

Agreement No [Agreement number] to contract No [Existing contract number] dated [Existing contract date].

Signing date: [Actual common signing date of both parties]. Place: [Signing place].

Agreement on correspondence under a contract

The First Party [First Party LLP name], BIN [First Party LLP BIN], acting through [Competent First Party chief position and full name] under [Verified basis of First Party chief authority], and

the Second Party [Second Party LLP name], BIN [Second Party LLP BIN], acting through [Competent Second Party chief position and full name] under [Verified basis of Second Party chief authority], agree this procedure for future ordinary correspondence under the identified contract.

The ordinary messages covered and exact contract clauses on their transmission channels being replaced are: [Exact ordinary message classes and replaced channel clauses]. This procedure applies only to that part; other terms and special notices remain unchanged. Postal addresses: First Party — [Verified accessible First Party postal address and postal code]; Second Party — [Verified accessible Second Party postal address and postal code].

Within that scope, signed paper originals are delivered personally against an authorised recipient's acknowledgment, by courier or by post, retaining content, dispatch and delivery records. Mandatory urgent and special notices are excluded and must not be postponed while awaiting a paper original under this agreement.

For operational messages and copies within the same scope, use: First Party — [Verified controlled First Party email]; Second Party — [Verified controlled Second Party email]. Contacts: [First Party name and business contact without new powers] and [Second Party name and business contact without new powers].

Naming them confers no power to amend the contract, accept performance, acknowledge debt or direct payments.

The parties separately retain the document, dispatch, delivery and receipt records and replies. A dispatch date, electronic report or lack of reply creates no deemed receipt, agreement or acceptance under this agreement. This does not override consequences of established facts under applicable law and unaffected contract terms or predetermine evidential weight.

These ordinary correspondence channels are changed by a separate bilateral written agreement in the proper form. A unilateral message with new details proposes that agreement and does not itself change this procedure. Separate mandatory address notices are performed under applicable rules. An unknown new sender requires verification; no payee or bank details are changed here.

The procedure applies only to messages sent after both parties sign and no earlier than [Start date no earlier than common signing]. It gives earlier messages no new status and creates no general reply period.

The parties sign matching Kazakh and Russian texts in the agreed form after resolving discrepancies before signing. Neither text automatically prevails; English assists understanding. Courts, public authorities and mandatory electronic systems are outside this procedure.

First Party: [First Party chief position full name and signature].

Second Party: [Second Party chief position full name and signature].

Instructions and limits of use

1. Narrow correspondence scope. Two private Kazakhstan LLPs bilaterally change only channels for future ordinary administrative correspondence under an ordinary domestic business contract in tenge. NOTICE_SCOPE specifies message types and exact replaced clause numbers, not a vague all-notices formula. Arranging an administrative meeting or requesting copies for routine work may qualify after checking the contract. Exclude mandatory urgent notices, claims, refusal or termination, obligation changes, payment demands, debt acknowledgment, acceptance of performance and messages with a special form or deadline. Their own rules and unaffected terms remain applicable; waiting for an original here excuses no delay. Articles 380, 382 and 383 permit agreed terms within mandatory rules, not their displacement.

2. Twenty-three fields and priority. Link AGREEMENT_NUMBER, AGREEMENT_DATE and AGREEMENT_PLACE to CONTRACT_NUMBER and CONTRACT_DATE. This is a paper bilateral agreement, not a unilateral contact change. Enter LLP names and BINs, both competent chiefs' positions and full names as organs under Article 37, verified power bases and both signatures. Attorneys and outstanding corporate approvals are excluded. Read the whole contract: resolve any conflict with special or other unreplaced procedures before signing. The new procedure prevails only in the expressly identified part; no general assertion that nothing changes is used. Existing duties and statutory or contractual exceptions under Articles 272 and 273 remain outside the agreed change.

