

	As required by ISO 9001 Effective date - _____ 2014	IC-71/02 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Registration of the community self-organization body (house, street, quarter, territorial committee)	

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

Created by:	Checked by:	Approved by:
Deputy Administrator of the Head of Department of Organization and Information Work and Control _____ Lyshak N. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 2014 p.

1	Body providing the service	Department of Organization and Information Work and Control
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 for registration of the BSP. 2. A copy of the decision of the City Council for permission to create the BSP (house, street, quarter, territorial committee). 3. Minutes of the meeting (conference) of citizens. 4. List of participants of meeting (conference) of citizens. 5. Personal structure of members of house, street, quarter, territorial committee. 6. Regulation on house, street, quarter, territorial committee. in duplicate (forms and model regulation are attached).
4	The procedure and method of submitting documents	Personally by the representative of initiative group of citizens or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Copy of the Decision of the City Council Executive Committee
8	Method of obtaining response (output)	Personally by the representative of initiative group of citizens or by procurance (notarized)

9	Legislative and regulatory basis	<ol style="list-style-type: none"> 1. The Law of Ukraine "On the BSP" 2. Statute of the territorial community of Ivano-Frankivsk approved by the decision of the Executive Committee of the City Council of May 7, 1999. 3. Decision of the Executive Committee of the City Council of April 20, 2004 № 148 "On the guidelines of the procedure to create community self-organization body" 4. Decisions of Ivano-Frankivsk City Council of January 23, 2007 № 34 "On amendments to the decision of the Executive Committee of the City Council of April 20, 2004 № 148 "On the guidelines of the procedure to create community self-organization body."
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