AIFC

GUIDEBOOK – 2026

EXPAT CENTRE SERVICES IN ALMATY

FOR AIFC BODIES AND PARTICIPANTS

Effective from January 1, 2026

OVERVIEW

Expat Centre (EC) is a multifunctional institution designated to foster the expedite integration of foreign nationals into Kazakhstan society by providing with an access to an ample variety of government and socially oriented soft-landing services in English on a one-stop-shop basis to them.

EC helps foreign investors and employees to move to Kazakhstan in the smoothest way possible by offering them the highest standard of government and ancillary services.

These guidelines are intended as a reference to assist the AIFC Bodies and Participants in better understanding the processes and procedures of obtaining services available at the EC for foreign investors, employees as well as business partners.

Guidelines present a comprehensive list of services, including the following details for each service:

- Service description;
- Application process;
- List of documents;
- Service fees and timeframe

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EMPLOYMENT VISA

1. Employment visa extension

This service request allows you to apply for employment visa for your foreign employee and their family members through the EC, while employee and their family members are in Kazakhstan.

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select “Submit New Application”. Fill out the service request “Visa obtaining” with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.
- The documents may be submitted only by the direct employer, the visa recipient, or licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company’s stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Official letter requesting for visa issuance from the host party;
- Passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Visa application form with a color or black-and-white photo (size 3.5 × 4.5 cm);
- Copy of the visa;
- Original certificate confirming fingerprinting and verification completed in the current year;
- Notification on arrival;
- The employment contract signed by both parties highlighting the job title of the

applicant;

- Employment certificate issued via the Enbek.kz portal;
- Original payment document confirming the payment of the state fee;
- For employees, a document confirming high qualification (legalised / apostilled / notarised), as well as a resume confirming relevant work experience, are required in accordance with the AIFC Qualification Requirements. (for more details, refer to: AIFC Qualifications Necessary for Employment in the AIFC);
    - A higher education diploma directly relevant to the proposed position in the AIFC, or a qualification equivalent to a Bachelor's degree;
    - A resume with attached job descriptions confirming that the applicant's work experience is relevant to the proposed position and meets the requirements of the AIFC Act (with the company's stamp and the signature of the director or an authorised employee);
    - Supporting documents confirming relevant professional experience (e.g. employment verification or recommendation letters, job descriptions, professional licenses/certifications, or other evidence confirming the scope, nature, and duration of prior employment).
- Foreign employee's form;
- Valid work visa of the main visa holder for dependent visa (foreign employee);
- Marriage / birth / adoption certificates for dependent visa (apostilled / legalised copy);
- Consent form for dependent visa.

Fees and Service Time

Service type	Service fee	State fee	Timeframe
Obtaining a "C3" category work visa and for dependent visa			
Up to 1 year	400 000 KZT	30 MCI (129 750 KZT)	5 business days
Up to 2 years	490 000 KZT		
Up to 3 years	580 000 KZT		
Up to 4 years	670 000 KZT		
Up to 5 years	760 000 KZT		

Note: *the service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

Note: *Verification of compliance with qualification requirements and document review takes a certain amount of time.*

INVESTOR VISA

1. Invitation letter for obtaining an investor visa outside of Kazakhstan

This service allows you to apply for an invitation letter (Step 1) required to obtain an investor visa for foreign nationals and their family members who are outside Kazakhstan. The approved invitation must be sent to the invited foreigner for presentation to the Embassies of Kazakhstan or upon arrival at the international airports of the Republic of Kazakhstan (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select “Submit New Application”. Fill out the service request “Letter of Invitation” with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company’s stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office/branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Letter of invitation for visa issuance 2 hard copies;
- Copy of passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Request letter from the authorised body of the Republic of Kazakhstan for

investments or the AIFC Authority (for more information, refer to: Investment Tax Residency Programme for Foreigners in the AIFC);

  - A higher education diploma directly relevant to the proposed position in the AIFC, or a qualification equivalent to a Bachelor's degree;
  - A resume with attached job descriptions confirming that the applicant's work experience is relevant to the proposed position and meets the requirements of the AIFC Act (with the company's stamp and the signature of the director or an authorised employee);
  - Supporting documents confirming relevant professional experience (e.g. employment verification or recommendation letters, job descriptions, professional licenses/certifications, or other evidence confirming the scope, nature, and duration of prior employment).

- Valid work visa of the main visa holder for dependent visa (foreign investor);
- Marriage / birth / adoption certificates for dependent visa (apostilled / legalised copy);
- Consent form.

