



As required by ISO 9001  
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Version 01  
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The Executive Committee of Ivano-Frankivsk City Council

**INFORMATION CARD**  
**Issuance of duplicate of certificate of ownership**

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

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

<b>1</b>	<b>Body providing the service</b>	Department of public utilities, transport and communications
<b>2</b>	<b>Place of application and getting results of service</b>	<b>Center of Administrative Services Delivery</b> Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: <a href="mailto:cnap@mvk.if.ua">cnap@mvk.if.ua</a> , web-site: <a href="http://www.cnap.if.ua">www.cnap.if.ua</a> <b>Working hours:</b> Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00
<b>3</b>	<b>The documents required for obtaining administrative services</b>	1. Written application. 2. Duly certified copy of the passport of the citizen of Ukraine (pages 1, 2 and 11) and identification code or a duly certified copy of the certificate of incorporation and duly certified copies of the institutional documents of legal entity. 3. Announcements from the newspaper "Western Courier" or other official publication. 4. Duly certified copy of the technical passport. 5. Reference from RBTI on the ownership to real property. 6. Duly certified copy of the certificate of ownership to real property. <b>Note:</b> - application is submitted by all owners personally or by proxy. In case of death of one of the owners it is provided the information reference by the notary office of the opening of the inheritance and the circle of heirs who have the right to apply for the issuance of a certificate of ownership; - In the event of alienation of a share of the co-owners it is provided an appropriately certified copy of indicated document (deed of gift, sale, etc.) with the relevant extract from the Unified Register of property rights; 7. Receipt of payment of services.
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally by the authorized owner or by procurance (notarized)

<b>5</b>	<b>Payment</b>	b / a 35429201079444 TUDKU in Ivano-Frankivsk region IFO 836014 USREOU 37794186 For services - 44.50 UAH. (according to the decision of the Executive Committee of Ivano-Frankivsk City Council of May 21, 2008 № 226).
<b>6</b>	<b>Term</b>	30 days
<b>7</b>	<b>Service result</b>	Duplicate of certificate of ownership to real estate
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally by the authorized owner or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	1. The Constitution of Ukraine. 2. Civil Code of Ukraine (chapters 23, 24, 25, 26, 28, 29). 3. Law of Ukraine "On Local Self-Government in Ukraine" (art. 30). 4. The Law of Ukraine "On Amending the Law of Ukraine "On State Registration of Rights to Real Estate and their Limitations "of December 9, 2011, № 4152-VI. 5. Law of Ukraine "On privatization of state housing fund." 6. Decision of the Executive Committee of May 21, 2008, № 226.