**Announcement of a general competition for vacant administrative public positions of Building "B" of a state body for holding an administrative position 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. 96-B, 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 a general competition for holding an administrative public position of Building "B" in the Department of state revenue for Atyrau region:**

1. **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.**

 **The official salary, depending on the length of service, ranges from 241078 to 295611 tenge.**

 **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

 **2. Chief Specialist of the Department of Large Taxpayers of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, category C-О-5, 3 units.**

**The official salary, depending on the length of service, ranges from 212061 to 260615 tenge.**

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing), technical sciences and technologies (information systems, computers and software).

**Functional responsibilities:** (Block A )Organization of work on the implementation of tax 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 their real taxable base. Providing analytical information about large taxpayers and large business entities 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. Clarification of the legislation regarding the tax administration of large taxpayers and large business entities subject to monitoring. Conducting tax audits of large taxpayers and large business entities, taxpayers subject to monitoring for compliance with the tax legislation of the Republic of Kazakhstan; Ensuring the completeness of tax receipts, mandatory payments to the budget calculated based on the results of tax audits and monitoring, calculation, withholding and transfer of mandatory pension contributions and mandatory occupational pension contributions to the Unified Accumulative Pension Fund, calculation and payment of social contributions to the state Social Insurance Fund. Participation in the meeting of the commission to consider the written objection of large taxpayers and large business entities subject to monitoring to the act of preliminary tax audit; Preparation and submission of reports to the committee; interaction of large taxpayers and large business entities subject to monitoring with government agencies, including abroad, on tax administration issues. Interaction with structural divisions on issues within the competence of the Department. Provision of information to the state bodies of the Republic of Kazakhstan, including preliminary information, in compliance with the procedure and requirements of the legislation of the Republic of Kazakhstan for the protection of state, commercial, banking, tax and other secrets (secrets) protected by the legislation of the Republic of Kazakhstan, as well as other classified information, international treaties of the Republic of Kazakhstan, if such information is necessary for the specified bodies to perform their tasks and functions.

 **3. Chief Specialist Legal Department category C-O-5, 1 - unit.**

**The official salary, depending on the length of service, ranges from 186632 to 229492 tenge.**

**Education requirements:** Higher or postgraduate education: law (jurisprudence, international law).

**Functional responsibilities:** Execution, within its competence, of the instructions of the head of the department, qualitatively, in the prescribed manner and in a timely manner. Qualitatively prepare for court hearings in civil and administrative cases in the field of customs and taxation; entering and completing in the INIS RK complaints and applications on civil and administrative cases in the field of customs and taxation, in which he took part; timely send to officials, in accordance with the requirements of the Code of Administrative Offenses of the Republic of Kazakhstan, taxpayers' complaints about the decisions made, considered by the department. Ensure the receipt of the necessary information and materials in the course of work from the relevant departments.

 **4. Chief Specialist of the Organizational Department of the Organizational and Financial Department of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, category C-O-5, 1 - unit.**

**The official salary, depending on the length of service, ranges from 161809 to 199226 tenge.**

**Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:** (Block С ).Conducting work on registration of incoming and outgoing correspondence; organization of timely delivery of documents to the archive; organization of timely acceptance, registration and preparation of documents received by the Department for consideration by the management and sends them to the appropriate addressees; control over the procedure for passing, processing and execution of documents, registration and control of applications received in the E-application information system in accordance with the Administrative Procedure Code of the Republic of Kazakhstan (No. 350-VI of 06/29/2020);

 **5. To the chief specialist of the Remote Monitoring Department No. 1 of the Remote Monitoring Department of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 unit.**

**The official salary, depending on the length of service, ranges from 212061 to 260615 tenge.**

**Education requirements: Higher or postgraduate** education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science), technical sciences and technologies (information systems, computer equipment and software, information security systems).

