



Investment Promotion Act, which shows that it is familiar with the TRO's status of a "non-legal entity" which is not entitled to carry out economic activity, accompanied by a translation into Bulgarian language;

d/ **Notarized power of attorney** in the original, or notarized copy of it, issued by the lawful representative of the foreign entity according to registration, which authorizes another person to register and/or manage the activity of the Trade Representation Office in the Republic of Bulgaria and specifies the scope of his/her representative powers. The power of attorney has to be certified for authenticity and accompanied by a legalized translation into Bulgarian language;

e/ **Specimens in the original of the signatures of the representatives of the Trade Representation Office in the Republic of Bulgaria**, notarized or placed before an authorized employee of BCCI's "Trade Register and Membership" Directorate in Sofia or in the regional chambers of commerce and industry. If the specimens of the signatures have been notarized by a Notary Public abroad, they have to be certified for authenticity and accompanied by a legalized translation into Bulgarian language;

f/ **Document for economic activity of the foreign entity** for the previous two years prior to the registration of the Trade Representation Office at BCCI, ascertained with one of the following documents:

- 1) Reference from a servicing bank accompanied by a translation into Bulgarian language, **or**
- 2) Copies of the Balance Sheets and the Profit and Loss Accounts for the previous two calendar years, certified as true copies of the original with a wet stamp and notarized signature of the lawful representative/s of the foreign entity, accompanied by a translation into Bulgarian language, **or**
- 3) **Declaration** on a BCCI template with a notarized signature and wet stamp from the lawful representative/s of the foreign entity, containing data for the previous two calendar years on the realised activities by basic economic indicators and financial results, **or**
- 4) **Declaration** on a BCCI template with a notarized signature and wet stamp from the lawful representative/s of the foreign entity, which indicates the web address of a publicly available online database in English language (if such is available), containing the annual accounting statements of the foreign entity for the previous two calendar years, for verification of their availability by BCCI's "Trade Register and Membership" Directorate. This option shall be applied only in the cases when such verification can be technically conducted.

g/ **Document for tax compliancy of the foreign entity** for the previous two calendar years prior to the registration of the Trade Representation Office at BCCI, ascertained with one of the following documents:

- 1) Certificate of absence of tax obligations, issued by the competent public authority of the country in which the legal seat of the foreign entity is situated, in compliance with its national legislation, certified for authenticity and accompanied by a legalized translation into Bulgarian language, **or**

- 2) **Declaration** on a BCCI template from the lawful representative/s of the foreign entity that has registered a Trade Representation Office, with notarized signature/s, in which the lack of tax obligations for the previous two calendar years is declared, accompanied by a translation into Bulgarian language, **or**
- 3) **Declaration** on a BCCI template with a notarized signature and wet stamp from the lawful representative/s of the foreign entity with a translation into Bulgarian language, which indicates the web address of a publicly available online database in English language (if such is available), maintained by the competent public body of the country where the legal seat of the foreign entity is situated, in compliance with its national legislation, for verification of the availability of such information by BCCI's "Trade Register and Membership" Directorate. This option shall be applied only in the cases when such verification can be technically conducted.

**h/ Planned activities of the Trade Representation Office**, ascertained with the following documents:

- 1) Justification of the necessity for the existence of a Trade Representation Office, containing the goals and tasks of the Trade Representation Office, signed by the lawful representative/s of the foreign entity and stamped with the wet stamp of the foreign entity, accompanied by a translation into Bulgarian language;
- 2) Annual work programmes (for the current and the next calendar years) for execution of the set goals and assigned activities of the Trade Representation Office in the Republic of Bulgaria, signed and stamped by the lawful representative/s of the foreign entity, which justify the necessity for their implementation by the declared number of persons registered as trade representatives, accompanied by a translation into Bulgarian language;

**i/ Document for the paid up registration fee** of the Trade Representation Office, according to the Tariff of Rates of services provided by BCCI

