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| Approved by order of the director |
| dated December 31, 2021 |

**Methodology for maintaining and updating the information system Statistical Business Register**

**Chapter 1. General Provisions**

1. Methodology for maintaining and updating the information system Statistical business register (hereinafter - Methodology) refers to the statistical methodology, formed and approved in accordance with the Law of the Republic of Kazakhstan "On State Statistics" (hereinafter - Law).

2. In this Methodology the following definitions are used:

identification number - an individual identification number or a business identification number, expressed as a sequence of numeric characters, allowing the recording of information relating to a particular person in national registries of identification numbers;

main activity - a type of activity, the added value of which exceeds the added value of any other type of activity carried out by an economic entity;

secondary type of activity - a type of activity, in addition to the main one, which is carried out with the aim of producing products (goods and services) for third parties.

**Chapter 2. General information about the information system Statistical Business Register**

3. Information system The Statistical Business Register (hereinafter – IS SBR) is an integral part of the official statistics of the Republic of Kazakhstan. In terms of content, the IS SBR database is a specially organized and systematized list of legal and statistical units. As a statistical accounting tool, IS SBR contains summary administrative and economic information on all units included in the register. The structure and content of the IS SBR are determined by international standards and recommendations in the field of business statistics.

4. IS SBR is used in accordance with international recommendations in the following main areas:

1. means of detection and formation of statistical units;
2. a tool for preparing and coordinating the conduct of nationwide statistical surveys;
3. source of information for the demographic analysis of the population of statistical units;
4. a tool for attracting data from administrative sources;
5. data dissemination tool.

5. The purpose of interaction with state databases is to increase the efficiency of attracting administrative sources for the production of statistical data and reduce the burden on respondents.

6. IS SBR includes a central server with databases at the national level and remote workstations located:

in the structural unit for maintaining statistical registers of the Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan (hereinafter - the Bureau);

in the departments of registers of the territorial subdivisions of the Bureau;

to the Republican State Enterprise on the right of economic management "Information and Computing Center Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan” (hereinafter – RSE ICC).

Depending on the functions performed, all workplaces have a certain mode of access to data in IS SBR.

**Paragraph 1. Units of Accounting IS SBR**

7. IS SBR includes information on legal entities registered in the territory of the Republic of Kazakhstan, its structural divisions, as well as subjects of individual entrepreneurship (hereinafter - entities). Accounting in IS SBR is subject to entities that have passed state or accounting registration in the relevant registration authorities of the Republic of Kazakhstan.

8. IS SBR contains basic administrative information about legal units and economic information about statistical units.

9. A legal unit is a unit endowed with a legal status. Legal entities include: legal entities with their structural subdivisions, the existence of which is recognized by law, regardless of individuals or organizations that are their owners or participants; individuals officially registered as individual entrepreneurs and liable for their obligations; individual entrepreneurs, officially registered, carrying out their activities in the form of a joint venture.

10. A statistical unit is an abstract unit created from a legal unit for use for statistical purposes. In IS SBR, according to international standards, the following types of statistical units are created for legal units:

1. a group of enterprises;
2. company;
3. local unit;
4. unit of activity;
5. local unit of activity.

The statistical unit "group of enterprises" (hereinafter - GE) - corresponds to the totality of economic entities having relations based on the direct or indirect control of one economic entity over another (others) through the possession of a controlling stake (stakes) in the authorized capital or by exerting a decisive influence on decisions made by other means.

The statistical unit "enterprise" (hereinafter - E ) is the smallest combination (that is, one or more) of legal units operating in one or more places on a commercial or non-commercial basis.

Statistical unit "local unit" (hereinafter - LU ) - corresponds to an enterprise or part of an enterprise (workshop, factory, workshop, shop, gas station, cafe, mine) located outside the location of the enterprise.

Statistical unit "type of activity unit" (hereinafter - UTA) - corresponds to an enterprise or its part, which is relatively homogeneous in terms of production (economic) activity and independent in relation to decision-making on the production process, about which it is possible to obtain meaningful data.

Statistical unit "local activity unit"
(hereinafter - LUTA) - corresponds to the geographically separate part of the activity unit, which corresponds to the local unit. In addition, under this concept, the term “establishment” is used, which corresponds to LUTA. Each UTA must have at least one LUTA. It should be borne in mind that the general Classification of Economic Activities
(hereinafter - GCTEA) of LUTA always corresponds to the GCTEA of the head UTA.

Thus, the definitions of statistical units are based on three main criteria: legal E , geographic ME, LUTA and economic UTA.

Statistical units E and LU are created in IS SBR at the republican level in automatic mode, statistical units GE are created in IS SBR at the republican level based on the results of the corresponding analysis. UTA and LUTA in IS SBR are created at the republican level based on enterprise profiling. Profiling (profiling) is an analysis method for generating statistical units and determining their GCTEA. UTA covers at least 10% of an enterprise's income or employment. Based on the UTA, one or more LUTAs are created.

11. Business statistics are based on an institutional approach. All activities of each unit are attributed to its principal activity. With this approach, UTA improves the homogeneity of the results of statistical observations across activities. At the same time, UTA is not created on the basis of ancillary activities of enterprises.