**Functional responsibilities:** (Block A) Ensure compliance with and protection of the legitimate rights, freedoms and legitimate interests of citizens; Timely consideration of appeals and applications of legal entities and individuals; administration of resident legal entities under the CPN, coordination of work on testing the launches of automated and manual desk control (CPN, VAT, Public Procurement); Monitoring to ensure 100% performance of indicators and indicators of the rating assessment of the effectiveness of the Department of State Revenue by indicators quarterly 9.2,9.3,9.4,9.5,9.6; Conducting in-house control of tax reports according to the register of in-house control procedures "Kyran" related to the competence of the Department; Monitoring and implementation of measures in accordance with the Procedure for state revenue bodies to carry out measures based on the results of in-house control in the information system "EXD" related to the competence of the Department; Control and implementation of measures on the organization of actions of state revenue bodies in relation to taxpayers whose registration (re-registration) has been invalidated by the court, and (or) transaction (operation), action (actions) on the statement of an invoice and (or) other document which has been recognized (recognized) by a judicial act that has entered into legal force committed (committed) by a private business entity without actually performing works, rendering services, shipping goods, and their counterparties; Control over the timely and full fulfillment of tax obligations by legal entities-residents of the Republic of Kazakhstan; The procedure for state revenue agencies to analyze the list of subcontractors in the treasury support of public procurement for construction for the presence of risks; Control and coordination of the work of territorial departments of state revenue on the administration of legal entities and large taxpayers, corporate income tax; Advance payments on CPN (AP before delivery and AP after delivery of CPN); Working out of overpayment for CPN; Working out of unprofitable enterprises; Carrying out measures in accordance with the Procedure for interaction of operational-investigative and other departments of state revenue bodies for the prevention, detection, suppression of criminal and administrative offenses falling within the competence of state revenue bodies.

 **6. Chief Specialist of the Department of Explanatory Work and Contact Center Department of Public Services of the Contact Center of the Department of State Revenue in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - unit.**

**The official salary, depending on the length of service, ranges from 212061 to 260615 tenge.**

**Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:** (Block A) ensures the execution in accordance with the established procedure and deadlines of the instructions of the committee and the management of the Department received for consideration. Considers letters from legal entities and individuals on clarification of legislation, appeals from state bodies, as well as territorial divisions of state revenue bodies on issues within the competence of the Department. Ensures the implementation of the legislation of the Republic of Kazakhstan on issues within the competence of the Management entrusted to the state revenue bodies. Interacts with the structural divisions of the Committee within the competence of the Department. Keeps a timesheet of management employees. Provides methodological and practical assistance to territorial bodies on issues within the competence of the Department. Monitors the timely execution of instructions, protocol instructions of the top management. Develops quarterly and annual management work plans. Conducts explanatory work on the amendments and additions to tax and customs legislation. Organizes technical classes on tax and customs legislation and other regulatory legal acts. Provides suggestions for improving the main activities of the department. Informing taxpayers via telephone lines and a "Contact Center" and conducting explanatory work on the changes. Reply to the explanatory letter in time. Establishing close ties with the media.

 **7.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**.

 **The official salary, depending on the length of service, ranges from 212061 to 260615 tenge.**

**Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:**

(A block) of 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.

 **8. Chief Specialist of the Customs Value Department of the Tariff Regulation Department of the State Revenue Department for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, (temporarily, for the period of the main employee's stay for child care until 15.01.2023), category C-O-5, 1 - units.**

