

QUESTIONNAIRE OF CLIENT

(service: **LLC registration**)

date: ____/____/2024

TYPE OF REGISTRATION: **STANDARD** package **PRO** package (remote registration)

NAME OPTIONS OF THE NEW COMPANY ¹:

Login: _____ Password: _____ (specify after booking)

FOUNDERS/SHAREHOLDERS ²:

1. _____

ID of individuals (issued in Uzbekistan ³): _____ **EDS key:** yes no

E-mail: _____ phone: _____

2. _____

ID of individuals (issued in Uzbekistan ³): _____ **EDS key:** yes no

E-mail: _____ phone: _____

LEGAL ADDRESS OF THE COMPANY / CADASTRAL NUMBER ⁴:

AMOUNT OF AUTHORIZED/CAPITAL FUND ⁵:

UZS

SHARES ⁶:

1. _____ - _____ %

2. _____ - _____ %

MAIN KIND OF BUSINESS ACTIVITIES ⁷:

GSCEA: _____, additional activities: _____

TYPE OF TAXATION ⁸: Generally established taxation (VAT) Turnover tax/sales tax

DIRECTOR / GENERAL DIRECTOR (CEO)⁹: _____ **ID of individuals:** _____

TYPE OF STAMP/SEAL (includes service):

simple (polymer) + Trodat/Colop _____

multicolor with logotype/ no logotype (need to specify colors, fonts, logotype etc.) _____

Phone to indicate in the state base ¹⁰: +998 _____

E-mail to indicate in the state base ¹⁰: _____ @ _____

CLIENT'S CONTACTS:

phone, name ¹¹: +998 _____

: _____ : _____

service payment: _____ payment type: _____

CLIENT'S SIGN: ✓ _____ date: "___" ____ 2024

INSTRUCTIONS AND EXPLANATIONS FOR THE QUESTIONNAIRE:

- ¹ - **NAME OPTIONS OF THE NEW COMPANY** it is necessary to specify in this point by Latin uppercase letters (an example: GARANT SERVICE). Should not contain: official names of the states, designations identical or similar to extent of their mixture: with the trade names which are earlier registered or stated on registration in UZ addressed to other legal entity, possessing earlier priority; with trademarks, recognized well-known in accordance with the established procedure. Also similar on already registered so that it can lead to identification of appropriate subjects of an entrepreneurship. The choice of a name is performed when forming request from available trade names on the Latin alphabet which verification regarding identity is performed by the **AUTOMATICALLY** system. The chosen name remains for the applicant on 60 days.
- ² - it is necessary to specify **the list of shareholders** of the LLC. In case individuals act as shareholders – need to specify full names in case as founders legal entities - the legal names. From individuals of citizens of Uzbekistan it is necessary to provide passport copies with a permanent registration. From foreign individuals it is necessary to provide passport copies with temporary registration (for example: registration in hotel). From foreign legal entities it is necessary to provide **1) the original of power of attorney for a representative, 2) an extract from the commercial register of a foreign legal entity** (this extract must be provided **only if this legal entity will be the sole founder**, because it is necessary to show that the requirements of Article 7 of the [Law on LLC](#) *"...A company may not have another company consisting of one person as a sole participant, unless the sole participant is a joint-stock company consisting of one shareholder"* are fulfilled. These documents must be provided in the form of a notarization, or with a legalization (apostille, consular legalization) depending on the country of issue.
- ³ - **ID of individuals**. If the founders are foreign individuals staying in Uzbekistan, they can receive ID of individual at the passport office or the Public Services Center of any district/city in their personal presence. If the founders are foreign individuals who are not in Uzbekistan it's possible to receive their ID by original of POA. If the founders are foreign legal entities, the ID of individuals of the representative specified in the power of attorney is indicated (Personal ID of the attorney).
- ⁴ - **the legal address or post address** of the company is an address with which, after registration, the LLC will conclude a lease agreement. It is necessary to indicate **the cadastral number of the non-residential building**.
- ⁵ - the amount of **the authorized/capital fund of LLC** is not limited, needs to be specified in "UZS".
- ⁶ - need to specify individual **share** of each founder/shareholder in %. Totally has to be 100%.
- ⁷ - need to specify **a main business activity of LLC**. In case the LLC is going to make several types of business activity, need to specify prevailing.
- ⁸ - new enterprises have the right to choose the payment of value added tax from the date of state registration at the moment of registration. **Turnover tax/sales tax payers** are those enterprises whose total income for the tax period does not exceed one 1 billion UZS. Turnover tax/sales tax does not apply to next enterprises: importers of goods; producers of excisable goods (services) engaged in the extraction of minerals; selling gasoline, diesel fuel and gas; involved in the organization of a lottery, etc. (Article 461 of the Tax Code of the Republic of Uzbekistan). Enterprises that are not payers of Turnover tax/sales tax are payers of income tax and VAT (**Generally established taxation**).
- ⁹ - need to elect the **director** of LLC, to define the name of his/her position (The director or the CEO) and to provide a passport copy. The director has the right to be any physical person, including from the list of founders/shareholders. The foreign citizen has the right to be the director, with obligatory obtaining the permission/license from external labor migration Agency at the Ministry of employment and labor relations of the Republic of Uzbekistan.
- ¹⁰ - it is necessary to specify a contact **phone number** (mobile or stationary) registered in Uzbekistan and **E-mail** to indicate it in state base at registration of LLC. After registration of LLC this contact information will be in open access in the public register of the enterprises for communication with the management of LLC.
- ¹¹ - need to specify **client's name and the contact phone** number with our staff concerning registration of the LLC.