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**Statistical methodology for maintaining household records and forms of organization of maintaining registration records**

**Chapter 1. General Provisions**

1. Statistical methodology for maintaining household records and forms of organizing the maintenance of registration records was developed in accordance with subparagraph 3) of Article 12and paragraph 2of Article 16 of the Law of the Republic of Kazakhstan dated March 19, 2010 "On State Statistics" and determines the method for implementing economic accounting in the Republic of Kazakhstan (hereinafter - Methodology).

2. The main objective of the statistical Methodology is to organize the maintenance of registration records for households and for peasant or farm enterprises (hereinafter - PFH), ensuring the reliability and submission of household records by akims of settlements, villages, rural districts to the authorized body in the field of state statistics.

3. This Methodology uses concepts in the meanings defined by the legislation of the Republic of Kazakhstan and the following concepts:

1) the authorized body in the field of state statistics - the department of the authorized body that manages, as well as intersectoral coordination in the field of state statistics within its competence (hereinafter - the department of the authorized body);

2) software for electronic household accounting (hereinafter - SW KEHA) - application software that allows the akim of a township, village, rural district to enter, correct and store household accounting data, as well as generate aggregated data based on the entered information.

**Chapter 2. Record keeping**

4. To enter the registration records of economic accounting in SW KEHA, the following notebooks are entered, the term of which is calculated for five years:

household record book in the form according to Appendix 1to this Methodology;

PFH record book in the form according to Appendix 2to this Methodology.

Notebooks are intended for use by akims of settlements, villages, rural districts as an auxiliary tool during the period of household visits, PFH and for further transfer of information to SW KEHA.

After the expiration of the five-year period, the akim of the settlement, village, rural district determines the need for notebooks and submits to the department of the authorized body information on the number of required notebooks before February 1of the year in which the five-year period expires.

5. Office of the authorized body:

1) provides akims of the settlement, village, rural district with notebooks;

2) improves SW KEHA;

3) develops and improves the organizational and methodological principles of conducting economic accounting.

6. Household accounting is maintained by the akims of the settlement, village, rural district for the settlements subordinate to them. Safety, timely and correct input of information into SW KEHA is ensured by the akim of the settlement, village, rural district.

7. Akims of settlements, villages, rural districts update the data of economic accounting as of January 1and July 1of the calendar year. The household accounting data is updated by a complete round of households and a survey of the population, as well as the heads of PFH in the period from December 1to 31and from June 1to June 30 of the calendar year using notebooks in order to further transfer the data to SW KEHA and make appropriate adjustments.

Citizens and heads of PFH also submit information about changes in information on economic accounting on their own in writing
(in any form, indicating the date of application) as necessary, when applying to the local executive body. Akims of settlements, villages, rural districts or specialists of the local executive body should enter the specified information into SW KEHA upon receipt of such a request with mandatory recording in the Journal of Requests for Clarification of Household Accounting Data in accordance with Appendix 2-1to this Methodology.

Akims of settlements, villages, rural districts independently update the data in SW KEHA as of other dates if there is reliable information on households and (or) PFH received from administrative sources about the changes that have occurred.

8. In order to avoid the lack of coverage of individual residential buildings, small settlements and PFH, the akim of the settlement, village, rural district or a specialist of the local executive body, before updating the household accounting data:

clarifies the list of all households and PFHs located on the territory of settlements, villages, rural districts, at the same time, draws attention to the fact that household records include all small settlements and separately located residential buildings stations);

checks the presence of families of citizens who are on long-term treatment in hospitals, living in departmental homes, subsidiary plots, on distant areas, in hostels, boarding schools for students, orphanages, boarding schools for the elderly and disabled in the territory of settlements, villages, rural districts.

