**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-a, phone numbers for inquiries 8(7122)31-84-20, e-mail: 1501008@taxatyrau.mgd.kz,g.** **kulova@kgd.gov.kz****,** **tugaibaeva@taxatyrau.mgd.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. Deputy Head of the State Revenue Department for the city of Atyrau of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan category C-R-2, 1 unit.**

 **Education requirements:** Higher or postgraduate education: business and Management (Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing, world economy, state audit) law (jurisprudence, international law, Customs Affairs), Social Sciences (International Relations, Political Science).

 **Functional responsibilities:** Management of supervised departments and coordination of their work, Organization, control over the state of work performed, coordination of activities in accordance with the state revenue department and ensuring their referral to state bodies and other institutions, coordination of interaction of state bodies, ensuring their participation in the formation and implementation of the policy of the state Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, compliance with tax legislation and other regulatory legal acts that provide for the receipt of non-tax payments, development of legal conclusions on controversial materials between state revenue bodies and taxpayers, coordination of work on personnel issues, knowledge of economic theories, theories of financial analysis, Public Administration, the main directions of general economic and tax-budgetary policy of the Republic of Kazakhstan.

**Requirements for participants of the competition in Category C-R-2:**

availability of the following competencies: stress resistance, initiative, responsibility, orientation to the consumer of services and its notification, honesty, cooperation and interaction, activity management, decision-making, leadership;

 work experience must meet one of the following requirements::

 1) at least two years of public service experience, including at least one year of public service experience in the following lower-category positions provided for in the staffing table of a state body or not lower than categories a-5, B-6, C-5, C-O-6, C-R-3, D-5, D-O-5, E-4, E-R-3, E-G-2, or in administrative public positions of corps "A" or political public positions determined by The Register;

 2) at least three years of public service experience in areas corresponding to the functional areas of a particular position of this category, including in positions of the following lower categories provided for in the staffing table of a state body not lower than categories a-5, B-6, C-5, C-O-6, C-R-3, D-5, D-O-5, E-4, E-R-3, E-G-2, or in administrative public positions of corps "A" or political public positions determined by The Register;

 3) work experience in administrative public positions not lower than categories a-5, B-6, C-5, C-O-6, C-R-3, D-5, D-O-5, E-4, E-R-3, E-G-2, or in administrative public positions of corps "A" or political public positions defined by The Register, or in the status of a deputy of the Parliament of the Republic of Kazakhstan or in the status of a deputy of the maslikhat of the region, city of Republican significance, capital, district (city of regional significance), or in the status of an international employee at least two years;

 4) at least three years of public service experience, including at least two years in the positions of law enforcement agencies or special state bodies at the central, regional, city or district levels or at the tactical level of the military administration bodies of the Armed Forces, in the positions of local military administration bodies or military educational institutions;

 5) at least 4 years of work experience in areas corresponding to the functional areas of a particular position of this category, including at least 1 year in senior positions that are not a state body

 6) completion of higher or postgraduate education programs in educational organizations under the president of the Republic of Kazakhstan or foreign higher educational institutions in priority specialties approved by the Republican commission;

 7)academic degree.

 **2. Head of the customs post "special economic Zone" National Industrial Petrochemical Technopark " of the Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-3, 1 unit.**

 **Education requirements:** Higher or postgraduate education: business and Management (Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing, world economy, state audit) law (jurisprudence, international law, Customs Affairs), Social Sciences (International Relations, Political Science).

 **Functional responsibilities:** (Block A) ensures timely execution of the instructions of the heads of the department and the State Revenue Committee provided for by law, timely consideration of appeals, appeals and letters of citizens on the work of the customs post, consideration of requests received from state bodies and legal entities on the work of the customs post, organizes and directs the work of the customs post, monitors compliance, presents its proposals to officials persons of customs authorities to prevent contradictions and corruption, relations with participants of foreign economic activity at their workplace - defines the duties and responsibilities of customs post officials, ensures the responsibility of customs post officials for the implementation of the legislation of the Republic of Kazakhstan, interacts with other structural units of the Department for the Work of the customs post, organizes the identification and combating violations of customs and other legislation, observes official, labor and executive discipline. and control over compliance among the personnel, participates in the preparation of the work plan of the customs post and ensures its execution, fulfills all requirements related to the protection, safety and non-proliferation of all official information in the performance of their official duties, performs other duties assigned by higher officials of the Department within their competence.