Fees and Service Time

Service type	Service fee	State fee	Timeframe
Arranging an invitation letter for an "A5" investor visa and for dependent visa			
Up to 1 year	400 000 KZT	-	5 business days
Up to 2 years	490 000 KZT		
Up to 3 years	580 000 KZT		
Up to 4 years	670 000 KZT		
Up to 5 years	760 000 KZT		

Note: *the service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

Step 2 at the Embassy of Kazakhstan or a Kazakhstan international airport

Application Procedure:

- Approved visa invitation (Step 1);

- Visa application form with a color or black-and-white photo (size 3.5 × 4.5 cm);
- Passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Contact the Embassy of Kazakhstan or the Line Police Department (LPD) at the international airport in advance for details on consular fees and additional required documents.

Note: *AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific nationality-related requirements.*

2. Obtaining an investor visa within Kazakhstan

This service request allows you to apply for an investor visa for foreign investors and their family members through the EC, while investor and their family members are in Kazakhstan.

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select "Submit New Application". Fill out the service request "Visa obtaining" with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company's stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office/branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Request letter from the authorised body of the Republic of Kazakhstan for investments or the AIFC Authority (for more information, refer to: Investment Tax Residency Programme for Foreigners in the AIFC);
- Passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Visa application form with a color or black-and-white photo (size 3.5 × 4.5 cm);

- Copy of the visa (if applicable);
- Original certificate confirming fingerprinting and verification completed in the current year;
- Notification on arrival;
- Valid work visa of the main visa holder for dependent visa (foreign investor);
- Marriage / birth / adoption certificates for dependent visa (apostilled / legalised copy);
- Consent form.

Fees and Service Time

Service type	Service fee	State fee	Timeframe
Obtaining an "A5" investor visa and for dependent visa			
Up to 1 year	400 000 KZT	-	5 business days
Up to 2 years	490 000 KZT		
Up to 3 years	580 000 KZT		
Up to 4 years	670 000 KZT		
Up to 5 years	760 000 KZT		

Note: *the service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

3. Invitation letter for obtaining an investor visa A6 outside of Kazakhstan

This service allows you to apply for an invitation letter (Step 1) required to obtain an investor visa for foreigners making investments in accordance with the AIFC Investment Tax Residency Programme, as well as their family members through the EC, while the investor and their family members are outside Kazakhstan. The approved invitation must be sent to the invited foreigner for presentation to the Embassies of Kazakhstan or upon arrival at the international airports of the Republic of Kazakhstan (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;

- Log in to the portal and select “Submit New Application”. Fill out the service request “Letter of Invitation” with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company’s stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Letter of invitation for visa issuance 2 hard copies;
- Copy of passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Request letter from AIFC Authority (for more information, refer to: Investment Tax Residency Programme for Foreigners in the AIFC);
- Valid work visa of the main visa holder for dependent visa (foreign investor);
- Marriage / birth / adoption certificates for dependent visa (apostilled/legalised copy);
- Consent form.

Fees and Service Time

Service type	Service fee	State fee	Timeframe
Arranging an invitation letter for an “A6” investor visa and for dependent visa			
Up to 1 year	400 000 KZT	-	5 business days
Up to 2 years	490 000 KZT		
Up to 3 years	580 000 KZT		
Up to 4 years	670 000 KZT		
Up to 5 years	760 000 KZT		

Note: *the service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

Step 2 at the Embassy of Kazakhstan

Application Procedure:

- Approved visa invitation (Step 1);
- Visa application form with a color or black-and-white photo (size 3.5 × 4.5 cm);
- Passport, including the personal details page (passport should be valid for more than 3 months and have at least 2 blank pages);
- Contact the Embassy of Kazakhstan in advance for details on consular fees and additional required documents.

Note: *AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific nationality-related requirements.*

4. Investor visa extension

This service allows you to apply for the extension of a visa. Documents for visa extension shall be submitted not earlier than thirty working days before, and not later than five working days before, expiry of the visa validity period.

Please note that a visa extension applies only if the applicant remains with the same host party. If the applicant changes the host party, the process will no longer be considered an extension but will instead be treated as an application for a new visa.

Please ensure that the visa renewal application is submitted prior to the expiry of the visa to avoid an overstay fine.

RESIDENCE PERMIT

This service enables AIFC Investment Residents to obtain a residence permit (information on the procedure for obtaining an investor visa can be found here). The permit is valid for up to 10 years, but its validity cannot exceed that of the passport of the holder's country of citizenship.

