



AIFC Portal User Guide

Expatriate Centre Services: Step-by-Step Guide

January 2026

- AIFC Portal is the digital platform for the Expat Centre, offering all services in a fully digitised format.
- AIFC Portal allows clients to make payments, book appointments, submit applications, and download completed results directly from the system.

How to get started?

- Simply visit the portal at www.portal.aifc.kz and follow the easy steps to create your account
- Select the service(s) you would like to receive and proceed to the payment and booking page
- Once the application for “Expat Centre” services is submitted, please track the status of your application on the AIFC Portal

Note:

- Personal manager services involve the fulfillment of forms, the submission of applications, the notary, translation and delivery of documents services.
- The “Priority service option” refers to a priority walk-in submission service.

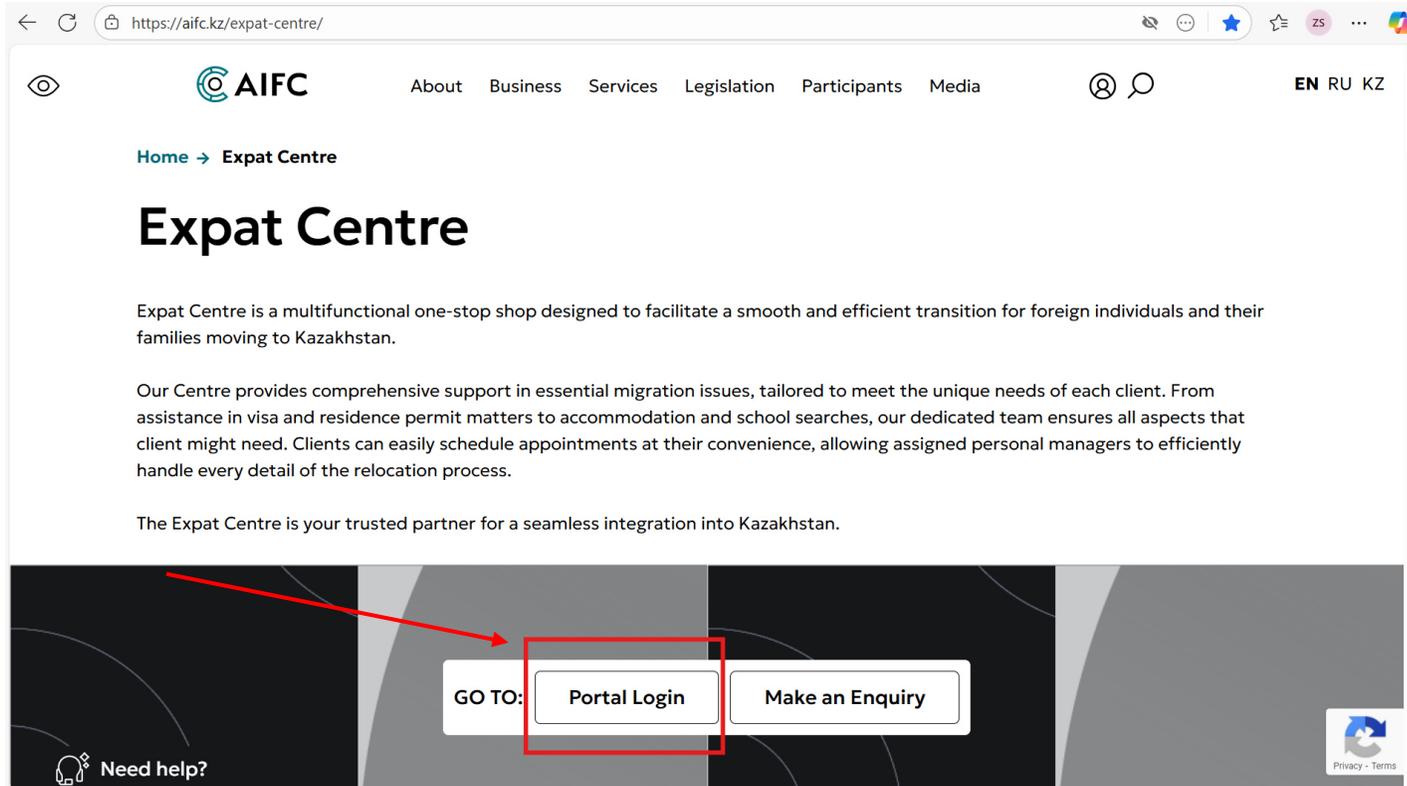


www.portal.aifc.kz

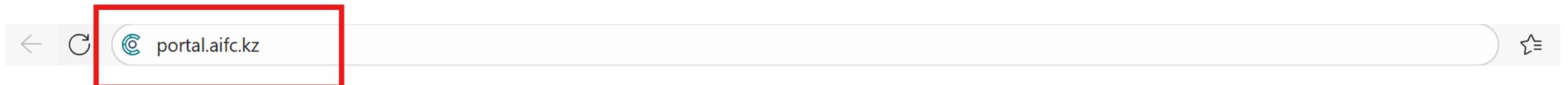
- For technical support, please contact us at customersupport@aifc.kz.
- If you need support with visa and migration services, please email us at expat@aifc.kz or call us directly at +7 7172 64-73-40, +7 7172 64-73-33.

Accessing the AIFC Portal

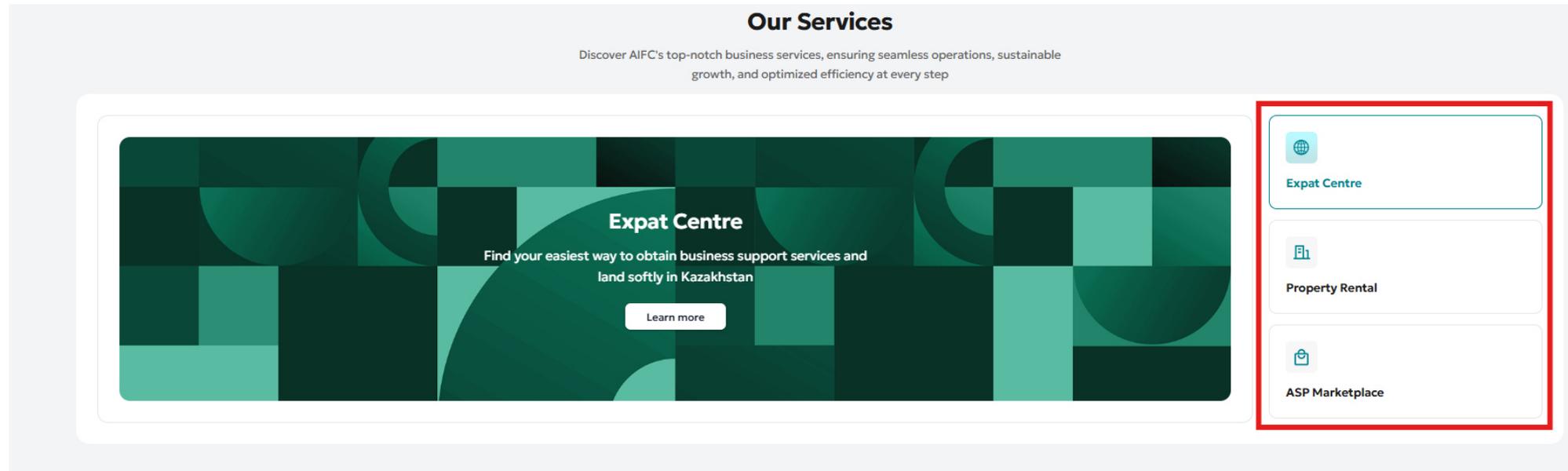
- The portal can be accessed either through the AIFC website by clicking the ‘Portal Login’ button on the Expat Centre webpage or by entering the website URL directly.
- Option 1:



- Option 2:



- The AIFC Portal main page provides quick access to key sections and includes FAQs and access to other AIFC services such as AIFC Property, the ASP Marketplace, and the Data Marketplace — all in one place.



Frequently asked questions

Can't find the answer you're looking for? Reach out to our customer support team.

Expat Centre

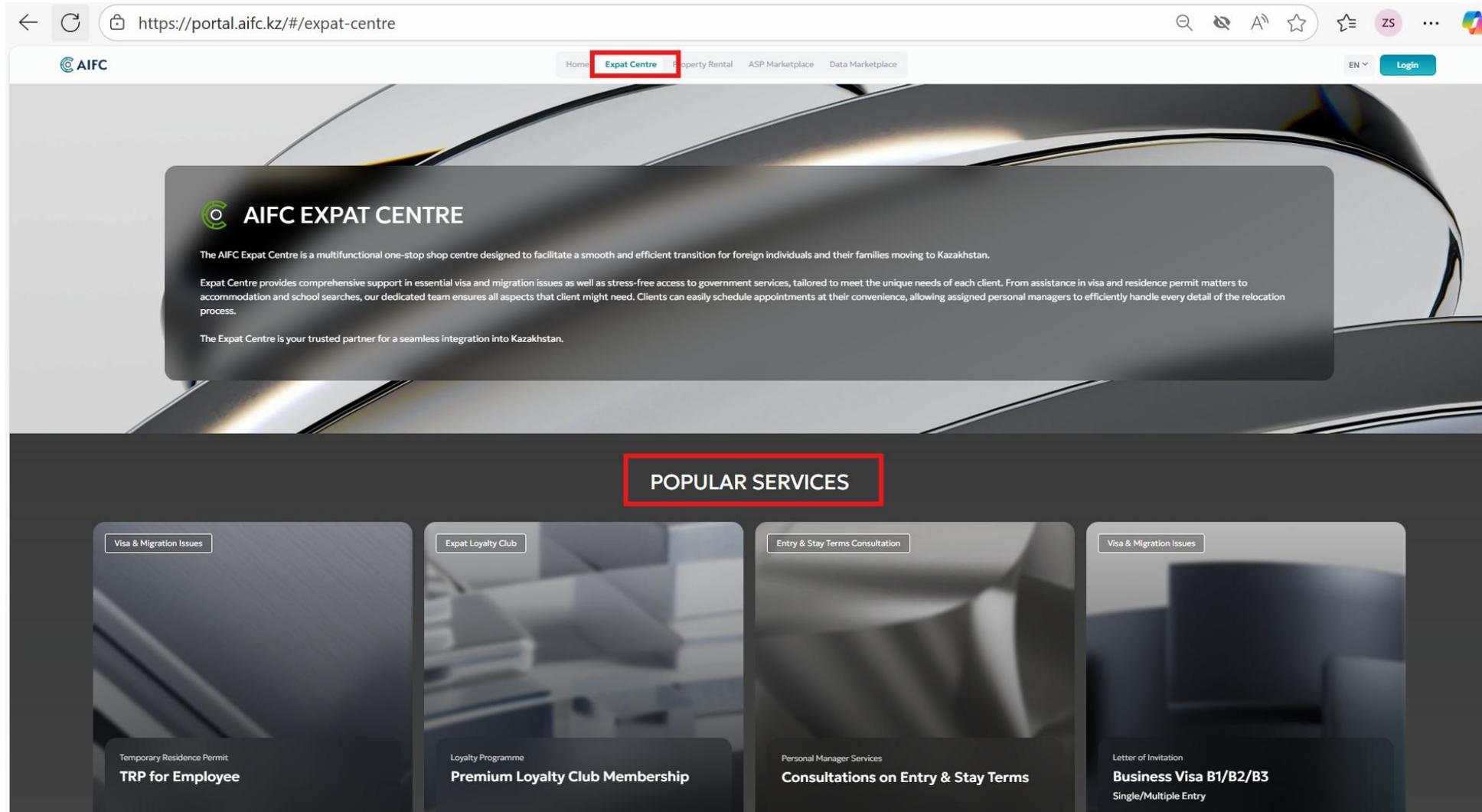
Property

ASP Marketplace

- What is the Expat Centre? 
- Who can use the services of the Expat Centre? 
- What other support services does the Expat Centre offer? 
- How can I become a member of the Expat Centre Loyalty Club? 
- Who do I contact for support or complaints? 

