ЗАТВЕРДЖЕНО

Розпорядження міського голови

№\_\_\_\_\_\_\_ від \_\_\_\_\_\_\_\_\_\_\_\_\_ року

ІНФОРМАЦІЙНА

картка адміністративної послуги

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| Назва послуги | Державна реєстрація юридичної особи |
| Суб’єкт надання *(назва ОВВ та інших суб’єктів надання)* | Виконавчий комітет Апостолівської міської ради |
| Категорія отримувача*(оберіть потрібні категорії)* | v | Іноземні громадяни |
| v | Фізичні особи |
|  | Фізичні особи - підприємці |
| v | Юридичні особи |
| Платність послуги*(або вкажіть вартість)* | v | безкоштовно |
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| Строк надання послуги*(указати кінцевий строк надання послуги з моменту подання заяви до отримання результату)* | 24 години |
| Способи отримання результату  | Видається заявнику ,Надсилається рекомендованим листом |
| Перелік документів для отримання послуги *(вказати назви документів, долучити у разі наявності , шаблони, зразки документів та інструкції щодо їх заповнення , з чітким посиланням до якого документу вони відносяться)* | 1.Заповнена заява на проведення державної реєстрації юридичної особи, до якої може бути подана як додаток заява щодо обрання фізичною особою спрощеної системи оподаткування та/або реєстраційна заява про добровільну реєстрацію як платника податку на додану вартість за формою, затвердженою центральним органом виконавчої влади, що забезпечує формування та реалізує державну податкову і митну політику 2. Примірник оригіналу (ксерокопію, нотаріально засвідчену копію) рішення засновників або уповноваженого ними органу про створення юридичної особи у випадках, передбачених законом;3. Установчі документи4. У разі державної реєстрації юридичної особи, засновником (засновниками) якої є іноземна юридична особа, крім документів, які передбачені частиною першою цієї статті, додатково подається документ про підтвердження реєстрації іноземної особи в країні її місцезнаходження, зокрема витяг із торговельного, банківського або судового реєстру. |
| Законодавчі акти , що передбачають надання послуги *(вказати найменування акту та посилання на відповідну сторінку на rada.gov.ua)* | Закон України від 15.05.2003 № 755-IV "Про державну реєстрацію юридичних осіб та фізичних осіб – підприємців", http://zakon4.rada.gov.ua/laws/show/755-15 |
| Результат надання *(ліцензія , сертифікат, довідка або інший документ за встановленою формою)* | Повідомлення про залишення документів без розгляду,Державна реєстрація юридичної особи до ЄДРВиписка з ЄДР та один примірник установчих документів, Повідомлення про відмову. |
| Підстави для відмови *(якщо існують , то вкажіть які)* |  | Відсутні  |
| 1.невідповідність відомостей, які вказані у реєстраційній картці на проведення державної реєстрації юридичної особи , відомостям, які зазначені у документах, що подані для проведення державної реєстрації; 2. наявність в установчих документах юридичної особи пропаганди комуністичного та/або націонал-соціалістичного (нацистського) тоталітарних режимів та їхньої символіки;3. порушення порядку створення юридичної особи, який встановлено законом, зокрема: 4. наявність обмежень на зайняття відповідних посад, встановлених законом щодо осіб, які зазначені як посадові особи органу управління юридичної особи; 5.невідповідність відомостей про засновників (учасників) та кінцевого бенефіціарного власника (контролера) (бенефіціарних власників (контролерів)) юридичної особи відомостям щодо них, які містяться в Єдиному державному реєстрі; 6.наявність обмежень щодо вчинення засновниками (учасниками)юридичної особи або уповноваженою ними особою юридичних дій, які встановлені абзацом четвертим частини другої статті 35 цього Закону; 7.наявність в Єдиному державному реєстрі найменування, яке тотожне найменуванню юридичної особи, яка має намір зареєструватися; 8.використання у найменуванні юридичної особи приватного права повного чи скороченого найменування державного органу або органу місцевого самоврядування, або похідних від цих найменувань, або історичного державного найменування, перелік яких встановлюється Кабінетом Міністрів України; 9.невідповідність найменування юридичної особи вимогам закону щодо найменування окремих видів юридичних осіб (банк, кредитна спілка, недержавний пенсійний фонд тощо);  10.встановлена іншими законами заборона використання у найменуванні юридичної особи певних термінів, абревіатур, похідних термінів.  |
| Порядок оскарження  | У судовому порядку |
| Де отримати *(адреса , телефон , часи прийому)* | м.Апостолове, вул.Визволення , 31-а , тел.0565695582 |
| Понеділок з 08:00 до 12:00 з 12:45 до 17:00Вівторок з 08:00 до 12:00 з 12:45 до 17:00 Середа з з 08:00 до 12:00 з 12:45 до 20:00 Четвер з 08:00 до 12:00 з 12:45 до 17:00 П’ятниця з з 08:00 до 12:00 з 12:45 до 15:45 |
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| Сфера надання згідно додатку 3*(вказати номер сфери , наприклад 5.2)* | 6.3 |
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| Послуга надається ЦНАП | v | Так |
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ЗАТВЕРДЖЕНО