Required documents:

- Completed application form for the residence permit;
- Original passport valid for at least 180 calendar days from the date of application;
- Document evidencing financial solvency;
- Certificate of no criminal record issued by the applicant’s country of citizenship;
- Certificate Form 028/u;

- Copy of a valid investor visa;
- Photo (size 3.5 × 4.5 cm);
- Original payment document confirming the payment of the state fee;
- Original certificate confirming fingerprinting and verification completed in the current year;
- Notarised consent of a child aged 14 to 18 years for permanent residence;
- Notarised agreement with an individual or legal entity (to confirm financial solvency during the applicant's stay in the Republic of Kazakhstan) or a notarised statement from an individual or legal entity confirming provision of accommodation for the applicant's residence and registration for a period of no less than 180 calendar days.

Fees and Service Time

Service type	Service fee	State fee	Timeframe
Obtaining a residence permit	1 520 000 KZT	4 MCI (17 300 KZT)	45 business days

TEMPORARY RESIDENCE PERMIT EXTENSION

This service is available inside the country for the below listed countries only. Citizens of these countries are not required to apply for any visas:

- Citizens of CIS countries, who plan to stay in the country for more than 30 calendar days;
- Citizens of EAEU state members (Russia, Armenia, Belarus, Kyrgyz Republic), who plan to stay in the country for more than 90 calendar days.

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select "Submit New Application". Fill out the service request "Temporary residence permit" with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.
- The documents may be submitted only by the direct employer, the temporary residence permit recipient, or licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company's stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Letter requesting for temporary residence permit;
- Original passport or notarised copy;
- Copy of the passport page containing the border crossing stamp *(If a notarised copy of the passport is submitted, the copy of the passport page containing the border crossing stamp must also be notarised.);*
- Foreign citizen's IIN (individual identification number);
- Valid temporary residence permit (if applicable);
- Notarised consent of the apartment owner, his/her IIN;
- Notification on arrival;
- Original certificate confirming fingerprinting and verification completed in the current year;
- A copy of the health insurance (the original shall be provided for verification);
- The employment contract signed by both parties highlighting the job title of the applicant.
- Employment certificate issued via the Enbek.kz portal;
- For employees, a document confirming high qualification (legalised / apostilled), as well as a resume confirming relevant work experience, are required in accordance with the AIFC Qualification Requirements. (for more details, refer to: AIFC Qualifications Necessary for Employment in the AIFC);
    - A higher education diploma directly relevant to the proposed position in the AIFC, or a qualification equivalent to a Bachelor's degree;
    - A resume with attached job descriptions confirming that the applicant's work experience is relevant to the proposed position and meets the requirements of the AIFC Act (with the company's stamp and the signature of the director or an authorised employee);
    - Supporting documents confirming relevant professional experience (e.g. employment verification or recommendation letters, job descriptions, professional licenses/certifications, or other evidence confirming the scope, nature, and duration of prior employment).
- Foreign employee's form;

- For dependents, birth / marriage certificates are required (original / notarised).
- Consent form (for dependents and individuals under civil law contracts);

Fees and Service Time

Service type	Service fee	Timeframe
Assistance in obtaining/extension of a Temporary Residence Permit, including dependent		
For employee	160 000 KZT	1 business day
For expert	140 000 KZT	1 business day

Note: *Verification of compliance with qualification requirements and document review takes a certain amount of time.*

SHORT-TERM BUSINESS VISA

1. Invitation letter for obtaining a business visa outside of Kazakhstan

This service request allows you to apply for an invitation letter (Step 1) required to obtain a single-entry business visa for your foreign business partner through the EC, who is arriving to participate in negotiations, conferences, forums, exhibitions, scientific events, signing contracts, as well as for purposes related to business immigration. The approved invitation must be sent to the invited foreigner for presentation to the Embassies of Kazakhstan or upon arrival at the international airports of the Republic of Kazakhstan (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select “Submit New Application”. Fill out the service request “Letter of Invitation” with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.
- The documents may be submitted only by the direct employer/inviting party or licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

Required documents:

- The certificate of registration of the legal entity (from Egov);

- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company's stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Letter of invitation for visa issuance 2 hard copies;
- Copy of passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Original payment document confirming the payment of the state fee;
- Consent form.

