



HOW TO BECOME AN AIFC PARTICIPANT?



REGISTRATION GUIDE

Greetings!

We appreciate your decision to select AIFC as the preferred location to establish your business.

This guide provides an overview of the key steps and requirements of the company registration process within the AIFC.

Please note that this guide is provided for informational purposes only and does not constitute legal advice. We therefore recommend seeking assistance from a qualified legal consultant when navigating the registration process.

To receive assistance with AIFC-related processes, we recommend contacting consultants registered in the AIFC as Ancillary Service Providers (ASPs).

These providers offer professional support across key areas, including consultation, registration, authorisation, and post-registration services.

A full list of licensed Ancillary Service Providers is available in the [AFSA's Public Register](#).



Explore the [ASP Marketplace](#) to find a licensed AIFC consultant according to their expertise, experience, and relevance to your business objectives.

ADVANTAGES OF DOING BUSINESS IN THE AIFC



REGULATORY ENVIRONMENT

The AIFC operates under a regulatory framework separate from that of Kazakhstan. It is based on the principles of English common law and offers a flexible, transparent, and business-friendly environment for companies.



ACCESS TO GLOBAL MARKETS

Through its own stock exchange and a regulatory framework aligned with international standards, the AIFC provides access to global markets, offering enhanced connectivity for financial institutions and investors worldwide.



SPECIAL VISA AND FOREIGN LABOR REGIME

The AIFC provides visa-free entry to foreign nationals employed by companies registered within the Centre, as well as for their family members.



ONE-STOP-SHOP FOR FOREIGN CITIZENS

AIFC Expat Centre provides visa and migration support to foreign nationals for a smooth relocation to Kazakhstan



ADVANTAGEOUS TAX REGIME

The AIFC offers its participants preferential tax regime that combines international standards with long-term guarantees of stability. For more details please [check the link](#)



INDEPENDENT JUDICIAL SYSTEM

Independent from the Kazakhstani judicial system, the AIFC Court and the International Arbitration Centre provide dispute resolution services that meet the highest international standards for civil and commercial matters within the AIFC.

BECOMING AN AIFC PARTICIPANT

STEP 1.

Determine how you wish to establish the legal entity

To become an AIFC Participant you may either:

- 01.** Incorporate a new entity in the AIFC
- 02.** Register a Foreign Company/Partnership incorporated in any jurisdiction other than the AIFC as a Recognised Company or Recognised Partnership
- 03.** Redomicile legal entity incorporated in another jurisdiction

STEP 2.

Determine the nature of the business activity of your legal entity

REGULATED BUSINESS

If your legal entity will be engaged in regulated activities, it must apply for authorisation from the AIFC Regulator (AFSA).

Activities that require authorisation include (follow the links below to learn more):



[regulated \(financial\) activities](#)



[ancillary \(consulting\) services](#)



[market activities](#)



AIFC Client Office provides initial informational guidance on establishing and conducting business within the AIFC. Please direct your inquiries to client@aifc.kz

NON-REGULATED BUSINESS

If the legal entity is not engaged in any regulated activities, the authorisation process is not required, and applicants can immediately proceed to the registration process

STEP 3.

Select the type of your legal entity

The AIFC regulation provides various forms of legal entities to cater to the diverse business requirements of its participants, in line with global best practices. The available options include:

- Private Company
- Public Company
- Special Purpose Company
- General Partnership
- Limited Partnership
- Limited Liability Partnership
- Non-profit Incorporated Organization
- Foundation
- Investment Company
- Recognised Partnership
- Recognised General Partnership
- Recognised Limited Partnership
- Recognised Limited Liability Partnership



For more details on each legal form please [follow this link](#)

STEP 4.

Have the required details ready before registration

CEO must have an Individual Identification Number (IIN).

If the proposed CEO is a foreign national, the IIN may be obtained through the [AIFC Expat Centre](#).

Applications for obtaining an IIN, as well as for other services provided by the Expat Centre, including appointment scheduling, must be submitted via the [AIFC portal](#).



09.00 - 18.00
Lunch break:
13.00 - 14.00



Kazakhstan, Astana, 55/18
Mangilik El Avenue, Pavilion
C3.3, 010017



expat@aifc.kz



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+7 7172 64 73 33

A company (exceptions apply to Special Purpose Company) must have at all times a registered office to which all communications and notices may be addressed. It must be located within the AIFC territory in Astana city.

The AIFC territory is set in accordance with the Decree of the President of the Republic of Kazakhstan ‘On determining the boundaries of the territory of the International Financial Center “Astana”, dated December 31, 2015, No. 161. [The map is available here](#)

AIFC participants are entitled to maintain office premises located in any business centre or commercial property within the AIFC territory.

If you are interested in leasing office premises within the AIFC complex, you may submit an enquiry via email at property@aifc.kz

STEP 5.

Proceed to the registration

Registration of a legal entity may be completed either online via digitalresident.kz or offline by submitting applications by post or e-mail.

FOR ONLINE REGISTRATION

01. Open the e-Residence Portal
02. Login or create your account
03. Create a new application for registration
04. Choose an organizational-legal form
05. Fill out an application
06. Make a payment
07. Sign using your EDS and submit the application.

FOR OFFLINE REGISTRATION

Complete the application forms relevant to your legal entity type, pay the registration fee (the invoice can be generated via the [SSP Calculator](#)), and submit your application by email to registration@afsa.kz



Download the application forms for your selected legal form [here](#).

After the application is submitted, the Office of the Registrar of Companies will review your application. Please note that additional information or clarifications may be requested during the assessment.

If the application complies with all requirements, a Certificate of Incorporation will be issued.



WHAT'S NEXT?

After registration, each AIFC Participant has certain obligations to submit specific information to the Office of the Registrar of Companies to ensure transparency, accuracy of data, and compliance with AIFC requirements.

First and foremost, the company must notify the Office of the Registrar of Companies of any changes to its registration details. Such notification must be submitted within 14 days from the date the changes take effect, or within another period as specified by the applicable AIFC Acts, depending on the nature of the change.

In addition, all AIFC Participants are required to submit annual filings to the Office of the Registrar of Companies. The type of filings required depends on the company's legal structure, annual turnover, and number of shareholders.

Please follow [this link](#) to get more information on post-registration obligations.



CONTACTS



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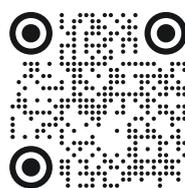


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