Наказ Міністерства юстиції України

18.11.2016 № 3268/5

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| Форма 1  **ЗАЯВА****про державну реєстрацію створення юридичної особи**(заповнюється машинодруком або від руки друкованими літерами, друкується з одного або двох боків аркуша, у разі відсутності відомостей відповідні сторінки заяви не заповнюються і не подаються)  |
| **Відомості про юридичну особу** |
| Повне найменування юридичної особиОрганізаційно-правова форма юридичної особи

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Назва юридичної особи

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Скорочене найменування юридичної особи (за наявності)

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Найменування юридичної особи англійською мовою (за наявності)\*

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Скорочене найменування юридичної особи англійською мовою (за наявності)\*

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Вид громадського формування

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Дані про статус\*\*

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Мета діяльності\*\*

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|  | Видати виписку з Єдиного державного реєстру юридичних осіб, фізичних осіб – підприємців та громадських формувань в паперовій формі (за бажанням заявника): |

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| Спосіб отримання: |  | видати особисто заявнику  |
|  |  | надіслати поштовим відправленням: |  | на адресу, що співпадає з місцезнаходженням  |
|  |  |  |  | на іншу поштову адресу |

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| Поштова адреса: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Усього подано сторінок: |  |

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|  | засновник (засновники) або керівник державного органу, органу місцевого самоврядування  |  | уповноважена особа (за довіреністю чи іншим документом, що підтверджує її повноваження) |

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| **Місцезнаходження юридичної особи** | Поштовий індекс |  |  |  |  |  |

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| Область  |  |  Автономна Республіка Крим |  |

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| Район області/Автономної Республіки Крим |  |

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| Район міста |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Вулиця (інший тип елемента вулично-дорожньої мережі) – зазначається разом з назвою

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| Будинок |  |  |  |  |  |  |  | Корпус |  |  |  |  |  |  Тип приміщення\* |  |  |  |  |  |  |  |  | № |  |  |  |  |

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| **Вид установчого документа**

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| **Розмір статутного (складеного) капіталу (пайового фонду) (грн)** |  |  |  |  |  |  |  |  |  |  |  | , |  |  |

 |
| **Відомості про органи управління юридичної особи** (назва відповідно до установчих документів)

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| Вищий |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Виконавчий |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Інший\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **\ Відомості про те, що юридична особа є:** |
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|  | **Підрозділом громадського формування, що має статус юридичної особи (місцевий осередок творчої спілки, організація профспілки**) |

Вид установчого документа, на підставі якого діє громадське формування\*\*\*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Ідентифікаційний код юридичної особи (творчої спілки, профспілки) |  |  |  |  |  |  |  |  |

Найменування юридичної особи (творчої спілки, профспілки)

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|  | **Структурним утворенням політичної партії зі статусом юридичної особи** |
| Ідентифікаційний код юридичної особи (політичної партії) |  |  |  |  |  |  |  |  |

Найменування юридичної особи (політичної партії)

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Вид структурного утворення політичної партії

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Територія, в межах якої діє структурне утворення політичної партії

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| **Дата прийняття рішення про створення структурного утворення керівним органом** **політичної парті**ї |  |  | / |  |  | / |  |  |  |  |

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| **Номер рішення про створення структурного утворення керівним органом політичної партії** |  |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Зазначається тип приміщення – квартира, кімната, кабінет або офіс тощо.\*\*Заповнюється, якщо є інший орган юридичної особи, передбачений установчими документами цієї юридичної особи.\*\*\*Заповнюється у разі створення юридичної особи на підставі установчого документа іншого громадського формування.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(прізвище, ініціали) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(підпис) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(дата) |

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| **Відомості про керівника юридичної особи** |
| Прізвище