9. In large settlements, in the absence of the possibility of personal visits to all households and PFH by the akim of the township, village, rural district or a specialist of the local executive body within 30-31calendar days (from December 1to 31and from June 1to June 30 of the calendar year) and carrying out the actualization of the data of economic accounting within this period, the akim of the settlement, village, rural district additionally attracts other specialists of the local executive body. For this purpose, the specialist of the local executive body, after clarifying the lists of settlements and PFH, divides it into separate limited areas, distributes these areas among the specialists involved and submits this list for approval to the akim of the settlement, village, rural district. In his decision, the akim of the settlement, village, rural district approves the list of specialists involved in the work, where it is indicated to whom and in which settlements, on which streets (in large settlements) it is entrusted to carry out this work. All the work of the involved specialists is supervised by the akim of the settlement, village, rural district. Notebooks are issued by the akim to involved specialists for filling, checking and clarifying registration records.

10. Submission of data to the statistical authorities for economic accounting is carried out in electronic form (on electronic media) in the context of households and PFH before the 1st day of the month following the reporting period.

11. Household accounting data is used:

department of the authorized body - to update the statistical registers;

local executive bodies - to perform their functions, provided for by the legislation of the Republic of Kazakhstan.

**Chapter 3 Household record keeping procedure**

12. Household accounting covers all members of the household who permanently or temporarily reside in the territory of settlements, villages, rural districts, regardless of whether they have buildings, estates or livestock.

The following categories of the population are considered as temporary residents:

1) temporarily arrived on the territory of the settlement, village, rural district:

students living during their studies at the location of the educational institution (in dormitories of educational institutions, boarding schools at schools);

children from orphanages;

the disabled and the elderly in homes for the disabled and the elderly;

patients who are on long-term treatment in hospitals;

persons who arrived for temporary and seasonal work, as well as work under a contract;

citizens registered in urban settlements, but actually residing in the territory of settlements, villages, rural districts;

families of military personnel who arrived at the places of service of military personnel and live in the territory of settlements, villages, rural districts;

2) persons arriving on the territory of settlements, villages, rural districts, conditionally released from places of deprivation of liberty and living for a certain time in the territory of this settlement, village, rural district.

Persons renting residential premises for the summer season and owners (developers) of dachas located on the territory of settlements, villages, rural districts, registered and permanently residing in cities, are not taken into account in registration records.

The period of temporary residence as a criterion for determining the category of temporary residents is not established and is determined by the start and end time of work, treatment, education or other grounds.

Entry of temporary residents is made no later than three working days from the moment of their arrival on the territory of settlements, villages, rural districts. In this case, all members of the household are included in SW KEHA.

Workers and employees serving educational institutions, health care institutions, orphanages, homes for the disabled and permanently residing in a given area are not considered to be temporarily residing in the territory of a settlement, village, rural district, but are taken into account in household accounting at the place of residence.

13. Households of small settlements are included in SW KEHA in accordance with subparagraph 6 of article 3 of the Law of the Republic of Kazakhstan "On the administrative-territorial structure of the Republic of Kazakhstan".

14. Akims of a township, village, rural district create and maintain personal account numbers (household record number) for all households in SW KEHA. The personal account number is permanent for this household for the entire period or until the closing of the household. According to the personal account number of the household, if necessary, information about the household is generated from SW KEHA.

15. During the year, the akim of the settlement, village, rural district or a specialist of the local executive body, in the current order, makes the relevant records for households.

In particular, the following information is specified:

about births and deaths - based on the materials of civil status records;

on the departure and return to the household of temporarily absent members of the household - based on reports from family members;

about changing the head of the household;

on division and consolidation of households;

on the relocation and departure of all household members to a new place of residence.

16. When entering data for households in SW KEHA, the following is filled in first:

household account number;

address registration code (hereinafter - RCA);

address and phone number (if available) of the household.

RCA is a unique addressing object code generated by the Address Register information system. The RCA is unique and constant throughout the lifetime of the addressing object. This field is mandatory and must be filled in when assigning an address to a house. Information on RCA is filled in by a specialist of the akimat in order to integrate SW KEHA with the State databases "Address Register", "Individuals", "Legal Entities" and "Real Estate Register".

17. Section I "List of Household Members" is updated as of January 1of each year and data is entered in the following order.

