**Announcement of an internal competition for the vacant administrative public position of Building «B» among civil servants of the Department of State Revenue of Atyrau region.**

**Department of state revenue for Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, index 060005, Atyrau, Azattyk Ave.94-А, phone numbers for inquiries 8(7122)31-84-20, e-mail:** [**g.bimurzhina@kgd.gov.kz**](mailto:g.bimurzhina@kgd.gov.kz) **g.kulova@kgd.gov.kz, Announces an internal competition among civil servants of the Department of State Revenue of Atyrau region or holding an administrative public position of Building «B»:**

**1.Head of the ECNA Department of the Audit Department of the State Revenue Department for Atyrau region, KG MF RK, 1 unit.**

**Functional responsibilities:** (Block A)Manages and organizes the work of the department; Executes instructions, orders and instructions of the department's management and the SRC of the Ministry of Finance of the Republic of Kazakhstan and ensures the fulfillment of centralized tasks; Monitors the execution and execution of department documents; Makes decisions on other issues within its competence; Interacts with other departments of the department on issues within their competence; The Department performs interchangeability; Defines the functional responsibilities of the employees of the department, as well as their interaction; Makes proposals to the management of the Department on encouraging the employees of the department and imposing disciplinary penalties on them. Participates in meetings of the board, in meetings held by the management of the department; Approves the report on the work done by the Audit department on issues within the competence of the department; Approves the report of the department on the work done according to the work plan of the department; Exercises control over the desk control of acts of tax audits carried out by employees of the department;  To carry out control according to preliminary tax acts in the ECNA system. Conducting anti-corruption monitoring and internal analysis.

**2. Chief Specialist of the Department of Large Taxpayers and International Taxation of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan , 2 units.**

**Functional responsibilities:** (Block a) Organization of work on the implementation of tax monitoring and audits in relation to large taxpayers and large business entities subject to monitoring. Conducting tax monitoring of large taxpayers and large business entities by analyzing the financial and economic activities of taxpayers in order to determine a specific taxable base. Ensuring the completeness of receipts of taxes, mandatory payments to the budget, accrual, withholding and transfer of mandatory pension contributions and mandatory professional pension contributions to the Unified accumulative pension fund, calculation and payment of social contributions to the state social insurance fund, calculated based on the results of tax audits and monitoring. Preparation and submission of reports to the committee. Providing analytical information about large taxpayers and large business entities subject to monitoring. Administration of contracts for subsoil use to large taxpayers subject to monitoring. Improving the tax administration of large taxpayers and large business entities subject to monitoring. Development and submission to the committee of proposals for improving tax administration. Development of proposals for amendments and additions to tax legislation in terms of tax monitoring within the competence of the Department. Explanation of the norms of legislation in terms of tax administration of large taxpayers and large business entities subject to monitoring. Implementation of interaction of large taxpayers and large business entities subject to monitoring with state bodies on tax administration issues, including with foreign countries. Interaction with structural divisions on issues falling within the competence of the Department. Administration and resident of special payments and taxes of subsurface users .administration of Ster income. Control over the correct application of the provisions of an international treaty established in accordance with international treaties on taxes and other mandatory payments to the budget (tax code). Consideration of a non-resident's application for revocation of income tax paid from the budget on the basis of an international agreement in accordance with the approved rules for the provision of public services by state revenue bodies. Conducting thematic inspections of taxpayers who are tax agents on the issue of confirmation of income tax, who have proposed a refund from the budget in connection with the application of the provisions of an international treaty regulating the Prevention of non-resident double taxation and the Prevention of tax evasion. State bodies of the Republic of Kazakhstan, if such information is provided to the specified bodies in order to perform the tasks and perform the functions assigned by the legislation of the Republic of Kazakhstan, in accordance with the requirements of the legislation of the Republic of Kazakhstan on the protection of State, Commercial, Banking, Tax and other secrets (secrets) protected by law, as well as other confidential information, including in accordance with the procedure of the legislation of the Republic of Kazakhstan on international treaties.

**3.Chief Specialist of the Risk Department of the Department of Analysis and Risks of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** (A block) Analysis of NP, which according to the results of categorization are attributed to a high degree of risk. Analysis and identification of enterprises with a high level of risk, In cases of detection of tax evasion, drawing up flowcharts and sending materials to the DER of the CFM of the Ministry of Finance of the Republic of Kazakhstan. Identification of additional reserves for tax revenues. Timely and high-quality execution of orders, protocol orders of the KND of the Ministry of Finance of the Republic of Kazakhstan.

