

The list of actions for the creation, state registration and provision of conditions
to start the activities of **business companies** (except for joint-stock companies) on the territory of
Gomel Region

Item №	Name of the action	Executor	The amount of the state fee (payment) and other payments	Payment recipient	Action completion date	The result of the action
1	Preparation and submission of an application for approval of the company name	One of the founders *	Not charged			Application
2	Approval of the company's name and issuance of relevant documents	The Main Department of Justice of the Gomel Regional Executive Committee, the Gomel City Executive Committee, district executive committees for the proposed location of the business entity (registration authorities). (Applications submitted electronically via the Internet portal egr.gov.by considered by the Main Department of Justice of the Gomel Regional Executive Committee)	Not charged		The application received by mail is considered within two working days, submitted in person – in the presence of the applicant on the day of the application, in electronic form – no later than the next working day from the date of sending the application	Certificate of approval of the name (in case of application through the Internet portal egr.gov.by certificate is electronic)
3	Determining the location of the company	Founders *				A written document of any form or an oral agreement
4	Holding of the General meeting of the founders of the company (making a decision on the establishment)	Founders (the sole founder – in the case of the creation of a business company by one person)			The General meeting of the founders of the company (decision-making) is held before applying to the registration authority	Protocol of the General meeting of the founders of the company (decision of the sole founder)

Item №	Name of the action	Executor	The amount of the state fee (payment) and other payments	Payment recipient	Action completion date	The result of the action
5	Preparation of the draft of the company's constituent documents and their approval	Founders*	Not charged			Constituent documents – the charter (constituent agreement) issued in accordance with the records management legislation
6	Preparation of an application for state registration of the company	Founders *	Not charged			Application (signed by the founders or an authorized person on the basis of a power of attorney in the presence of an authorized employee of the registration authority)
7	Payment of the state fee for the state registration of the company	Founders	1 base value (0,8 base value – if the number of disabled founders exceeds 50 percent	Financial Management of the Gomel City Executive Committee, financial departments of district executive committees – local budget	Payment is made before contacting the registration authority (not charged for electronic registration)	Payment order or receipt (payment order with the bank's mark on execution and the signature of the bank employee). The receipt is not provided to the regulatory authority if the state duty was paid through the United Payment and Information Space
8	Submission of documents for state registration of the company	Founders or a person authorized by power of attorney. If the number of founders is more than three, they have the right to authorize one of them to sign an application for state registration of a legal entity (the powers are indicated in the relevant protocol of the founders' General meeting)				Entry in the log of incoming correspondence of the registration authority

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9	State registration of the company	Gomel City, District Executive Committees for the proposed location of the business entity (registration authorities) The Main Department of Justice of the Gomel Regional Executive Committee registers only companies with the participation of foreign and international organizations.	The presence of the payment document specified in paragraph 8 is mandatory, except in cases of payment of state fee via United Payment and Information Space		On the day of the request	The authorized employee of the registration authority issues to the applicant one copy of the charter stamped with the state registration of the enterprise and enters information about registration in the Unified State Register of Legal Entities and Individual Entrepreneurs
10	Receipt of documents on the state registration of the company	Founders or a representative by attorney			The certificate of state registration is issued no later than the working day following the day of submission of documents for state registration. The documents confirming the registration are issued within five working days after the state registration	Certificate of state registration; documents on registration with tax authorities, state statistics bodies, bodies of the Social Protection Fund of the Ministry of Labor and Social Protection, the Belarusian Republican Unitary Insurance Company "Belgosstrakh"
11	Registration of labor relations with the head of the company	Founders				
12	Applying for the production of the company's seals (stamps) – their production (optional)	Founders, the head or other authorized person – to the organization that manufactures seals (stamps)	Payment is made in accordance with the contract	Organization that manufactures seals (stamps)	In accordance with the contract	Seal (stamps)

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13	Submission of documents for opening a current account – opening an account (the list of documents is set out in subparagraph 2.3. of paragraph 2 of Decree № 1 of the President of the Republic of Belarus dated January 16, 2009)	Company's authorized person – to the selected bank	In accordance with the tariffs of banks	Selected bank	In accordance with the terms of the bank	Bank account
14	Formation of the authorized capital of the company	Founders	The minimum size of the authorized capital is not legally established and is determined independently by the founders	The enterprise being created (to a temporary settlement account in a selected bank)	The authorized capital must be formed within twelve months from the date of state registration of the enterprise, unless otherwise established by legislative acts or if a shorter period for the formation of the authorized capital is not determined by the charter	Transfer of funds to a bank account – when making a monetary contribution, or obtaining an expert opinion on the reliability of the assessment of the value of a non-monetary contribution – when making a non-monetary contribution to the authorized capital and transferring property to the enterprise in full

**The owner of the company's property (the founder) has the right to prepare the documents independently or to contact a person who has a license to practice law or a license to provide legal services. In this case, the payment is made in accordance with the concluded contract.*