ЗАТВЕРДЖЕНО

Розпорядження міського голови

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

ІНФОРМАЦІЙНА

картка адміністративної послуги

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| Назва послуги | Державна реєстрація змін до відомостей про юридичну особу, в т.ч. змін до установчих документів юридичної особи  |
| Суб’єкт надання *(назва ОВВ та інших суб’єктів надання)* | Апостолівське районне управління юстиції  |
| Категорія отримувача*(оберіть потрібні категорії)* |  | Іноземні громадяни |
|  | Фізичні особи |
|  | Фізичні особи - підприємці |
| v | Юридичні особи |
| Платність послуги*(або вкажіть вартість)* |  | 0,3 мінімальної заробітної плати |
| Крім інформації про здійснення звязку з юридичною особою |
| 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.Заповнену заяву на проведення державної реєстрації змін до відомостей про юридичну особу 2.Примірник оригіналу (ксерокопію, нотаріально засвідчену копію) рішення про внесення змін ;3.Установчий документ юридичної особи у новій редакції;4.Документ, що підтверджує сплату адміністративного збору за державну реєстрацію змін до установчих документів5. У разі внесення змін до установчих документів, які пов'язані із зміною складу засновників (учасників) юридичної особи, крім документів, які передбачені частиною першою цієї статті, додатково подається примірник оригіналу (ксерокопія,нотаріально засвідчена копія) одного із таких документів:  рішення про вихід юридичної особи із складу засновників (учасників);  заяви фізичної особи про вихід із складу засновників (учасників);  заяви, договору, іншого документа про перехід чи передачу частки учасника у статутному капіталі товариства;  рішення уповноваженого органу юридичної особи про примусове виключення засновника (учасника) із складу засновників (учасників) юридичної особи, якщо це передбачено законом або установчими документами юридичної особи.6. У разі внесення змін до установчих документів, які пов'язані із зміною складу засновників (учасників) юридичної особи на підставі факту смерті фізичної особи - засновника (учасника) та відмови інших засновників (учасників) у прийнятті спадкоємця (спадкоємців) померлого до складу засновників, крім документів, які передбачені частиною першою цієї статті, додатково подається ксерокопія свідоцтва про смерть фізичної особи 7.Документ , що підтверджує реєстрацію іноземної особи в країні.8.Примірник оригіналу (нотаріально засвідчена копія) передавального акту |
| 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 змін до відомостей про юридичну особу,установчі документи,Виписка з ЄДР,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 3 **ЗАЯВА****про державну реєстрацію змін до відомостей про юридичну особу, що містяться в Єдиному державному реєстрі юридичних осіб, фізичних осіб – підприємців та громадських формувань**(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) |
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|  |  проведення державної реєстрації змін до відомостей про юридичну особу, які містяться в Єдиному державному реєстрі юридичних осіб, фізичних осіб – підприємців та громадських формувань, у скорочені строки (6 годин)\* |

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|  | проведення державної реєстрації змін до відомостей про юридичну особу, які містяться в Єдиному державному реєстрі юридичних осіб, фізичних осіб – підприємців та громадських формувань, у скорочені строки (2 години)\* |

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| **Відомості про юридичну особу, що містяться в Єдиному державному реєстрі юридичних осіб, фізичних осіб – підприємців та громадських формувань** |
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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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| **Перелік змін** (необхідне відмітити і заповнити відповідні сторінки заяви з урахуванням змін )**\*\*** |
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|  | **1**  | **Зміна найменування юридичної особи (повного та/або скороченого)** |
|  | **2** | **Зміна місцезнаходження юридичної особи** |
|  | **3** | **Зміна розміру статутного (складеного) капіталу (пайового фонду) юридичної особи** |
|  | **4** | **Зміна відомостей про органи управління юридичної особи** |
|  | **5** | **Зміна керівника або відомостей про керівника юридичної особи** |
|  | **6** | **Зміна фізичних осіб або зміна відомостей про фізичних осіб – платників податків, які мають право вчиняти дії від імені юридичної особи без довіреності, у тому числі підписувати договори тощо** |
|  | **7** | **Зміна фізичних осіб або зміна відомостей про фізичних осіб – платників податків, які мають право подавати документи для державної реєстрації**  |
|  | **8** | **Зміна відомостей про членів керівних органів громадського формування** |
|  | **9** | **Зміна складу засновників (учасників) або зміна відомостей про засновників (учасників) юридичної особи** |
|  | **10** | **Зміна кінцевого бенефіціарного власника (контролера) або зміна відомостей про кінцевого бенефіціарного власника (контролера)**  |
|  | **11** | **Зміна відомостей про структурне утворення політичної партії або підрозділ громадського формування зі статусом юридичної особи** |
|  | **12** | **Зміна мети діяльності громадського формування** |
|  | **13** | **Відомості щодо юридичної особи - правонаступника у разі виділу або відомості про юридичну особу, правонаступником якої є юридична особа, у разі приєднання** |
|  | **14** | **Зміна видів економічної діяльності юридичної особи** |
|  | **15** | **Дані про розпорядчий акт, на підставі якого внесено зміни до розпорядчого акта, на підставі якого створено державний орган, орган місцевого самоврядування**  |
|  | **16**  | **Зміна центрального чи місцевого органу виконавчої влади, до сфери управління якого належить юридична особа публічного права або який здійснює функції з управління корпоративними правами держави у відповідній юридичній особі** |
|  | **17** | **Зміна інформації для здійснення зв'язку з юридичною особою** |
|  | **18** | **Зміни до установчих документів, які не пов’язані з внесенням змін до відомостей про юридичну особу, що містяться в Єдиному державному реєстрі юридичних осіб, фізичних осіб - підприємців та громадських формувань** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Крім внесення змін до інформації про здійснення зв’язку з юридичною особою.\*\*Заповнюються лише поля, які змінилися.  |
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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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|  |  керівник |  | особа, яка має право вчиняти дії від імені юридичної особи (без довіреності) |   | особа, яка має право подавати документи для державної реєстрації (без довіреності) |  | уповноважена особа (за довіреністю чи іншим документом, що підтверджує її повноваження) |