The first member of the household is entered, which is determined in each specific case by the adult members of the household by their common consent and is recorded first in the personal account.

The person listed first is followed by all other members of the household, both present and temporarily absent.

Each member of the household is assigned an individual identification number (hereinafter - IIN), that is, a unique number generated for an individual, including an individual entrepreneur, carrying out activities in the form of personal entrepreneurship. In the event that a member or members of the household do not have an IIN code, these persons must contact the territorial internal affairs bodies at the place of residence to obtain it.

In the line "Gender" the code corresponding to one of the codes given in this line is put down.

In the line “Relationship to the member of the household recorded first”, under the surname, name and patronymic (if any) of the household member recorded first, code 1“person recorded first” is entered, and the remaining members of the household are coded corresponding to one from the codes given in this line.

In the line "Nationality" codes are put down in accordance with the classifier of nationalities, in accordance with Appendix 3 to this Methodology. The nationality of the child is determined in accordance with Article 65 of the Code of the Republic of Kazakhstan "On marriage (matrimony) and family".

In the lines "Indicate the date of events" indicate the dates of the relevant events (birth, death, arrival, departure) of persons permanently residing in this locality or persons arriving in this locality for permanent residence, while the dates are indicated in full (day, month and year). Dates of events are indicated from the words of the head of the household or upon presentation of relevant documents (passport, identity card, birth, death and marriage certificates). Also indicate the dates of events of arrival or departure of people who are temporarily left in connection with study, service or for other reasons.

The line "Temporarily resides in this locality" indicates the date of arrival for temporary residence.

The line “Note on the departure of temporary residents outside the settlement, village, rural district” indicates the date of departure of the temporary resident.

In the line "Level of education" all members of the household are given codes in accordance with the directory of the level of education, in accordance with Appendix 4 to this Methodology.

In the line "Position in employment", household members aged 15 years and older are given codes in accordance with the list of positions in employment in accordance with Appendix 5 to this Methodology.

In the line "Sources of livelihood" all members of the household are assigned codes in accordance with the list of sources of livelihood in accordance with Appendix 6 to this Methodology.

18. Section II "Housing conditions" contains data on a residential building (apartment) as of January 1of the calendar year:

type of house (apartment);

the situation of the house (apartment);

type of ownership of a residential building (apartment) (private, state, departmental, service, other form of ownership);

the size of the area (general and residential);

number of rooms;

availability of facilities;

external wall materials (brick, stone; large-panel; frame-panel; volume-block; large-block; wood, sleepers; monolithic concrete (reinforced concrete); cellular concrete; adobe; frame-reed; other wall materials);

year of commissioning.

SW KEHA has the identifiers “House Identification Code” (hereinafter – HIC) and “Apartment Identification Code” (hereinafter – AIC). HIC and AIC are created in the information system "Statistical Register of Housing Fund" (hereinafter - SRHF) at the republican level and serve to identify each house, compare and update information about the house (apartment) from SW KEHA to SRHF. HIC and AIC are assigned to all residential buildings (apartments) entered earlier. Akims of settlements, villages, rural districts or specialists of the local executive body, after entering a new house in SW KEHA, report to the district statistics authorities all the characteristics of the house (RCA address code from SDB AR, type of residential building (apartment), situation of a residential building (apartment) , type of ownership of a residential building (apartment), size of total and living space, number of rooms, amenities available, materials of external walls, number of households and residents). Characteristics for the house (apartment) are entered by the employees of the district statistics bodies into the SRHF, after which the HIC and AIC are automatically assigned. Further, HIC and AIC are transferred from the district statistical authorities to the relevant local executive body for inclusion in SW KEHA at this personal account or address.

When filling in the line “Type of residential building (apartment)”, the mark (“V”) is indicated only in one place and one of the types is indicated:

1) single-apartment (individual) - a house intended for personal (family) residence, located on a homestead plot and owned by a citizen, together with utility and other buildings and green spaces;

2) semi-detached house - a house consisting of two apartments;

3) three-apartment house - a house consisting of three apartments;

4) four-apartment house - a house consisting of four apartments;

5) five-apartment house - a house consisting of five apartments ;

6) six or more apartment buildings - a building consisting of six or more apartment buildings.