**4. Chief Specialist of the Legal Department (from 07/19/2024 to 01/11/2026, extended from the period of parental leave of the temporary main employee) of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 2 unit.**

**Functional responsibilities:** (Block B) High-quality, in accordance with the established procedure and timely execution of the orders of the head of the Department within its competence. If the Department is a party in a civil case, in order to protect the interests of the Department in court, in accordance with the requirements of the Civil Procedure Code of the Republic of Kazakhstan, participate in court, prepare for trials, ensure the rational use of their working time. Preparation of draft responses and Decisions on taxpayer complaints received by the Department for actions or inaction. Analysis of the correctness and order of application of administrative legislation by the Department of State Revenue, as well as territorial departments of state Revenue. Strict observance of the established procedure for consideration of appeals, statements of individuals and legal entities on the merits. Ensuring high-quality and timely submission of the necessary information during the consideration of complaints from the territorial departments of state revenue and the relevant specialized departments of the Department. ensuring timely data loading and monitoring completion of complaints and applications to the information system (IS INIS) in which he participated.

**5.Chief Specialist of the Legal Department of the Department of State Revenue in Atyrau region of the KND of the Ministry of Finance of the Republic of Kazakhstan, 1 unit**

**Functional responsibilities:** (Block B) High-quality, in accordance with the established procedure and timely execution of the orders of the head of the Department within its competence. If the Department is a party in a civil case, in order to protect the interests of the Department in court, in accordance with the requirements of the Civil Procedure Code of the Republic of Kazakhstan, participate in court, prepare for trials, ensure the rational use of their working time. Preparation of draft responses and Decisions on taxpayer complaints received by the Department for actions or inaction. Analysis of the correctness and order of application of administrative legislation by the Department of State Revenue, as well as territorial departments of state Revenue. Strict observance of the established procedure for consideration of appeals, statements of individuals and legal entities on the merits. Ensuring high-quality and timely submission of the necessary information during the consideration of complaints from the territorial departments of state revenue and the relevant specialized departments of the Department. ensuring timely data loading and monitoring completion of complaints and applications to the information system (IS INIS) in which he participated.

**6.Chief Specialist of the HR Department of the Human Resources Department 1 - unit.**

**Functional responsibilities:** (Block B) execution of documents related to the passage of civil servants in public service; ensuring compliance with restrictions related to staying in public service; organization of internships, mentoring, performance evaluation, training, retraining (retraining) and advanced training of civil servants; development of types of incentives for civil servants and the procedure for their application; ensuring compliance with personal data civil servants, , accounting of information on the results of training; conducting competitive selection, Promotion of civil servants, bringing civil servants to disciplinary responsibility, ensuring compliance with procedures for dismissal of civil servants; preparation of established reports on personnel management and personnel management; checking the work of personnel in state revenue departments and providing them with practical assistance on these issues; consideration of received applications, proposals, appeals on personnel; maintenance of the information program "e-finance min"; execution of centralized tasks; Performance of other duties in accordance with the legislation of the Republic of Kazakhstan arising from the tasks assigned to the department.

**7.Chief Specialist of the Organizational and Control Department of the Organizational and Financial Management of the Department of State Revenue in the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** ensures the execution of orders received by the Department's management for consideration in accordance with the established procedure and within the established time frame, organization of work on registration of incoming and outgoing correspondence; control over the execution of decisions of boards, protocol orders, selector councils of the SRC of the Ministry of Finance of the Republic of Kazakhstan; execution of protocol orders of the department's management; preparation of quarterly, annual work plans and control over their execution; organization of timely submission of documents to the archive; In accordance with the Administrative Procedural Code of the Republic of Kazakhstan (No. 350-VI of 29.06.2020) e-registration and control of the execution of appeals of individuals and legal entities received in the information system of the appeal, drawing up the nomenclature of cases; carrying out other work assigned to the department. Sends outgoing documents to the addressees via postal communication conducts forwarding processing of the sent documents (correction by addresses, envelope, writing the name and postal address of the addressee, filling in the register of document shipments, stamp of state revenue authorities, delivery of correspondence to postal workers); monthly submission of reports on postal and telegraph expenses; Provision of methodological and practical assistance to territorial bodies on issues within the competence of the department, interaction with structural divisions of the Department within the competence of the department. Organization of timely reception, registration, preparation for consideration by the management of documents marked "For official use" received by the department, and control over their direction to the appropriate addressees, their execution and compliance.