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Ім’я, по батькові

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| Реєстраційний номер облікової картки платника податків |  |  |  |  |  |  |  |  |  |  |

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| Паспортні дані\*: серія  |  |  |  номер  |  |  |  |  |  |  |  |  |  |  |

Наявність обмежень щодо представництва від імені юридичної особи

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| **Відомості про фізичних осіб – платників податків, які мають право вчиняти дії від імені юридичної особи без довіреності, у тому числі підписувати договори тощо\*\*** |
| Прізвище

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Ім’я, по батькові

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| Реєстраційний номер облікової картки платника податків |  |  |  |  |  |  |  |  |  |  |

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| Паспортні дані\*: серія  |  |  | номер  |  |  |  |  |  |  |  |  |  |  |

Наявність обмежень щодо представництва від імені юридичної особи

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 |
| **Відомості про фізичних осіб – платників податків, які мають право подавати документи для державної реєстрації\*\*** |
| Прізвище

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Ім’я, по батькові

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| Реєстраційний номер облікової картки платника податків |  |  |  |  |  |  |  |  |  |  |

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| Паспортні дані\*: серія  |  |  | номер  |  |  |  |  |  |  |  |  |  |  |

Наявність обмежень щодо представництва від імені юридичної особи

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 |
| **Відомості про членів керівних органів громадського формування\*\*\*** |
| Прізвище

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Ім’я, по батькові

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Посада

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Телефон

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| Адреса електронної пошти |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Зазначаються тільки для осіб, які через свої релігійні або інші переконання відмовилися від прийняття реєстраційного номера облікової картки платника податків та мають відмітку в паспорті.\*\*Зазначаються за бажанням юридичної особи. Якщо таких осіб більше одного, заповнюється відповідна кількість аркушів заяви. \*\*\*Якщо членів керівних органів більше, заповнюється відповідна кількість аркушів заяви.

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| **Відомості про засновників юридичної особи\*** |
| Повне найменування юридичної особи або прізвище, ім’я, по батькові (за наявності) фізичної особи

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| Паспортні дані: серія  |  |  | номер  |  |  |  |  |  |  |  |  |  |  |

Дата народження

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| Ідентифікаційний код (реєстраційний номер облікової картки платника податків (за наявності)) засновника\*\* |  |  |  |  |  |  |  |  |  |  |

Країна резидентства/громадянства засновника

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Місце проживання (місцезнаходження) засновника: | Поштовий індекс |  |  |  |  |  |

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| Україна |  | Область  |  | Автономна Республіка Крим |  |

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| Район області/Автономної Республіки Крим |  |

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| Місто |  | Селище міського типу |  | Селище |  | Село |  |

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| Район міста |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Вулиця (інший тип елемента вулично-дорожньої мережі) – зазначається разом з назвою

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| Будинок |  |  |  |  |  |  |  | Корпус |  |  |  |  |  |  Тип приміщення\*\*\* |  |  |  |  |  |  |  |  | № |  |  |  |  |

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| Інша країна |  |

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| **Розмір частки статутного (складеного) капіталу (пайового фонду) (грн)**  |  |  |  |  |  |  |  |  |  |  |  | , |  |  |

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| **Засновник є кінцевим бенефіціарним власником (контролером) юридичної особи** |  |

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| **Повноваження засновника громадського формування закінчено у зв’язку з державною реєстрацією**\*\*\*\* |  |

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| **Види економічної діяльності юридичної особи** (вид економічної діяльності, який записаний першим, вважається основним) |
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| № з/п | Код виду економічної діяльності  |  | № з/п | Код виду економічної діяльності  |  | № з/п | Код виду економічної діяльності  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Якщо засновників більше одного, заповнюється відповідна кількість аркушів сторінки заяви.\*\*Якщо засновником виступає іноземна юридична особа, зазначене поле не заповнюється.\*\*\*Зазначається тип приміщення – квартира, кімната, кабінет або офіс тощо.\*\*\*\* Для громадських формувань (заповнюється державним реєстратором).

