the addresser;
- 2) refusal of receipt of the mailing by the addressee and addresser;
- 3) after the fixed term of storage and absence of the user behind receipt of the returned mailing.

The mailing is transferred in number of all possibilities of its delivery not distributed only after use and careful check of the reasons of not delivery.

118. The non-registered letters taken out from mail boxes, postcards and mailing wrapper without addresses or with incomplete, not clear, abbreviated addresses, mailings with the absent (damaged) addresses, not allowing to direct them to destination or to return to addressers, and also not handed over to addressees for the cause of failure from obtaining shortpaid mailings, are transferred to temporary storage as not distributed. Taken out of mail boxes together with correspondence documents (certificates, passports, military IDs, etc.) are transferred in the relevant organizations. Money transfers unclaimed during calendar year are stored at the operator of mail and paid to the addressee or the addresser based on their statement after studying of the reason of their non-payment in time. In case of non-claiming after one year money transfers are enlisted in the budget of the operator of mail, the manufacturing documentation on them is stored in the current archive within three years.

119. Not distributed mailings in process of receipt on temporary storage, but are not more rare than once a quarter, are subject to opening for the purpose of establishment of addresses of users or other convergence necessary for delivery (delivery) for their addressee or return for the addresser. For opening of not distributed mailings the commission as a part of the head (his deputy), the post worker of production object of the operator of mail, the representative of local executive bodies of the power, the representative of law-enforcement bodies is created. If as a result of preliminary research it is determined that enclosures of not distributed mailings contain subjects or substances which when opening mailings can pose hazard to life and human health, mailings are withdrawn and destroyed by competent authorities without opening. Destruction of such mailings is made with observance of necessary security measures. Upon opening, withdrawals or destructions without opening said commission draws up the statement. If when opening the traceable mailing from among not distributed it was possible to establish addresses of users, it together with one copy of the act is packed into the sack and sent in addition to the addressee or returns to the addresser, in the same procedure the found sums of money (less the payment for transfer) are sent in addition.

For return or transfer to the established address of the mailing the payment which size is determined by the rates operating for date of return (transfer) is levied from the user.

120. Not handed over international shipment after term of their storage returns to the production objects established for processing of the international mailings (the place of the international post exchange) from which they were received, for further processing according to Item of 119 these rules.

11. Procedure for the delay, survey and collection of mailings

121. The delay of mailings (arrest) in necessary cases is performed according to the criminal procedure legislation of the Republic of Kazakhstan under the resolution of the inspector on seizure of the post and telegraphic departures, authorized by the prosecutor. The resolution is directed the head of production object of the operator of mail.

122. Survey, collection and copying from the detained mailings are made with participation understood and creation of the protocol. One copy of the protocol remains in production object of the operator of mail.

123. In case of withdrawal (confiscation) of mailings and postal money transfers by law enforcement agencies of the Republic of Kazakhstan the operator of mail is relieved from responsibility before the addresser.

124. The operator of mail can detain domestic mailings in the case when it has the reasonable assumption (on organoleptic indicators) about availability in them of the enclosures forbidden to transfer, in the place of their detection. Temporary storage of such mailings is performed in production object of the operator of mail with ensuring public safety, safety and accounting, possibility of access of extraneous persons to them is excluded.

125. In mailings of the subjects forbidden to transfer on post networks, and detention of these mailings the operator of mail immediately notifies on the fact of detection law-enforcement bodies or the homeland security, if necessary - bodies of health care. Staff of the specified bodies in the presence of the head of production object

of the operator of mail makes withdrawal of the forbidden subjects and substances with creation of the relevant act which one copy is directed the addresser.

126. The poisonous animals found in mailings and plants are transferred on accessory in veterinary bodies and bodies of phytosanitary control of the Republic of Kazakhstan.

127. The national currency of the Republic of Kazakhstan found in mailings returns to the addresser or is sent in addition to the addressee by postal money transfer, thus from the found amount the amount in the amount of the established rate for postal money transfer is collected. The foreign currency withdrawn from mailings, is converted at the market rate at date of converting in national currency of the Republic of Kazakhstan and sent the addresser or the addressee by postal money transfer less the amount in the amount of the established rate for postal money transfer.