**8. Chief Specialist of the Financial Department of the Organizational and Financial Management of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** (Block B) Conducting synthetic and analytical accounting for sub-lots; accounting for cash and banking transactions and reporting on them; checking memorial orders; making timely and high-quality calculations on submitted primary allowances, premium documents, compiling statistical reports and preparing certificates of remuneration; tax reporting; drafting memorial orders and conducting settlements with suppliers and contractors preparing applications for registration and orders for payment under concluded contracts; monitoring the timely execution of financial procedures for budget programs; conducting invoices for payment in the Treasury Department; accounting for the movement of assets, low-value and fast-wearing assets and other tangible assets; depreciation calculation and reporting; inventory, accounting of fixed assets; reporting on fixed assets; environmental protection (F-870.01) submission of the declaration; monthly issue and verification of settlement and payment statements (M/O No. 5) Other work assigned to the department ensures the maintenance of memorial orders No. 2. Timely submission of reports to statistical authorities and payment.

**9. Chief Specialist of the EC Department AT the Audit Department of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan , 2 units.**

**Functional responsibilities:** (A block) Conducting desk control over acts of tax audit; tax audit monitors acts of preliminary audit by means of an electronic control information system (hereinafter referred to as the SAEB IS); participation in the qualitative and timely compilation of consolidated quarterly and annual reports in form 2-N; ensuring timely and high-quality execution of centralized orders and tasks; control over the execution of taxpayer letters timely provision of periodicity, competence and legality. The MF ensures the quality, accuracy and frequency of execution of centralized orders, orders and instructions of the management of the GKP, the Department; ensures the introduction of inspection reports to the ISIS of the SAEB RK, conclusions of verification acts and ensures the completion of verification cases to the end, that is, filling out protocols and resolutions, crediting additional accrued amounts and administrative fines to the pay sheets, supervises execution and sending to judicial authorities, etc.; Preparation and participation in the preparation of materials for the appeals commission for the consideration of complaints about the notification of the results of the tax audit; In accordance with the order of the Minister of Finance of the Republic of Kazakhstan " On approval of the Rules and Deadlines for Submitting a preliminary tax audit Report to a taxpayer, Filing a written objection to a preliminary tax audit report, consideration of such objections, as well as categories of taxpayers in respect of which the rules on the preliminary tax audit act apply ", the materials considered by the appeal commission are subject to submission for consideration written objection of taxpayers to the preliminary transfer act of the tax audit;

**10. Chief Specialist of the Department of Desk Monitoring No. 2 of the Office of Desk Monitoring (since 08/20/2024 , extended from the period of parental leave of the temporary main employee ) Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** (Block A) Execution of centralized orders, orders and instructions of the management of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan. Forecasted performance on taxes - IPN (101201,101202) and SN (103101); implementation of the plan for the receipt of additional tax payments at the expense of tax administration; conducting desk control on tax reporting to the register of procedures for desk control "Kyran" examination of overpayments of taxes IPN (101201,101202) and SN (103101). Carrying out organizational work on the administration of taxpayers applying a special tax regime; timely treatment and treatment of legal entities and individuals on issues within the competence of the department, ensuring consideration in accordance with the law; preparation and timely submission of reports of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan. Control and implementation of measures in accordance with the Procedure for the state revenue bodies to carry out measures based on the results of desk control in the information system "Unified Data Warehouse"; reimbursement of overpayments of taxes IPN (101201,101202) and SN (103101). Work with taxpayers who have the status of "MZT-you work".

**11. Chief Specialist of the Department of Explanatory Work and the Contact Center of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan , 1 unit.**

**Functional responsibilities:**(Block A) Ensuring that the tasks submitted to the management of the Committee and the Department are completed in accordance with the established procedure and deadlines. Consideration of letters of clarification on tax legislation from legal entities and individuals, requests from state bodies, as well as territorial divisions of state revenue bodies on issues within the competence of the department. Ensuring the implementation of the legislation of the Republic of Kazakhstan on issues within the competence of the Department entrusted to the state revenue bodies. The Department interacts with the structural divisions of the Committee within its competence. Provides methodological and practical assistance to territorial bodies on issues within the competence of the Department. Ensures timely execution of instructions and protocol instructions of the top management. Develops quarterly and annual work plans of the Department. Conducting events for organizing seminars, round tables, etc. to clarify tax and customs legislation.  Organizes technical studies on tax and customs legislation and other regulatory legal acts. Sending publications to "Internet resources"; providing recommendations for improving the main activities of the Department. Informing taxpayers by phone and "Contact Center" and conducting explanatory work on changes in tax legislation. Establishing close contact with the media; The operators of the Contact Center ensure the achievement of rating indicators in the direction of informing Taxpayers who have applied to the Contact Center.