 **Requirements for participants of the competition category С-О-3:**

the presence of the following competencies: stress resistance, initiative, responsibility, focus on the consumer of services and informing him, integrity, cooperation and interaction, activity management, decision-making, leadership; Work experience must meet one of the following requirements:

at least two years of work experience in government positions, including positions in following lower category, provided the staffing table of the state body, or A-5, B-5, C-4, C-O-5, C-R-2, D-4, D-O-4, E-3, E-R-2, E-G-1 or in leadership positions not lower than categories defined by the Registry of corps “A”, or in political public posts at least one year of experience;

at least three years in the areas corresponding to the functional areas of a particular post in this category;

acting on a permanent basis, or the status of a Deputy of the Parliament of the Republic of Kazakhstan oblast, city of Republican significance, capital, district(city of regional significance) for at least two years of experience in the status of the Deputy of the maslikhat of the worker, or international status;

termination of powers of the judge for negative reasons, with the exception of work experience as a judge for at least one year;

at least three years of work experience in public positions, including at least two years in the positions of local military administration bodies or military educational institutions, not lower than the tactical level of law enforcement agencies or special state bodies or regional level or military administration bodies of the Armed Forces;

completion of training in postgraduate educational programs in educational organizations under the president of the Republic of Kazakhstan or foreign universities in priority specialties approved by the Republican commission;

academic degree;

at least five years of work experience for persons enrolled in the Presidential Youth personnel Reserve.

 **3.** **Head of the HR Department of the Human Resources Department of the State Revenue Department for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan category C-O-4, 1 unit.**

**Education requirements:** Higher or postgraduate education: business and Management (Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing, world economy, state audit) law (jurisprudence, international law, Customs Affairs), Social Sciences (International Relations, Political Science).

**Functional responsibilities:** (Block b) coordination and general management of the department's activities; coordination of the activities of structural divisions of the State Revenue Department for the implementation of the legislation of the Republic of Kazakhstan On civil service within its competence; organization of disciplinary, competitive and other personnel commissions; conducting competitive selection, promotion of civil servants, bringing civil servants to disciplinary responsibility, organization public works ensuring compliance with procedures for dismissal of employees; organization of recruitment; Coordination of the general management of the department's work; organization of work on citizens' appeals; implementation, within its competence, of selection and consulting of employees on personnel issues; interaction with the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan and the Agency for Civil Service Affairs of the Republic of Kazakhstan on training, retraining and advanced training of employees of the Department of State Revenue; monitoring the performance of other duties in accordance with with the legislation of the Republic of Kazakhstan, arising from the obligations.

 **4.** **Head of the Department of accounting and personal accounts management "Contact Center" and the provision of public services of the Department of State Registration in the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, (temporarily until 01.07.2023 for the period of parental leave of the main employee), category C-O-4, 1 unit.**

 **Education requirements:** Higher or postgraduate education: business and Management (Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing, world economy, state audit) law (jurisprudence, international law, Customs Affairs), Social Sciences (International Relations, Political Science).

 **Functional responsibilities:** (Block A) to carry out general management and organization of the work of the accounting and personal accounts department; to carry out and organize centralized orders, orders on the instructions of the management of the SRC of the Ministry of Finance of the Republic of Kazakhstan and the Department of State Revenue; to monitor the timely and accurate provision of information with reports submitted to the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan and local authorized bodies; Control over conducting an inventory of personal accounts for OKPO in connection with the introduction of a single personal account for taxes and customs payments through the integration of the SDGs and IS ASTANA-1; control over accounting and refund of excessively (erroneously) paid amounts (organization of work to improve the performance of the evaluation rating); accounting of amounts for foreign trade participants due to the expiration of the statute of limitations control over the signature on the front side, control over work with unspecified payments, compliance with official and labor discipline.