12. Considering the links between legal and statistical units, it is recommended to note:

the legal (legal) basis of the statistical unit E is always only one legal unit (legal entity or individual entrepreneur);

the statistical unit E is associated with one or more legal units. Legal units can act as co-founders.

**Paragraph 2 IS SBR databases**

13. IS SBR uses two databases:

1. transaction base IS SBR - base Online transaction processing (hereinafter - OTP). The OTP database contains the latest factual data on legal and statistical units. At the same time, the update history log is kept for the main attributes, in which the previous values of the attributes and the events that led to their change are stored. OTP is used to enter and correct information, as well as to create and analyze statistical units;
2. Slice storage IS SBR - base Online Analytical Processing (hereinafter - OAP). The OAP database contains information in the form of slices - data on legal and statistical units at a certain point in time (on the 1st and 18th of each month and year). OAP is used for time series analysis, data dissemination, the formation of bulletins, samples, catalogs and various tables.

A real slice is a truncated copy of the IS SBR database, with a certain number of classification attributes by legal units, as of the end of the reporting month (used to generate summary tables based on IS SBR), is formed on the last day of the reporting month.

A frozen slice is a truncated copy of the IS SBR database, with a certain number of classification attributes for statistical units, which is formed monthly on the 17th of the reporting day (used to form individual catalogs).

**Paragraph 3. Classifications used in IS SBR**

14. Encoding of information in IS SBR is carried out on the basis of a classification and coding system.

15. IS SBR uses the following standard classifications:

1. CATO - Classifier of administrative-territorial objects;
2. CDE - Dimension classifier of legal entities, branches and representative offices, as well as individual entrepreneurship entities by the number of employees;
3. CEPV - Classification of enterprises by production volume
4. CFP - Classification of forms and types of ownership;
5. DOFM - Directory of organizational and legal forms of management;
6. GCTEA - General Classification of Economic Activities.
7. CSE - Classification of sectors of the economy.

16. To reflect the degree of economic activity of the entities contained in the IS SBR, situational codes (DSC - a directory of situational codes) are used, which are filled in during the registration of the entity and are changed in the process of updating the IS SBR. Situational codes are assigned to legal and corresponding statistical units in IS SBR (situational codes used in IS SBR are presented in Annex 1 to this Methodology).

17. Information characterizing situational codes is any information that directly or indirectly characterizes the economic activity of entities in IS SBR (statistical forms completed by respondents, information from administrative databases, media data, statements of respondents).

18. Actualization (revision, updating, confirmation of previously assigned) situational codes of units must be carried out in a planned manner, as information becomes available characterizing the situational codes, and also as the period for which they are assigned expires.

When assigning and updating situational codes, the system date and the corresponding update source are entered. If the update is carried out in connection with the expiration of the period for which the code was assigned, then the basis for changing the situational code is IS SBR.

Changes in the situational code in IS SBR for legal and statistical units are synchronized, so when the situational code for a legal unit is changed, the situational code for the statistical unit is changed automatically.

For other classification attributes (CDE, primary/secondary GCTEA, headcount), changes in legal and statistical units are synchronized if the IS SBR for legal units has a synchronization flag.

**Chapter 3. Formation of catalogs of surveyed units based on the IS SBR database**

**Paragraph 4. Types of directories**

19. To conduct statistical observations based on information in IS SBR, two types of catalogs are formed:

individual catalog - a list of surveyed units with the corresponding classification attributes, intended for a specific statistical observation;

branch catalog - a list of surveyed units, designed to take into account changes discovered by employees of branch statistics when working with statistical forms of respondents.

20. An individual catalog is intended for a specific statistical observation and is used in systems for processing statistical forms.

21. The main purpose of the industry catalog is to record changes found when working with the statistical forms of respondents (for example, changes in the type of activity, dimension and other classification and administrative attributes).

**Paragraph 5. Formation of the "Table of orders for catalogs"**

22. The table of orders for catalogs (hereinafter - TOC) contains the conditions for selecting units from IS SBR for conducting one or another statistical observation and is formed annually by December 10 of the next reporting year by the structural unit for maintaining statistical registers of the Bureau.

23. The annual TOC review is conducted according to the TOC review schedule, which is approved annually in October, as agreed by the Supervising Deputy Head of the Bureau.

24. Before consideration of the TOC, the structural unit for maintaining statistical registers requests comments and suggestions from the territorial units and applications from the sectoral structural units of the Bureau.

25. Comments from territorial subdivisions and applications from sectoral structural subdivisions of the Bureau, for consideration and inclusion in the TOC, are sent to the structural subdivision for maintaining statistical registers no later than October 15 of the corresponding year.

26. When forming applications for catalogs of surveyed units, sectoral structural divisions of the Office of the Bureau form an application, indicating:

frequency of collecting the statistical form;

types of legal and statistical units;

a feature of a sample survey;

classification features.

27. The formation of an application in the TOC is carried out by the branch structural divisions of the Bureau on the basis of the methodology for a particular statistical observation.

28. If necessary, during the reporting year, the branch structural divisions of the Bureau make changes to the TOC agreed with the interested structural divisions.

