

# REGISTRATION OF A FOREIGNER BY A PRIVATE ENTREPRENEUR IN UKRAINE



## STEP 1

- Obtain an individual taxpayer identification number from the State Tax Inspectorate in Rivne of the Main Department of the State Fiscal Service in Rivne Oblast.

## STEP 2

- Make a notarized translation of a foreign passport into Ukrainian .

## STEP 3

- Prepare a certificate of temporary / permanent residence in the Migration Service.

## STEP 4

- Apply to the Department of State Registration of Legal Entities and Individual Entrepreneurs with the following documents:
  - application for state registration of a natural person by an entrepreneur (application form 10);
  - application for election of a simplified taxation system by an individual and / or registration application for voluntary registration as a value added tax payer in the form approved by the central executive body, which ensures the formation of state tax and customs policy - at the request of the applicant.

If the documents are submitted in person, the applicant presents either a passport document of a foreigner or a stateless identity card, or a certificate of permanent or temporary residence.

In case of submission of documents, the representative shall additionally submit a copy of the original (notarized copy) of the document certifying his authority.

# THE PROCEDURE FOR RENTING COMMUNAL PROPERTY



# 1. Preparation for the auction, tender for the sale of privatization objects

- 1.1. The Department of management communal property publishes an information notice about the objects approved for sale at the auction, by competition in the information bulletins in the newspaper "Sim dniv" not later than 30 calendar days before the date of the auction, competition.
- 1.2. To participate in the auction, tender for the sale of privatization objects, legal entities and individuals shall submit to the management of communal property an application of the established form and the documents specified by it.
- 1.3. Acceptance of applications for participation in the auction is terminated three days before the auction, for participation in the competition - seven days before the competition.
- 1.4. The sale of privatization objects at auction, by tender, is carried out in the presence of at least two buyers.
- 1.5. If one buyer has applied for participation in the auction, competition, management of communal property can make the decision on privatization of object by redemption by this buyer in the order determined by the legislation.

## 2. Auction procedure

- 2.1. The organizer of the auction is the management of communal property.
- 2.2. To participate in the auction, buyers receive tickets from participants.
- 2.3. During the auction, a protocol is kept, which is signed in two copies by the auctioneer and the buyer, who received the right to purchase the object. The protocol shall be approved by the communal property management within three days. The first copy of the protocol remains in the management of communal property, the second copy is issued to the buyer. This protocol is a document that certifies the right of the buyer to enter into a contract of sale.

## 3. The order of the competition

- 3.1. The Department of management communal property creates a tender commission .
- 3.2. The tender commission within 15 days after its formation determines the conditions and term of the tender, which is approved by the management of communal property .
- 3.3. The competition commission considers the applications of applicants for participation in the competition and determines the composition of its participants .
- 3.4. The competition is held in two stages .
  - At the 1st stage the previous winner of the competition is announced. At the end of the meeting a protocol is drawn up, which should contain:
    - conditions of the competition;
    - information about the contest participants;
    - proposals of each participant of the competition;
    - justification for choosing the winner of the competition.
- The protocol is signed by all members of the commission and sent to the municipal property management, which approves the results of the tender within three days.
- 3.5. Information on the proposals of the previous winner is provided in writing to all bidders.

3.6. A regular meeting of the tender commission is held five working days after the approval of the minutes. If during this time no additional proposals are received from the participants, the tender commission decides to recognize the previous winner as the final winner.

- If there are additional proposals, the tender commission considers them. In this case, they must be better than the proposals of the previous winner.
- The minutes of the commission meeting within three days shall be approved by the communal property management.



## 4. The procedure for holding a tender for the right to lease communal property

- 4.1. The announcement of the competition is published in the newspaper "Sim dniv", as well as by the decision of the landlord, in another local press no later than 20 calendar days before the date of the competition.
- 4.2. The main criterion for determining the winner is the maximum amount of rent with mandatory compliance with other conditions of the competition.
- 4.3. A tender commission is formed and approved by the order of the landlord.
- 4.4. Commission meetings are closed. In case of need of additional information the commission has the right to hear explanations of participants of competition and experts who after giving explanations leave meetings.
- 4.5. The competition is held in one stage, at which the winner is determined in accordance with the terms of the competition and the obligations of the contestant.
- 4.6. The bidder who has not submitted the necessary documents, or whose proposals do not meet the conditions of the tender, is not allowed to participate in the tender, as indicated by the protocol decision of the commission.
- 4.7. The competition is held if there are proposals from two or more individuals or legal entities. In case of receipt of one offer the competition is not carried out and the commission makes the protocol decision on the conclusion by the lessor of the lease agreement according to requirements of the legislation with the only applicant on the offered conditions.

- 4.8. Draft lease agreement and obligations (proposals) for the use of the object in sealed envelopes with the inscription "For the competition" and certified by the seal, provided to the landlord, registered and stored until the date of the competition with the landlord.
- 4.9. At the end of the commission meeting a protocol is drawn up, which is signed by all members of the commission and remains with the landlord..
- 4.10. The protocol on the results of the tender is approved by the landlord, who notifies in writing the results of the tender to all participants..
- 4.11. Based on the results of the tender, the landlord enters into a lease agreement with the winner of the tender. The terms of the lease agreement include the rent in the amount proposed by the winner of the tender and other proposals of the winner of the tender.
- 4.12. To conclude the contract, the winner of the tender additionally adds a list of documents required for concluding a lease agreement for property belonging to communal property.
- 4.13. If within two months from the date of announcement of the winner of the tender he evades the conclusion of the contract, the landlord has the right by his order to cancel the results of the tender and announce a new tender for the right to lease communal property.