



As required by ISO 9001  
Effective date - \_\_\_\_\_ 2014

IC-72/01  
Version 01  
Changed pages 00/01

The Executive Committee of Ivano-Frankivsk City Council

### INFORMATION CARD

**Issuing copies, excerpts from Mayor orders, decisions made by the City Council and the Executive Committee for the past 10 years**

**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 the General Department _____ <b>Revutska O.</b>	Authorized Representative for QMS Matters _____ <b>Lys A.</b>	Mayor _____ <b>Anushkevychus V.</b>
"__"____ 2014p.	"__"____ 2014 p.	"__"____ 2014 p.

<b>1</b>	<b>Body providing the service</b>	General Department
<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>	The written appeal of natural (legal) persons
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized) and by mail
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	30 days
<b>7</b>	<b>Service result</b>	Issuing copies, excerpts from Mayor orders, decisions made by the City Council and the Executive Committee for the past 10 years
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)
<b>9</b>	<b>Legislative and regulatory basis</b>	1. Law of Ukraine "On Local Self-Government in Ukraine" Art. 59. 2. Law of Ukraine "On information" Art.2. 3. Law of Ukraine "On Public Appeals" Art. 1