**12. Chief Specialist of the Excise Tax Administration Department of the Indirect Tax Administration Department of the State Revenue Department for Atyrau Region of the SRC of the Ministry of Finance of the Republic of Kazakhstan , 1 - unit**

**Functional responsibilities:** (Block A) performs the following functions: administration of excise taxes; analysis of the state of receipt of excise taxes to the budget; accounting and analysis of the taxable base of the volume of production and turnover of excise products; conducting tax thematic and time-lapse surveys; provision of public services; issuance, renewal of licenses for storage, sale and retail sale of alcoholic beverages; organization of work on issues related to concerning the preparation of documents for consideration of suspension, cancellation; conducting explanatory work on issues within the competence of the department; making proposals to increase tax revenues. Compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for registration of accompanying invoices for certain types of biofuels, petroleum products, ethyl alcohol and alcoholic beverages and tobacco products; compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for registration of invoices for excise additives located at enterprises; sellers of ethyl alcohol; accounting andcontrol marks;; control over the information provided by taxpayers related to the turnover and production of biofuels, petroleum products necessary for analysis. Coordinates the work on the implementation of its activities with the SRC of the Ministry of Finance of the Republic of Kazakhstan, structural divisions of the Department, territorial departments of state revenue, authorized bodies, citizens, law enforcement agencies and other state bodies.

**13. Chief Specialist of the Department of Desk customs Inspections of the Customs Control Department after the release of goods (from 08.02.2026 to 23.07.2025, extended from the period of parental leave of the temporary main employee) Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 2 unit.**

**Functional responsibilities:** (Block A) ensures timely execution and in accordance with the established procedure of the instructions of the Government of the Republic of Kazakhstan and the Head of State, the leadership of the Committee and the Department; considers appeals and letters of complaint from citizens on issues within the competence of the department.Interaction with law enforcement and other regulatory authorities during customs inspections (founder, supplier, registered information, violations, results of tax audits, etc.) of information).Analysis and collection of information about the goods of participants in foreign economic activity (hereinafter - Foreign economic activity) and other persons in the field of customs affairs, obtained from internal and external sources in order to correctly comply with customs and other legislation in the field of customs affairs. Verification of information by customs documents and conducting desk inspections in order to properly comply with other laws and customs requirements in the field of customs. Preparation and formation of information on the main performance indicators of the department of desk customs inspections within the competence of the department; correspondence with other departments and government agencies, structural divisions of the Department, participants of foreign economic activity within the competence of the department. Exercises control over the TD issued under the IP "ASTANA-1", and over compliance with the customs legislation of the Eurasian Economic Union and the Republic of Kazakhstan in customs administration. Sending a request/response to the competent authorities of foreign states or member States of the Eurasian Economic Union within the framework of mutual administrative assistance.Initiates and conducts cases on administrative offenses; enters Information on desk customs inspection and verification of customs documents and information into the "Post-Customs control module" of the IP "ASTANA-1"; represents the interests of the state revenue authority in court on issues of customs inspections in cases of appeal against the submitted notifications. Interacts with the structural divisions of the Department and government agencies.

**14.** **Department of VAT Administration within the framework of the EAEU of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan , 1 – unit**

**Functional responsibilities:** (Block A) Within the competence, the Chief Specialist of the Department is guided by the Constitution of the Republic of Kazakhstan, laws, acts of the President and Government of the Republic of Kazakhstan, international treaties of the Republic of Kazakhstan ratified by the Republic of Kazakhstan, acts of the Eurasian Economic Union and the Eurasian Economic Commission, other regulatory legal acts of the Republic of Kazakhstan, legal acts of the Committee, Regulations on the Department and on Management, to control the submitted applications for the import of goods and payment of indirect taxes with the use of value added tax payment methods for the import of goods into the territory of the Republic of Kazakhstan from the territory of the member states of the Eurasian Economic Union, to control the submitted applications for the import of goods and payment of indirect taxes from the territory of the member states of the Eurasian Economic Union to the territory of the Republic of Kazakhstan, control the submitted applications for the import of goods and payment of indirect taxes with the application of exemption from value added tax on the import of goods into the territory of the Republic of Kazakhstan from the territory of the member states of the Eurasian Economic Union, control over the monitoring of goods and vehicles by means of electronic identifiers (navigation seals), carry out work on the registration of accompanying invoices for goods and their document flow, execution of the results of the analysis of the SRC of the Ministry of Finance of the Republic of Kazakhstan for taxpayers, those who have not submitted tax reports according to the "Export Control" module, compliance with the Law of the Republic of Kazakhstan "On Combating Corruption"

**Requirements for bidders in the category С-О-5:**

availability of the following competencies: stress resilience, initiative, responsibility, customer-oriented and its awareness, honesty, self-development, efficiency, cooperation and interaction, service management;

work experience is not required.

