

**PROCEDURE OF REGISTRATION OF THE HUALING KUTAISI FIZ ENTERPRISE BY A (NON)RESIDENT LEGAL ENTITY****STEP I - APPLICATION APPROVAL:**

1. After receiving the filled and signed Application Form, Administrator approves it (or rejects).
2. In case of approval, Administrator provides invoice on 1) company registration 2) relevant License in Hualing Kutaisi FIZ. Applicant has to make the relevant payments.

STEP II – PREPARATION OF THE DOCUMENTATION BY AN APPLICANT, THEIR NOTARIZATION AND REGISTRATION:

1. The charter of a parent company/shareholder (apostille or legalized).
2. An extract of the parent company/shareholder from the commercial registry of the state of incorporation of the parent company/shareholder (apostille or legalized).
3. Minutes of the meeting – the decision of parent company/shareholder on establishment the enterprise in Hualing Kutaisi FIZ, including information on appointed directors, corporate form of the Hualing Kutaisi FIZ Enterprise, shareholders and allocated shareholdings (apostille or legalized).
4. The power of attorney of the parent company/shareholder authorizing a person (or company) to sign the documents for registration of the Hualing Kutaisi FIZ Enterprise (apostille or legalized).
5. The charter of Hualing Kutaisi FIZ new Enterprise signed by the parent company/shareholder (to be

notarized).

6. The consent of the director(s) to be appointed as the director of the Hualing Kutaisi FIZ Enterprise, his/their official signature sample.

7. All listed documents translated into Georgian and notarized

Note: Applicant may receive the samples of various documents from the Administrator upon request)

STEP III - REGISTRATION:

1. All registration documents shall be submitted by the director(s), authorized person or company to the National Agency of Public Registry of Georgia along with letter of consent on allocation of legal address by the Administrator.
2. After Hualing Kutaisi FIZ new enterprise is registered, Administrator will issue the relevant license.

STEP IV - LEASE AGREEMENT/AGREEMENT:

1. Signature of the lease agreement (or Agreement in case of Smart Office) between the Administrator and Kutaisi FIZ Enterprise and payment of the first year's rent (or fee).
2. In case if the duration of the signed lease agreement exceeds 1 year, it will be registered in the Public Registry of Georgia.

**PROCEDURE OF THE REGISTRATION OF HUALING KUTAISI FIZ ENTERPRISE BY (NON)RESIDENT INDIVIDUAL(S)****STEP I – APPLICATION APPROVAL:**

1. After receiving the filled and signed Application Form, Administrator approves it (or rejects)
2. In case of approval, Administrator provides invoice on 1) company registration 2) relevant License in Hualing Kutaisi FIZ. Applicant has to make the relevant payments.

STEP II – PREPARATION OF THE DOCUMENTATION BY AN APPLICANT, THEIR NOTARIZATION AND REGISTRATION:

1. Passport(s) of the physical entity(ies), copies translated in Georgian Language, notarized.
2. The Charter of the Kutaisi FIZ Enterprise signed by the founding partner(s), notarized.
3. If the founding partner(s) is not in Georgia and does not attend the registration procedure, he/she has to issue a Power of Attorney authorizing a certain person to sign the documents for registration of the Kutaisi FIZ Enterprise, notarized.
4. Passport copy (apostille, notarized) of the Founder/Shareholder that does not attend registration.
5. The consent of the director(s) to be appointed as the director of the Hualing Kutaisi FIZ Enterprise, his/their official signature sample, notarized.

Note: Applicant may receive the samples of various documents from the Administrator upon request)

STEP III – REGISTRATION:

1. All registration documents shall be submitted by the director(s), authorized person or company to the National Agency of Public Registry of Georgia along with letter of consent on allocation of legal address by the Administrator.

Administrator will issue the relevant license.

Registration of the Hualing Kutaisi FIZ Enterprise in the Public Registry requires 1-2 business days.

STEP IV - LEASE AGREEMENT/AGREEMENT:

1. Signature of the lease agreement (or Agreement in case of Smart Office) between the Administrator and Kutaisi FIZ Enterprise and payment of the first year's rent (or fee).
2. In case if the duration of the signed lease agreement exceeds 1 year, it will be registered in the Public Registry of Georgia.