128. About withdrawal of the subjects forbidden to transfer on post networks, the operator of mail in time ten calendar days report in writing to the addresser of the mailing if upon detection of the specified subjects by law enforcement agencies other decision was not made. 129. About the fact of detection in the international mailings of the subjects forbidden to transfer on post networks, the operator of mail immediately informs customs offices of the Republic of Kazakhstan.

12. Procedure for consideration of statements and claims of users

130. Claims (statement) on mailings or postal money transfers are accepted during six calendar months, on departures of accelerated and express mail - during four calendar months from the date of the following behind day of giving of departures. Claims (statement) are shown to operators of mail in the place of acceptance of the mailing or postal money transfer, departure of accelerated and express mail, in case of presentation of the receipt issued in case of acceptance of the mailing, in case of lot-based departures - the list. Reversal at the destination in the presence of complete authentic data of the mailing (number or the barcode, date and the place of giving, the address of appointment, the name of the addresser and the addressee) is allowed. Claims (statement) are shown in writing, are subject to obligatory registration by the operator of mail in accordance with the established procedure and are considered in terms, the stipulated by the legislation Republic of Kazakhstan about the procedure for consideration of appeals of physical persons and legal entities. Claims (statement) for untimely delivery (delivery) of the mailing are accepted in case of presentation of packaging of the mailing with the print of the postage stamp confirming date of its shipment and obtaining.

131. Claims (statement) for search of traceable mailings, postal money transfers and compensation of the damage connected with loss, shortage, replacement or spoil of the sent enclosure, and also about the refund, securities and other subjects found in not distributed mailings, are accepted in case of presentation of the receipt or the copy of the list issued in case of acceptance of mailings and postal money transfers.

132. In the claim (statement) submitted with Annex of the receipt and the copy of the list, and in case of the international departure - and copies of the customs declaration, are specified:

- 1) type of the mailing or postal money transfer;
- 2) number according to the receipt;
- 3) date and place of acceptance;
- 4) destination;
- 5) the declared value;
- 6) address and full name of the addressee.

In the claim (statement) for non receipt of shipment, the direct container or the mailing wrapper with the declared value the type of packaging, the detailed list and cost of the sent enclosure are specified. In case of receipt of the statement the operator of mail returns to the applicant posting certificates, copies of lists and the declaration. If with the claim (statement) the physical person, and his authorized representative addresses not, the power of attorney drawn up in accordance with the established procedure is put.

133. Claims (statement) for search of traceable mailings are considered after control term of their passing, and on domestic mailings, besides, after shipment and receipt of the subsequent notification.

134. Search of the domestic and international mailings sent with the notification on obtaining, is made free of charge. For search of the traceable mailing sent without notice about obtaining, the payment according to the established rates is levied.

13. The list of subjects and the substances prohibited and limited to transfer on post networks. Subjects and the substances forbidden to transfer in domestic mailings

135. In domestic mailings it is forbidden to send the following subjects and substances:

1) the fighting person-portable small, civil and office weapon, ammunition, spare parts and accessories for them, onions and arbalests sporting, the weapon intended for giving of light, smoke and sound signals, the electric weapon, electroshock devices and the spark rated sportsmen, the cold edged weapon, chain mace, brass knuckles, shuriken, boomerangs and other adapted subjects of shock crushing, throwing, pointed or bladed weapon except for the sports equipment, special means of double application and accessories for them;

2) drugs, psychotropic substances and precursors;

3) nuclear materials, radioactive, strong, caustic, explosive and inflammable substances, blasting agents, pyrotechnic substances and products with their application, and other dangerous substances;

4) poisons, poisonous animals, poisonous substances, poisonous plants and seeds;

5) national currency of the Republic of Kazakhstan and foreign currency;

6) printing editions, graphic materials, film, photo, audio-, and the video data containing promotion or propaganda of violent change of the constitutional system, violation of integrity of the Republic of Kazakhstan, undermining safety of the state, war, social, racial, national, religious, class and patrimonial superiority, the cult of cruelty, violence and the pornography;

7) perishable products of the food;

8) subjects, which in character or packaging can represent danger to post workers soil or spoil other mailings and the post equipment.