 **Requirements for participants of the competition in Category C-О-4:**

availability of the following competencies: stress resistance, initiative, responsibility, orientation to the consumer of services and its notification, honesty, cooperation and interaction, activity management, decision-making, leadership;

work experience must meet one of the following requirements::

1) at least one year of work experience in public positions;

2) at least two years in areas corresponding to the functional areas of a particular position of this category;

3) at least one year of service experience in the status of a deputy of the Parliament of the Republic of Kazakhstan or in the status of a deputy of the maslikhat of the region, city of Republican significance, capital district (city of regional significance) or in the status of an international employee, serving on a permanent basis;

4) at least six months of work experience as a judge, with the exception of judges who have terminated their powers for negative reasons;

5) at least two years of work experience in public positions, including at least one year in the positions of law enforcement or special state bodies or at the tactical level of the military administration bodies of the Armed Forces, in the positions of local military administration bodies or military educational institutions;

6) completion of postgraduate education programs in educational organizations under the president of the Republic of Kazakhstan or foreign higher educational institutions in priority specialties approved by the Republican commission;

7) academic degree;

8) at least five years of work experience for persons enrolled in the Presidential Youth personnel Reserve;

9) work experience requirements for the position of Bailiff are not applied

 **5.** **Chief Specialist of the Department of Administration and General Declaration of Individuals of the Department of Non-production Payments of the Department of State Revenue of the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan (temporarily until 09.02.2025 for the period of parental leave of the main employee), category C-O-5, 1 unit.**

 **Education requirements:** Higher or postgraduate education: business and Management (Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing, world economy, state audit) law (jurisprudence, international law, Customs Affairs), Social Sciences (International Relations, Political Science).

 **Functional responsibilities:** (Block A) In-house control over the property income of individuals according to the register of procedures, to carry out work on the completeness and timeliness of accrual to personal accounts and payment to the budget of property tax, land tax, tax on vehicles of individuals, to carry out work on the timeliness and completeness of the declaration and the reliability of the data submitted to the declaration of civil servants and candidates for public service f. 250.00 and 270.00, to carry out work to clarify the FL issues of the introduction of universal declaration, to monitor the work of the state revenue department in Atyrau and districts, to collect the debts of individuals on property tax, land tax and vehicle tax to the budget, including by sending materials to the court and in close cooperation with ship executors;

 **6.** **Chief Specialist of the Customs Control Department of the customs administration (until 24.11.2024 for the period of leave due to child care of the temporary main employee), category C-O-5, 1 unit.**

 **Education requirements:** Higher or postgraduate education: business and Management (Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing, world economy, state audit) law (jurisprudence, international law, Customs Affairs), Social Sciences (International Relations, Political Science).

 **Functional responsibilities:** Ensuring, in accordance with the established procedure and deadlines, the implementation of instructions received for consideration and instructions from the leadership of the Department and the Committee;

 Consideration of appeals and applications of citizens, appeals of state bodies and other legal entities, as well as territorial divisions of state revenue bodies on issues within the competence of the Department;

 Collection of generalization and submission to the higher body of state revenues, reporting information on issues within the competence of the Department;

 Control over the activities of customs posts authorized to carry out customs operations for declaring and customs clearance of goods and vehicles moved across the customs border of the Eurasian Economic Union (далее - ЕАЭС);

 Implementation of interaction with structural subdivisions of the Department on issues within the competence of the Department;

 On issues within the competence of the Department, interacts with state bodies, departments, international and other organizations on customs matters in accordance with the legislation of the Republic of Kazakhstan;

