



REGISTRATION OF FOREIGN OFFICES AND SETTING UP JOINT VENTURES IN UKRAINE

FOREIGN REPRESENTATION OFFICES

According to chapter 5 of the law of Ukraine "On the foreign economic activity", to register a representation office of a foreign company on the territory of Ukraine, it is necessary to provide the Ministry of Foreign Economic Relations of Ukraine with the following documentation:

- a request to register the representation drawn up in free format;
- an excerpt from the trade/banking roll of the country where the foreign company is officially headquartered;
- a certificate of the bank where the applicant's account is officially registered;
- a letter of attorney granting the representative powers drawn up according to the law of the country where the foreign company is officially headquartered;

The abovementioned documents must be submitted in two languages (English or French AND necessarily Ukrainian), notarized at the place of issue and then properly legalized in a Ukrainian Consular office.

The fee for the registration of the representation of a foreign company is \$2,500 US.

JOINT VENTURES

To set up a joint venture, according to existing procedures, it is necessary to submit the following documents:

- an application to the Head of the Department of Foreign Economic Relations within a regional (or city, or district) office of the State Administration;
- the founding documents (charter and agreement);
- a certificate of legal address of the joint venture;
- an excerpt from the trade/banking roll of the country where the foreign partner is officially headquartered;
- a certificate of the bank where the foreign partner's account is officially registered;

The abovementioned documents must, as in the previous case, be submitted in two languages and the last two -- notarized at the place of issue and then properly legalized in a Ukrainian Consular Office.

The fee for the registration of the joint venture is payable in Ukrainian currency.

The procedure for legalization of the documents is as follows: the documents in two languages must be notarized by a Canadian Notary Public and then forwarded to the Department of Foreign Affairs and International Trade Canada, Bureau of Legal Affairs, to the division of Authentication and Service of Documents; then after approval, they are to be submitted to the Consular Section of the Embassy of Ukraine for the legalization procedure.

*Yaroslav Asman, First Secretary, Consular Section
Embassy of Ukraine in Canada, Ottawa*

TRADE FACILITATION OFFICE HELPS IMPORTS-EXPORTS WITH UKRAINE

The Trade Facilitation Office Canada (TFOC), founded in 1980 as a non-profit organization with assistance of the Federal Government, has an active assistance program for Ukraine that helps their exporters to locate markets in Canada and connects Canadian importers with CEE exporters.

Its mandate is to help improve the economic well-being of developing countries and those of Central and Eastern Europe by giving them practical assistance in exporting to Canada. A volunteer board of directors drawn largely from Canadian industry establishes TFOC's operational policies.

Working closely with the Canadian import community, client country exporters and their trade promotion organizations, TFOC introduces exporters to importers through a variety of activities. These include:

- *publishing export offerings from client country exporters*
- *maintaining a data bank of client countries on the Canadian market and how to export to Canada*
- *producing seminars in client countries on the Canadian market and how to export to Canada*
- *organizing export sales missions to Canada*
- *organizing importer buying missions to client countries*
- *organizing seminars in Canada for client country trade representatives*
- *publishing a Handbook on Exporting to Canada for distribution to client country exporters, their trade promotion organizations and embassies*
- *producing and distributing sector specific market information studies to client country exporters, their trade promotion organizations and embassies*
- *producing and distributing a video on the Canadian market to client country exporters and their trade promotion organizations*

For additional information, contact: David Taylor, Director for European Programs for TFOC, 56 Sparks Street, Suite 500, Ottawa, Ontario K1P 5A9, tel: (613) 233-3925 or 1-800-267-9674, FAX: (613) 233-7860.