



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

INFORMATION CARD
Approval of location
to carry out a one-time trade

Original: Authorized Representative for QMS Matters

copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Trade Department of Executive Committee of City Council Ganchak O.	Authorized Representative for QMS Matters Lys A.	Mayor Anushkevychus V.
" " _____ 2014p.	" " _____ 2014 p.	" " _____ 2014 p.

1	Body providing the service	Trade Department of Executive Committee of 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	1. Application addressed to the Mayor with the contact details of the applicant (address, phone number), period (number of days), during which the trade will be carried out trade and place of trade in the established form. 2. A copy of an extract from the Unified State Register of Legal Entities and Individual Entrepreneurs (submitted together with the originals (for verification) or notarized).
4	The procedure and method of submitting documents	Personally or by procurance (notarized) and by mail
5	Payment	Free
6	Term	8 days
7	Service result	Approval of location to carry out one-time trade
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	1. The Law of Ukraine of May 21, 1997 № 280/97 "On Local Self-Government in Ukraine" (as amended) (Article 26). 2. Decision of Ivano-Frankivsk City Council of April 9, 2014 № 189 "On approval of the new version of the "Regulations on the remote small retail trade and services in the field of entertainment in Ivano-Frankivsk"

The Executive Committee of Ivano-Frankivsk City Council
Grushevskogo Str, 21, Ivano-Frankivsk, 76004, phone. 556515, 552038, e-mail:mvk@il.if.ua, www.mvk.if.ua

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