



As required by ISO 9001
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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD
Transfer to the balance of external networks

Original: Authorized Representative for QMS Matters
copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Department of public utilities, transport and communications _____ Smushak M.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"__"____ 2014p.	"__"____ 2014 p.	"__"____ 2014 p.

1	Body providing the service	Department of public utilities, transport and communications
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	<ol style="list-style-type: none"> 1. Application addressed to the Mayor, telephone number. 2. Institutional documents (for legal entities) or certificate of registration of an individual-entrepreneur or passport and identification code for an individual (copies certified by the head of the company). 3. Certificate of compliance (copies certified by the head of the company). 4. Act of readiness of the object to operation (copies certified by the head of the company). 5. Testing and executive survey of networks which are transmitted to the balance. 6. Situational plan of the object. 7. Certificate of connection to engineering networks or act of the final checking the conformity of the constructed object to project documentation, requirements of state standards, building codes and readiness to operation, with the help of which networks will be transmitted (copies certified by the head of the company). 8. Reference of the Financial management of Executive Committee of the City Council on the participation of the customers in the construction of social and engineering-transport infrastructure of the city (copy certified by the head of the company). 9. Decision of the Executive Committee of the City Council about the awarding the legal address (copy). 10. Certificate from the Financial management on fulfillment of financial liabilities. 11. The competence on the transfer to the balance to the operating organization of engineering and transport infrastructure.
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Excerpt from the decision of the Executive Committee of the City Council
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	<ol style="list-style-type: none"> 1. The Law of Ukraine "On Local Self-Government in Ukraine". 2. Law of Ukraine "On regulation of urban development". 3. Decree of the Mayor of March 22, 2012 № 148-p.