Fees and Service Time

Service Fee	Service Fee Personal Manager*	State fee	Timeframe
Arranging an invitation letter for a single-entry business visa (B1/B2/B3/C5)			
40 000 KZT	240 000 KZT	0.5 MCI (2 162.5 KZT)	5 business days

**Turn-key information and advisory support on application procedure, documents submission, and delivery by Personal Manager.*

Note: *The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

Step 2 at the Embassy of Kazakhstan or a Kazakhstan international airport

Application Procedure:

- Approved visa invitation (Step 1);
- Visa application form with a color or black-and-white photo (size 3.5 × 4.5 cm);
- Passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Contact the Embassy of Kazakhstan or the Line Police Department (LPD) at the international airport in advance for details on consular fees and additional required documents.

Note: *AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific*

nationality-related requirements.

2. Short - term business visa extension

This service allows you to apply for the extension of a visa. Documents for visa extension shall be submitted not earlier than thirty working days before, and not later than five working days before, expiry of the visa validity period.

Please note that a visa extension applies only if the applicant remains with the same host party. If the applicant changes the host party, the process will no longer be considered an extension but will instead be treated as an application for a new visa.

Please ensure that the visa renewal application is submitted prior to the expiry of the visa to avoid an overstay fine.

The documents may be submitted only by the direct employer, the visa recipient, or licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

LONG-TERM BUSINESS VISA

1. Invitation letter for obtaining a business visa outside of Kazakhstan

This service allows you to apply for an invitation letter (Step 1), required to obtain a multiple entry business visa for a foreign national through the EC.

This applies to individuals arriving for the purposes of equipment installation, repair, and maintenance, provision of consulting and audit services, as well as to founders and members of the board of directors.

The approved invitation must be sent to the invited foreign national for submission to the Embassy of Kazakhstan or upon arrival at the international airports of Kazakhstan (Step 2).

Step 1 at Expat Centre

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select “Submit New Application”. Fill out the service request “Letter of Invitation” with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.
- The documents may be submitted only by the direct employer/inviting party, or

licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company's stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Letter of invitation for visa issuance 2 hard copies;
- Copy of passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Original payment document confirming the payment of the state fee;
- Expert Agreement or Service Contract for category "B2";
- Proof of inclusion as a founder or member of the board of directors for category "B3";
- Consent form.

Fees and Service Time

Service Fee	Service Fee Personal Manager*	State fee	Timeframe
Arranging an invitation letter for a multiple entry business visa (B2/B3)			
40 000 KZT	240 000 KZT	0.5 MCI (2 162.5 KZT)	5 business days

**Turn-key information and advisory support on application procedure, documents submission, and delivery by Personal Manager.*

Note: *The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

Step 2 at the Embassy of Kazakhstan or a Kazakhstan international airport

Application Procedure:

- Approved visa invitation (Step 1);
- Visa application form with a color or black-and-white photo (size 3.5 × 4.5 cm);

- Passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);
- Contact the Embassy of Kazakhstan or the Line Police Department (LPD) at the international airport in advance for details on consular fees and additional required documents.

Note: *AIFC participant can apply for a visa at any Embassy of Kazakhstan without specific nationality-related requirements.*

2. Long-term business visa extension

This service allows you to apply for a multiple-entry business visa for foreign nationals through the EC, who are arriving for the purposes of equipment installation, repair and technical maintenance, provision of consulting and audit services, as well as for founders and members of the board of directors.

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select "Submit New Application". Fill out the service request "Visa obtaining" with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.
- The documents may be submitted only by the direct employer/inviting party, the visa recipient, or licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company's stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Letter from an inviting party on issuance of business visa;
- Passport, including the personal details page (passport should be valid for more than 3 months after the visa expires and have at least 2 blank pages);

- Visa application form with a color or black-and-white photo (size 3.5 × 4.5 cm);
- Copy of the visa;
- Original certificate confirming fingerprinting and verification completed in the current year;
- Notification on arrival;
- Original payment document confirming the payment of the state fee;
- Expert Agreement or Service Contract for category “B2”;
- Proof of inclusion as a founder or member of the board of directors for category “B3”;
- Consent form.