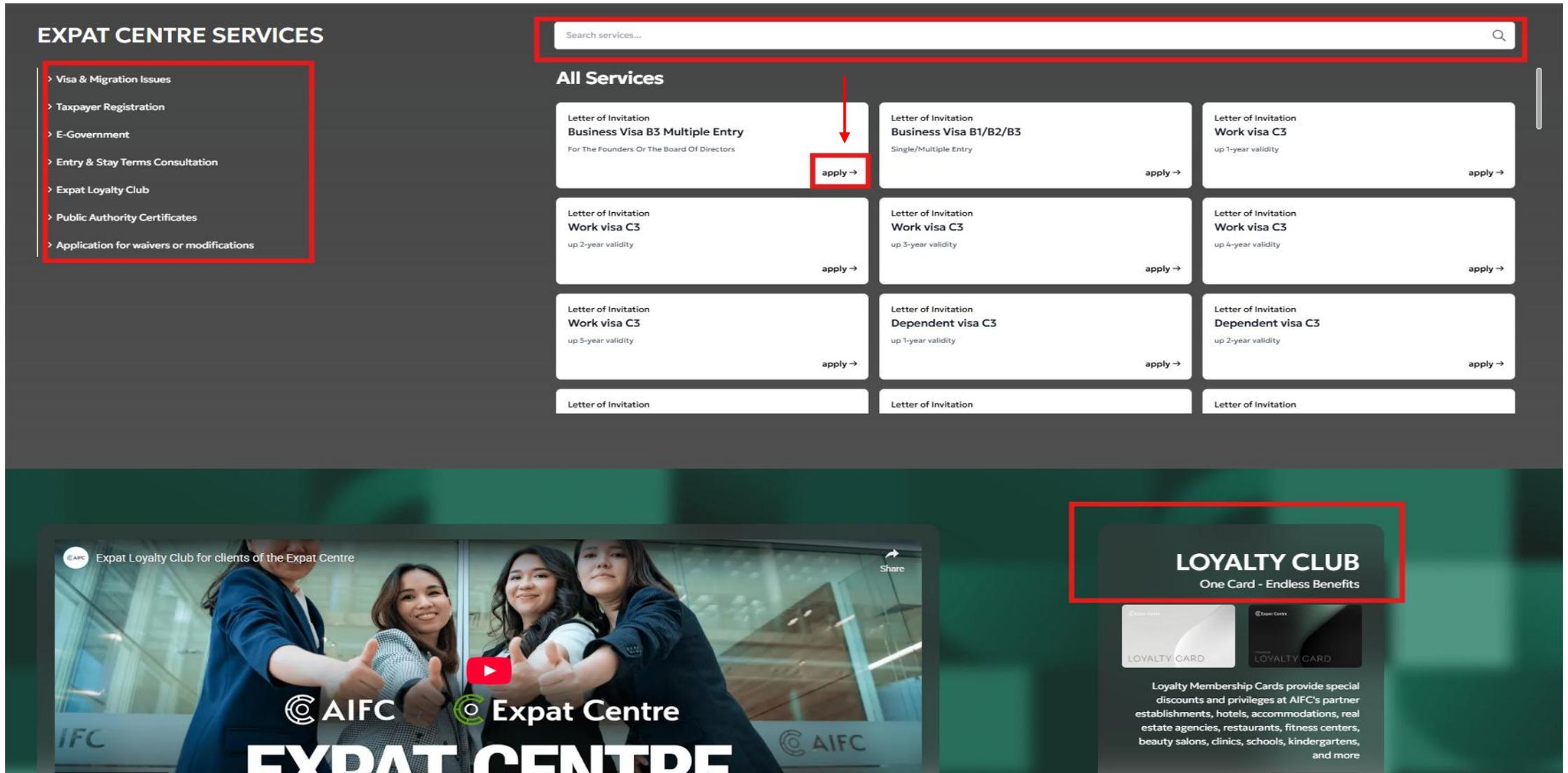
Expatriate Centre Web-Page Overview

- Click the Expatriate Centre tab to access services, FAQs, and video guides, including info on the Loyalty Club with benefits for foreign clients.



Expatriate Centre Web-Page Overview (2)

- Click the Expatriate Centre tab to access services, FAQs, and video guides, including info on the Loyalty Club with benefits for foreign clients.



The screenshot displays the 'EXPAT CENTRE SERVICES' section of the website. On the left, a navigation menu lists various services, with a red box highlighting the entire menu. The main content area features a search bar at the top, followed by a grid of service cards. A red box highlights the search bar, and a red arrow points to the 'apply' button on the first service card. Below the services grid, there is a video player for the 'Expatriate Loyalty Club for clients of the Expatriate Centre' and a promotional banner for the 'LOYALTY CLUB' with the tagline 'One Card - Endless Benefits'. The banner includes images of loyalty cards and a list of partner establishments.

EXPAT CENTRE SERVICES

- > Visa & Migration Issues
- > Taxpayer Registration
- > E-Government
- > Entry & Stay Terms Consultation
- > Expatriate Loyalty Club
- > Public Authority Certificates
- > Application for waivers or modifications

All Services

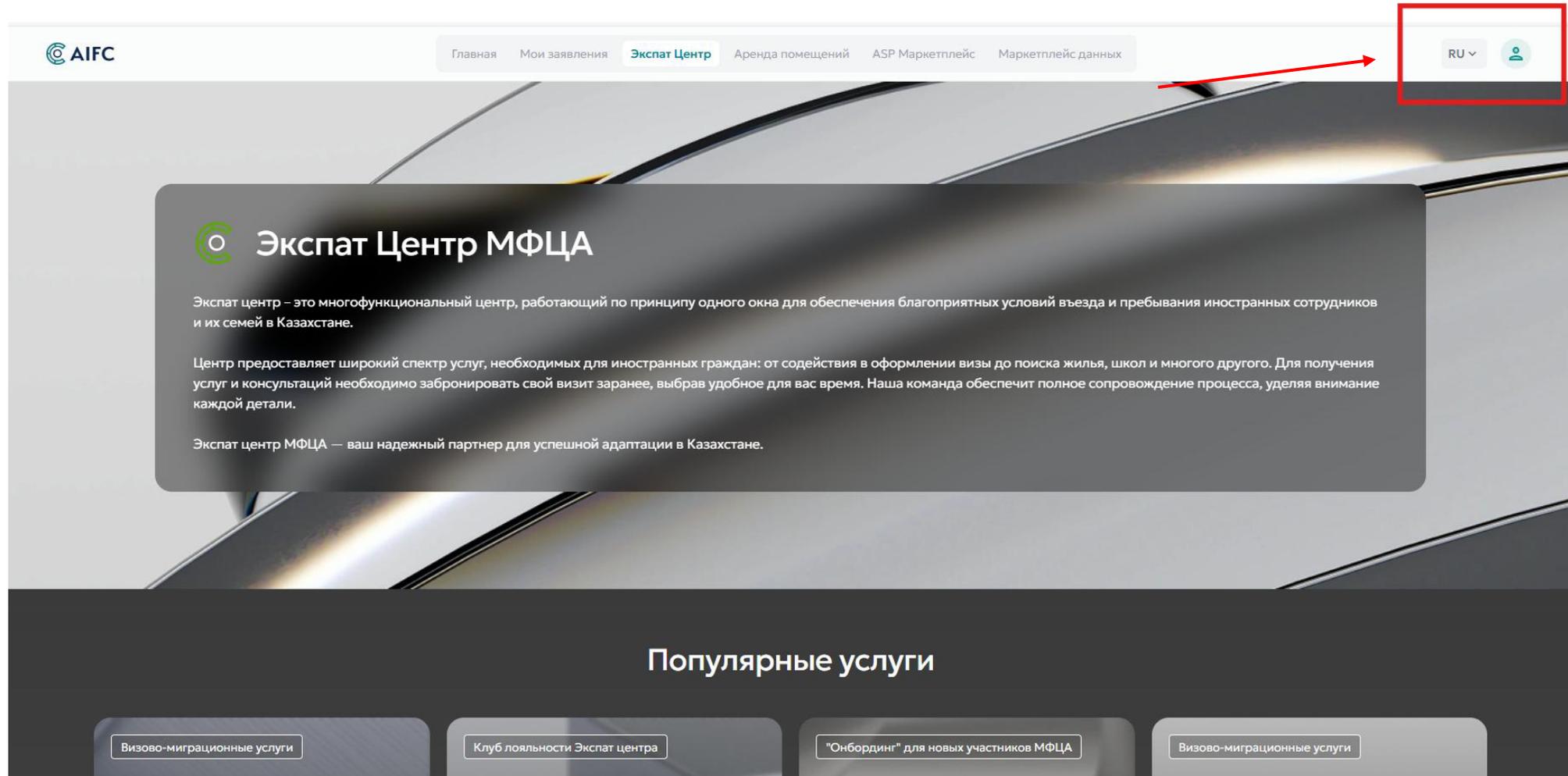
Letter of Invitation Business Visa B3 Multiple Entry For The Founders Or The Board Of Directors apply →	Letter of Invitation Business Visa B1/B2/B3 Single/Multiple Entry apply →	Letter of Invitation Work visa C3 up 1-year validity apply →
Letter of Invitation Work visa C3 up 2-year validity apply →	Letter of Invitation Work visa C3 up 3-year validity apply →	Letter of Invitation Work visa C3 up 4-year validity apply →
Letter of Invitation Work visa C3 up 5-year validity apply →	Letter of Invitation Dependent visa C3 up 1-year validity apply →	Letter of Invitation Dependent visa C3 up 2-year validity apply →
Letter of Invitation	Letter of Invitation	Letter of Invitation

LOYALTY CLUB
One Card - Endless Benefits

Loyalty Membership Cards provide special discounts and privileges at AIFC's partner establishments, hotels, accommodations, real estate agencies, restaurants, fitness centers, beauty salons, clinics, schools, kindergartens, and more