**Documents required for participation in the competition:**

1)an application in accordance with Annex 2to the rules of the competition for holding an administrative public position of Building “B” (the form is attached);

2)a service record certified by the Personnel Management Service, which must be submitted not earlier than thirty calendar days before the date of submission of documents.

Citizens can provide additional information related to their education, work experience, professional level and reputation(copies of documents on professional development, awarding academic degrees and titles, characteristics, recommendations, scientific publication and other information describing their professional activities, qualifications.)

Submission of an incomplete set of documents or false information is a ground of refusal to consider them by the Competition Commission. The deadline for accepting documents is 3 working days, which is calculated from the next working days, which is calculated from the next working day after the last publication of the announcement of internal competition. Documents are accepted at the address: 060005, Atyrau, 94 А Azattyk Ave., phone numbers for inquiries: 8(7172)31-84-20. “ Citizens wishing to participate in the internal competition submit their documents to the state body that announced the competition in electronic from through Integrated Information System “E-kyzmet” r through the e-government portal “E-gov” or to the e-mail address specified in the announcement within the deadline for accepting documents.

If they are not submitted, the person is not allowed to pass the interview by the Competition Commission.

The Competition Commission considers the submitted documents for compliance with the qualification requirements set for the candidates and makes a decision on admission of the contest participants to the interview within one working day after the deadline for accepting documents expires.

Candidates who participate in the internal competition and are admitted to the interview are held in the state bodies where the competition was announced tithing three working days from the date of notification of candidates about their admission to the interview. In order to ensure transparency and objectivity of the work of the Competition Commissions, observes are invited to attended its meeting.

Representatives of the Parliament of the Republic of Kazakhstan and deputies of maslikhats of all levels, mass media accredited in accordance with the procedure established by the legislation of the Republic of Kazakhstan, other state bodies, public associations(non-governmental organizations), commercial organizations and political parties, employees of the authorized body of the civil service Affairs (hereinafter reffered to as the authorized body) may participate as observers in the meeting of the Competition Commision.

To participate in the meeting of the Competition Commission as an observer, a person is registered with the Personnel Management service(HR service) no later than one business day before the start of the interview. For registration, persons submit to the Personnel Management service(HR service) a copy electronic copies of documents confirming their affiliation to the organizations specified in paragraph 26 of the rules for holding a competition for an administrative public position in Building “B”.

If a competition is held for specialized positions in a narrow circle, experts are invited to attend the meeting of the Competition Commision.

Specialized in a narrow circle is a profession that is occupied by less than 5 percent of employees of state body.

As experts persons who are not the functions of the state body for which the competition has been announced, who have experience in the areas corresponding to the functional areas of the vacant position, including in the filed of science, as well as specialists in the selection and promotion of Personnel, Civil Servants of other state bodies, Deputies of the Parliament and Maslikhats of the Republic of Kazakhstan can participate. Contest participants and candidates may appeal the decision of the Competition Commission to the authorized body or its territorial subdivision, or in court in accordance with the legislation of the Republic of Kazakhstan.

Appendix 2

to the Rules of

the competition for the occupation

of an administrative public

position of the corps "B"

Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(government agency)

Statement

I ask you to allow me to participate in competitions for vacant

administrative public positions:

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I am familiar with the basic requirements of the Rules of the competition for the occupation

of the administrative public position of the corps "B"

, I agree (agree) and undertake to fulfill them.

I express my consent to the collection and processing of my personal data,

including from neuropsychiatric and narcological organizations.

With the requirement that a civil servant cannot hold

a public position that is directly subordinate

to the position held by his close relatives (parents (parent),

children, adoptive parents (adoptive parents), adopted (adopted),

full- and half-siblings, grandfathers, grandmothers,

grandchildren), spouse (spouse) and (or) relatives (full

- and half-siblings, parents and children of the spouse (spouse),

as well as have close relatives in direct subordination, spouse

(spouse) and (or) relatives are acquainted (familiarized).

I agree with the broadcast and placement on the Internet resource of the state body

of the video recording of my interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( yes/no)

I am responsible for the authenticity of the submitted documents.

Attached documents:

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(signature) (Surname, first name, patronymic (if any))

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