**Paragraph 6. Formation and work with directories**

29. Individual catalogs are formed at the republican level on the basis of the IS SBR slice storage, in an automated mode, in the form, in accordance with Appendix 2 to this Methodology. Responsible for the quality of individual catalogs is the structural unit for maintaining statistical registers.

30. Individual directories are formed as follows:

catalogs of annual periodicity - as of December 18 of the reporting period (the exception is the forms of statistical observations, the specifics of which are collected in a different period of time, for example: 2-NK, 3-NK, 29-SH);

semi-annual periodicity catalogs - as of the 18th day of the last month of the reporting half-year;

quarterly periodicity catalogs - as of the 18th day of the last month of the reporting quarter;

catalogs of monthly periodicity - as of the 18th day of the reporting month;

catalogs on statistical forms of prices monthly - as of the 8th day of the reporting month, quarterly - as of the 18th day of the last month of the reporting quarter;

catalog according to the statistical form 1-NP - from the IS SBR transaction database for each reporting year, by adding newly created legal entities, branches and representative offices that have been registered with the registration authorities or at the Astana International Financial Center.

31. The individual catalog includes units with all situational codes, with the exception of the situational code "3". It is allowed to include in individual catalogs by adding units with the situational code "3" if there is a corresponding condition in the TOC. The structure of an individual catalog is presented in Appendix 3 to this Methodology.

In the process of working with individual catalogs, adding entries is allowed if the TOC has a corresponding condition. Adding records (appending) is the process of adding records to an individual directory that are found after the formation of individual directories. Adding entries to an individual directory is allowed if:

1) if the respondent was registered after the monthly frozen section was formed and wants to submit a statistical form for the reporting period (in this case, the registration date must be no later than the last day of the reporting month);

2) if changes in classification attributes are made in accordance with paragraph 70 of this Methodology after the monthly slice has been formed (no later than the last day of the reporting month).

3) if the records do not meet the TOC conditions, but which must be taken into account when conducting statistical observation.

32. All additions of statistical units without changing attributes to the individual catalog are made:

1) in the absence of a report from the respondent - by specialists of the department of registers of territorial subdivisions (in accordance with the application submitted in Appendix 4 to this Methodology);

2) if there is a report from the respondent - by specialists of sectoral departments of territorial divisions responsible for processing a specific statistical observation.

The list of additionally enrolled respondents is not transferred to the next reporting period. Removal of records from an individual catalog is provided only if there are good reasons and is carried out by the structural unit for maintaining statistical registers at the written request of the branch structural unit of the Bureau.

33. Individual catalogs for surveys conducted according to a specific list are formed by the structural unit for maintaining statistical registers based on the list provided by the branch divisions of the Bureau (for price statistics - based on the list provided by the departments of registers of territorial units).

During the reporting period, changes to the lists for the reporting period are accepted by the structural unit for maintaining statistical registers 3 days before the formation of catalogs in accordance with the application, for inclusion (deletion) in an individual catalog in the form, in accordance with Appendix 4 to this Methodology. Lists of annual catalogs are sent by industry divisions no later than December 10th.

For price statistics forms, in the process of working with individual catalogs, the price department of territorial subdivisions makes adjustments (adding / deleting) to the lists, taking into account changes in the updated IS SBR. All clarifications are sent to the structural unit for maintaining statistical registers:

according to the forms of monthly frequency during January of the reporting year until January 31 of the reporting year;

according to the forms of quarterly frequency during March-April of the reporting year until April 30 of the reporting year.

34. The sectoral catalog reflects information on legal and statistical units in general for the sector of statistics, with all situational codes, including the situational code "3", and is used to work directly in the IS SBR transaction database. The list of industry catalogs is presented in Appendix 5 to this Methodology.

35. Coordination of issues of an intersectoral nature (ensuring the interaction of the department of registers with the sectoral departments of the territorial subdivision and timely updating of the sectoral catalog) is carried out by the heads of the territorial subdivision. In particular, resolving issues on changing the main GCTEA code or the CDE code of statistical units during the reporting year.

36. To maintain the industry catalog, responsible specialists of the department of registers and the industry department of territorial divisions are determined . The responsible specialist for the industry catalog ensures timely updating of the industry catalog and its correct use (the list of attributes available for adjustment in the industry catalog is specified in Appendix 6 to this Methodology).

37. Every day, in the process of working with the statistical forms of respondents, contact information, as well as changes in the attributes of the surveyed units, are entered by the specialist responsible for the industry catalog directly in IS SBR through the menu "industry catalogs".

38. The Department of Registers of Territorial Subdivisions daily monitors and analyzes the changes made in the industry catalog and confirms or rejects the introduction of changes in IS SBR.

If the Department of Registers of territorial subdivisions confirms the changes made in the industry catalog, then only those attributes for which there were changes are updated in IS SBR.

**Chapter 4. Updating IS SBR**

**Paragraph 7. Updating IS SBR based on these components**

**Integrated information system "e-Statistics"**

39. On a daily basis, based on the information received through the "Respondent's Cabinet " , IS SBR updates contact information (telephone, email address), primary or secondary GCTEA and the list of subjects.