**The official salary, depending on the length of service, ranges from 212061 to 260615 tenge.**

**Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:**

Ensures timely execution of orders of the Head of State and the Government of the Republic of Kazakhstan, the head of the committee and the department in the prescribed manner. The Department considers appeals from state bodies and other legal entities on issues within its competence. The Ministry of Finance of the Republic of Kazakhstan submits a monthly report to the SCP in the approved form "Information on Disclosure of the Amount of Security for Payment of Customs Duties and Taxes". Collection and Processing of Information to Answer Questions of Foreign Economic Activity Participants. In accordance with Article 105 of the Customs Code of the Republic of Kazakhstan "On the obligation to pay customs duties, taxes, special, antidumping, countervailing duties" dated February 26, 2018 The obligation registration security (hereinafter - the obligation) in accordance with the order "On some issues of collection, as well as execution of the duties of a legal entity and (or) the authorized economic operator "in the field of customs" payment of customs duties, taxes is provided. The Ministry of Finance of the Republic of Kazakhstan submits a monthly report to the SCP in the approved form "Information on Disclosure of the Amount of Security for Payment of Customs Duties and Taxes". Collection and Processing of Information to Answer Questions of Foreign Economic Activity Participants. In accordance with Article 105 of the Customs Code of the Republic of Kazakhstan "On the obligation to pay customs duties, taxes, special, antidumping, countervailing duties" dated February 26, 2018 The obligation registration security (hereinafter - the obligation) in accordance with the order "On some issues of collection, as well as execution of the duties of a legal entity and (or) the authorized economic operator "in the field of customs" payment of customs duties, taxes is provided. Records the performance of obligations for payment of customs duties and taxes, as well as draws up information on the performance of obligations for payment of customs duties and taxes Automated system "Astana-1" registers in the fund and maintains in EXCEL format. "Rules of accounting for mandatory payments of customs duties, taxes in the state revenue authorities", approved by the Order of the Minister of Finance of the Republic of Kazakhstan from February 26, 2018 № 294, as well as the return of the amount of security for the payment of customs duties, taxes after the proper execution of the payer's obligations. Transfers the amount of security for payment of customs duties and taxes to the budget from the temporary placement account to the budget on the basis of letters from customs authorities, as well as upon payer's request for crediting money to accounts with banks of the payer. The Bank shall keep records on pledges, contracts of pledge, contracts of pledged property and insurance contracts. Receipts and refunds of money credited to the temporary placement account of the amount of security for fulfillment of obligations on payment of customs duties and taxes, and also data on the amount of security for fulfillment of obligations on payment of customs duties and taxes shall be kept in the Excel format. In the event of non-fulfillment by the payer of the obligation on payment of customs duties and taxes, the customs authority shall send to the insurance organization a claim on payment of the payable amounts of customs duties and taxes, penalties and interests upon expiration of the time limit for the obligation on payment of customs duties and taxes secured by the insurance contract. As part of his duties, he regularly interacts with the structural divisions of the ICD, performs other tasks assigned to him by the management of the ICD and the heads of the Department and the Office. SCP MF RK conducts correspondence on issues of customs legislation. Correspondence with law enforcement and other government agencies on customs legislation. In the proceedings on administrative offenses shall draw up a protocol on administrative offenses, as well as apply other procedural measures provided for by the legislation of the Republic of Kazakhstan on administrative offenses. Makes proposals to change customs legislation in order to improve customs control. Comply with all requirements for the protection, storage and non-disclosure of restricted official information obtained in the performance of official duties. Observes labor discipline and complies with the requirements of anti-corruption and the legislation of the Republic of Kazakhstan "On Public Service". Performs other duties assigned by the head of the department.

**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:**

The following documents are submitted for participation in the general competition:

 1) application in the form according to Appendix 2 to the Rules of competitions for the occupation of the administrative public position of the corps "B";

2) the track record of the candidate for the administrative state position of the corps "B" with a 3x4 color photo in accordance with Annex 3 to the Rules of competitions for the occupation of the administrative state position of the corps "B";

3) copies of educational documents and appendices to them, notarized;

Copies of educational documents received by citizens of the Republic of Kazakhstan in foreign educational institutions are accompanied by copies of certificates of recognition or nostrification of these educational documents issued by the authorized body in the field of education, with the exception of educational documents issued by foreign higher educational institutions, research centers and laboratories to citizens of the Republic of Kazakhstan - holders of the Bolashak international scholarship, as well as those subject to an international treaty (agreement) on mutual recognition and equivalence.

Copies of educational documents issued to the holders of the international scholarship "Bolashak" are accompanied by a copy of the certificate of completion of the international scholarship of the President of the Republic of Kazakhstan "Bolashak" issued by the joint stock company "Center for International Programs".