In the line “Situation of a residential building (apartment)”, the mark (“V”) is indicated only in one place, one of the situations of the house is indicated:

1) residential house (suitable for habitation, dilapidated, emergency, empty or ownerless);

2) exclusion of a house/apartment from the housing fund (when a house/apartment is excluded from the housing fund, the date and reason for exclusion must be filled in).

The situation of the house/apartment "dilapidated" or "emergency" is determined by the housing and communal commission under local executive bodies.

Empty or ownerless houses are understood as residential houses/apartments located in rural areas, about which there is reliable information that no one lived in them as of January 1of the calendar year.

When a house is excluded from the housing fund, one of the reasons for the exclusion is indicated: dilapidation, natural disasters, converted into a non-residential building, due to an accident, the house is abandoned or other reasons.

In the line “Type of ownership of a residential building (apartment)”, the mark (“V”) is indicated only in one place. One of the types of ownership of the house is indicated:

1) private;

2) state;

3) departmental;

4) official;

5) another form of ownership.

A mark on the line “private” is indicated if the house or apartment is owned by an individual (them) person (s) or a non-state legal entity (s) and their associations.

A mark on the line "state" is indicated if the house or apartment belongs to the state by right of ownership and is included in the communal housing stock, housing stock of a state enterprise, as well as in the housing stock of a state institution.

A mark on the line “departmental” is indicated if the house is service, on the balance sheet of state institutions, intended to be provided to civil servants appointed to a position in rotation, by decision of the housing commission for residence for the period of performance of official duties without the right to further privatization;

A mark on the line “official” is indicated if a house with a special legal regime, provided from the housing fund of a state institution and intended for settlement by citizens of the Republic of Kazakhstan for the period of their fulfillment of duties related to the nature of their labor relations, including during the rotation of state employees, as well as those participating in active measures to promote employment in accordance with the legislation of the Republic of Kazakhstan on employment of the population;

The size of the total and living area is determined on the basis of the plan of the dwelling, in the absence of a plan or deviations from the plan, it is determined by the internal measurement of the premises and is indicated in square meters.

The total area of the dwelling is the sum of the usable area of the dwelling and the areas of balconies, loggias, verandas, terraces, calculated using reduction factors in accordance with regulatory and technical acts.

The usable area of a dwelling is the sum of the residential and non-residential areas of a dwelling.

Residential area of a dwelling - the sum of the areas of living rooms (bedroom, living room, nursery, home office) in a dwelling (apartment), calculated in square meters.

Non-residential area of a dwelling - the sum of the areas of internal utility rooms (kitchen, bathroom, toilet, hallway, corridor, apartment pantry) in a dwelling (apartment), calculated in square meters;

The line "Number of rooms" indicates the number of living rooms in the dwelling (apartment).

The line "beautification" is entered on the house or part of the house related to the corresponding household. When updating the improvement of the housing fund, it should be taken into account that the dwelling is considered to be equipped with:

1) electricity, if there is electrical wiring in the house;

2) water supply:

water supply in the house, if there is a distribution network inside the house, into which water is supplied centrally from a water supply system or an artesian well;

water supply outside the house, if outside the house (a separate kitchen or identical rooms outside the house) there is a distribution network to which water is supplied centrally from a water supply system or an artesian well;

a well, a column or an identical source of water supply, if there is a well or a tap (column) or an identical source of water supply in the courtyard of the house;

delivery of drinking water, if the house does not have the above sources of water supply, and the delivery of drinking water is carried out by transport from other regions, remote sources or from identical sources of water supply;

3) central sewerage, if inside the house there is a sewer device for draining domestic and fecal water into the street sewer network or absorbing wells. A dwelling in which there is no running water, as well as in the presence of a dry closet, is not considered to be equipped with sewerage;

other sewerage, liquid household waste from residential buildings (residential buildings) not connected to the sewerage system of a settlement should be discharged into waterproof containers-cesspools, followed by removal by special vehicles and draining at drain stations, the places of installation of which are determined by the territorial divisions of the authorized body in the region sanitary and epidemiological welfare of the population, the territorial body of the authorized state body in the field of environmental protection and the organization for water supply and (or) sanitation;