136. According to the procedure of the exception it is authorized to accept to transfer:

1) in shipment - the defective parts of the civil and office weapon sent by shops, having the license for trade in them, in addresses of manufacturing plants or other legal entities and physical persons having licenses for the right of repair of the civil, office weapon, and also the called manufacturing plants or other legal entities and physical persons - in addresses of the relevant shops.

The enclosure of the specified subjects is performed in case of presentation by the addresser of the corresponding license;

2) in letters and shipment with the declared value - banknotes, coins and the values sent by legal entities, having according to banking legislation of the Republic of Kazakhstan the right to collection and transfer of banknotes, coins and values;

3) transfer in letters with the declared value of shabby and doubtful monetary units to branch of National Bank of the Republic of Kazakhstan, directed according to banking legislation of the Republic of Kazakhstan is resolved all other addressers. Transfer in shipment of numismatic coins and collections is authorized also.

137. In domestic mailing wrapper, letters with the declared value and in shipment transfer of letters in the envelope or without it, other documents and correspondence which other persons which are not the addresser and the addressee exchange among themselves is forbidden. In shipment transfer of periodic printing editions is forbidden. In all types of domestic mailings the enclosure of any kinds of the mailings which accepted and have been drawn up to transfer by other operator of mail of the Republic of Kazakhstan is forbidden. Subjects and substances forbidden for transfer in the international mailings

138. In the international mailings it is forbidden to send the following subjects and substances:

1) the fighting person-portable small, civil and office weapon, ammunition, spare parts and accessories for them, onions and arbalests sporting, the weapon intended for giving of light, smoke and sound signals, the electric weapon, electroshock devices and the spark rated sportsmen, the cold edged weapon, chain mace, brass knuckles, shuriken, boomerangs and other adapted subjects of shock crushing, throwing, pointed or bladed weapon except for the sports equipment, special means of double application and accessories for them;

2) drugs, psychotropic substances and precursors;

3) nuclear materials, radioactive, strong, caustic, explosive, inflammable substances, blasting agents, pyrotechnic substances and products with their application, and other dangerous substances;

4) poisons, poisonous animals, poisonous substances, poisonous plants and seeds;

5) foreign currency and national currency of the Republic of Kazakhstan, and also the cancelled securities, except for the bank notes sent in the numismatical purposes;

6) horns, hoofs, antlers of marals, saigas, spotty deer, and also skins of the spotty deer (when moving out of limits of the Republic of Kazakhstan), derivatives of animals and the plants included in the Red book of the Republic of Kazakhstan;

7) printing editions, graphic materials, film, photo, audio-, and the video data containing promotion or propaganda of violent change of the constitutional system, violation of integrity of the Republic of Kazakhstan, undermining safety of the state, war, social, racial, national, religious, class and patrimonial superiority, the cult of cruelty, violence and the pornography;

8) live animals, except bees, bloodsuckers and silkworms, parasites and fighters of the harmful insects intended for research of these insects and exchanged between officially acknowledged organizations;

9) subjects, which in character or packaging can represent danger to post workers soil or spoil other mailings and the post equipment;

10) perishable products of the food;

11) coins, bank notes, bank notes or any values to bearer, travel checks, precious metals and stones, and also products from them;

12) subjects, import or which reversal are prohibited in the country of appointment.

139. Within the countries of the Customs union it is forbidden to send the following subjects and substances:

1) any kinds of the weapon and cartridges to them, and also their components, import, the export, which transit on (c) the territory of the Customs union it is prohibited or limited;

- 2) explosive substances, destructive devices, blasting agents;
- 3) conditionally pathogenic and pathogenic organisms, biological material, causative agents of infectious and parasitic diseases;
- 4) goods which are exposed to fast spoil;
- 5) alcoholic products and ethyl alcohol, beer;
- 6) any kinds of tobacco products and smoking mixes;
- 7) plants in any kind and the condition, seeds of plants;
- 8) jewels in any kind and the condition and natural diamonds, except for jewels;
- 9) drugs, psychotropic substances and their precursors;
- 10) ozone-depleting substances;
- 11) dangerous waste;
- 12) poisonous substances which are not precursors of drugs and psychotropic substances.