Copies of educational documents subject to an international agreement (agreement) on mutual recognition and equivalence are accompanied by copies of certificates of recognition of these educational documents issued by the authorized body in the field of education;

 4) a copy of the document confirming the work activity, notarized or certified by the personnel service from the place of work;

5) medical certificate of health status (medical professional advisory opinion) in the form No. 086/u, according to the forms of primary medical documentation of healthcare organizations approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration of Regulatory legal Acts No. 6697), issued not more than six months before the date of submission of documents (or a notarized copy);

 6) a copy of the identity document of a citizen of the Republic of Kazakhstan;

 7) a certificate from a psychoneurological organization in the form, according to the standard of the state service "Issuance of a certificate from a psychoneurological organization", approved by the order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272 (registered in the Register of State Registration of Regulatory legal Acts No. 11304), issued no more than one year before the day submission of documents (or a notarized copy)

 8) a certificate from a narcological organization in the form, according to the standard of the state service "Issuance of a certificate from a narcological organization", approved by the order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272 (registered in the Register of State Registration of Regulatory legal Acts No. 11304), issued no more than one year before the day submission of documents (or a notarized copy).

The Personnel Management Service (HR service) through the integrated information system "E-kyzmet" checks whether the candidate has:

 1) a certificate of passing a test for knowledge of the legislation with results not lower than the threshold values for the testing program for the category of the advertised position, valid at the time of submission of documents;

 2) conclusions on passing the assessment of personal qualities in the authorized body with results not lower than the threshold values, valid at the time of submission of documents for participation in the competition.

At the same time, the personnel management service (HR service) verifies copies of documents with the originals.

It is not required to provide a copy of a document confirming employment, if a citizen has not carried out work and if work experience is not required for a vacant position for which a competition has been announced.

Citizens can provide additional information concerning their education, work experience, professional level and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications, other information characterizing their professional activities, qualifications).

The documents must be submitted within 7 working days from the next working day after the last publication of the announcement of the general competition in the Department of State Revenue for the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan.

Persons who have expressed a desire to participate in the general competition submit documents to the state body that announced the competition, on purpose, by mail or electronically to e-mail addresses, 1501008@taxatyrau.mgd.kz g.kulova@kgd.gov.kz , tugaibaeva@taxatyrau.mgd.kz specified in the announcement or through the e-government portal "E-gov" in the time of receipt of documents.

When submitting documents in electronic form to the e-mail address of a state body or through the e-government portal "E-gov", their originals or notarized copies are submitted no later than one hour before the start of the interview.

If they are not submitted, the person is not allowed by the competition commission to be interviewed.

Candidates participating in the general competition and admitted to the interview, pass it in the Department of State Revenue of the Atyrau region, which announced the competition, within three working days from the date of notification of candidates about their admission to the interview.

To ensure transparency and objectivity of the work of the competition commission, observers are invited to its meeting.

Deputies of the Parliament of the Republic of Kazakhstan and maslikhats of all levels, representatives of 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 for civil service affairs may attend the meeting of the competition commission as observers.

To attend the meeting of the competition commission as an observer, a person is registered with the Personnel Management Service (HR service) no later than one working day before the interview. For registration, a person provides the personnel management service (HR service) with a copy or an electronic copy of an identity document and copies or electronic copies of documents confirming membership in the organizations specified in paragraph 26 of these Rules.

 In agreement with the head, the presence of experts at the meeting of the competition commission is allowed.

The experts are persons who are not employees of the state body that announced the competition, who have experience in areas corresponding to the functional areas of the vacant position, including in the scientific field, as well as specialists in the selection and promotion of personnel, civil servants of other state bodies, deputies of the Parliament of the Republic of Kazakhstan and maslikhats.

 The participants of the competition and candidates may appeal the decision of the competition commission to the authorized body or its territorial subdivision, or in court.

 The costs of participation in the competition (travel to the place of the interview and back, rental of residential premises, accommodation, use of communication services of all kinds) are borne by citizens at their own expense.

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.

 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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