4) heating:

central heating, if there is heating from your own home boiler house, quarterly or district boiler house, combined heat and power plant (CHP), as well as an automatic gas water heater (AGV) installation:

heating from individual installations: stove heating, if there is heating from thermal installations or equipment running on gas, solid or liquid fuels, located inside an occupied traditional dwelling or as a backup option for exceptional cases from owners of large private houses or cottages and temporary huts;

renewable energy sources - energy sources that are continuously renewable due to naturally occurring natural processes, including the following types: solar radiation energy, wind energy, hydrodynamic water energy; geothermal energy: heat from soil, groundwater, rivers, reservoirs, as well as anthropogenic sources of primary energy resources: biomass, biogas and other fuel from organic waste used for the production of electrical and (or) thermal energy;

5) a fixed bathtub or shower, if a bathtub or a shower is installed, both in a separate bathroom and in another room adapted for this purpose, regardless of the method of hot water supply, in this case, the living space in which the bathtub ( shower) are installed, but there is no sewerage;

6) hot water supply:

central hot water supply, if there is a special water supply supplying hot water centrally, for the domestic needs of residents;

hot water supply from individual water heaters, if there is a special water supply supplying hot water from a gas (wood) column, apartment water heaters, including small-sized heating boilers;

7) gas:

network gas (natural), if there is a floor gas stove supplied with network natural gas;

liquefied gas (in cylinders or in gas holders - tanks for storing gaseous substances), if there is a floor gas stove supplied with liquefied gas, a house with a separate kitchen equipped with a floor gas stove supplied with liquefied gas is also considered gasified;

8) a floor electric stove, if there is an electric floor stove, or a house with a separate kitchen (a permanent building specially designed for the kitchen), in which a floor electric stove is installed.

The line "Materials of external walls" indicates the building materials from which the external (external walls) of the house are built. If the walls are built from several materials, the predominant material is indicated.

19. Section III "Land in personal ownership and use" for each household indicates the area of land in square meters as of January 1and July 1of the calendar year.

Subsection A of Section III records the total area of land that is personally owned by the household. Data on the size of land for conducting personal subsidiary plots of the population are written out from the act on the right of private ownership of a land plot.

Subsection B of Section III fills in land taken by households for use from other landowners. This subsection indicates arable lands, hayfields and pastures used by households as of July 1of the calendar year.

In subsection B of section III, data on crop plantings (total area under crop) for the current year's crop are entered by interviewing the head of household (or adult members of the household). Crops of agricultural crops include crops on a personal plot and allocated kitchen gardens.

Crops in the row spacing of orchards are included in the total of the sown area of the corresponding crop and in the total of the total sown area. Crops produced between the rows of tilled crops, as well as repeated (stubble) crops, are not included in the sown area. Gardens, berry fields, green lawns, paths and other areas not occupied by crops are not taken into account in the sown area.

The line "Cereals (excluding rice) and legumes" includes crops of preserved winter crops ( wheat, rye, barley, triticale) and spring cereals and legumes sown in the reporting year (wheat, barley, rye, oats, triticale, a mixture of cereals, corn (maize), millet, buckwheat, sorghum and other legumes), which are intended for use in the form of grain. Grain crops intended for other purposes (green fodder, silage, hay) are not included.

From the line “Cereals (excluding rice) and legumes”, crops of preserved winter grain crops and spring grain and leguminous crops sown in the reporting year by type (wheat, corn (maize), barley, rye, oats, sorghum (dzhugara), millet, buckwheat, triticale (wheat-rye hybrid), a mixture of cereals, green legume vegetables (fresh ( select beans, peas ), dried legumes ( select beans, chickpeas, lentils, peas ).