3. Form and electronic copies. The selected case uses paper originals signed by both chiefs, compatible with the main contract. Check agreed form under Article 394(1) and amendment form under Article 402(1), subject to legislative, contractual and business-custom exceptions. Article 152(1–3), including 1-1, also provides electronic form and exchanges identifying parties and intention, with conditions and exceptions. Choosing email for operational messages and copies neither invalidates all electronic correspondence nor makes it automatically a digital signature or notarised form. Full electronic execution or a special system requires different agreed terms. Define the relationship with earlier email terms precisely in NOTICE_SCOPE.

4. Addresses receipt and evidence. PARTY_ONE_POSTAL and PARTY_TWO_POSTAL are verified accessible addresses with postal codes; EMAIL fields are actually controlled corporate addresses. CONTACT fields identify names and business contact methods without passwords or excessive personal data. A contact is not automatically an agent for transactions or acceptance; check the actual paper recipient and powers separately. Keep the exact enclosure copy, dispatch information, identifier, delivery records and reply; establish the operator's available content and delivery recording method before sending. The contract binds no postal operator and guarantees no proof of delivery. Dispatch, delivery, receipt and agreement are distinct facts. There is no general deemed-receipt rule and no promise that legal effect always requires the addressee's reply. Refusal, evasion, returned mail, an unusable address, disputed authorship and urgent deadlines require separate review.

5. Channel changes and verification. In this variant, agreed ordinary correspondence channels change through a separate bilateral written agreement. A new-address message only initiates agreement; this differs from a universal no-consequences-without-reply condition. Any separate mandatory address-change notice under applicable special rules does not depend on that future agreement. While working channels remain available, verify new details through known sources; compromise or actual unavailability requires separate urgent assessment. This document changes no bank details or payee and grants no payment powers. The drafter has not verified actual parties or addresses.

6. Dates and periods. AGREEMENT_DATE is the actual common signing date of both participants, without backdating. EFFECTIVE_DATE must not precede it; both the selected date and completed signing by both parties are required. If the signing day matters, keep reliable times of both signatures and subsequent dispatch or choose a later date. Earlier messages receive no new status retrospectively. No general reply period is set. Article 402(2) conditions a court amendment or termination claim on refusal or no reply within the period specified by the proposal, law or contract or, absent that, thirty days. This is no universal correspondence period. Under Article 383(1–2), assess the original contract date and later mandatory rules separately. No actual calendar, deadline or consequence is calculated.

7. Languages and limits. Under Language Law Article 15, sign matching KK/RU texts with the same parties, addresses, message list, dates and both signatures. Foreign parties have a separate rule and are excluded. English assists understanding without automatic priority; formal acceptance and procedural use are unverified. Selected current RU/KK provisions and cards were read on 16 October 2026. Independent local legal and professional translation review has not been received; no actual contract, channels, powers, delivery or complete history is certified. Courts, public authorities, mandatory systems, special or urgent notices, disputed delivery, electronic or notarised form, registration, public procurement, AIFC, consumers, foreign relations and payment changes require separate documents. Refresh the law for use after review.

Sources checked on 16 October 2026

Civil Code General Part, 27 December 1994 No 268-XIII: Articles 37(1–2), 152(1–3, including 1-1), 272, 273, 380(1,2), 382(1–2), 383(1–2), 394(1) and 402(1–2). Selected current Russian/Kazakh texts and cards read on 16 October 2026; current, last change 20 August 2026, register 879.

[Civil Code General Part — RU](#)

[Civil Code General Part — KK](#)

Language Law, 11 July 1997 No 151: Article 15. Selected current Russian/Kazakh texts and cards read on 16 October 2026; current, last change 12 July 2026, register 104462.

[Language Law — RU](#)

[Language Law — KK](#)

The AI drafter compared three complete versions and 23 fields, parties, addresses, message scope, replaced clauses, dates, signatures and receipt limits. Independent Kazakhstan legal and professional translation review has not been received. No actual contract, channel ownership, powers, delivery or deadlines are certified; complete history and all cases were not audited.