40. The contact details of the subjects (telephone, e-mail address) are entered into IS SBR automatically with the system date and the corresponding update source. Information about changes in the primary or secondary GCTEA, or changes in the number of employees are received in IS SBR in the form of electronic notices. Specialists of the department of registers of territorial subdivisions daily review incoming notifications, and within three working days from the date of receipt of the notification, confirm or reject the changes made by the respondent.

If the respondent makes changes to the main or secondary GCTEA, and these changes are of a long-term nature (more than 1 year), the respondent must indicate the volume of products manufactured, goods sold and services rendered for the worked period according to the changed GCTEA. Changes are made to the operational database IS SBR, with the system date and the corresponding update source.

41. When confirming and making changes to the main GCTEA in IS SBR, adding a secondary GCTEA, the situational code of legal units is automatically updated according to the following conditions:

1) if the subject in IS SBR has the situational code "0", "2", "4", then the situational code is automatically changed to "1", with the system date and the corresponding update source affixed;

2) if the subject has the situational code "6", "9" in IS SBR, then automatically no changes are made to the situational code. At the same time, it is possible, if necessary, to change the situational code manually.

When a change in headcount is confirmed and entered into IS SBR, the situational code of legal units is automatically updated according to the following conditions:

1) if the subject in IS SBR has the situational code "4", then the situational code is automatically changed to "1", with the system date and the corresponding update source affixed;

2) if the subject in IS SBR has the situational code "0", "1", "2", "6", "9", then no changes are automatically made to the situational code. At the same time, it is possible, if necessary, to change the situational code manually.

42. Based on the results of collecting statistical forms in IS SBR, contact information (telephone, e-mail address), situational code, main or secondary GCTEA, payroll and economic indicators of subjects are updated.

The contact details of the subjects (telephone, e-mail address) are entered into IS SBR automatically, with the system date and the corresponding update source.

Updating in IS SBR of the situation code based on the results of collecting statistical forms is carried out during the year both automatically (using a number of forms) and by specialists of the sectoral department of territorial divisions through the sectoral catalog.

If there are indicators in the statistical form that characterize the implementation of activities (the volume of products manufactured, goods sold and services rendered) of the subject, the situational code is updated according to the following conditions:

1) if the situational code "1" is in IS SBR, and the date of updating compared to the system date is less than 180 calendar days, then changes to the situational code are not made;

2) if the situation code "1" is in IS SBR, and the update date is more than 180 calendar days compared to the system date, then without changing the situation code, the system date and the corresponding update source are entered;

3) if the situational code "0", "2", "4", "6" is in IS SBR, the situational code is changed to "1" with the system date and the corresponding update source.

In the absence in the statistical form of indicators characterizing the implementation of activities (the volume of products manufactured, goods sold and services rendered) of the subject or if the subject provided a notice of the absence of activity, the situational code is updated according to the following conditions:

1) if the situational code “0” is in IS SBR, and the date of updating compared to the system date is less than 24 months, then no changes are made to the situational code;

2) if the situational code “0” is in IS SBR, and the update date is more than 24 months compared to the system date, the situational code “2” is automatically assigned with the system date and the corresponding update source;

3) if the situational code "2" is in IS SBR, and the date of updating compared to the system date is less than 180 calendar days, then changes to the situational code are not made;

4) if the situational code “2” is in IS SBR, and the update date is more than 180 calendar days compared to the system date, then without changing the situational code, the system date and the corresponding update source are entered;

5) if the situational code "1", "4" is in IS SBR, then the situational code is changed to "2" with the system date and the corresponding update source.

43. During monthly updating in IS SBR, changes in the address part (actual address), information about the contact person, as well as changes in GCTEA and CDE by legal units are also entered through the industry catalog (according to paragraph 66 of this Methodology).

44. During the annual update, the industry catalog analyzes all the information collected about changes to the GCTEA and CDE. The IS SBR contains information that reflects the real changes in the GCTEA and CDE by legal and statistical units.

4 5. The Department of Registers of Territorial Subdivisions daily monitors and analyzes the changes made in the industry catalog and confirms or rejects the introduction of changes in IS SBR.

46. Monthly updating based on the results of collecting statistical forms is carried out by specialists responsible for industry catalogs
until the 15th day after the reporting month, annual updating - during December of the reporting year.

47. Every year at the republican level, based on the results of collecting annual statistical forms in IS SBR, the economic indicators of entities are automatically updated ( income from the sale of products, works, services, the value of short-term and long-term assets, the volume of products manufactured, goods sold and services rendered) .

To update economic indicators, IS SBR defines a list of statistical forms that contain relevant information. The list of forms is revised annually, canceled forms are excluded from it and new statistical forms are added containing the economic indicators necessary for updating IS SBR.

48. Information based on the information of the Information System "Agricultural Statistical Register" (hereinafter - IS ASR) is analyzed by specialists of sectoral departments of territorial divisions and, if necessary, changes are made to IS SBR of the situational code and the main GCTEA peasant or farm enterprises (hereinafter - PFE). Information is changed under the following conditions:

1) if PFE in IS SBR has a situational code = "0", "2", "4", and according to IS ASR data, as of July 1 of the current year, there were areas under crops, or as of January 1 of the current year , as of July 1 of the current year - farm animals, then the situational code for this PFE in IS SBR is changed to "1", with the system date and the corresponding source of updating;

2) if the situation code in IS SBR is "3" or "9", and according to IS ASR, as of July 1 of the current year, there were areas under crops, or as of January 1 of the current year, as of July 1 of the current year - farm animals, then it is possible for this PFE to change the situational code in IS SBR to "1" (reason for changing the code: error in the situational code, cancellation of liquidation, in the absence of the head of the farm, the resumption of activities by members of the farm, or representatives who have the right to inherit), with affixing system date and corresponding update source.