140. In the international mailing wrapper, small-sized packets, letters with the declared value and in shipment transfer of letters in the envelope or without it, other documents and correspondence which other persons which are not the addresser and the addressee exchange among themselves is forbidden. Besides, in small-sized packets and shipment transfer of periodic printing editions is forbidden. In all types of the international mailings the enclosure of any kinds of the mailings which accepted and have been drawn up to transfer by other operator of mail of the Republic of Kazakhstan is forbidden. The subjects limited to transfer in domestic and international mailings

141. To the list of subjects and the substances accepted to transfer on post networks in domestic and international mailings in the presence of the following certain conditions, belong:

- 1) cultural values according to the legislation of the Republic of Kazakhstan on culture (when moving out of limits of the Republic of Kazakhstan) - on permission of authorized body in the field of culture;
- 2) plants, products of the plant origin, and also animals, products of animal origin - on permission of authorized body in the field of agricultural industry;
- 3) radio-electronic means and high-frequency devices (when moving to the Republic of Kazakhstan) - on permission of authorized body in the field of communication;
- 4) the medicines which have not been registered in the territory of the Republic of Kazakhstan (when moving to the Republic of Kazakhstan) - on permission of authorized body in the field of health care;
- 5) ballot boxes with ashes died, sent in the international post message - with the following documents: the medical death certificate and minutes abstract of opening if it was made, issued by the medical organization and confirmed by the seal of diplomatic representation or consular establishment, and in case of their absence by seals of diplomatic representations or consular establishments of the state which represents interests of this country in the Republic of Kazakhstan, or other documents issued by bodies to civil registration; the certificate of absence in the ballot box of the extraneous subjects, constituted by diplomatic representations or consular establishments, in case of their absence - diplomatic representations and consular establishments of the state which represents interests of this country in the Republic of Kazakhstan;

6) the state awards (awards, medals, characters, nominal subjects) are allowed to transfer through the customs border of the Republic of Kazakhstan only on presentation of the document on the rewarding, the person confirming the property right moving such awards in the international mailings with declared value;

7) electronic information carriers (diskettes, compact disks, hard drives and flash drives), sent with the data recording - in the presence of convergence on type of the electronic computer (further - the COMPUTER) or the operating system with which use record is made. In case of absence on the information carrier the COMPUTER type or the operating system also is specified, or the manufacturer's certificate of origin is attached.

142. Within the countries of the Customs union transfer of the following enclosures is limited:

1) the cryptographic (cryptographic) funds, which import for customs area of the Customs union and export from customs area of the Customs union it is limited;

2) radio-electronic means and (or) high-frequency devices of civil appointment, including built in or a part of other goods, limited to import on customs area of the Customs union;

3) collections and subjects of the collecting of mineralogy and the palaeontology, limited to moving through the customs border in case of export;

4) types of wild fauna and the flora falling under action of the Convention on international trade by types of wild fauna and flora, being under the threat of disappearance dated 3 March 1973, limited to moving through the customs border in case of export;

5) types of wild animals rare and being under the threat of disappearance and wild-growing plants, their parts and (or) the derivatives included in red books of the Republic of Belarus, the Republic of Kazakhstan and the Russian Federation, limited to moving through the customs border in case of export; 6) documents of National Archive Funds, the originals of archive documents limited to moving through the customs border in case of export.

143. In domestic mailings of shipment with firm grades of fresh vegetables and fruit are accepted taking into account shipment by their direct flights of airplanes within the guaranteed loading rates, and by rail - under condition of passing of such shipment within seven days, when exceeding this term the addresser undertakes possible spoil of the enclosure. Subjects and substances forbidden for transfer to addresses of persons, leaving imprisonment in organizations of criminal executive system

144. In the domestic mailings sent to addresses of persons, leaving imprisonment in organizations of criminal executive system, the following types of enclosures are not allowed:

1) all types of the fire and cold weapon, ammunition;

2) explosive, poisoning and fire-dangerous substances;

3) optical instruments;

4) money, valuable things, securities;