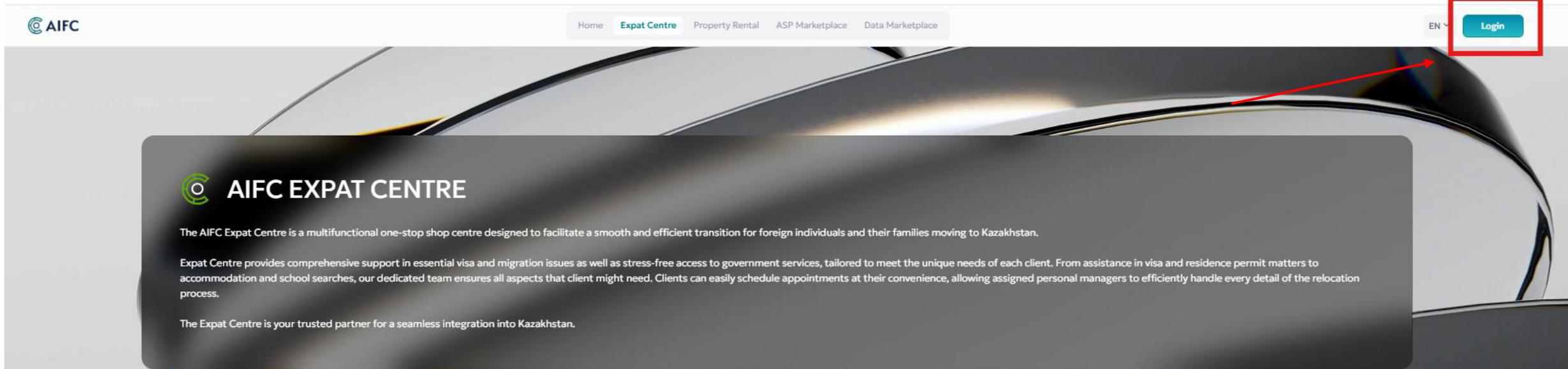
Expat Centre Web-Page Overview (3)

- You can start using the AIFC Portal, available in English and Russian.



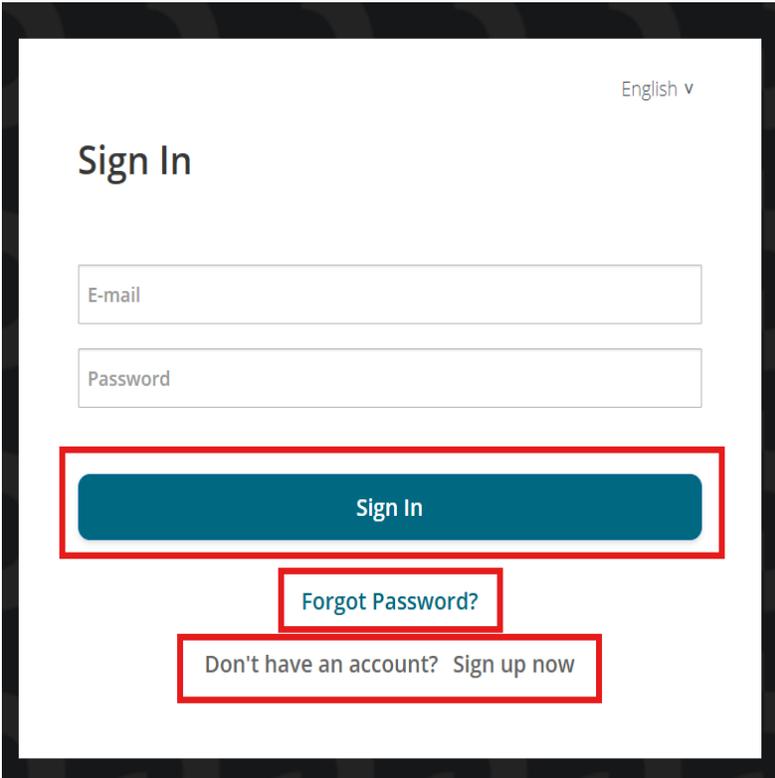
Logging into your account

- To use any service, you must first log in. Click the Login button at the top of the page.



Logging into your account (2)

- If you do not yet have an account, click Sign Up Now and complete the registration by filling in the required fields.
- If you forget your password, you can easily reset it.



English v

Sign In

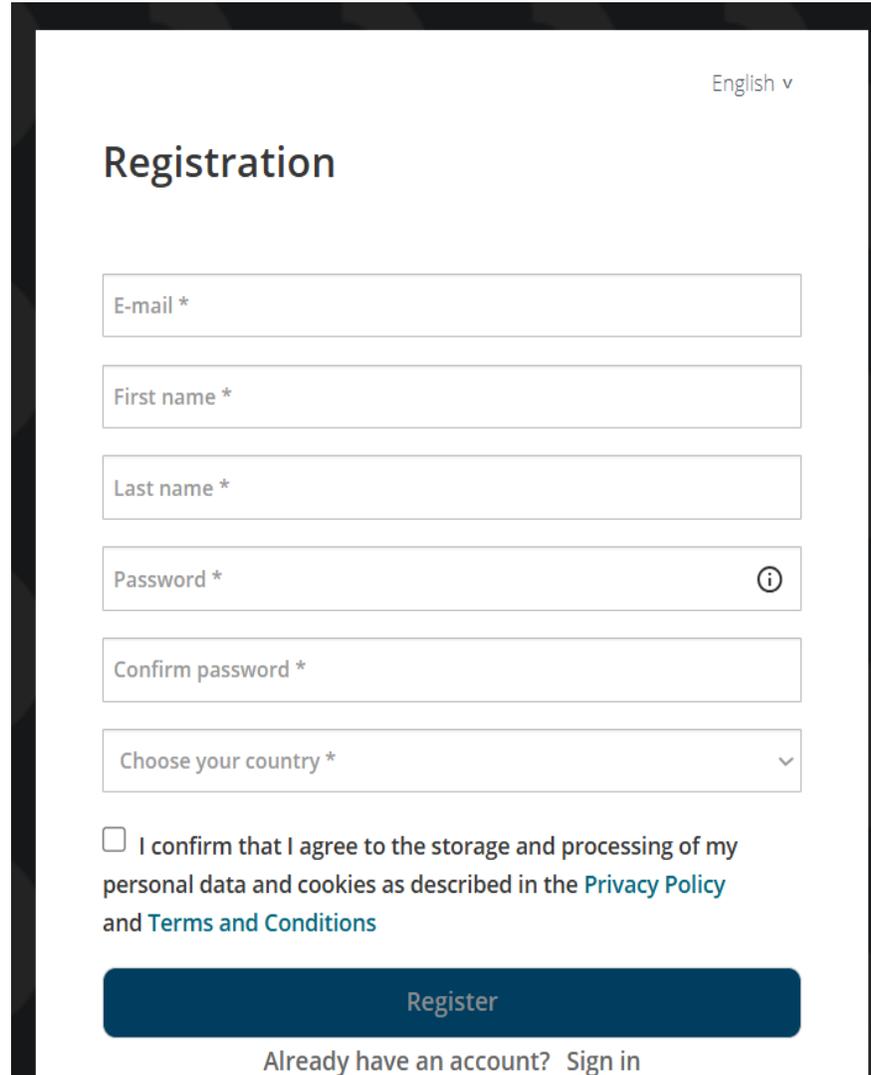
E-mail

Password

Sign In

Forgot Password?

Don't have an account? [Sign up now](#)



English v

Registration

E-mail *

First name *

Last name *

Password * ⓘ

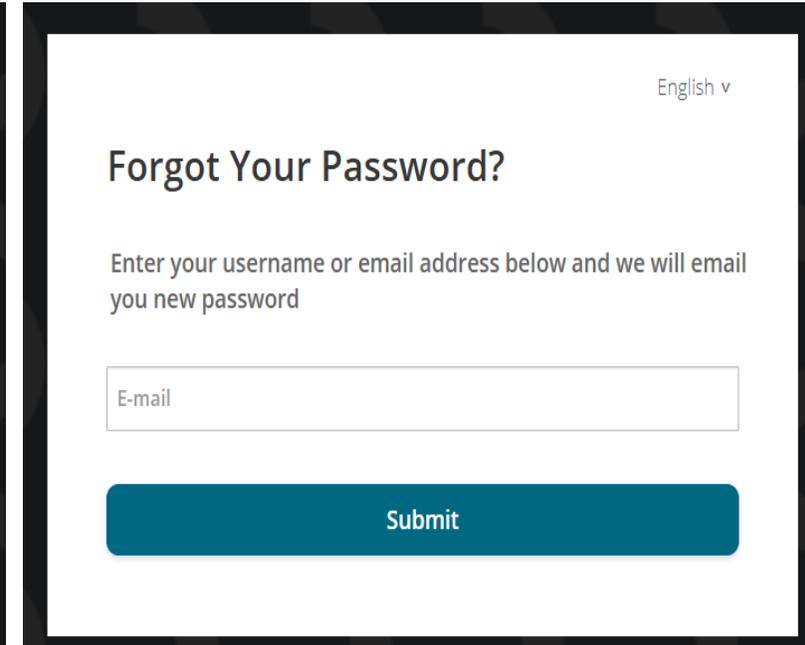
Confirm password *

Choose your country * ▾

I confirm that I agree to the storage and processing of my personal data and cookies as described in the [Privacy Policy](#) and [Terms and Conditions](#)

Register

Already have an account? [Sign in](#)



English v

Forgot Your Password?

Enter your username or email address below and we will email you new password

E-mail

Submit

My Applications tab

- After logging in, go to the My Applications tab at the top of the page.

My applications

Home **My applications** Expat Centre Property Rental ASP Marketplace Data Marketplace

EN

My applications [New application](#)

Applications

ID	Service	Created Date	Status		
5529	Dependent Visa C3 (Up to 2 years)	12.17.2025 15:52	Draft	...	▼
5528	Dependent Visa C3 (Up to 2 years), Dependent Visa C3 (From 3 to 5 years)	12.17.2025 15:49	Draft	...	▼
5525	Business Visa B2 Multiple Entry (For Installation, Repair, Maintenance Of Equipment, As Well As Provision Of Consulting, Expert Or Audit Services), Business Visa B3 Multiple Entry (For The Founders Or The Board Of Directors), Work Visa C3 (Up to 2 years), Work Visa C3 (From 3 to 5 years)	12.17.2025 15:28	Draft	...	▼
5523	Work Visa C3 (Up to 2 years)	12.17.2025 15:16	In Progress	...	▲
<div><p> New 12.17.2025 15:27 AdminF AdminL User, Property admin, Property super admin</p><p> In Progress 12.17.2025 15:35 ManagerF ManagerL User, Manager, Director, Marketplace admin</p><p> Returned 12.17.2025 15:36 TEST ManagerF ManagerL User, Manager, Director, Marketplace admin</p><p> In Progress 12.17.2025 15:40 AdminF AdminL User, Property admin, Property super admin</p></div>					
5522	Business Visa B1/B2/B3 (Single/Multiple Entry), Business Visa B3 Multiple Entry (For The Founders Or The Board Of Directors)	12.17.2025 15:03	Draft	...	▼
5516	Investor Visa A5 (Up to 2 years)	12.17.2025 12:21	Draft	...	▼
5515	Work Visa C3 (From 3 to 5 years)	12.17.2025 12:18	Draft	...	▼
5398	Application for waivers or modifications	12.09.2025 16:20	Draft	...	▼
5355	Work Visa C3 (Up to 2 years), Business Visa B1/B2/B3 (Single/Multiple Entry)	12.07.2025 16:57	Draft	...	▼