The line "maize (maize)" indicates corn for grain in full ripeness, with the exception of corn in milk-wax and wax ripeness used for silage and green fodder. These crops are shown under fodder crops.

The line “Oilseeds” indicates the total area under oilseeds.

From the line "Oilseeds" the area under crops for seeds of curly flax, mustard, winter and spring rapeseed, winter and spring colza, sunflower, safflower, soybeans, ground nuts and others is indicated.

Sunflower crops for silage are not included and are shown as fodder crops.

In the line "Rice paddy" indicate the area of land under rice crops.

The line "Vegetables and melons, root crops and tubers" indicates the total area under crops under vegetables and melons, root crops and tubers.

From the line “Vegetables and gourds, root crops and tubers”, the area under crops under cabbage, pepper, cucumbers, eggplant, tomatoes, pumpkin, zucchini, table carrots, garlic, onions, radishes, radishes, table beets, gourds, potatoes, beets sugar, mushrooms and others.

The line "Tobacco" indicates the area under crops of tobacco.

The line “Cotton, whether or not seeded” indicates the entire actual cotton planting area, including shading strips along linear plantings of trees, shading area under single trees.

The line "Forage crops" indicates the crops of all forage crops.

From the line “Forage crops”, crops are indicated under fodder root crops, fodder melons (fodder pumpkin, fodder watermelon and fodder squash), fodder grains (of which Sudanese grass should be distinguished) and leguminous crops, fodder for silage (without corn), corn for fodder, hay (from it, select annual and perennial grasses for hay (from it, select alfalfa seeds)) and others.

The line "Flowers" indicates data on the areas under crops of flowers in open ground.

In subsection D of section III, data on the areas of perennial crops are filled in: vineyards, apple trees, pears, apricots, cherries, peaches, plums (select blackthorns), berries and fruits (including raspberries, strawberries (strawberries), currants and others) , nuts and other perennial crops.

20. \_ Section IV “Livestock actually on the farm (heads)” contains data on the number of livestock, poultry and other farm animals.

Counting is done by counting livestock in kind in the presence of the head or adult member of the household. The livestock count in kind is made at the time of the day when the livestock is on the estate. The number of poultry is brought in by interviewing the head or adult member of that household.

In the event that an actual count cannot be made, for example, when livestock is on transhumance or pasture, livestock numbers are entered by interviewing the head or adult member of that household.

When registering livestock, species of animals and poultry are distinguished in accordance with the "Directory of products (services) of agriculture, forestry and fisheries" and "Directory of livestock products that are not included in the directory of products (services) of agriculture, forestry and fisheries"

When filling in data on the number of cattle, it should be borne in mind that the dairy herd includes such breeds as black-and-white, Holstein-Friesian, red steppe, Aulieatinsky, Ayrshire, brown Latvian. The meat herd includes breeds such as the Kazakh white-headed, Auliekolskaya, Angus, Hereford, Aubrac, Charolais, Limousine, Santa Gertrude, Galloway and Kalmyk. The dairy and meat herd includes such breeds as Alatau, Simmental and Schvitsky. Outbred cattle is classified as a dairy or beef herd, depending on the purpose of use (obtaining meat or milk), that is, if milk is obtained from a cow for further human consumption or sale, then such cows are classified as a dairy herd.

In order to obtain accurate data on the number of livestock, persons carrying out the clarification of household accounting data go around, from December 1to 31and from June 1to June 30 of the calendar year, without exception, all households on the plot assigned to them, regardless of whether these households have farms livestock or not, while paying special attention to the fact that yards on the borders with the neighboring plot (settlement) were not missed.

The line "Catch of fish and other aquatic animals, kg" indicates the number of fish and other aquatic animals in kilograms caught by members of the household in the natural environment during the year.

21. Section V "Buildings for the storage of agricultural products and livestock, other buildings as of January 1of the calendar year" indicates information on above-ground and underground capital buildings and structures that have lighting, special equipment and ventilation to maintain the temperature regime.

Indicators for buildings are entered in accordance with the Classifier of fixed assets (hereinafter - CFA), in accordance with Appendix 7 to this Methodology.