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| **1** | **Зміна найменування юридичної особи** |
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|  | Зміна повного найменування юридичної особи |  | Зміна скороченого найменування юридичної особи |

Повне найменування юридичної особиОрганізаційно-правова форма юридичної особи

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Назва юридичної особи

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Найменування юридичної особи англійською мовою

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 Скорочене найменування юридичної особи

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Скорочене найменування юридичної особи англійською мовою

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 |
| **2** | **Зміна місцезнаходження юридичної особи** |
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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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| 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\* |  |  |  |  |  |  |  |  | № |  |  |  |  |

 |
| **3** | **Зміна розміру статутного (складеного) капіталу (пайового фонду) юридичної особи** |
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| Розмір статутного (складеного) капіталу (пайового фонду) юридичної особи (грн) |  |  |  |  |  |  |  |  |  |  |  | , |  |  |

 |
| **4** | **Зміна відомостей про органи управління юридичної особи** |
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| Вищий |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Зазначається тип приміщення – квартира, кімната, кабінет або офіс тощо.\*\*Заповнюється, якщо є інший орган управління юридичної особи, передбачений установчими документами цієї юридичної особи.

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

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| **5** | **Зміна керівника або відомостей про керівника юридичної особи** |

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|  | Зміна керівника  |  | Зміна відомостей про керівника |

Прізвище

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Ім’я, по батькові

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Дата народження

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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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  |
| **6** | **Зміна фізичних осіб або зміна відомостей про фізичних осіб – платників податків, які мають право вчиняти дії від імені юридичної особи без довіреності, у тому числі підписувати договори тощо\*\*** |
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|  | Включено |   | Виключено |   | Зміна відомостей про особу |

Прізвище

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Ім’я, по батькові

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Дата народження

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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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 |
| **7** | **Зміна фізичних осіб або зміна відомостей про фізичних осіб – платників податків, які мають право подавати документи для державної реєстрації \*\*** |
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|  | Включено |   | Виключено |   | Зміна відомостей про особу |

Прізвище

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Ім’я, по батькові

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Дата народження

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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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  |
| **8** | **Зміна відомостей про членів керівних органів громадського формування\*\*** |
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|  | Включено |   | Виключено |   | Зміна відомостей про особу |

Прізвище

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Ім’я, по батькові

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Дата народження

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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.\*\* Якщо таких осіб більше одного, заповнюється відповідна кількість аркушів заяви.

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

  |
| **9** | **Зміна складу засновників (учасників) або зміна відомостей про засновників ( учасників) юридичної особи\*** |

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|  | Включено  |   | Виключено  |  | Зміна відомостей  |

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)  |  |  |  |  |  |  |  |  |  |  |  | , |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Якщо засновників більше одного, заповнюється відповідна кількість аркушів заяви.\*\*Якщо засновником виступає іноземна юридична особа, зазначене поле не заповнюється.\*\*\*Зазначається тип приміщення – квартира, кімната, кабінет або офіс тощо.

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

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| **10** | **Зміна кінцевого бенефіціарного власника (контролера) або зміна відомостей про кінцевого бенефіціарного власника (контролера) \*** |
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|  | Включено  |   | Виключено  |  | Зміна відомостей  |

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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** |

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| 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 особ**а: |

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| 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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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Якщо кінцевих бенефіціарних власників (контролерів) більше, заповнюється відповідна кількість аркушів сторінки заяви.\*\*Зазначається тип приміщення – квартира, кімната, кабінет або офіс тощо.

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

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| **11** | **Зміна відомостей про структурне утворення політичної партії або підрозділ громадського формування зі статусом юридичної особи** |
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|  | **Структурне утворення 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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|  | **Підрозділ 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 (творча спілка, профспілка)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **12**  | **Зміна мети діяльності громадського формування** |
| Мета діяльності

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| **13** | **Відомості щодо юридичної особи – правонаступника у разі виділу або відомості про юридичну особу, правонаступником якої є юридична особа, у разі приєднання\*** |
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|  | у разі виділу юридичної особи  |  | у разі приєднання 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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| **14** | **Зміна видів економічної діяльності юридичної особи** |
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| № з/п | Код виду економічної діяльності  | Вкл. | Викл. | Основний вид економічної діяльності |  | № з/п | Код виду економічної діяльності  | Вкл. | Викл. | Основний вид економічної діяльності |
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| **15** | **Дані про розпорядчий акт, на підставі якого внесено зміни до розпорядчого акта, на підставі якого створено державний орган, орган місцевого самоврядування** |
| Назва розпорядчого акта

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

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| **16** | **Зміна центрального чи місцевого органу 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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 |
| **17** | **Зміна інформації 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.

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