Starting a new application

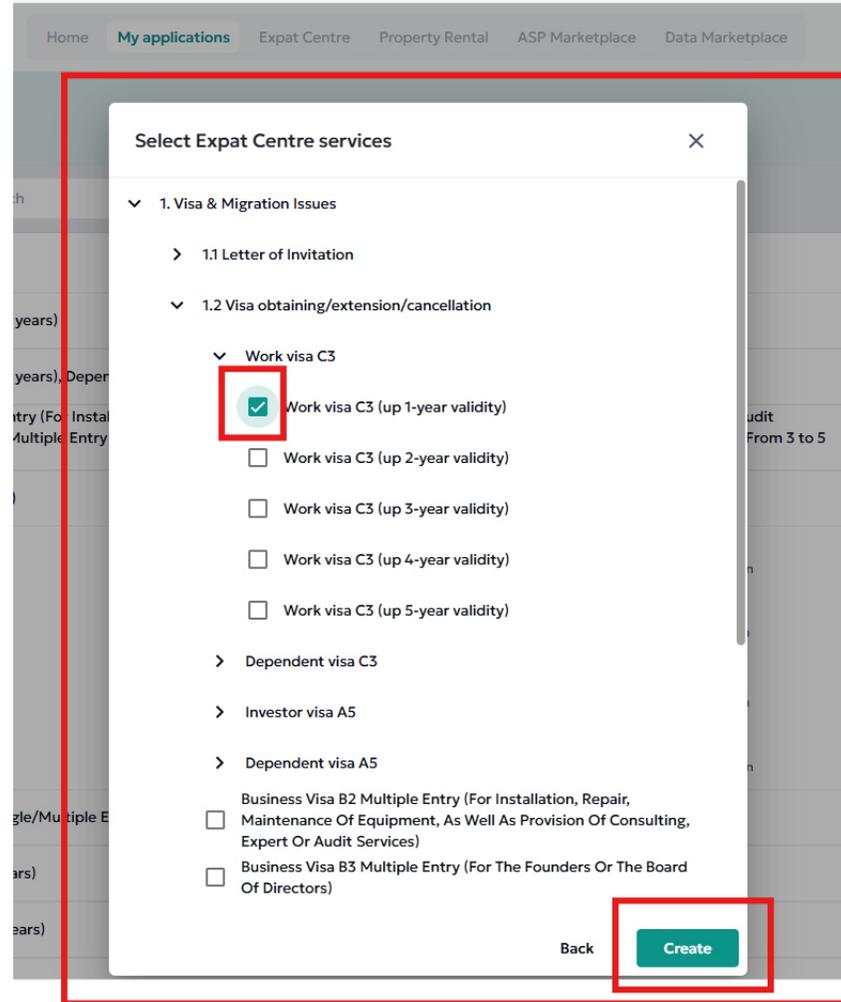
- To start a new application, simply press the “New Application” button and choose “Expat Centre” and the city in which you receive the service.

The screenshot shows the AIFC portal interface. At the top, there is a navigation bar with the AIFC logo, a search bar, and several menu items: Home, My applications (active), Expat Centre, Property Rental, ASP Marketplace, and Data Marketplace. On the right side of the navigation bar, there is a language selector set to 'EN' and a user profile icon. Below the navigation bar, the main content area is titled 'My applications'. On the left side of this area, there is a sidebar with two menu items: 'Expat Centre' (highlighted) and 'Property'. The main content area contains a table of applications with columns for ID, Service, Created Date, and Status. A red box highlights a 'New application' button in the top right corner of the main content area, with a red arrow pointing to it. A modal window is open in the foreground, titled 'Select application type'. It has a close button (X) in the top right corner. The modal contains two dropdown menus. The first dropdown is labeled 'AIFC Portal Services*' and has 'Expat Centre' selected. The second dropdown is labeled 'City*' and has 'Astana' selected. Below the dropdowns, there are two radio button options: 'Astana' and 'Almaty', with 'Astana' selected.

ID	Service	Created Date	Status
5529	Dependent Visa C3 (Up to 2 years)	12.17.2025 15:52	Draft
5528	Dependent Visa C3 (Up to 2 years), Dependent Visa C3 (From 3 to 5 years)	12.17.2025 15:49	Draft
5525	Business Visa B2 Multiple Entry (For Installation, Repair, Maintenance Of Equipment, As Well As Provision Of Consulting, Expert Or Audit Services), Business Visa B3 Multiple Entry (For The Founders Or The Board Of Directors), Work Visa C3 (Up to 2 years), Work Visa C3 (From 3 to 5 years)	12.17.2025 15:28	Draft
5523	Work Visa C3 (Up to 2 years)	12.17.2025 15:16	In Progress

Starting a new application (2)

- Choose the service you are applying for and press “Create” to proceed.



Home My applications Expat Centre Property Rental ASP Marketplace Data Marketplace

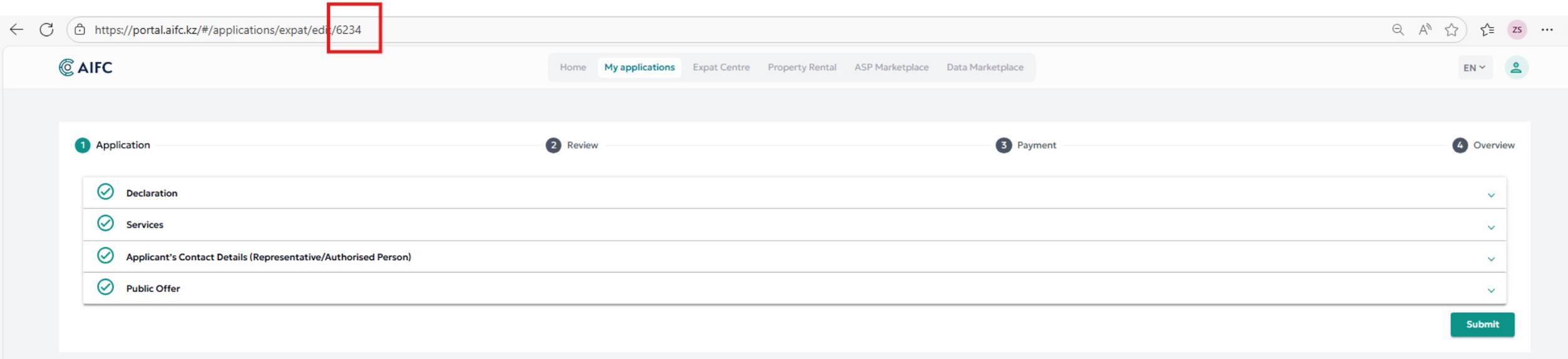
Select Expat Centre services

- 1. Visa & Migration Issues
 - 1.1 Letter of Invitation
 - 1.2 Visa obtaining/extension/cancellation
 - Work visa C3
 - Work visa C3 (up 1-year validity)
 - Work visa C3 (up 2-year validity)
 - Work visa C3 (up 3-year validity)
 - Work visa C3 (up 4-year validity)
 - Work visa C3 (up 5-year validity)
 - Dependent visa C3
 - Investor visa A5
 - Dependent visa A5
 - Business Visa B2 Multiple Entry (For Installation, Repair, Maintenance Of Equipment, As Well As Provision Of Consulting, Expert Or Audit Services)
 - Business Visa B3 Multiple Entry (For The Founders Or The Board Of Directors)

Back

Application ID

- Each application has a unique ID shown in the URL and on your dashboard. If you have questions, provide this ID to our managers to help resolve issues quickly.



The screenshot shows a web browser with the URL <https://portal.aifc.kz/#/applications/expat/edit/6234>. The browser address bar highlights the ID '6234' with a red box. The page header includes the AIFC logo and navigation links: Home, My applications, Expat Centre, Property Rental, ASP Marketplace, and Data Marketplace. The main content area shows a progress bar with four steps: 1 Application, 2 Review, 3 Payment, and 4 Overview. Under the 'Application' step, there are four items with checkmarks: Declaration, Services, Applicant's Contact Details (Representative/Authorised Person), and Public Offer. A green 'Submit' button is located at the bottom right of the application details section.

Applications		Search	
ID	Service	Created Date	Status
6234	Work visa C3 (up 1-year validity)	01.25.2026 17:24	Draft

- Section 1 – Declaration. Read it carefully and tick the boxes.

 Home **My applications** Expat Centre Property Rental ASP Marketplace Data Marketplace EN 

1 Application 2 Review 3 Payment 4 Overview

Declaration ^

Dear Clients, we would like to inform you that online submission of documents is not the reason for their submission to the Government Body. In this regard, you need to submit the documents offline, after full confirmation from the Expat Centre managers, in advance by making an appointment.

Please note that after completing each section of the application, you must save the entered data by clicking the 'Save' button. This action also needs to be repeated when making changes to the entered data.

1.1 Declaration *

hereby agree to obtain state services through the AIFC Expat Centre.

1.2 Consent *

certify that all the information provided above was completed before I signed this form and is full, correct, and true.

1.3 Editing *

I hereby consent to the processing by the AIFCA of the personal data pertaining to me, including, but not limited to the collection, recording, organisation, storage, adaptation or alternation, retrieval, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction of thereof, as per the AIFC Data Protection Regulations dated December 20, 2017 as well as the National Statue of the Republic of Kazakhstan dated May 21, 2013 entitled On Personal Data and its Protection.

Save

Application submission (2)

- Section 2 – Services. Fill out the company details and choose type of service.

Services

Choose one of the following options *

AIFC Participant

Non AIFC Participant

Enter BIN*

190140900037 Search

BIN and Name of the Organisation (Required for legal entities):

AIFC Academy Limited

List of services + Add service

Service name	Price	Personal Manager	Priority Service	Amount *	Total Price
Visa & Migration Issues / Visa obtaining/extension/cancellation <small>Work visa C3 (up 1-year validity)</small>	370 000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- 1 +	370 000
					Total: 370 000 KZT

* Please note the number of services you wish to receive. If you indicate a quantity greater than one, you need to fill in the information for the same number of people in the "Applicant's Contact Details (Representative/Authorised Person)" section.

Save

Application submission (3)

- Section 3 – Applicant’s Contact Details. Fill out the representative details and pay attention to required fields. After making any changes to the application, please click Save at each stage to ensure your progress is stored.

○ Applicant’s Contact Details (Representative/Authorised Person) ^

Please indicate a main contact for this application

First Name*	Zarina	Last Name*	Syzdykova
Citizenship*	Kazakhstan	IIN	
Birthdate*	25/01/2026	Gender*	
Passport number/ID Number*		Valid from*	
		Valid until*	
Phone Number*		Email address of main contact*	

Required field

Certificate of registration of the legal entity (from Egov) i

Order of appointment for the first head of the legal entity in Kazakh or Russian languages i

Shareholder resolution for the first head of the legal entity in Kazakh or Russian languages i

Application submission (4)

- Section 3 – Applicant’s Contact Details. When you see fields marked with a green button or tooltip icon, these contain templates or important disclaimers that you can also download as they are essential for correctly completing the application.