3) if the PFE in IS SBR main GCTEA does not match the IS ASR data, while according to IS ASR data, as of July 1 of the current year, there were crop areas under crops, or as of January 1 of the current year, as of July 1 of the current year - farm animals, then the main GCTEA is changed for this PFE in IS SBR, with the system date and the corresponding source of updating.

**Paragraph 8. Updating IS SBR based on data from administrative sources**

49. As part of the state registration of legal entities, branches and representative offices, IS SBR daily receives electronic notices of registration (re-registration) of legal entities, branches and representative offices, as well as individual entrepreneurs in the form of joint venture (hereinafter - IEJ). The information in the notification is the basis for assigning the classification features of legal and statistical units. On the basis of notifications, state statistical bodies assign unified identification and other system accounting codes within one working day, include information about them in IS SBR.

50. Upon registration, branches and representative offices of a legal entity of the Republic of Kazakhstan are automatically assigned the same DOFM and CFP codes as the parent legal entity. The CSE, GCTEA, and CDE codes of branches and representative offices do not always match the CSE, GCTEA, and CDE of the parent legal entity.

51. As part of the state registration of individual entrepreneurs (hereinafter - IP), IS SBR is updated daily online with information about individual entrepreneurs who have passed state registration, deregistered, changed information and suspended their activities.

52. All information received is entered into IS SBR automatically, for individual entrepreneurs who have passed state registration, unified identification and other system accounting codes are assigned.

53. Upon receipt of information about the suspension of activities, the situational code "6" is automatically assigned to legal units in IS SBR, the date of suspension and resumption of activities, the corresponding source of updating are indicated. Upon receipt of information about the extension of the suspension period in IS SBR, the situational code remains unchanged, the suspension and resumption dates are updated. Upon the expiration of the suspension period, the situational code “2” is automatically assigned to the legal unit, the dates of suspension and renewal are reset to zero. In case of receipt of information about the resumption of activities before the expiration of the suspension period, the situational code “1” is automatically assigned to the legal unit in IS SBR, the dates of suspension and resumption are reset.

54. As an additional source for updating the situational code of IS SBR subjects, data published on the Internet resource of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan (hereinafter - SRC MF RK) on taxpayers recognized as inactive are used.

On a monthly basis, the information is analyzed by specialists of the department of registers together with the sectoral departments of territorial divisions, and, if necessary, changes to the situational code are made to IS SBR:

1) if in IS SBR situational codes = "0", "1", "2" (valid), while the date of updating the situational code in comparison with the system date was not updated for more than 180 calendar days, and according to SRC MF RK data, by unit the status is “inactive”, then the situational code changes to “4” with the system date and the corresponding source of updating;

2) if in IS SBR the situation code = "4", and there is no unit in the SRC MF RK data on inactive units, then the situation code is changed to "1" or "2" with the system date and the corresponding source of updating. Or if no statistical form has been submitted for the unit within 24 months and at the same time there is no information on the implementation of activities from administrative sources, then the information on the situational code remains unchanged;

3) if in IS SBR the situational code = "4" and in the SRC MF RK data on "inactive" the unit is present, while the update date has not been updated for more than 1 year, then, without changing the situational code, the system date and the corresponding update source are put down.

55. Information about taxpayers in liquidation, published on the SRC MF RK Internet resource, is used as an additional source for updating the situational code of entities in IS SBR. Based on these data on the subjects in IS SBR, the situational code is updated to "9", with the system date and the corresponding update source.

56. Information received on other applications from the SRC MF RK is also analyzed by specialists of the department of registers together with the sectoral departments of territorial subdivisions, and, if necessary, changes are made to IS SBR.

57. The IS SBR is also updated according to the information received from the Database "Administrative Data" of the IIS "e-Statistics", provided by administrative sources: the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan (hereinafter - MLSPP RK), the Ministry of Digital Development, Innovation and aerospace industry of the Republic of Kazakhstan (hereinafter - MDDIAI RK), telecom operators.

58. IS SBR is updated quarterly on the basis of the list of entities that have transferred mandatory pension contributions, indicating the amount of the contribution and the number of people for whom the contributions were made, received from the MLSPP RK. The information obtained is used as an additional source for updating the situational code and the number of employees. Information received for the 1st quarter of the reporting year is used to update the situational code, headcount and CDE, information received for the 2nd-4th quarters of the reporting year is used to update the situational code.

