



Media Centre Ukraine  
IA Ukrinform,  
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## Procedure for registering foreign information media outlet representative office

### I. General terms and conditions:

**Registrant:** Ministry of Economy of Ukraine (hereinafter - the Ministry of Economy)

**Service name:** Setting up representative office of a foreign business entities in Ukraine

**Term:** 20 days

**Fee:** equals to 1 subsistence minimum able-bodied persons in Ukraine

### II. To register, please fill the following documents:

1. Application to register a representative office
2. An extract from the commercial register of the foreign media outlet officially registered main management body of the (head office) home country
3. Bank certificate where the foreign media outlet's opened financial account is held (abroad, head office)
4. A power of attorney to perform authorized representative functions in Ukraine, indicating the powers, issued following the laws of the foreign media outlet country of official registration
5. The registration results in the issuance of a Representative Office Registration Certificate

### III. Document preparation and submission procedure

An application for establishing a foreign media representative office is filled in no particular form, it must specify:

- a) name of the foreign media outlet;
- b) the foreign information media home country;
- c) location of the foreign media outlet;
- d) phone number, e-mail, website, etc;
- e) which city the representative office is to be opened, indicating its future location (address);
- f) cities, where the company's branches are, if any;
- g) number of foreign citizens to work in the representative office;
- h) foreign business date of establishment
- i) legal form of organization of the foreign entity;
- j) number of employees of the foreign business entity;

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- k) bank name and the bank account number;
- l) foreign entity scope of business;
- m) the purpose of establishing the representative office and the business field, information on business relations with Ukrainian partners, and prospects for the development of cooperation.

The documents must be notarized at the place of issue, duly legalized at the consular offices representing the interests of Ukraine unless otherwise provided by international treaties of Ukraine, and accompanied by a translation into Ukrainian, which is certified by the seal of an official translator.

The documents are submitted to the Ministry of Economy no later than six months from the date it was issued in the country of the foreign news media outlet's primary location.

If the documents comply with the current legislation of Ukraine, a letter is prepared to the company for payment of the administrative fee; if not, the documents are returned to the applicant for revision.

After the media outlet (representative) completes the administrative fee payment, the documents are registered with the Ministry of Economy.

Upon document registration with the Ministry of Economy, the filed documents information is verified, in particular, regarding the existence of a foreign media outlet in the country of its principal place, officially registered by the main management body of the news media outlet. Upon confirmation of the information contained in the submitted documents, the applicant is issued a Certificate of Registration of a Representative Office.

If false information or falsified documentation is identified, a letter of reprimand is prepared for the applicant.

The Registration Certificate may be obtained by the Head of a representative office or a designated person (with power of attorney notarized document). The Head of a representative office or an authorized person shall make a note on the copy of the Registration Certificate of the representative office on the receipt of the Registration Certificate of the representative office. After issuance of the Certificate of Registration of a representative office, the registration data is entered into the Register of Representative Offices maintained by the Ministry of Economy.

The certificate issued by the Ministry of Economy is the basis for the following application:

- a) open current accounts in Ukrainian banks;

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- b) temporary importation of property and equipment necessary for official use via customs authorities services;
- c) other state authorities of Ukraine, if necessary.

#### IV. Refusal to register and appeal to the registrar

- 1. Grounds for refusal:
  - The filed documents do not comply with the legislation of Ukraine in terms of the established requirements for the execution of documents;
  - The submitted document's information is false or forged.
- 2. The complaint may be filed by: the appellant, the appellant's representative
- 3. Bodies to which the appeal is filed:
  - Ministry of Economy of Ukraine – administrative (out-of-court) appeal procedure
  - District Administrative Court – judicial appeal procedure
- 4. Terms of appeal:
  - In the manner prescribed by the Law of Ukraine "On Citizens' Appeals" (1 year, but not later than one month from the date of a citizen getting acquainted with the decision)
  - The time limit for filing a claim to an administrative court to protect the rights, freedoms, and interests of a person is six months, which, unless otherwise provided, is calculated from the date when the person learned or should have learned of the violation of one's rights, freedoms or interests.

Establishing and registering the foreign media representative offices is regulated by the Law of Ukraine on Foreign Economic Activity (Article 5).

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