Provision of methodological and practical assistance to the subdivisions of the Department on issues within the competence of the department;

Provides information to the Committee on the protocol instructions of the Committee, exercises control over the placement on the Committee's server of a video recording of customs inspections carried out by customs posts;

Ensuring on an ongoing basis timely informing participants in foreign economic and other activities in the field of customs about the customs legislation of the EAEU and the Republic of Kazakhstan, including changes and additions to the customs legislation in the manner prescribed by law;

Collection of information on identified administrative offenses for the customs block;

Taking part in customs control (obtaining explanations, checking customs and other documents and (or) information, customs inspection, customs inspection, personal customs inspection, customs inspection of premises and territories, customs inspection) on behalf of the Department's management and instructions of the Committee;

Consideration of materials on administrative offenses in the field of customs (drawing up notices, protocols, etc.);

Consideration of administrative materials on administrative offenses in the INIS program of the Republic of Kazakhstan;

Organizes and carries out customs escort of goods and vehicles to the customs authority of destination, and also ensures the full collection of fees for customs escort and registration of travel certificates of the customs order;

Sends weekly on Fridays to the Department of State Revenue in Aktobe region the register of foreign TSLP and TSMP temporarily imported into the customs territory of the EAEU, in respect of which temporary import is completed or the period of temporary import is extended by the state revenue authorities of the Republic of Kazakhstan;

Coordination of the work of customs posts for customs declaration and customs clearance of goods and vehicles, including those declared using the features of preliminary, incomplete, periodic and temporary customs declaration;

Participates in the development of work plans for the Department and ensures their implementation;

Ensuring the preparation and submission to the Committee by the 5th day of the month following the reporting quarter of a quarterly report on violations of customs legislation by individuals;

Exercising control by verifying personal numbered seals issued to officials of the Department in accordance with the order of the head of the Department;

Carrying out control over the correct application of customs procedures using the IS "Astana-1".

Carrying out measures to equip customs posts with technical means of customs control;

Control over the use of technical means of customs control;

Organization of customs control of fissile and radioactive materials and effective use of technical means of customs control;

Carrying out customs control of goods and vehicles for the presence of ODS with the preparation of a joint act of customs inspection with the unit that carries out customs clearance;

Interaction with other state bodies on the organization of customs control of fissile and radioactive materials;

Interaction with the bodies of the sanitary and epidemiological service, the emergency management, the railway, organizations for certification and standardization and enterprises involved in the verification and maintenance of equipment;

Implementation of measures for the effective use of technical means of customs control in the subdivisions of the Department in order to disclose, identify and fix the smuggling of goods and vehicles and violations of customs rules;

Organization and preparation of the conclusion of maintenance contracts, emergency recovery work of technical means of customs control;

Determining the need for technical means of customs control in the Department;

Consideration, within the limits of competence, of applications of legal entities for inclusion in the register for carrying out activities in the field of customs and making a decision based on the results of consideration of these applications;

Implementation within the competence of control over persons carrying out activities in the field of customs;

Organization and control of the admission of vehicles for the carriage of goods under customs seals and seals;

Compliance with norms and rules of radiation safety and licensing conditions;

Control over the doses received by officials of state revenue bodies during the customs control of the DRM, by the method of individual dosimetry;

Determining the need for radiological and dosimetric equipment in the Department, the timeliness of the annual metrological state verification;

Providing the requested documentation to the Committee for Nuclear and Energy Supervision and Control of the Ministry of Energy of the Republic of Kazakhstan and the Committee;

Control of the correctness of the implementation of dosimetric control methods. Ensuring the reliability and required efficiency of the results of radiometric studies;

Generalization and analysis of the results of the radiation monitoring of the DRM. Monitoring the radiation situation at the workplaces of personnel;

Participates in the development of the technological scheme with other structural divisions of the Department, and also promptly makes the necessary changes to them;

In cases of applying the customs procedure for the customs transit of foreign goods, as well as when moving goods of the customs union from the internal customs authority to the customs authority at the place of departure, from one internal customs authority to another internal customs authority, draws up a transit declaration and forms a database on transit declarations of the customs authority departures, according to the Decision of the CCC No. 438 of 17.08.2010.

