

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-81/06</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	The Executive Committee of Ivano-Frankivsk City Council	
	<b>INFORMATION CARD</b> <b>Issuance of information from land management documentation that is included in the local fund of land use documentation</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of Department of State Land Agency in Ivano-Frankivsk  _____ <b>Ozarko L.</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 State Land Agency in Ivano-Frankivsk
<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. Application. 2. <b>For individuals:</b> copy of passport (pages 1,2, page of registration) (and original for verification), ID number of the land owner (land user) or his authorized representative by proxy of the land owner (land user). 3. <b>For legal entities:</b> certified copies of legal documents (certificate of registration, charter, certificate from the Statistical Department) or his authorized representative by proxy of the land owner (land user) (copies shall be certified personally by the legal person and by his own stamp) 4. Notary request.
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	30 days
<b>7</b>	<b>Service result</b>	Information from land management documentation that is included in the local fund of land use documentation
<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. The Law of Ukraine "On Land Management" (Art. 32, 33). 2. Decree of the Cabinet of Ministers of Ukraine of November 17, 2004 № 1553 "On Approval of the State Fund of land use documentation" (Amended according to CMU Regulation N 1022 of July 26, 2006, N 930 of October 10, 2012).
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