

KYRGYZ REPUBLIC

COMMANDANT'S OFFICE OF BISHKEK

ORDER No. 26

April 5, 2020

Bishkek

On transportation of employees of enterprises or organizations

For the purposes of uninterrupted supply of food, medicines and fuel products to Bishkek residents, as well as uninterrupted production activities (from list of activities permitted during the state of emergency), in accordance with Article 17 of the Constitutional Law of the Kyrgyz Republic "On State of Emergency", **I order:**

1. To approve the Guidelines for the transportation of employees of enterprises or organizations attached as Annex 1.
2. To approve the template application and trip sheet for the transportation of employees of enterprises or organizations attached as Annex 2 and Annex 3.
3. To authorize the Deputy Director of Tunduk SOE under the State Committee for Information Technologies and Communications of the Kyrgyz Republic (Burzhuyev A.Ch.) to make the respective changes on webportal "1312.tunduk.kg".
4. To assign personal responsibility for issuing electronic passes during the state of emergency to the authorized employees of the Bishkek Commandant's Office (Truskovskaya E.A., Tabaldieva Ch.S.).
5. Responsibility for compliance with this order is assigned to deputy commandants of Bishkek (Ismailova B.S., Karasartov A.O., Surakmatov A.E., Niyazbekov S.N., Dzhumagaziev K.S., Dyushekeev N.M.).
6. I reserve the right to control compliance with this order.

Commandant A. Orozaliev

Guidelines for transportation of employees

In order to obtain the electronic pass for the transportation of employees, the following algorithm must be followed:

1. Completion, submission and processing of application for e-pass for transportation of employees of an enterprise or organization (the “application”)

a) The procedure for completing the application:

the application¹ must contain the following required information:

- name of legal entity or individual (LLC, individual entrepreneur);
- type of permitted activity (Orders 5 and 6 of the Commandant's Office of Bishkek of March 26, 2020 and Order 15 of March 30, 2020);
- state registration number and type of the vehicle (vehicle registration certificate);
- driver's data with TIN and passport data;
- list of employees (list of working personnel with TIN).

b) Procedure for submitting the application

The application must be sent to e-mail address **1312.tunduk.kg**.

c) Procedure for processing the application

- the application must be completed and submitted online as set out in paragraphs a) and b);
- the application status "**approved**" or "**rejected**" must be checked by scanning the **QR-code**,
- the applicants whose applications have been approved will be issued a pass in the form of the **QR-code**, which must be printed and placed on the windshield of the vehicle.

2. Requirements for vehicles

The transportation of employees of enterprises or organizations must be made **exclusively** by automobile transport (bus, minibus, minivan), organized by the enterprise or organization, including hired ones. It is allowed to transport employees only in **passenger seats**.

3. Requirements for passengers

The transportation of employees of enterprises or organizations must be made on the condition that they carry their employment certificates and ID documents.

4. Restrictions

In order to reduce the load on checkpoints and to prevent **misuse** of vehicles, the transportation must be made to the destination points outlined in the trip sheet.²

5. Quarantine and sanitary-epidemiological rules

Drivers and passengers must strictly observe the established quarantine and sanitary-epidemiological rules during the carriage of goods and passengers, in particular:

- the driver must drive strictly to the destination point, stay in the cabin of the car and may not, on his own initiative, visit any other places except the gas station;
- if the driver discovers signs of acute respiratory infection, he should stay in the cabin of the vehicle, call 103, 112 or the local government hotline, inform about his condition, location of the vehicle, number of people in the cabin and wait for the arrival of an ambulance;

¹ Annex 2

² Annex 3

- on the way to and from the destination point, the driver must minimize contact with the public and representatives of the regulatory authorities.

6. Passing through checkpoints and necessary documents

a) To be eligible to transport employees, the driver of the vehicle must carry:

- driver's license;
- vehicle registration certificate;
- employment certificate.

b) When passing through checkpoints, the following must be attached to the windshield:

- QR-code;
- trip sheet.

Application for e-pass for transportation of employees of enterprise or organization

No.	Name of the legal entity or individual	Type of the permitted activity	Number and model of the vehicle	TIN, passport and contact data of the driver	List of employees (with TINs, passport and contact information)	Address of the enterprise and destination point

Trip Sheet

Valid from 7 am to 10 am and from 5 pm to 8 pm

Legal entity (name, address, phone number)

Car model

State registration plate

Driver (full name)

Driver's license

Car Registration Certificate

List of passengers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

The car is in technically sound condition; the departure is allowed:

Mechanic (name) (signature)

Upon returning, the car is in sound condition:

Driver (name) (signature)