59. The information received from the MLSPP RK is analyzed by specialists of the department of registers together with the sectoral departments of the territorial divisions and the following changes are made to IS SBR:

1) if in IS SBR the situational code = “0”, “4”, and according to MLSPP RK data, pension contributions were made for the subject for the quarter, while the number of employees in IS SBR coincides with the number according to MLSPP RK (in the class of small, medium and large), then the situation code in IS SBR is affixed to this subject either "1" or "2", with the system date and the corresponding source of updating;

2) if in IS SBR the situational code = “1” and according to MLSPP RK data, pension contributions were made for the subject for the quarter, while the number of employees in IS SBR coincides with the number in MLSPP RK (by class small, medium, large), and if the date of updating the situational code compared to the system date has not changed for more than a year, then the date of updating the situational code is updated for this subject, indicating the corresponding source of updating;

3) if in IS SBR the situational code = “2”, and according to the MLSPP RK data, pension contributions were made for the subject for the quarter, while the number of employees in the SBR coincides with the number according to MLSPP RK (in the class small, medium and large), then for this unit, if the date of updating the situational code compared to the system date has not changed for more than a year, the date of updating the situational code in IS SBR is updated, or the situational code in IS SBR changes to "1", with the system date and the corresponding source of updating;

4) if in IS SBR the situational code = “9”, and according to MLSPP RK data, pension contributions were made for the subject for the quarter, while the number of employees in IS SBR coincides with the number in MLSPP RK (in the class small, medium and large), then the situational code either “1” or “2” is entered in the IS SBR for this subject (reason for changing the code: error in the situational code, resumption of activity), or the situational code remains unchanged.

60. Information on the number of employees received from the MLSPP RK is analyzed by specialists of the department of registers together with sectoral departments of territorial divisions and, if necessary, the following changes are made to IS SBR:

1) if the information about the number in IS SBR does not match the number according to MLSPP RK (by class small, medium and large) and the subject in IS SBR has a situational code = "0", "4", then changes are made by number, then by this subject is assigned the situational code "1" or "2", with the system date and the corresponding source of updating;

2) if the information about the number in IS SBR does not match the number according to MLSPP RK (by class small, medium and large) and the subject in IS SBR has a situational code = "1", "2", then changes in the number are made in accordance with paragraph 69 of this Methodology;

3) if the information about the number in IS SBR does not match the number according to MLSPP RK (by class small, medium and large) and the subject in IS SBR has a situational code = "9", then this unit is put down in IS SBR situational code or "1 ”, or “2” (reason for changing the code: error of the situational code, resumption of activity) and changes are made in terms of the number, or the situational code and the number remain unchanged.

61. Information about licenses issued by licensors of the Republic of Kazakhstan to legal entities or individuals engaged in entrepreneurial activities, coming from MDDIAI RK, is analyzed by specialists of the register department together with sectoral departments of territorial divisions and, if necessary, changes are made to the main and secondary GCTEA in IS SBR, with the system date stamped and the corresponding update source, via the industry catalog.

62. The contact data received by the Bureau from telecom operators are analyzed by specialists of the department of registers together with the sectoral departments of territorial divisions and, if necessary, changes are made to IS SBR through the sectoral catalog.

The Department of Registers of Territorial Subdivisions daily monitors and analyzes the changes made in the industry catalog and confirms or rejects the introduction of changes in IS SBR.

**Paragraph 9. Change in classification attributes for units contained in IS SBR during the reporting year**

63. For legal units, the classification attributes are changed as relevant information becomes available (information from administrative sources, statistical form, notification of the respondent through the "Respondent's Office", written notification of the representative of the subject). In this case, the classification attributes of legal and statistical units are synchronized in the IS SBR transactional database.

64. The IS SBR transactional base contains the latest factual data on legal and statistical units, that is, any changes in legal and statistical units in the transactional base are reflected from the moment any changes were made, both in legal and statistical units . IS SBR also contains information in the form of slices - data on legal and statistical units at a certain moment in the formation of the corresponding slice. In the frozen section, information about classification attributes by statistical units remains unchanged throughout the year and is used to form individual catalogs.

65. In the frozen slice by statistical units, according to the principle of stability, the codes of the main GCTEA, CDE and CEPV do not change during the year (cases of changes in the main attributes - see paragraph 69). The principle of "stability" must be maintained, as future changes will lead to inconsistencies between short-term and annual statistics. The principle of "stability" does not apply to other classification attributes.

66. Changes during the year of the codes of the main GCTEA, CDE and CEPV of the examined units in the frozen section are entered if there are sufficient grounds for this.

Reasons for changing classification attributes during the year for statistical units:

1) if the indicators (in terms of production volume, provision of services) influence the formation of summary statistical information for the district by more than 1%, then in this case it is necessary to change the classification attributes by statistical units in IS SBR. If the indicators influence less than 1%, then it is not required to change the classification attributes;

2) if in IS SBR during registration (re-registration) the CDE, main GCTEA or CEPV codes were erroneously entered, then in this case it is necessary to change the classification attributes by statistical units.

67. If the reporting unit has undergone changes to the main GCTEA, CDE, or CEPV and these changes are of a long-term nature (more than 1 year), it is necessary to determine the code of the main GCTEA, CDE, or CEPV and make changes to the classification attributes in IS SBR according to legal unit.

