

	As required by ISO 9001 Effective date - _____ 2014	IC-34/03 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Preparation and issuance of the certificate of termination the subsidiary farming in Ivano-Frankivsk, or certificate of withdrawal from this farm	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of Department of Land Relations of Executive Committee of the City Council _____ Obladan K.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"___" _____ 2014p.	"___" _____ 2014 p.	"___" _____ 2014 p.

1	Body providing the service	Department of Land Relations of Executive Committee of Ivano-Frankivsk City Council
2	Place of application and getting results of service	Center of Administrative Services Delivery Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: cnap@mvk.if.ua , web-site: www.cnap.if.ua Working hours: Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00

3	The documents required for obtaining administrative services	<p><u>Reference on termination of subsidiary farming in Ivano-Frankivsk</u></p> <ol style="list-style-type: none"> 1. Application to the Head of Department of Land Relations of Executive Committee of the City Council (in the case of death of the owner or user of land application is submitted by a heir, in case of applying by the authorized person - a copy of power of attorney is added). 2. Copies of passport data (pages 1, 2, 11), the identification number. 3. Certificate of family members (indicating the degree of family connection). 4. A copy of the of legal documents on land in the city with a purpose "for subsidiary farming." 5. Copies of documents certifying the termination of rights to land (the contract of sale, exchange, gift, certificate of death, etc) decisions of subsidiary farm members to terminate its operations, or documentary evidence of absence of farm members or a heir who wishes to continue the business. <p><u>Reference on withdrawal of the subsidiary farm in of Ivano-Frankivsk</u></p> <ol style="list-style-type: none"> 1. Application to the Head of Department of Land Relations of Executive Committee of the City Council from the person who is in a family relationships and living together with the owner or operator of land in the city, of purpose "for subsidiary farming" with reasons and grounds of withdrawal. 2. Copies of passport data (pages 1, 2, 11), the identification number. 3. Certificate of family members (indicating the degree of family connection). 4. A copy of the legal documents on land in the city with a purpose "for subsidiary farming." 5. Written consent of the subsidiary farm head to withdrawal of the farm a member of it (free-form).
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	10 days
7	Service result	Certificate of termination the subsidiary farming in Ivano-Frankivsk, or certificate of withdrawal from this farm
8	Method of obtaining response (output)	Personally or by procurance (notarized)

9	Legislative and regulatory basis	<p>1. "On Local Self-Government in Ukraine", "On a private farm", "On Employment".</p> <p>2. Decree of March 20, 2013 № 198 "On approval of registration and re-registration of unemployed people looking for work."</p> <p>3. Orders of State Committee of Ukraine of October 26, 2009 № 409 "On approval of the accounting subsidiary farms by village, town and city councils" and of December 8, 2010 N 491 "On approval of the Instruction on keeping the farm register at village, town and city councils."</p> <p>4. Decision of the 35th session of Ivano-Frankivsk city council of sixth democratic convocation of May 14, 2013 № 1063-35 "On approving the new version of the Directorate of Land Relations of Ivano-Frankivsk City Council."</p> <p>5. Decision of the 40th session of Ivano-Frankivsk City Council of December 24, 2013 "On Approval of the Procedure for accounting of private farms in Ivano-Frankivsk."</p>
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