"Buildings for the storage of agricultural products" - the type of building is indicated, for each type of building their number and capacity are indicated.

The capacity of buildings and structures intended for the storage of agricultural products is calculated by multiplying the useful storage volume of the warehouse or structure by the average weight of one cubic meter of products.

“Buildings for keeping farm animals” - the type of building is indicated, for each type of building their number and the number of livestock places are indicated. For buildings intended for the joint keeping of different types of livestock, the number of livestock places is not indicated.

"Greenhouses for growing" - data on the areas of greenhouses under vegetables, flowers and other crops are indicated. The area is indicated in square meters.

All data (information) recorded in the notebook must be entered into SW KEHA within three working days, and if citizens apply, on the day of application.

**Chapter 4. Procedure for keeping records on peasant or farm enterprises**

22. Household accounting covers all PFHs that are registered on the territory of settlements, villages, rural districts, regardless of whether they have buildings, estates or livestock.

If the head of the PFH is replaced by another person from the same household (due to death or for other reasons), the last name, first name and patronymic (if any) of the former head of the PFH are replaced and a new head is entered with reference to the supporting document. In the event that the PFH is registered in the form of personal entrepreneurship, the IIN is replaced.

If PFH has ceased operations or all members of the farm leave for permanent residence outside the given rural district (administration), then its address part is closed, the date and reason for termination of activity are indicated (bankruptcy, termination of private ownership of the land plot or land use rights).

In the event of a change of residence of the head of the PFH to another street or to another locality, in the line "actual address of the head of the peasant or farm enterprise" his former address is replaced by a new address.

If the PFH is divided into several farms, then the address part of the former farm is deleted, the reason is filled in: "split into..." and the numbers and date of the newly issued certificates of land ownership are put down. Then the newly created PFHs are created in SW KEHA according to the act of land ownership.

The main activity of PFH is: crop or livestock or mixed (crop and livestock).

23. Section I “Land owned, leased (leased) within and outside the territory of a settlement, village, rural district as of January 1and July 1of a calendar year” indicates the land area in hectares with an accuracy of 0.1hectare. Subsection A of Section I indicates the total land area received into possession or temporary use. The information is filled in on the basis of the land use right certificate obtained during the registration of PFH.

The lines "Land leased" and "Land leased" are indicated if this land, or part of it, is owned by PFH. If the land is taken on a long-term lease in accordance with paragraph 2of Article 35 of the "Land Code" of the Republic of Kazakhstan dated June 20, 2003, then the information in these lines for this land is not taken into account.

In subsection B of section I, data on crops (sown area total) for the current year's crop are entered by interviewing the head of the PFH or its members.

Crops in the row spacing of orchards are included in the total of the sown area of the corresponding crop and in the total of the total sown area. Crops produced between the rows of tilled crops, as well as repeated (stubble) crops, are not included in the sown area. Gardens, berry fields, green lawns, paths and other areas not occupied by crops are not taken into account in the sown area.

The line “Cereals (excluding rice) and legumes” includes crops of preserved winter crops (wheat, rye, barley, triticale) and spring cereals and legumes sown in the reporting year (wheat, barley, rye, oats, triticale, a mixture of cereals, corn (maize), millet, buckwheat, sorghum and other legumes), which are intended for use in the form of grain. Grain crops intended for other purposes (green fodder, silage, hay) are not included.

From the line "Cereals (except for rice) and legumes" the crops of surviving winter grain crops and spring grain and leguminous crops sown in the reporting year by species (wheat, corn (maize), barley, rye, oats, sorghum (dzhugara), millet, buckwheat, triticale (wheat-rye hybrid), a mixture of cereals, green legume vegetables (fresh ( select beans, peas ), dried legumes ( select beans, chickpeas, lentils, peas ).

The line "maize (maize)" indicates corn for grain in full ripeness, with the exception of corn in milk-wax and wax ripeness used for silage and green fodder. These crops are shown under fodder crops.