To change the classification attributes of statistical units, the relevant sectoral department of territorial subdivisions must submit an application, in the form, in accordance with Appendix 7 to this Methodology, for consideration of changing the classification attributes to the department of registers of territorial subdivisions. The decision to change the classification attributes of statistical units is taken by the register department together with the relevant sectoral departments of the territorial subdivisions. If a decision is made to change the GCTEA, CDE, or CEPV of the statistical units, the changes made by the department of registers of territorial divisions are confirmed in IS SBR.

The Department of Registers of the territorial subdivision forms and sends to the structural unit for maintaining statistical registers of the Bureau a file for updating the next frozen section, no later than the last day before the formation of the section. Changes to the "frozen section" are made by specialists of the structural unit for maintaining statistical registers of the Bureau on the first day after the formation of the next frozen section. After making changes, the frozen slice is approved and no further changes should be made to the frozen slice (changes are carried over to the next "freeze slice").

68. If changes in classification attributes are temporary (seasonal) in nature (less than 1 year), then changes to IS SBR for legal and statistical units are not required.

**Paragraph 10. Preparation of IS SBR for the next reporting year**

69. Updating of IS SBR at the beginning of the year is carried out in December of the reporting year and in January of the next year in order to form the general population of surveyed units for the next reporting year.

70. According to the “principle of stability”, changes in classification attributes (code of the main GCTEA and CDE) for statistical units during the year are not allowed (for cases of change, see paragraph 69), changes are made once at the beginning of the year.

71. All information about changing the attributes of the surveyed units is entered by the specialist responsible for the industry catalog in IS SBR. Before entering information into IS SBR, all collected information about changes in the main GCTEA and CDE is analyzed, and information is loaded into IS SBR that reflects the real changes in the main GCTEA and CDE.

72. The department of registers of territorial subdivisions daily monitors and analyzes the changes made in the industry catalog and confirms or rejects the introduction of changes in IS SBR.

73. Upon completion of the recalculation of the new current values of the main GCTEA and CDE, sections for January are formed to obtain trial catalogs. Trial catalogs are transferred to the sectoral departments of territorial subdivisions for examination.

74. After the examination of trial catalogs, if necessary, the current values of the attributes are corrected and the sections are re-formed. In this case, the previous uploaded data for the month of January is first deleted.

75. During the month of January, the current values of attributes are recalculated one or more times before the formation of the slice.

Appendix 1

to the Methodology for maintaining and updating the information system Statistical Business Register

**Situation codes used in IS SBR\***

"0" - Newly registered (situational code is assigned upon initial registration in IS SBR for up to two years). After the submission of the first statistical form with indicators characterizing the implementation of activities (for example, the volume of products manufactured, goods sold and services rendered) or if information on the implementation of activities is available from administrative sources, this situational code changes to "1". If, after the initial registration, no statistical forms have been submitted within 24 months and at the same time these entities are on the list of inactive taxpayers, or from administrative sources there is also no information about the implementation of activities, the situational code = "4" is affixed.

"1" - Active. This situational code is assigned after the submission of the first statistical form with indicators characterizing the implementation of activities (for example, the volume of products manufactured, goods sold and services rendered) or if information on the implementation of activities is available from administrative sources. In the future, the date of putting down the situational code may be updated, or there may be a change in the situational code, depending on the information received by the statistical authorities.

"2" - Temporarily suspended activity. Assigned if the subjects temporarily suspended their activities (according to the Rules for the provision of primary statistical data by respondents) or provided a notification of the absence of activities.

"3" - Liquidated or deregistered. Assigned on the basis of information from administrative sources in the event of official liquidation.

"4" - No information or inactive. Assigned if no statistical forms have been submitted for the entities within 24 months and at the same time these entities are on the list of inactive taxpayers, or there is no information on the implementation of activities from administrative sources.

"6" - Suspended activity. Assigned if the entity has suspended its activity and information about the suspension is published on the SRC MF RK Internet resource (when activity is resumed, the situation code changes to "1").

"9" - In the process of liquidation. Assigned based on information received from the respondent or other administrative sources (court decision or SRC MF RK data).

Note\* - registered - includes all situational codes except "3"

 active - situational codes "0", "1" and "2"

#### appendix 2

to the Methodology for maintaining and updating the information system Statistical Business Register

#### Table of orders for catalogs

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Statistical form index | Periodicity (y, p/y, q, m, e) | Unit type | Sign of an individual catalog\* | Classification features of accounting units 1 | Date of cut IS SBR (17.ММ.2020-17.ММ.2021) | Date of formation of catalogs (01.MM.2020-01.01.2021) | Date of sample formation\* | additional information |
| Legal | Statistical | GCTEA (main) | GCTEA (secondary) | CDE | CSE | DOFM | CFP | CEPV |
| YL, FL, Str. LE, FL.in.LE, IP, IEJ, Str.sub.IP (IEJ) | PP, ME | Additional registration is allowed, including units with ACT "3" (1-yes, 0-no) | Type of area (1-urban area,2-rural area) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

\* - When conducting a sample survey, the column shall contain: the number "1" - if the survey is carried out by a selective method; number "2" - if the survey is carried out according to a specific list; number "3" - if the catalog is intended for the IS "Processing".