5) pyrotechnic products, matches;

6) the food requiring thermal processing (except coffee and tea, powdered milk, the food concentrates of fast preparation which are not requiring boiling or cooking), and also yeast, sugar;

7) all types of alcoholic beverages, beer;

5) spirits, cologne and other products on the spirit basis;

- 6) drugs, psychotropic substances, toxic and strongly operating stupefying substances, their analogues and without medical indications medicinal substances, subjects of medical appointment;
- 7) typewriters, duplicating machines, computer hardware and other office equipment;
- 8) knives, other sharp, cutting and pricking subjects;
- 9) axes, hammers and other tool;
- 10) playing cards;
- 11) printing editions, graphic materials, film, photo, audio-and the video data containing promotion or propaganda of violent change of the constitutional system, violation of integrity of the Republic of Kazakhstan, undermining safety of the state, war, social, racial, national, religious, class and patrimonial superiority, the cult of cruelty, violence and the pornography;
- 12) cameras, photographic materials, chemicals, video and movie cameras;
- 13) household instruments (except for electro razors, electric kettles, household electro boilers of factory execution);
- 14) documents (except copies of sentences and determinations of courts, receipts on the money handed over for storage, the thing, value);
- 15) topographic maps, compasses, literature on topography, single combats, office dog breeding, the device of the weapon;
- 16) military and other uniform, belongings to it;
- 17) outer clothing, headdresses and footwear of light tones (except for slippers, warm and standard underwear, T-shirts, pullovers, sweaters, jumpsuits and sports shoes of monophonic black, dark blue or dark brown colour);
- 18) handheld transceivers, mobile phones and other means of mobile communication, components to them, including accumulator rectifiers, sim cards, electronic information carriers of all types; 19) other subjects and substances, for transportation, transfer and which storage administrative and criminal liability is provided.

14. Other provisions connected with provision of postal services Payment procedure of postage services

145. Payment for transfer of mailings and postal money transfers is performed at the moment of their acceptance, except other cases when it is determined by the agreement signed between the operator of mail and the user of services.

146. Postage services are paid in cash in national currency of the Republic of Kazakhstan, or by clearing settlements. The state characters of post payment certify the fact of payment of transfer of written correspondence, including appointment abroad.

147. Fee of the mail service for departures with the declared value includes the payment for transfer depending on weight, and for the declared value of departure.

Fee of the mail service for the international shipment with the declared value includes the weighing due for transfer, for the declared value and expeditionary collection.

148. The amount of fee of the mail service is determined by the operator of mail also depending on the used method (the air or the land way) transfers of mailings (except rates for the public postage services established by authorized body).

149. For transfer of brittle, bulky, large-sized shipment, and also shipment with the mark "Абайлаңыз" - is "Carefully" levied the additional fare according to applicable fares.

150. The unpaid or partially paid domestic non-registered letters, postcards and mailing wrapper from physical persons can be sent to the destination, but issue of such mailings is made only after surcharge by their addressee to the amount of the rate for shortpaid mailings. In case of return of these departures payment is levied from the addresser.

The unpaid or partially paid mailings of legal entities return to addressers from the first processing stage with clearing of brands.

151. In the absence of the source address on shortpaid mailings and refusal of the addressee of their obtaining such mailings are transferred in number of not distributed.

152. The unpaid or partially paid international letters, cards and the mailing wrapper lowered in mail boxes by physical persons and legal entities, return to the addresser for complete payment without clearing of brands.

153. In payment of the international written correspondence the National operator of mail accepts the international response coupons with the print of the postage stamp of the foreign post administration which has sold the coupon.

154. The national operator of mail sells the international response coupons which cost is established by UPU acts.

155. The international response coupons exchange in production object of the National operator of mail on stamps of the Republic of Kazakhstan from calculation of the rate of payment of one non-registered international letter in weight to 20 grams, sent air transport. State characters of postal payment

156. Payment of transfer of the written correspondence accepted by the National operator of mail, proves to be true the state characters of post payment of the Republic of Kazakhstan. Release of the state characters of post payment according to types and the amounts approved by authorized body in the field of the mail service, and also their sale is performed by the National operator of mail.

