

GUIDELINES OF THE INVESTOR

1. Registration as a business entity of the Republic of Belarus

For the state registration of a commercial organization, the following documents are presented to the administration of FEZ Grodnoinvest:

- 1. Application for state registration of a commercial organization.*
- 2. Statute (constituent contract - for a commercial organization that operates solely on the basis of articles of association) in duplicate without a notarization, its electronic copy (in the format .doc or .rtf)*
- 3. A legalized statement from the trade register of the country of establishment or other equivalent proof of the legal status of the organization in accordance with the legislation of the country of its establishment (the extract must be dated no later than one year prior to submission of the application for state registration) with translation into Belarusian or Russian (the translator's signature is certified by a notary) - for founders who are foreign organizations.*
- 4. A copy of the identity document, with translation into Belarusian or Russian (the translator's signature is certified by a notary) - for founders who are foreign individuals.*
- 5. Original or a copy of the payment document confirming the payment of the state fee.*

Payment details:

Recipient – Headquarters of Ministry of Finance of Grodno region branch ASB Belarusbank Minsk, code 795, UNP 795, VHIR 500006914

BIC: AKBBDY2X

account: BY93AKBB36029150100000000000

Payment code:

03001 – for legal entities payers

03002 – for individual payers

For the state registration of the commercial organization, a fee is charged equal to 1 base rate established in the Republic of Belarus at the date of payment.

Prior to the submission of the documents for the state registration to the administration of FEZ Grodnoinvest specified above, the owner of the property, the founders (participants) of the commercial or non-commercial organization being established should:

- To approve with the registering authority the name of a commercial, non-commercial organization;*
- Identify the expected location of a commercial, non-commercial organization;*
- Decide on establishment of a commercial, non-commercial organization and prepare its statute (constituent contract–for commercial organization operating solely on the basis of articles of association);*

2. Registration as a resident of FEZ Grodnoinvest

A legal entity or individual entrepreneur of the Republic of Belarus with a legal address within free economic zone Grodnoinvest, that have concluded an agreement on the conditions of activity in FEZ Grodnoinvest, may be registered as FEZ Grodnoinvest resident.

To consider registration of a FEZ resident a legal entity or an individual entrepreneur (hereinafter referred to as an applicant) has to present to the administration FEZ Grodnoinvest the following documents:

- 1. Application form approved by the administration of FEZ Grodnoinvest;*
- 2. Copies of the constituent documents certified by the established order with the presentation of original documents (for legal entities);*

3. *Copy of the State Registration Certificate with the presentation of original documents;*
4. *Business plan of the investment project in the form approved by the administration of FEZ Grodnoinvest. The business plan of a legal entity that is subordinate or shares of which has been transferred to the management of a republican government body, another state organization subordinate to the Government of the Republic of Belarus, Grodno region executive committee, must be agreed upon by such government body or organization;*

5. *Payment document confirming the payment of the state fee for registration as a resident of the free economic zone in the established amount. Payment details:*

Recipient – Headquarters of Ministry of Finance of Grodno region branch ASB Belarusbank Minsk, code 795, UNP 500006914

BIC:AKBBBY2X

account: BY93AKBB36029150100000000000

Payment code:

03001 – for legal entities payers

03002 – for individual payers

For registration as a resident, a fee is charged in the amount of 50 basic units established in the Republic of Belarus at the date of payment.

The administration of FEZ Grodnoinvest considers the submitted documents for compliance with the legislation.

Documents should include:

- the amount of investment in the implementation of the investment project in the amount equivalent of at least 1 million euros, or not less than 500 thousand euros with the obligation to invest within 3 years from the date of registration as a resident of FEZ;*
- creation and development of export-oriented production.*

The agreement on the conditions of activity in FEZ Grodnoinvest should be concluded within five days from the date of application receiving a copy of the decision of the administration of FEZ Grodnoinvest about concluding an agreement on the conditions of activity in FEZ Grodnoinvest and registration as its resident, but not later than one month from the date of acceptance of such decision.

3. Preliminary approval for the location of the land plot

It is conducted by the local executive committee in order to determine the viability of the location of the land plot, the terms of the site provision considering the impact of the planned construction on the environment, the composition and quantity of the provided land, the losses of forestry and the land user's losses. At this stage, an act is made to select the location of the land plot, which gives the right to obtain technical conditions for engineering and technical support of the facility and conduct construction works. According to the terms of the act of choosing the location of the land plot, the period for preparing the project documentation in the regional center is 1 year, outside the regional center - 2 years;

4. Execution of construction works in accordance with the legislation on construction, environmental protection

The time period for the preparation of construction documentation, considering its state expertise, may not exceed the time specified in the act of choosing a land plot, but a legal entity may file a request to the local executive committee for an extension of the documentation submission to the land management organization

5. Legal allocation of land plot

It is carried out after making construction documents, receiving expert's conclusion, making of land-cadastral documentation for the land plot.

When granting of the land plot in the regional centers the allocation of the land is possible based on the general plan of the facility with the free plan of engineering networks agreed upon in accordance with the established procedure. At the stage of the land acquisition, FEZ Administration makes a decision to seize and provide the land.

6. Setting the boundaries of the land plot at the location, preparing and concluding the lease agreement by the FEZ administration, registering the formation of a land plot in the organization for state registration and the emergence of the right to it.