Abbreviations in the table:

IEJ - a sole proprietorship in the form of a joint venture;

ACT - Situational code;

IE - a subject of individual entrepreneurship in the form of personal entrepreneurship;

Str.pod.IP (IEJ) - a structural subdivision of individual entrepreneurship in the form of personal (joint) entrepreneurship;

MU - statistical unit "Local unit";

LE - legal entity;

Str.sub.LE - a structural unit of a legal entity;

PP - statistical unit "Enterprise";

FL - branch;

FL FLE- a branch of a foreign legal entity.

Appendix 3

to the Methodology for maintaining and updating the information system Statistical Business Register

**Structure of an individual directory**

|  |  |  |
| --- | --- | --- |
| No.p/n | Nameattributes | Characteristicattributes |
| 1 | BIN\_IIN | Business identification number of a legal entity / individual identification number |
| 2 | NAME | For a legal entity - short name, for an individual entrepreneur - last name, first name, patronymic (if any) |
| 3 | STATKOD | Statistical unit code |
| 4 | TIP\_PRAV | Type of legal unit |
| 5 | TIP\_STAT | Statistical unit type |
| 6 | OKED | Code of the main type of economic activity |
| 7 | OKEDS | Codes of secondary economic activities separated by commas |
| 8 | KRP | Dimension classifier of legal entities, branches and representative offices, as well as individual entrepreneurship entities by the number of employees |
| 9 | AKT | Situational code |
| 10 | DAT\_AKT | Date of updating the situational code |
| 11 | IST\_AKT | Situation code update source |
| 12 | TE | Territory code |
| 13 | K | Terrain type |
| 14 | SEK | Economy sector code |
| 15 | KOPF | Legal form code |
| 16 | SKFS | Code of the form and type of ownership |
| 17 | DAT\_VKL | Date included in the catalog |
| 18 | PRO | Sign of inclusion of units in the sample |
| 19 | TF | Time spent completing the report |
| 20 | kpop | Code of the Classifier of enterprises by production volume |
| 22 | DOHOD | Income by production volume |
| 23 | CHIS\_S | Payroll |
| 24 | SUB\_BIZN | Belonging to a business entity |

Appendix 4

to the Methodology for maintaining and updating the information system Statistical Business Register

Form

**Application**

To include (delete) in the list of an individual directory

in form

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

index / period

by catalog number, according to TOC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| TE | BIN/IIN | Name |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

(name of the structural unit, position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(signature) (date) surname, name, patronymic

(if available)

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

(name of the structural unit, position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(signature) (date) surname, name, patronymic

(if available)

Appendix 5

to the Methodology for maintaining and updating the information system Statistical Business Register

List of industry directories IS SBR

|  |  |  |
| --- | --- | --- |
| No. p / p | Industry name | GCTEA codes |
| 1 | Business statistics | 01-99 |
| 2 | Statistics of agriculture, forestry, hunting and fisheries | 01-03 |
| 3 | Industrial and environmental statistics | 05-39 |
| 4 | Investment and construction statistics | 41-43 |
| 5 | domestic trade statistics | 45-47, 56 |
| 6 | Transport statistics | 49-52 |
| 7 | Communication statistics | 53, 61 |
| 8 | Service Statistics | 58-60, 62-63,68-82, 90-96 |
| 9 | tourism statistics | 55-56 |
| 10 | labor and employment statistics | 01-99 |
|  | Structural statistics | 01-99 |
| 12 | Foreign and mutual trade statistics | 01-99 |
| 13 | education statistics | 85 |
| 14 | health statistics | 86-88 |

Appendix 6

to the Methodology for maintaining and updating the information system Statistical Business Register

The list of attributes available for adjustment in the industry catalog

| No. p / p | Attribute List |
| --- | --- |
| 1 | Information aboutsituational code | situational code |
| Date of updating the situational code |
| 2 | Address details | CATO code actual |
| Postal code actual |
| Street type |
| Street name |
| House number |
| Apartment number |
| RCA |
| Phone number |
| e-mail |
| Unstructured physical address |
| 3 | Information aboutnumbers | Payroll |
| Actual population |
| Headcount (without branches) |
| Actual headcount (excluding branches) |
| 4 | About GCTEA | Core GCTEA |
| Secondary GCTEAs |

Appendix 7

to the Methodology for maintaining and updating the information system Statistical Business Register

Form

**Application**

To change the classification attributes for the following units

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BIN / IIN | statistic code | Name | The name of the attribute to change | Code existing | Suggested code |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of the structural unit)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(signature) (date) surname, name, patronymic

(if available)

Agreed:

Interested

sectoral departments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(signature) (date) surname, name, patronymic

(if available)

Head of department (responsible for maintaining registers)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(signature) (date) surname, name, patronymic

(if available)

Matching results

Agency for Strategic Planning and Reforms of the Republic of Kazakhstan - Director of the Department Samat Sovetovich Zhasuzakov, 12/27/2021 17:48:47, positive result of the EDS verification

Ministry of Justice of the Republic of Kazakhstan - Vice Minister Natalya Vissarionovna Pan, 12/30/2021 20:02:50, positive result of the EDS verification

Signing results

Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan - Head N. Aidapkelov, 12/31/2021 09:55:41, positive result of the EDS verification