Please add information about applicants for each service

1. Visa & Migration Issues / Visa obtaining/extension/cancellation / Work visa C3 (up 1-year validity)

Person N°1:

* Personal manager services involve the fulfillment of forms, the submission of applications, the notary, translation and delivery of documents services

Passport * Экспат Орталықтың Қызметтері Нұсқаулық 2026 (Астана қ.),pdf

First Name*

Last Name*

Citizenship*

Birthdate*

Gender*

Passport number/ID Number*

Valid from*

Valid until*

Phone Number*

Email address of main contact*

Power of attorney, along with a copy of the identity document of the representative/authorised person (if applicable)

Upload

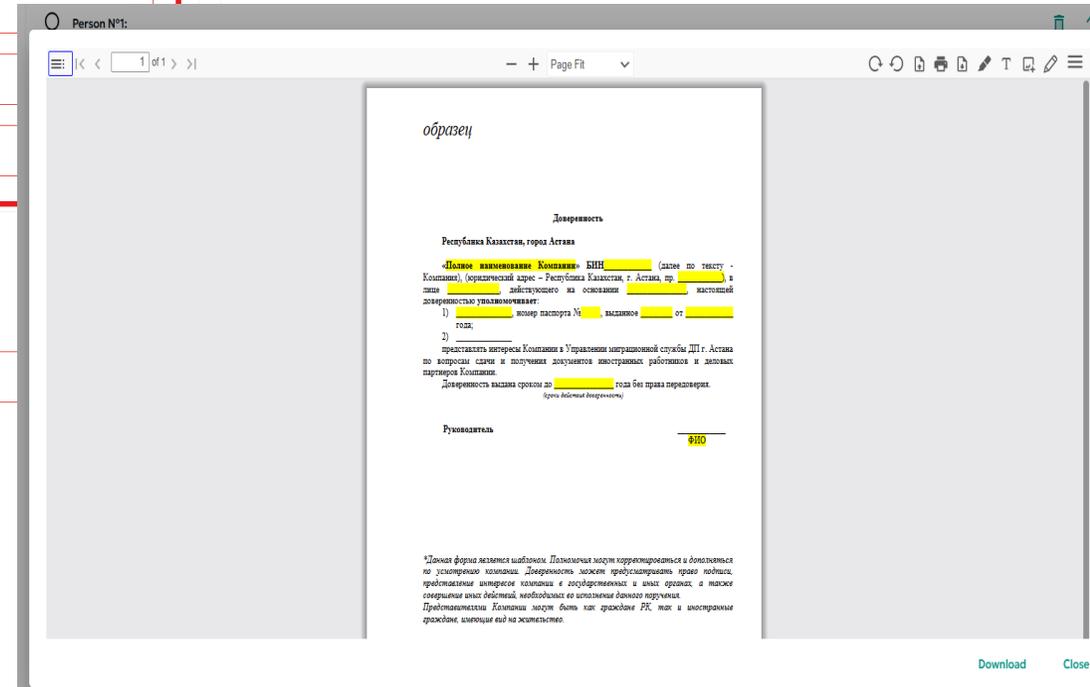


Foreign employee's application form *

Upload



Position*



Application submission (5)

- Section 3 – Applicant’s Contact Details. Additional files can be uploaded under “Other Documents” (up to 10 files). Some fields allow up to 10 uploads, indicated by a “0/10” counter.

Requested period of visa 

<input type="text" value="Valid from*"/> 	<input type="text" value="Valid until*"/> 
<input type="text" value="Home address in Astana *"/>	
<input type="text" value="Place of residence abroad*"/>	
<input type="text" value="Visa frequency*"/> 	

Other documents (0/10)  Upload

Application submission (6)

- Section 3 – Applicant’s Contact Details. While filling out your details, please be attentive and provide accurate information. These documents are submitted to the migration authority, so any errors or inconsistencies will result in the documents being returned for correction. Please ensure that all information is written in English, using proper capitalisation, as we occasionally receive entries in Russian or with lowercase letters only.

Applicant's Contact Details (Representative/Authorised Person) ^

Please indicate a main contact for this application

First Name* ЗАрина	Last Name* С
Citizenship* Kazakhstan	IIN

Applicant's Contact Details (Representative/Authorised Person) ^

Please indicate a main contact for this application

First Name* Zarina	Last Name* Syzdykova
Citizenship* Kazakhstan	IIN

Application submission (7)

- Section 3 – Applicant’s Contact Details. For Priority Service requests, only company documents are required, and client contact details can be skipped, as this section will be grayed out.

Services

Choose one of the following options *

AIFC Participant

Non AIFC Participant

Enter BIN*

190140900037 Search

BIN and Name of the Organisation (Required for legal entities):

AIFC Academy Limited

List of services + Add service

Service name	Price	Personal Manager	Priority Service	Amount *	Total Price
Visa & Migration Issues / Visa obtaining/extension/cancellation <small>Work visa C3 (up 1-year validity)</small>	520 000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 1 +	520 000

Total: 520 000 KZT

* Please note the number of services you wish to receive. If you indicate a quantity greater than one, you need to fill in the information for the same number of people in the "Applicant's Contact Details (Representative/Authorised Person)" section.

Save



Please add information about applicants for each service

1. Visa & Migration Issues / Visa obtaining/extension/cancellation / Work visa C3 (up 1-year validity)

Save

- Section 4 – Public Offer. Read it carefully and tick the box.

Public Offer

Please, read through the Public Offer carefully and confirm your acknowledgment and acceptance

CONTRACT (PUBLIC OFFER)

This Public Contract is an official offer (public offer) of JSC “Astana International Financial Centre Authority”, a legal entity located at 55/18 Mangilik El avenue, Astana city, Republic of Kazakhstan (hereinafter – the “Contractor”), addressed to any individual or legal entity. The placement of this text on the Contractor’s official internet portal at <https://portal.aifc.kz> (hereinafter – the “Portal”) is a public offer in accordance with Part 3 of AIFC Contract Regulations No. 3 of 2017, aimed at concluding this Contract for the provision of information and advisory services. The Contractor proposes to conclude this Public Contract (hereinafter – the “Contract”) in connection with the provision of information and advisory services on the terms specified in the Contract with anyone who responds. On the other hand, the consumer of services (hereinafter – the “Client”) accepts this public offer by ticking the “I Accept” box on the Contractor’s Portal. Full and unconditional acceptance of this offer, and thus the conclusion of this Contract, is effected solely by the Client ticking the ‘I Accept’ checkbox on the Portal. This action serves as the Client’s definitive confirmation of having read, understood, and agreed to all the terms herein. The Contractor and the Client are thereafter bound by this Contract and referred to collectively as the “Parties”.

1. THE SCOPE OF THE CONTRACT

1.1. The scope of this Contract is to deliver information and advisory services as set out in the Appendix 1 (Price list for information and advisory services of the AIFC Expat Centre) to this Contract (hereinafter referred to as the “Services”), which is an integral part of the Contract and accepted by the Client.

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. The Contractor is obliged:

2.1.1. To provide Services in a proper and timely manner, in full package according to the conditions of this Contract.

2.1.2. In a timely manner and within the established period to provide information and advisory support, accept relevant documents required for service provision (services on a one-time basis), or prepare materials independently based on relevant documents provided by the Client (services on personal manager basis).

2.1.3. The Contractor should inform the Client via the official email of the Contractor in a timely manner about any circumstances beyond the control of the Contractor that cause overall impossibility to provide services or a delay in the provision of services.

2.2. The Contractor is eligible:

2.2.1. To refuse provision of Services to the Client and return the amount paid with the deduction of actual expenses incurred by the Contractor at any time at Contractor’s discretion.

2.2.2. To determine independently the methodology and pattern of the provision of Services.

2.2.3. To get from the Client any information which is necessary to perform its obligations under the Contract. If the Client provides incorrect, incomplete, or missing information, the Contractor is entitled to suspend its obligations until the Client provides correct and complete information.

2.3. The obligations of the Contractor are limited by the terms of this Contract, in particular:

2.3.1. The obligations of the Contractor do not include the provision of Services to the Client, if the Client has circumstances that in any way preclude him/her from receiving the Services (including, but not limited to, being

I have read and accept the Public Offer

Save

Download the Public Offer

Application submission (9)

- You can always check your application status at the top of the website. Don't forget to press "Save" regularly to secure your progress and avoid losing any information.



Services

Select city *

Astana

Choose one of the following options *

AIFC Participant

Non AIFC Participant

Enter BIN* Search

List of services + Add service

Service name	Price	Personal Manager	Priority Service	Amount *	Total Price
Visa & Migration Issues / Visa obtaining/extension/cancellation <small>Work visa C3 (up 1-year validity)</small>	370 000	<input type="checkbox"/>	<input type="checkbox"/>	- 1 +	370 000

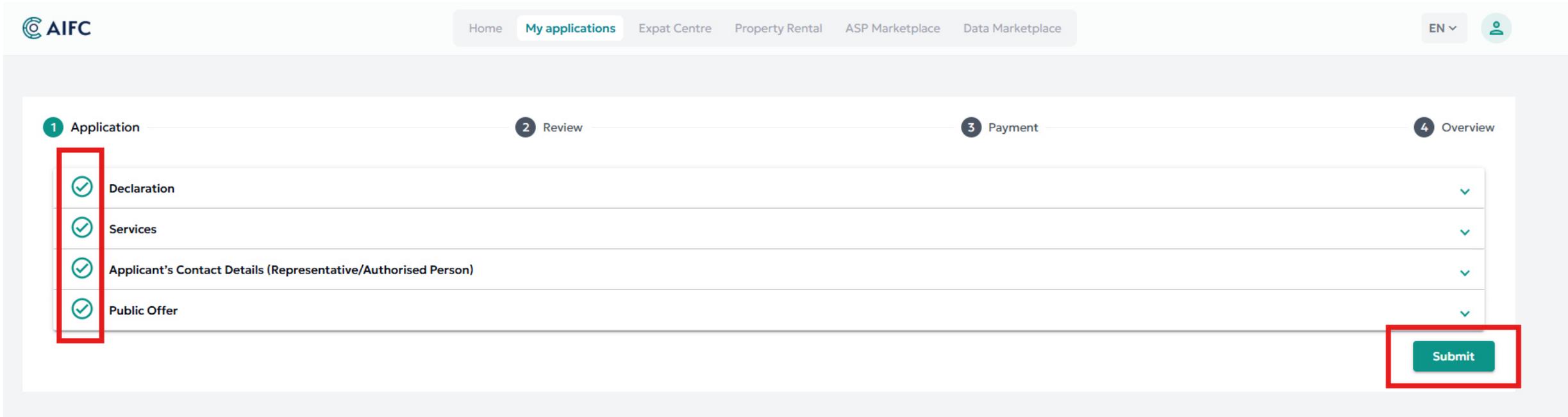
Total: 370 000 KZT

Please note the number of services you wish to receive. If you indicate a quantity greater than one, you need to fill in the information for the same number of people in the "Applicant's Contact Details (Representative/Authorised Person)" section.

