

NEWS ALERT #1

10/2022

AIFC BUSINESS CONNECT



Dear AIFC participants!

We have been working tightly with you for about three years, and we understand all too well that you have to work with a large number of regulatory documents.

Therefore, with the aim to support you, we are launching email news alerts, that hopefully would be useful to you

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Today we would like to remind you of the **key obligations** to provide information to the Office of Registrar of companies – a division of the AIFC Financial Services Authority (AFSA), which is responsible for registering companies and maintaining the relevance of data about AIFC companies.

According to the rules, the participants must notify the Office of the Registrar of companies in the following cases:

1. CHANGE OF REGISTERED DETAILS

Are you planning to change the legal address of your company, or the composition of shareholders/members of the board of directors? Are you planning to amend the articles of association or partnership agreement?

In this case you need to prepare the relevant notification forms, pay the service fee, and send them to the Office of the Registrar of Companies. The notification must be submitted within 14, 28 or 30 days since the date of the changes depending on the reason

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2. ANNUAL MANDATORY REPORTING

Is the end of the financial year coming? Then it's time to submit reports to the Office of Registrar of Companies.

These include **Annual accounts** (*annual audited financial statement*), **Annual return** (*a form of uploading company information about directors, shareholders, classes of shares and ultimate beneficiary owners*) and/or **Annual confirmation statement** (*a simplified form of contribution of registered data*).

ATTENTION! Do not confuse these applications with the tax return submitted to the state tax authorities.

Timely submission of the documents above would help to avoid the fine.

We kindly remind you that you can contact authorised consultants regarding all matters related to doing business in the AIFC. **The list of consultants is available [here](#).**

Follow the news on our [official account in LinkedIn](#) and [subscribe](#) to the newsletter on www.bconnect.kz

Sincerely,

The AIFC Business Connect team