

	As required by ISO 9001 Effective date - _____ 2014	IC-72/02 Version 01 Changed pages 00/01
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Provision of the extract from the minutes of the City Council session for last 10 years	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of the General Department _____ Revutska O.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"___" _____ 2014p.	"___" _____ 2014 p.	"___" _____ 2014 p.

1	Body providing the service	General Department
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	The written appeal of natural (legal) persons
4	The procedure and method of submitting documents	Personally or by procurance (notarized) and by mail
5	Payment	Free
6	Term	30 days
7	Service result	Provision of the extract from the minutes of the City Council session for last 10 years
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	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