Save

Application submission (10)

- Once all sections are completed, they will turn green and you can submit the application. If the Submit button remains gray, required fields or documents are missing.



The screenshot displays the AIFC application submission interface. At the top, there is a navigation bar with the AIFC logo on the left and a menu of options: Home, My applications (highlighted), Expat Centre, Property Rental, ASP Marketplace, and Data Marketplace. On the right side of the navigation bar, there is a language dropdown set to 'EN' and a user profile icon.

Below the navigation bar is a progress bar with four steps: 1 Application, 2 Review, 3 Payment, and 4 Overview. The 'Application' step is currently active and highlighted.

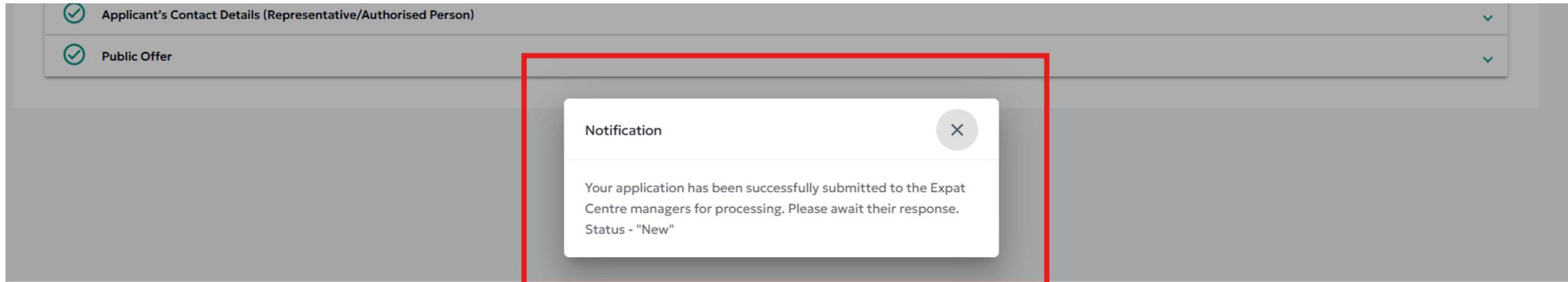
Under the 'Application' step, there is a list of four sections, each with a green checkmark indicating completion:

- Declaration
- Services
- Applicant's Contact Details (Representative/Authorised Person)
- Public Offer

At the bottom right of the application form, there is a green 'Submit' button. The 'Submit' button and the list of completed sections are highlighted with red boxes in the image.

Application submission (11)

- Once your application is submitted, its status will change to “New.”



The screenshot displays a web application interface with a notification dialog box. The background is a grey sidebar with two menu items: "Applicant's Contact Details (Representative/Authorised Person)" and "Public Offer", both marked with a green checkmark and a downward arrow. The notification dialog box is white with a red border and contains the following text:

Notification ✕

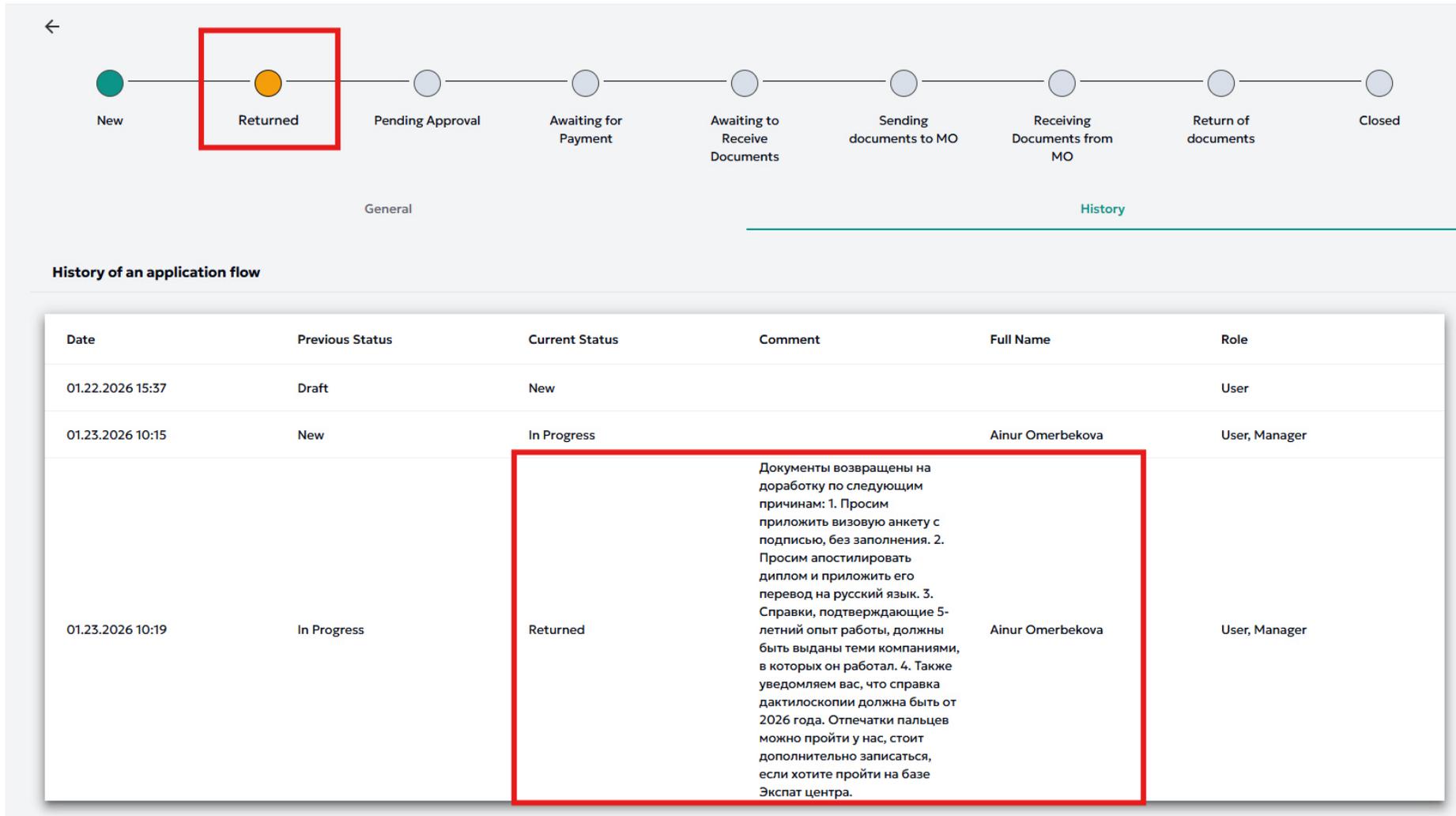
Your application has been successfully submitted to the Expat Centre managers for processing. Please await their response.
Status - "New"

- After submission, your application is reviewed by an Expat Centre manager and supervisor. Once assigned, the manager's name and contact details will be available in the system and on the AIFC website.

General				History	
History of an application flow					
Date	Previous Status	Current Status	Comment	Full Name	Role
01.21.2026 14:17	Draft	New			User
01.21.2026 17:51	New	In Progress		Zhansaya Makenova	User, Supervisor
01.21.2026 17:51	In Progress	Pending Approval		Zhansaya Makenova	User, Supervisor

Application return

- If issues are found, the manager will contact you via email and the portal.

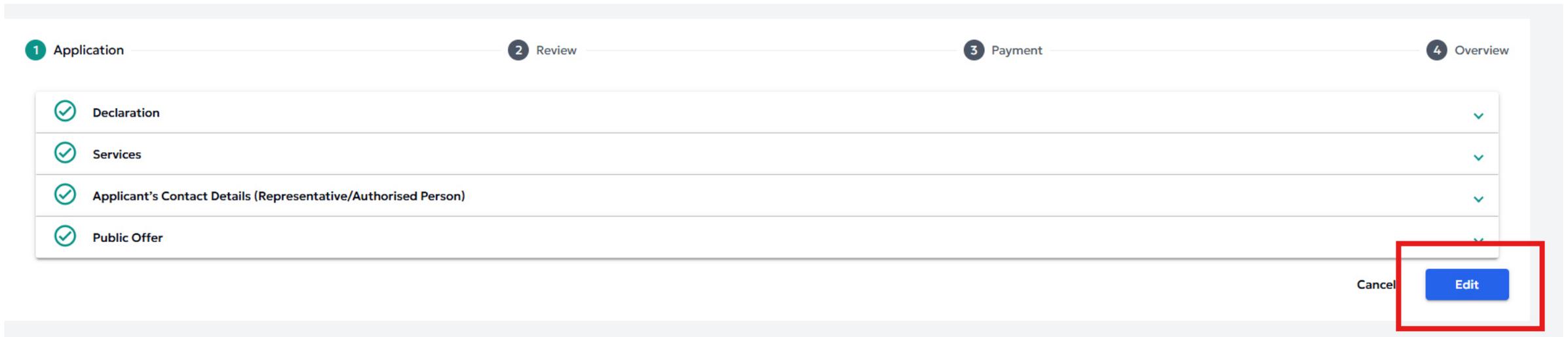


The screenshot displays a horizontal progress bar with nine stages: New, Returned, Pending Approval, Awaiting for Payment, Awaiting to Receive Documents, Sending documents to MO, Receiving Documents from MO, Return of documents, and Closed. The 'Returned' stage is highlighted with a red box. Below the progress bar, there are two tabs: 'General' and 'History'. The 'History' tab is active, showing a table titled 'History of an application flow'.

Date	Previous Status	Current Status	Comment	Full Name	Role
01.22.2026 15:37	Draft	New			User
01.23.2026 10:15	New	In Progress		Ainur Omerbekova	User, Manager
01.23.2026 10:19	In Progress	Returned	Документы возвращены на доработку по следующим причинам: 1. Просим приложить визовую анкету с подписью, без заполнения. 2. Просим апостилировать диплом и приложить его перевод на русский язык. 3. Справки, подтверждающие 5-летний опыт работы, должны быть выданы теми компаниями, в которых он работал. 4. Также уведомляем вас, что справка дактилоскопии должна быть от 2026 года. Отпечатки пальцев можно пройти у нас, стоит дополнительно записаться, если хотите пройти на базе Экспат центра.	Ainur Omerbekova	User, Manager

Application return (2)

- If your application status is “Returned,” open it, review the comments, click Edit, make the required changes, and resubmit.



The screenshot displays a progress bar with four steps: 1 Application, 2 Review, 3 Payment, and 4 Overview. Below the progress bar is a list of sections, each with a green checkmark and a dropdown arrow:

- ✓ Declaration
- ✓ Services
- ✓ Applicant's Contact Details (Representative/Authorised Person)
- ✓ Public Offer

At the bottom right of the form, there are two buttons: a grey "Cancel" button and a blue "Edit" button. The "Edit" button is highlighted with a red rectangular box.