Performs customs operations related to the completion of the customs procedure of customs transit, as well as keeps timely records and replenishes the database of incoming cargo, according to the component of IS Astana-1;

When registering the customs procedure for customs transit, together with the Department’s UTR, it receives and checks documents confirming the provision of payment of customs duty and tax, and also monitors the completion of the customs procedure and transit.

Controls customs posts in terms of the reliability of clearance of goods and vehicles under the customs procedure of customs transit, delivery times.

Carries out control over the terms of storage of goods and vehicles in places of temporary storage (quarterly reports of temporary storage warehouses, SHST).

Supervises the work of customs posts to control the delivery of goods, as well as in terms of conducting preliminary operations;

According to the reasoned request of the carriers, it carries out customs operations for forwarding transit declarations, extending the terms of customs transit, as well as customs operations related to unloading, reloading (transshipment), replacement of vehicles transporting goods and other cargo operations with goods transported in accordance with the customs procedure customs transit through the customs territory of the EEC in accordance with the Decision of the Board of the Eurasian Economic Commission dated December 13, 2017 No. 170.

Checks places of temporary storage for the presence and safety of goods under customs control.

According to the request of foreign economic activity participants, it issues permission to conduct operations in accordance with Article 173 of the Code of the Republic of Kazakhstan “On customs regulation in the Republic of Kazakhstan”.

Interacts with the state revenue authorities of the Republic of Kazakhstan on the provision of information on the fact of export of goods on the basis of the Order of the Ministry of Finance of the Republic of Kazakhstan dated 02.09.2011. №449.

Provides information on confirmation by the customs authority located at the place of departure of the actual export of goods from the customs territory of the EEC Decision of the Board of the Eurasian Economic Commission dated February 07, 2018 No. 25.

Organizes the storage and preparation for destruction of the documentation of the department, compiled in accordance with the nomenclature of the department, placed in the archive of the Office.

Carries out an inventory of the detained goods placed at the temporary storage warehouse, taking measures for the sale, use or destruction of goods in accordance with the Order of the Ministry of Finance of the Republic of Kazakhstan dated 20.02. 2018 No. 248 “On approval of the Rules for the sale, use and destruction of detained goods, reimbursement of expenses for their transportation (transportation), reloading (loading, unloading), storage, other expenses related to the preparation for sale and sale of detained goods, as well as return amounts received from their sale”, interacts with state authorities on issues of storage at temporary storage warehouses, sale, use or destruction of detained goods;

According to the requests of the declarants, it extends the terms of foreign vehicles for personal use and international transportation, temporarily imported into the customs territory of the EAEU;

Carrying out customs operations in connection with a change (addition) of the information declared in the customs declaration with partial payment of import customs duties and taxes in respect of goods placed (placed) under the customs procedure of temporary importation (admission) and extension of the term of the customs procedure;

In accordance with Art. 302, 304 of the Code of the Republic of Kazakhstan “On customs regulation in the Republic of Kazakhstan”, in relation to goods placed under the customs procedure of temporary importation (admission) carries out customs control over the validity period of the temporary importation procedure and the extension of periodic customs payments;

Carrying out a reconciliation for compliance with the data specified in the customs declarations submitted to the Republic of Kazakhstan, as part of the exchange of preliminary information received from the export declarations of the PRC and the Republic of Uzbekistan;

Fulfills all requirements for the protection of proprietary information of limited distribution, storage and non-disclosure of information obtained in the performance of official duties;

Performs other duties assigned within the limits of his authority to the management of the Office, the Department and the Committee;

Compliance with information security requirements.

**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, 94a 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

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(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.

 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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 (signed) (Last name, first name, patronymic (if any))

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