Fees and Service Time

Service Fee	Service Fee Personal Manager*	State fee	Timeframe
Obtaining Business Multiple Visa (B2/B3)			
40 000 KZT	240 000 KZT	30 MCI (129 750 KZT)	5 business days

**Turn-key information and advisory support on application procedure, documents submission, and delivery by Personal Manager.*

Note: *The service time does not include any unforeseen delays from the State Body and if required, the time may be extended for up to 30 calendar days.*

VISA CANCELLATION

1.Visa cancellation after the visa holder has left Kazakhstan

In case if a foreign national left the Republic of Kazakhstan upon the termination of Expert Agreement/Service Contract/Labour Contract, the host party / employer is empowered to apply for the cancellation of the valid business / employment visa, including the dependent visa to the Migration Authorities through the EC.

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select “Submit New Application”. Fill out the service request “Visa cancellation” with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.
- The documents may be submitted only by the direct employer/inviting party or

licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company's stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Official letter requesting for visa cancellation;
- Copy of passport
- Copy of a valid visa;
- Order for Termination of Employment (if applicable).

Fees and Service Time

Service type	Service Fee	State fee	Timeframe
Visa cancellation	40 000 KZT	-	1 business day

Once the cancellation is accepted, the business/employment visa, including the dependent visa will be cancelled. Afterward, entry to the Republic of Kazakhstan under the cancelled visa is impossible.

2. Visa cancellation if the visa holder is in Kazakhstan

This service allows you to apply for the cancellation of a valid visa of a foreign national and their family members, followed by the issuance of an exit visa, in the event of termination of a service agreement or employment contract through the EC.

Application Process

- Submit documents to the AIFC Portal;
- Log in to the portal and select "Submit New Application". Fill out the service request "Visa cancellation" with accurate details and submit it after uploading the required documents;
- After your documents are approved by the Expat Centre, you will be able to schedule an appointment on the portal. Please visit the Expat Centre office for document submission.

Required documents:

- The certificate of registration of the legal entity (from Egov);
- Shareholder resolution and order of appointment of the first head of the legal entity (Original documents, or a notarised copy / a copy of the documents bearing the company's stamp and the signature of the director or an authorised employee);
- General power of attorney, legalised / apostilled and its certified translation for a representative office / branch (if applicable);
- Power of attorney, along with a copy of the identity document of the representative / authorised person (if applicable);
- Official letter requesting for visa cancellation and issuance of the exit visa;
- Original passport;
- Original certificate confirming fingerprinting and verification completed in the current year;
- Notification on arrival;
- Original payment document confirming the payment of the state fee.

Fees and Service Time

Service type	Service Fee	State fee	Timeframe
Visa cancellation and Exit Visa Issuance	40 000 KZT	0.5 MCI (2 162.5 KZT)	5 business days

Once the cancellation is accepted, the exit visa will be issued for a period of up to 15 business days. Visa holder should leave the Republic of Kazakhstan within the valid visa terms.

APPLICATION FOR WAIVERS OR MODIFICATIONS

This service provides the opportunity to apply for waiver or modification of qualification requirements for a foreign employee in cases where the employee does not meet one of the specified criteria in the AIFC Act "On Qualifications Necessary for Employment at the AIFC" No. GR0009 dated 10 December 2017.

In accordance with Clause 2 of the said Act, the AIFC Authority may, on the application of an AIFC Participant or its own initiative and by written notice, waive or modify the requirements specified in Section A and Section B of Schedule 1 in regard to employees of the AIFC Participants, who are not carrying on a Controlled Function or a Designated Function under rules 2.2 and 2.3 of the AIFC General Rules.

Upon approval of the application, you will be able to issue a temporary residence permit or a work visa for the relevant foreign employee.

Application Process

- Upload required documents through the AIFC Portal, including:
  - Application form from the host (a step-by-step guide will be available on the portal during submission);
  - Consent form;
  - Copy of passport;
  - Resume confirming relevant work experience.
- Additionally, you may attach documents supporting the foreign employee's qualifications, such as diplomas, certificates, portfolios, and other materials that may positively influence the application review.
- After consideration of the request, the decision of the AIFC Authority will be sent to you in electronic format.
- The documents may be submitted only by the direct employer or licensed AIFC ancillary service providers authorised to act on behalf of the applicant — an AIFC participant.

Fees and Service Time

Service type	Service Fee	Timeframe
Application for waivers or modifications	60 000 KZT	30 business days

WORKING SCHEDULE:

from 09:00 to 18:00

from 13.00 to 14:00 - lunch break

FOR MORE DETAILED INFORMATION

email: expat@aifc.kz

Contact us:

+7 (7172) 64 73 33 (Contact hours: 09:00 – 18:00)

+7 (7172) 64 73 40 (Contact hours: 09:00 – 18:00)

OUR LOCATION

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