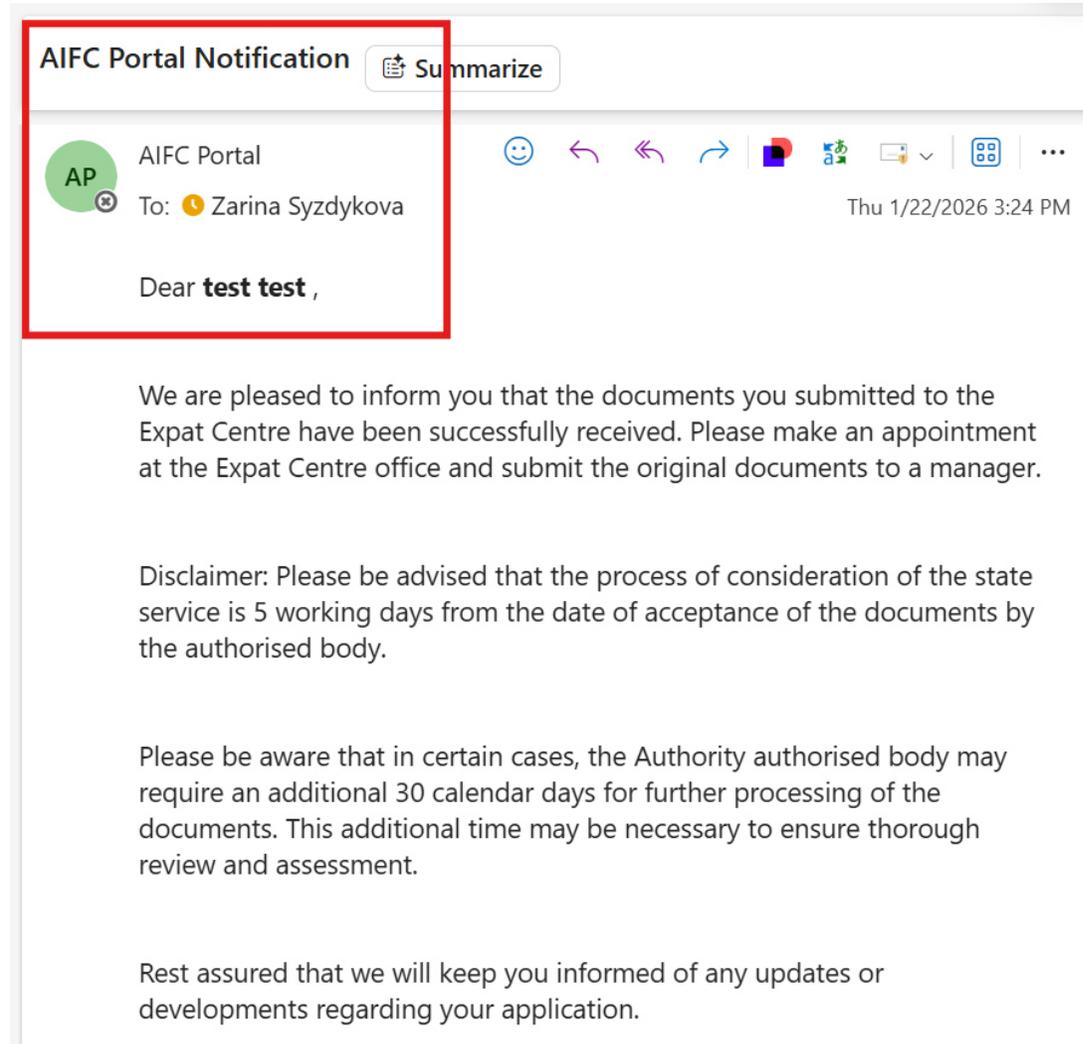
Application rejected

- If the service category is incorrect or for other reasons, the manager may reject the application. A “Rejected” application cannot be edited and requires a new submission.

1680	Business Visa B1/B2/B3 (Single/Multiple Entry)	01.23.2026 15:26	Rejected	...	▼
------	--	------------------	----------	-----	---

Email notifications

- You will receive email notifications about your application status, so please check your email regularly.



- After review, the status changes to “Awaiting Payment.” Open the application, select payment method and payer type, and fill in payer details carefully, as the receipt will reflect this information.

Review

By submitting this application you hereby agree to obtain state services through the AIFC Expat Centre and certify that all the information provided is full, correct and true.
Please be informed that if the service has not been provided, you can make a refund within 45 working days by writing an official letter to the AIFC Expat Centre: expat@aifc.kz

Payment*
Online ▾

Payment Type*
Body Corporate ▾

Payer's information

Company name* BIN or Registration number*

Country of incorporation*

ZIP code*

City* District*

Street/avenue*

Building number* Apartment*

E-mail*

Certificate of Incorporation *

[Back](#)

Payment process (2)

- Once the payer details are filled out, the invoice will be generated automatically. You will be able to view it on the screen and download it for your records.

Invoice

Please make sure that you are familiar with all the necessary information you need to know before making payment.
All bank charges must be paid by the Payer. Invoice is valid for 30 days from the issue date.
Fees charged by the Astana International Financial Centre Authority are defined by the AIFC Fees Rules.

[Download](#)

Application ID	1674	Document Number	P-O/2026/519
Document Date	25.01.2026	Due Date	24.02.2026
Currency Code	KZT	Total Amount (including VAT)	520,000
Account Name	Astana International Financial Centre Authority	Reference number	402487

Beneficiary Address

Beneficiary Legal Address	Z05T3D6, 55/18 Mangilik el Avenue, Block C3.3	Beneficiary Actual Address	Z05T3D6, 55/18 Mangilik el Avenue, Block C3.3
Beneficiary Code	16	City	Astana
Country Code	KZ	Contact Phone	+7(7172)647340/7261

Bank Credentials

Beneficiary's Identifications Number	151240022476	Beneficiary's Bank	ALTYN BANK JSC
Beneficiary Bank's identification code	ATYNKZKA	Bank account number / IBAN	KZ149491100000810569 (KZT)
PPC	859		

Payer information

Payer Company Name	Roga & Kopyta Ltd.	Payer BIN	123456789101
Payer Address	Astana Mangilik Yel ave.		

Invoice Lines

Line number	1	Amount	520,000.00
Product code	PMTA01	Description	AEC Personal Manager/Team Assistant for ID 1674
Unit Price		Quantity	1

Online payment

- For online payments, fill in the payer details, download the invoice, review it, and click Pay to complete the payment.

Payer information

Payer Company Name	Roga & Kopyta Ltd.	Payer BIN	123456789101
Payer Address	Astana Mangilik Yel ave.		

Invoice Lines

Line number	1	Amount	520,000.00
Product code	PMTA01	Description	AEC Personal Manager/Team Assistant for ID 1674
Unit Price		Quantity	1

Terms&Conditions

By submitting this application you hereby agree to obtain state services through the AIFC Expat Centre and certify that all the information provided is full, correct and true. Please be informed that if the service has not been provided, you can make a refund within 45 working days by writing an official letter to the AIFC Expat Centre: expat@aifc.kz.

[Back](#)

[Pay](#)

Online payment (2)

- You will be redirected to the e-bank page to complete the payment.



Pay within 19:59 for 3 attempts

520 000 ₸

Order # 402487

ID 1674, PMTAS-070, Roga & Kopyta Ltd.,
123456789101

Fee 0 ₸

Merchant COMRU

Pay with Halyk
Scan QR code via Halyk app

or pay by card

Card No VISA MasterCard UnionPay mir AMEX

Date CVV i

Cardholder Name

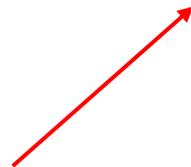
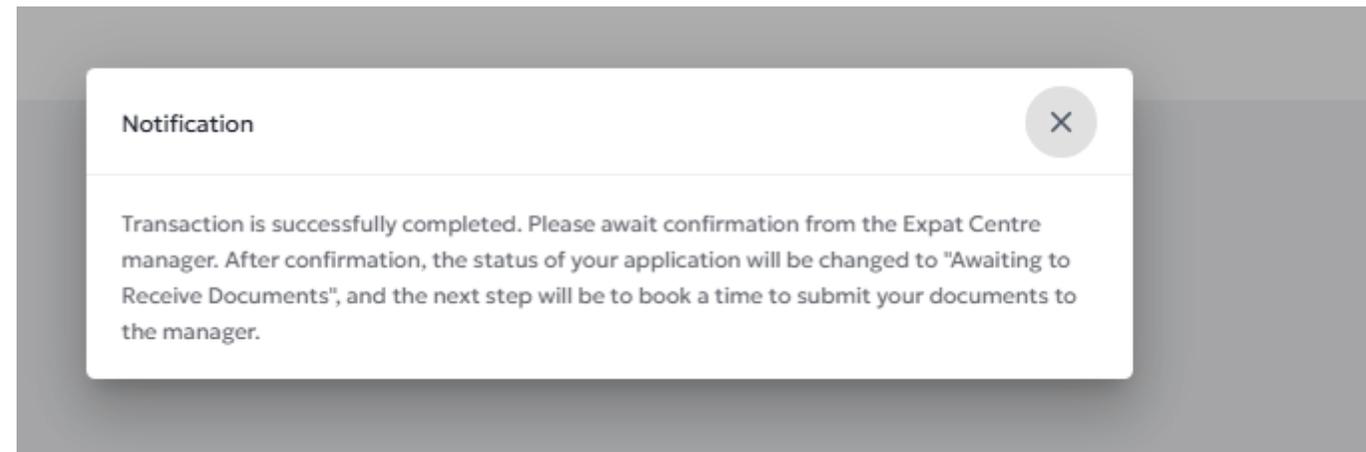
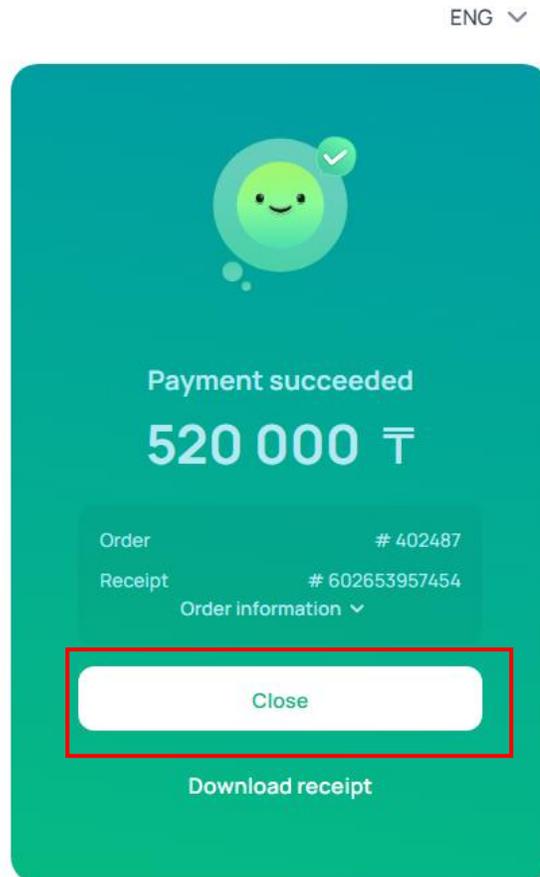
Your email

Your phone

Pay 520 000 ₸

Online payment (3)

- After your payment is processed, press “Close” on the e-bank page to return to the portal. Your application status will then update to “Awaiting to receive documents.”



