

	As required by ISO 9001 Effective date - _____ 2014	IC-52/03-1 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Approval of operation mode of the entity (when working till 22.00 p.m. (for trading facilities, services, recreation and entertainment) from 23.00 p.m. (for institutions of restaurant industry)	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

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

1	Body providing the service	Department of Trade of City Council Executive Committee
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 of established model for setting operation mode to the Mayor. 2. A copy of an extract from the Unified State Register of Legal Entities and Individual Entrepreneurs. 3. A copy of the document confirming the right to use the premises (certificate of ownership, the lease (sublease) contract, etc.). Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	1 day
7	Service result	Concerted application - declaration of approval of the operating mode of the entity
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), Part 1 of Article 69. 2. CMU Resolution of June 15, 2006 № 833 "On Approval of Trade and Business Trade Services Rules."
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