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| **Відомості про кінцевих бенефіціарних власників (контролерів)\*** |
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|  | **Кінцевий бенефіціарний власник (контролер) у юридичної особи відсутній**  |

Причина його відсутності

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Кінцевий бенефіціарний власник (контролер) засновника юридичної особи, якщо засновник – юридична особа, відсутній** |
| Ідентифікаційний код засновника юридичної особи (для резидента) |  |  |  |  |  |  |  |  |

Повне найменування засновника юридичної особи (для нерезидента)

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Причина його відсутності

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|  | **Кінцевий бенефіціарний власник (контролер) засновника юридичної особи, якщо засновник – юридична особа:** |
| Ідентифікаційний код засновника юридичної особи (для резидента) |  |  |  |  |  |  |  |  |

Повне найменування засновника юридичної особи (для нерезидента)

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|  | **Кінцевий бенефіціарний власник (контролер) юридичної особи** |

Прізвище, ім’я, по батькові (за наявності)\*\*

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Дата народження

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| Реєстраційний номер облікової картки платника податків (за наявності) |  |  |  |  |  |  |  |  |  |  |

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| Паспортні дані: серія  |  |  | номер  |  |  |  |  |  |  |  |  |  |  |

Країна громадянства

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| **Місце проживання:** | Поштовий індекс |  |  |  |  |  |

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| Україна |  | Область  |  | Автономна Республіка Крим |  |

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| Район області/Автономної Республіки Крим |  |

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| Місто |  | Селище міського типу |  | Селище |  | Село |  |

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| Район міста |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Вулиця (інший тип елемента вулично-дорожньої мережі) – зазначається разом з назвою

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| Будинок |  |  |  |  |  |  |  | Корпус |  |  |  |  |  |  Тип приміщення\*\*\* |  |  |  |  |  |  |  |  | № |  |  |  |  |

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| Інша країна |  |

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Не заповнюються щодо громадських формувань, адвокатських об’єднань, торгово-промислових палат, об’єднань співвласників багатоквартирних будинків, релігійних організацій, державних органів, органів місцевого самоврядування, їх асоціацій, державних та комунальних підприємств, установ, організацій; у разі якщо засновниками юридичної особи є виключно фізичні особи, які є бенефіціарними власниками (контролерами) юридичної особи.\*\*Якщо кінцевих бенефіціарних власників (контролерів) більше одного, заповнюється відповідна кількість аркушів сторінки заяви.\*\*\*Зазначається тип приміщення – квартира, кімната, кабінет або офіс тощо.

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| **Відомості про юридичну особу (юридичних осіб), правонаступником якої (яких) є юридична особа, утворена:\*** |
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|  | в результаті злиття юридичних осіб |  | в результаті поділу юридичної особи |
|  | в результаті виділу юридичної особи |  | в результаті перетворення юридичної особи |

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| Ідентифікаційний код юридичної особи |  |  |  |  |  |  |  |  |

Повне найменування юридичної особиОрганізаційно-правова форма юридичної особи

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Назва юридичної особи

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| **Відомості про незакриті відокремлені підрозділи юридичної особи, що містяться в Єдиному державному реєстрі юридичних осіб, фізичних осіб – підприємців та громадських формувань, в частині належності до юридичної особи – правонаступника\*\*** |
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| Ідентифікаційний код юридичної особи – правонаступником якої є юридична особа |  |  |  |  |  |  |  |  |

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| Ідентифікаційний код відокремленого підрозділу |  |  |  |  |  |  |  |  |

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|  | **Повне найменування відокремленого підрозділу юридичної особи не змінюється** |  | **Повне найменування відокремленого підрозділу юридичної особи змінюється** |

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| Повне найменування відокремленого підрозділу юридичної особи, яке міститься в Єдиному державному реєстрі юридичних осіб, фізичних осіб – підприємців та громадських формувань |  Повне найменування відокремленого підрозділу юридичної особи з урахуванням змін |

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| **Відомості щодо державних органів, органів місцевого самоврядування як юридичних осіб**  |
| Назва розпорядчого акта, на підставі якого створено державний орган, орган місцевого самоврядування

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| Номер |  |  |  |  |  |  |  |  |  Дата (дд.мм.рррр) |  |  | / |  |  | / |  |  |  |  |

 |
| **Центральний чи місцевий орган виконавчої влади, до сфери управління якого належить юридична особа публічного права або який здійснює функції з управління корпоративними правами держави у відповідній юридичній особі** |
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| Ідентифікаційний код |  |  |  |  |  |  |  |  |

Найменування органу

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 |
| **Інформація для здійснення зв’язку з юридичною особою** |
| Телефон 1 Телефон 2

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Факс Адреса сторінки в мережі Інтернет

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Адреса електронної пошти |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Інші відомості

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* Якщо таких осіб більше, заповнюється відповідна кількість аркушів сторінки заяви.\*\*Якщо незакритих відокремлених підрозділів більше, заповнюється відповідна кількість аркушів заяви.

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