157. As the state characters of post payment stamps and blocks of brands of the standard and art series, pasted on mailings or put by typographical method on post envelopes and postcards, and also prints of the cliché of franking machines and other characters confirming fee of the mail service, introduced into circulation authorized body in the field of the mail service are applied. On the state characters of post payment the name of the state ("Kazakhstan" and in the Latin transliteration of "Kazakhstan"), about also name of the subject, the image specifies in the state language, the amount payments (nominal) in the Arab figures or Latin letters, year of release (or registration number).

158. The sold state characters of post payment back are not accepted and do not exchange.

159. Outstanding stamps can be used for payment of transfer of letters, mailing wrapper and postcards within the Republic of Kazakhstan cut out of the marked envelopes and postcards. Other cut-out characters of post payment (for example, from catalogues and advertising editions, including brand of other countries) for payment of transfer of mailings are not accepted. Franking machines

160. Domestic and international standard and custom-made mailings can be paid by drawing of the print of franking machines on them.

161. The legal entities being users of services of the National operator of mail, with their registration at the National operator of mail and the conclusion of the agreement on their use can apply franking machines.

162. The print of the cliché of the franking machine shall be red colour and include:

1) the symbol of the stamp with the necessary texts specified in internal regulations of the National operator of mail;

2) print of the postage stamp;

3) source address.

163. In case of impossibility of drawing on the letter of the print of the cliché of the franking machine, on them paper strips with the prints of the cliché of franking machines put on them can be pasted.

164. In case of the completion of operation of the franking machine, its transfer (sale) to other legal entity of the cliché of the machine is subject to transfer under the act to the relevant division of the National operator of mail for destruction. Other provisions

165. The following officials of the Republic of Kazakhstan send departures in the category "Үкіметтік" - "Governmental":

1) President of the Republic of Kazakhstan;

2) Prime Minister of the Republic of Kazakhstan;

3) Chairman and Vice-chairman of the Senate of Parliament of the Republic of Kazakhstan;

4) Chairman and Vice-chairman of the Majilis of Parliament;

5) State secretary of the Republic of Kazakhstan;

6) Head of Presidential Administration of the Republic of Kazakhstan;

7) Chairman and Vice-chairman of the Constitutional Council of the Republic of Kazakhstan;

8) Chairman and Vice-chairman of the Supreme Court of the Republic of Kazakhstan;

9) Chairman of National Bank of the Republic of Kazakhstan;

10) Chairman of Central Election Commission of the Republic of Kazakhstan;

11) Deputy prime ministers of the Republic of Kazakhstan;

12) General prosecutor and Deputy attorney general of the Republic of Kazakhstan;

13) Heads of the bodies accountable to the President of the Republic of Kazakhstan;

14) Ministers of the Republic of Kazakhstan, heads of departments of the central executive bodies;

15) Chairmen of Agencies of the Republic of Kazakhstan;

16) Chairmen of Committees of Parliament of the Republic of Kazakhstan;

17) Akims of the cities of Astana and Almaty, areas of the Republic of Kazakhstan.

Mailings in the category "Үкіметтік" - "Governmental" are processed and delivered first of all.

166. Till issue to the addressee of the registered mail or the mailing wrapper, the mailing with the declared value, departures of accelerated and express mail and postal money transfer the addresser, having stated the wishes in writing with Annex of the receipt, can for the additional fare:

1) to dispose about return of the mailing and postal money transfer;

2) to dispose about issue of the mailing, postal money transfer to other person and to other address, or about delivery to his same person, but to other address;

3) to extend the storage duration of the mailing, postal money transfer in production objects of the operator of mail of the destination about sixty calendar days from the date of their receipt;

4) to refuse return of departure.

167. The addresser of the international mailing can make the order through the operator of mail about return or the address modification, the mailing sent to them. When giving the international shipment the addresser can dispose how to arrive in case of the lack of distribution to the addressee of shipment about what the mark in the face of the accompanying address becomes.