Offline payment

- For offline payments, fill in the payer details, download the invoice, pay at the bank, and upload the payment confirmation on the portal. Bring a copy when visiting the Expat Centre.

Payer information

Payer Company Name	Roga & Kopyta Ltd.	Payer BIN	123456789101
Payer Address	Astana Mangilik Yel ave.		

Invoice Lines

Line number	1	Amount	520,000.00
Product code	PMTA01	Description	AEC Personal Manager/Team Assistant for ID 1674
Unit Price		Quantity	1

Once the payment is done, please upload the payment confirmation and submit the application.

Payment confirmation *

Terms&Conditions

By submitting this application you hereby agree to obtain state services through the AIFC Expat Centre and certify that all the information provided is full, correct and true. Please be informed that if the service has not been provided, you can make a refund within 45 working days by writing an official letter to the AIFC Expat Centre: expat@aifc.kz.

[Back](#)

[Book a date](#)

[Submit](#)

Making an appointment

- Once payment is verified, click Book a Date to select your service and schedule your visit.

Terms&Conditions

By submitting this application you hereby agree to obtain state services through the AIFC Expat Centre and certify that all the information provided is full, correct and true. Please be informed that if the service has not been provided, you can make a refund within 45 working days by writing an official letter to the AIFC Expat Centre: expat@aifc.kz.

Back **Book a date** Submit

Book page (PORTAL)

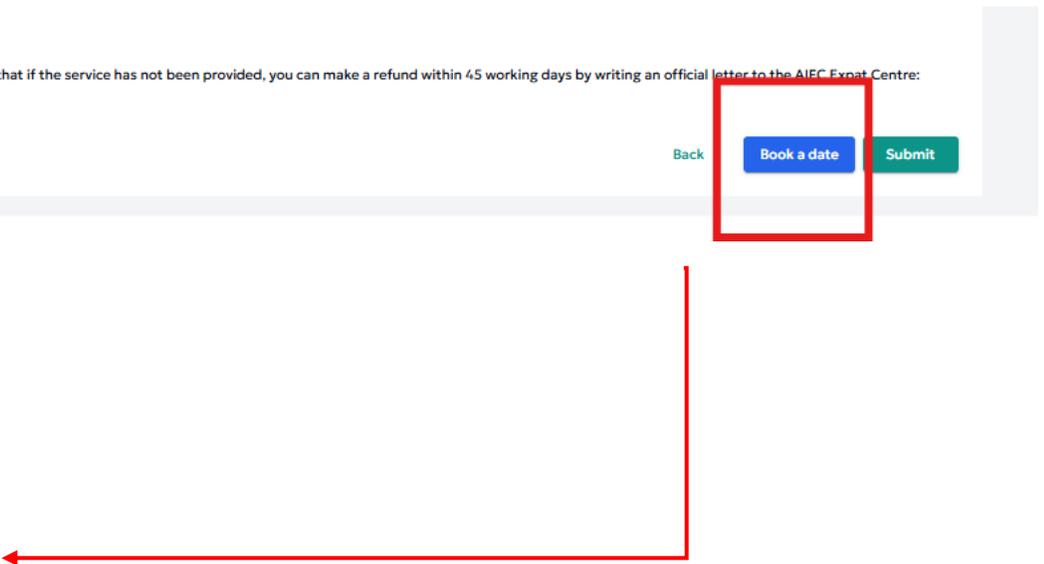
Select service

Visa cancellation 30 minutes		Onboarding for AIFC Participants 1 hour	
Walk-In 1 hour		Temporary stay permit 1 hour	
Dactyloscopy (fingerprint scanner) 15 minutes		Individual Identification Number (IIN) 30 minutes	
Digital signature (EDS) 30 minutes		Work visa C3 1 hour	
Business visa B1, B2, B3 – Single/Mult...			

Select time

< > January 2026

Select a service and date to see available times



Making an appointment (2)

- When booking an appointment, carefully select the correct date and enter all required company and application details. Dates are critical for migration-related submissions.

Book page (PORTAL)

Select service

Visa cancellation 30 minutes	i	Onboarding for AIFC Participants 1 hour	i
Walk-In 1 hour	i	Temporary stay permit 1 hour	i
Dactyloscopy (fingerprint scanner) 15 minutes	i	Individual Identification Number (IIN) 20 minutes	i
Digital signature (EDS) 20 minutes	i	Work visa C3 1 hour	i
Business visa B1, B2, B3 – Single/Mult... 45 minutes	i		

Select time

< > January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select a service and date to see available times.

Add your details

Zarina Syzdykova

z.syzdykova@aifc.kz

Phone number (optional)

Provide additional information

Company name

Please provide your ID (application number)

Book

- After booking, the status changes to “Awaiting Documents.” Once submitted, you can track progress, including when documents are sent to the Migration Authority.

1578 Work visa C3 (up 1-year validity), Work visa C3 (up 2-year validity), Work visa C3 (up 3-year validity), Work visa C3 (up 4-year validity), Work visa C3 (up 5-year validity)

✓ New 01.03.2026 17:53	AdminF AdminL User, Property admin
✓ In Progress 01.03.2026 17:55	ManagerF ManagerL User, Manager, Marketplace admin
✓ Pending Approval 01.03.2026 17:55	ManagerF ManagerL User, Manager, Marketplace admin
✓ Approved 01.03.2026 17:56	SupervisorF SupervisorL User, Supervisor
✓ Awaiting For Payment 01.03.2026 17:56	SupervisorF SupervisorL User, Supervisor
✓ Payment Accepted 01.03.2026 17:57	AdminF AdminL User, Property admin
✓ Awaiting to Receive Documents 01.03.2026 17:57	AdminF AdminL User, Property admin
✓ Documents Collected 01.03.2026 17:58	ManagerF ManagerL User, Manager, Marketplace admin
✓ Sending Documents to MO 01.03.2026 17:58	ManagerF ManagerL User, Manager, Marketplace admin
✓ Application Submitted to MO 01.03.2026 17:58	ManagerF ManagerL User, Manager, Marketplace admin
✓ Receiving Documents From Mo 01.03.2026 17:58	ManagerF ManagerL User, Manager, Marketplace admin
✓ Application Processed 01.03.2026 17:58	ManagerF ManagerL User, Manager, Marketplace admin
✓ Return of Documents 01.03.2026 17:59	ManagerF ManagerL User, Manager, Marketplace admin
✓ Documents Returned 01.03.2026 17:59	ManagerF ManagerL User, Manager, Marketplace admin
✓ Closed 01.03.2026 17:59	ManagerF ManagerL User, Manager, Marketplace admin

1 Application
2 Review
3 Payment
4 Overview

Overview

Application	Application.pdf
Application ID	1565
Status	Rejected By Government Body
Payment status	Paid
Information about applicants	1. Sophia Test 2. Test Test

Back
OK

- If you return to the application overview, you can access the decision from the migration authority in the “Attachments” section.

1 Application 2 Review 3 Payment 4 Overview

✓ Declaration

Dear Clients, we would like to inform you that online submission of documents is not the reason for their submission to the Government Body. In this regard, you need to submit the documents offline, after full confirmation from the Expat Centre managers, in advance by making an appointment.

Please note that after completing each section of the application, you must save the entered data by clicking the 'Save' button. This action also needs to be repeated when making changes to the entered data.

1.1 Declaration *

I hereby agree to obtain state services through the AIFC Expat Centre.

1.2 Consent *

I certify that all the information provided above was completed before I signed this form and is full, correct, and true.

1.3 Editing *

I hereby consent to the processing by the AIFCA of the personal data pertaining to me, including, but not limited to the collection, recording, organisation, storage, adaptation or alternation, retrieval, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction of thereof, as per the AIFC Data Protection Regulations dated December 20, 2017 as well as the National Statute of the Republic of Kazakhstan dated May 21, 2013 entitled On Personal Data and its Protection.

Save

✓ Services

✓ Applicant's Contact Details (Representative/Authorised Person)

✓ Public Offer

✓ Attachments

Letter of invitation Upload

Visa AIFC_Astana_Guidebook ENG 2026.pdf 

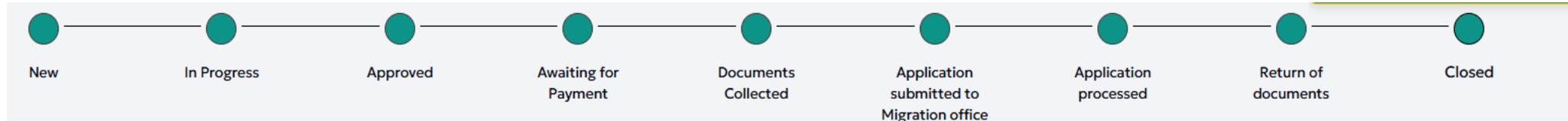
Notification of extension Upload

Save

Next

Application closure

- After the migration authority's decision, documents are returned and the status updates in the portal. Once completed, the status changes to "Closed."



01.21.2026 23:25	Awaiting To Receive Documents	Documents Collected	Anel Askarova	User, Manager
01.21.2026 23:25	Documents Collected	Sending Documents To Mo	Anel Askarova	User, Manager
01.21.2026 23:25	Sending Documents To Mo	Application Submitted To Migration Office	Anel Askarova	User, Manager
01.21.2026 23:25	Application Submitted To Migration Office	Receiving Documents From Mo	Anel Askarova	User, Manager
01.21.2026 23:25	Receiving Documents From Mo	Application Processed	Anel Askarova	User, Manager
01.21.2026 23:26	Application Processed	Return Of Documents	Anel Askarova	User, Manager
01.26.2026 14:59	Return Of Documents	Documents Returned	Aigerim Akhatkhan	User, Manager
01.26.2026 14:59	Documents Returned	Closed	Aigerim Akhatkhan	User, Manager

Application for waivers/modifications

- For this service, the process differs and is only available to AIFC participants.
- The application may show four possible statuses based on the Waivers and Modifications Committee's decision.

Overview

Application	Application.pdf
Application ID	1257
Status	Not Granted with conditions
Information about applicants	1. Oscar Piastru

Application for Loyalty Club Membership

- For this service, the process differs and is only available to both AIFC participants and non-AIFC.
- Please complete the required fields and accept the Public Offer and Terms and Conditions. The application must be submitted for one foreign national only (Kazakhstani passport holders are not eligible). Once approved, you will receive an email notification and a digital Loyalty Club card will be sent to your email address.

Applicant's Contact Details (Representative/Authorised Person) ^

Please indicate a main contact for this application

First Name*	Last Name*	
Citizenship*	IIN	
Birthdate* 	Gender* ▼	
Passport number/ID Number*	Valid from* 	Valid until* 
Phone Number*	Email address of main contact*	
Visa Type		

Passport