The line “Oilseeds” indicates the total area under oilseeds.

From the line "Oilseeds" the area under crops for seeds of curly flax, mustard, winter and spring rapeseed, sunflower, safflower, soybeans, ground nuts and others is indicated.

Sunflower crops for silage are not included and are shown as fodder crops.

In the line "Rice paddy" indicate the area of land under rice crops.

The line "Vegetables and melons, root crops and tubers" indicates the total area under crops under vegetables and melons, root crops and tubers.

From the line “Vegetables and gourds, root crops and tubers”, the area under crops under cabbage, pepper, cucumbers, eggplant, tomatoes, pumpkin, zucchini, table carrots, garlic, onions, radishes, radishes, table beets, gourds, potatoes, beets sugar, mushrooms and others.

The line "Tobacco" indicates the area under crops of tobacco.

The line “Cotton, peeled or not seeded” indicates the entire actual area of cotton planting, including shading strips along the linear plantings of mulberry trees, the shading area under separate trees.

The line "Forage crops" indicates the crops of all forage crops.

From the line “Forage crops”, crops under fodder root crops, fodder melons (fodder pumpkin, fodder watermelon and fodder squash), fodder grains ( Sudanese grass should be distinguished) and leguminous crops, fodder for silage (without corn), corn for fodder, hay (from it, select annual and perennial grasses for hay (from it, select alfalfa seeds) ) and others.

The line "Flowers" indicates data on the areas under crops of flowers in open ground.

In subsection B of section I, data on areas of perennial crops are filled in: vineyards, apple trees, pears, apricots, cherries, peaches, plums, berries and fruits (including raspberries, strawberries (strawberries), currants and others), nuts and other perennial crops.

Crop area data for PFH includes land excluding household plots.

24. Section II "Cattle that is the personal property of the holding (heads)" shall contain data on the number of livestock, poultry and other farm animals.

The PFH tour, questioning the head of the PFH and counting the livestock in kind is carried out at the time of the day when the livestock is on the farm (homestead). In the event that an actual recalculation is not possible, livestock numbers are recorded by asking the head of that PFH about the actual availability of livestock numbers. Livestock accounting is carried out as of January 1and July 1of the calendar year.

The PFH total number of livestock does not include livestock owned personally by an employee of this or another holding and accounted for by the household.

In the presence of such livestock, the head of the PFH transfers to the specialist of the local executive body a list of citizens whose livestock is in his herd. This livestock is brought into the household as the livestock of the population.

For each PFH, all livestock owned by the PFH is shown, whether they are on pasture or held in another PFH.

If it is determined that PFH is transferring livestock to the household for rearing (fattening), then it is necessary to find out if this number of livestock is included in the household records.

In cases of detection of such facts, the specialist of the local executive body conducting livestock registration makes changes to the household records, that is, excludes this livestock from the data of this household.

In this case, you should check again if this number of livestock is included in the PFH.

If the PFH contains livestock that is contract fattened, the numbers of such livestock are not included in the records.

25. Section III "Buildings for the storage of agricultural products and livestock, other buildings as of January 1of the calendar year" indicates information on above-ground and underground capital buildings and structures that have lighting, special equipment and ventilation to maintain the temperature regime.

Building indicators are entered in accordance with CFA, in accordance with Appendix 7 to this Methodology.

"Buildings for the storage of agricultural products" - the type of building is indicated, for each type of building their number and capacity are indicated.

The capacity of buildings and structures intended for the storage of agricultural products is calculated by multiplying the useful storage volume of the warehouse or structure by the average weight of one cubic meter of products.

“Buildings for keeping farm animals” - the type of building is indicated, for each type of building their number and the number of livestock places are indicated. For buildings intended for the joint keeping of different types of livestock, the number of livestock places is not indicated.

"Greenhouses for cultivation" - data on the areas of greenhouses under vegetables, flowers, mushrooms and other crops are indicated. The area is indicated in square meters.

All data (information) recorded in the notebook must be entered into SW KEHA within three working days, and if the head of the PFH is contacted, on the day of the request.