168. Non-registered letters and mailing wrapper till their shipment can be to destination returned to addressers according to their written applications, thus the payment for return is not levied, and the amount paid by the state characters of post payment, does not return. The addresser can receive back traceable mailing which has not been sent to destination from production object of acceptance of departure according to the written application, having returned to the operator of mail the authentic receipt (in case of lot-based departures - and the list). In these cases to the addresser the received payment, except the post payment brought by the state characters, and the payment for the rendered supplementary services returns.

169. The addressee for the additional fare can make the written order:

1) about storage in production object of mailings and the postal money transfers arriving on his name, within sixty calendar days from the date of their receipt;

2) about departure or delivery to other address of mailings arriving on his name and postal money transfers;

3) about home delivery of mailings and the postal money transfers arriving on his name "Poste restante" if their delivery to the house is made;

4) about refusal of return of not delivered departures. Annex 1 to Rules of provision of postage services

Sizes and limiting mass of domestic mailings №	Type of departure	Limiting weight, kg
1	Postcard	105 x 148 mm
2	Letter	110 x 220 mm; 114 x 162 mm; 162 x 229 mm; 229 x 324 mm; 250 x 353 mm
3	Mailing wrapper	Except for mailing wrapper: 2 Maximum size: 35 cm in one of three measurements (length, width, height). a) with seeds 1 b) with the enclosure of one book 3 The amount of three measurements shall not exceed 65 cm. c) with paper and the books having convex characters for the blind 5 Limiting exceeding of weight to 100 g is allowed For the mailing wrapper curtailed by the tube, 70 cm at length and 15 cm in diameter. In some cases the mailing wrapper curtailed by the tube, can be accepted to 150 cm when the enclosure cannot be bent (cards, schemes etc.). Minimum size: 10 cm in one measurement and at least 5 cm in another dimension (in case of any minimum depth), and 10 cm curtailed by the tube at length and 5 cm in diameter.
4	Shipment	14 Maximum size: 80 x 80 x 50 cm. The minimum size (except shipment with bees): 10 cm in one of measurements and at least 5 cm in each of other measurements. One of the parties of shipment with the bees, sent by aircrafts, shall not be less than 30 cm.
5	Direct containers	500
6	The letter (packet) of accelerated and express mail	2 165 x 220 mm; 229 x 324 mm; 280 x 350 mm; 315 x 415 mm; 395 x 475 mm.
7	Shipment of accelerated and express mail	14 Maximum size: 150 cm for one of several measurements or 300 cm for the amount of length and the most bigger circle taken in the direction, opposite to length. Minimum size: as for letters. Sizes and mass of standard letters: 114 x 162 x 5 mm, 110 x 220 x 5 mm, 162 x 229 mm and weight to 20 g. Mass of small-sized shipment: to 3 kg at which the greatest party no more than 35 cm, and the amount of three measurements does not exceed 65 cm. Mass of heavy-weight shipment: over 10 kg. Large-sized shipment: the shipment, one of which parties exceeds 80 x 80 x 50 cm. Maximum size: 230 x 180 x 110 cm. Acceptance of heavy-weight, large-sized shipment is made only under condition of delivery and obtaining them through the allocated production objects of the operator of mail.

Annex 2 to Rules of provision of postage

services Sizes and limiting mass of the international mailings № Type of departure Limiting weight, kg The sizes in packaging 1 2 3 4 1. Postcard - Minimum size: 90 x 140 mm; Maximum size: 120 x 235mm 2. Letter 2 Minimum size: 90 x 140 mm; Maximum size: 120 x 235 mm. 3. Mailing wrapper with editions for blind (secogrammes) 5 7 Maximum size: The amount of three measurements (length, width, height) shall not exceed 90 cm; the greatest measurement - 60 cm. For the roll the amount of length and double diameter - no more than 104 cm; the greatest measurement 90 cm. Minimum size: 14 x 9 cm, for the roll the amount of length and double diameter - 17 cm. The greatest measurement - no more than 10 cm 4. Small-sized packet 2 Maximum size: the amount of three measurements (length, width, height) shall not exceed 90 cm; the greatest measurement - 60 cm. For the roll the amount of length and double diameter - no more than 104 cm; the greatest measurement 90 cm. Minimum size: 14x9 cm, for the roll the amount of length and double diameter - 17 cm. The greatest measurement - no more than 10 cm. 5. "M" sack with printing editions for one addressee and in one address 20 6. Shipment 20 Maximum size: any measurement - no more than 105 cm. The amount of length and the greatest circle - no more than 200 cm. Minimum size: as for letters.

7. The letter (packet) of accelerated mail 2 165 x 220 mm; 229 x 324 mm; 280 x 350 mm; 315 x 415 mm; 395 x 475 mm.

8. Shipment of accelerated mail

20 Maximum size: 150 cm for one of several measurements or 300 cm for the amount of length and the most bigger circle taken in the direction, opposite to length. Minimum size: as for letters.

9. The grouped departures "Consignment"

31,5 Maximum size: 150 cm for one of several measurements or 300 cm for the amount of length and the most bigger circle taken in the direction, opposite to length. Minimum size: as for letters. approved by the Order of the Government of the Republic of Kazakhstan dated 16 January 2012 of No. 72 Rules of application of the postage stamp on mailings 1. General provisions 1. These rules of application of the postage stamp on mailings (further - Rules) are developed according to the Law of the Republic of Kazakhstan dated 8 February 2003 "About mail", the acts of Universal Postal Union ratified by the Republic of Kazakhstan, and determine the procedure for application of the postage stamp on mailings operators of mail of the Republic of Kazakhstan. 2. These rules comprise the following main concepts:

1) clearing - drawing of the print of the postage stamp on the state characters of the post payment, confirming acceptance of the mailing;

2) date and time of the postage stamp - designation of the current calendar date and time, established on the postage stamp.

2. Procedure for application of postage stamps

3. The postage stamp is applied for the purpose of fixing of the current calendar date and time of processing of the mailing by drawing of its print:

1) in case of acceptance of written correspondence for clearing of the state characters of the post payment being in post reversal in the territory of the Republic of Kazakhstan, and also on processed mailings;

2) for the certificate of the receipts issued to the user in acceptance of mailings;

3) for registration of production documents of the operator of mail.

Prints of postage stamps at the desire of the client on different philatelic and other materials (envelopes, cards, brands), on enclosures of all types sent in mailings and the documents which are not production documents of the operator of mail are not put.

4. The state characters of post payment are blanked by the print of the postage stamp so that they could not be used again. When clearing characters of post payment with portraits the print of the postage stamp shall not contaminate the image of the person. Void for payment characters of post payment (withdrawn from circulation, characters of post payment of other states) are not settled by the postage stamp.

5. Date of the postage stamp on the non-registered letters collected from mail boxes till collection, specified on the box, shall correspond to the actual calendar date.

Date of the postage stamp on the non-registered letters lowered in the mail box after time specified on this box of collection, shall correspond to calendar date of the next day.

6. Date of the postage stamp on issued to the user of services of the receipt shall correspond to the actual calendar date of acceptance of the mailing. Putting down of other dates, both at the desire of the addresser, and because of closing of the present operational day is not allowed.

7. All texts (the name of production objects) on postage stamps are carried out in the state language. On postage stamps for places and Items of the international post exchange of the text are carried out by Latin letters. Production objects if it is required on working conditions, can have necessary quantity of postage stamps, in this case on them is engraved additional alphabetic letters.

8. When stamping mailings and on production documents in all production objects of the National operator of mail of the Republic of Kazakhstan stamp paint of black (dark blue) colour, in mail vans - red is used.

9. For date and time of the postage stamp of the National operator of mail of the Republic of Kazakhstan the format is used: "DDMMYYHH", where: DD - number of calendar date; MM - month; YY - year; HH - hour (since the beginning of the come current hour on the zone time). Absence of designation of the current time on the postage stamp of production objects of the National operator of mail of the Republic of Kazakhstan, processing insignificant amount of the post traffic (not central Items of the post network) is allowed.

10. In production objects of the operator of mail daily accounting of issue of postage stamps on workplaces, and also control of compliance of the established calendar dates (time) and ensuring safety of stamps is carried.

11. Control of observance of the procedure for application of postage stamps is performed by officials of the operator of mail and heads of production objects (structural divisions) agrees to the job descriptions approved in accordance with the established procedure.