**The sum can be paid:**

- in cash at the BCCI's cash-desk – 9, Iskar Str., Sofia, or
- remitted to BCCI's bank account:  
BIC: UNCR BGSF  
IBAN: BG 25 UNCR 7630 1000 3081 19  
BANK "UNICREDIT BULBANK", 7, Sveta Nedelya Sqr., Sofia, or
- online: <https://www.bcci.bg/newtariff.html#it2>

If you would like to receive the ready Decision for registration from the BCCI by post, kindly notify us about that and pay additional 6.00 BGN /VAT incl./ to the price of the service for postal expenses.

**j/ Filled-in Registration Card** for the information system of BCCI

Date: .....

**SIGNATURE:**

### **Requirements concerning the certification of authenticity and the legalization:**

The documents under letters “a” and “b”, after being issued by the respective competent authority in compliance with the national legislation of the foreign entity, have to be certified for authenticity, alternatively by:

- The Ministry of Foreign Affairs of the issuing country and the Consular Section of the Embassy of the Republic of Bulgaria in this country;
- The Consular Section of the Embassy of the issuing country in the Republic of Bulgaria and the “Consular Relations” Directorate of the Bulgarian Ministry of Foreign Affairs (in the cases when the documents have not been certified in the issuing country and this is permitted by it);
- Another Consular Section representing the interests of the issuing country in the Republic of Bulgaria (if the issuing country does not have its own accredited consular section in Bulgaria) and the “Consular Relations” Directorate of the Bulgarian Ministry of Foreign Affairs.

After being certified for authenticity, the documents have to be translated into Bulgarian language by an authorized Bulgarian translator, and the signature of the translator has to be attested by a Bulgarian notary public.

The documents under letters “d”, “e”, “f” and “g”, after being attested by a notary public in the foreign country, also have to be certified for authenticity under the order specified above and accompanied by a legalized translation into Bulgarian language.

The documents under letters “d”, “e”, “f” and “g” may be certified before a Bulgarian notary public in the presence of an interpreter, in the cases when the lawful representative of the foreign entity is in the Republic of Bulgaria.

This option shall also be applied for the authorized person/s when they are in the Republic of Bulgaria, to meet the requirements under letter “e”.

If the document is issued by a country - member of the Convention Abolishing the Requirement of Legalization for Foreign Public Documents (The Hague Convention), and bears an original Apostille, it does not require any further certifications but only needs to be accompanied by a legalized translation into Bulgarian language.

If the document is issued by a country which has a Mutual Legal Assistance Agreement with the Republic of Bulgaria and bears an original signature and stamp of the respective competent authorities, it does not require any further certifications but only needs to be accompanied by a legalized translation into Bulgarian language.

**DECLARATION**

I, the undersigned .....  
Passport No. .... issued on .....  
by ..... valid until .....  
or  
ID Card No. .... issued on .....  
by ..... valid until .....

in my capacity of lawful representative (Director, Manager, etc.) of the **foreign**  
company named.....  
.....  
.....  
with legal seat at .....,

which has registered a Trade Representation Office in the Unified Trade  
Register of BCCI under No. ..../  
**BULSTAT** .....

**HEREBY DECLARE that**

During the previous ..... calendar year/s, the company managed  
by me carried out business activity in the field of  
.....  
.....  
and achieved financial results as follows:

Assets .....  
Equity .....  
Turnover .....  
Profit/loss .....

I am aware of the criminal liability for declaration of false data.

**Declarer:**  
/signature/

*/The signature of the lawful representative must  
be notarized!/*

Date: .....

**DECLARATION**

I, the undersigned .....  
Passport No. .... issued on .....  
by ..... valid until .....  
or  
ID Card No. .... issued on .....  
by ..... valid until .....

in my capacity of lawful representative (Director, Manager, etc.) of the **foreign**  
company named.....  
.....  
.....  
with legal seat at .....,

which has registered a Trade Representation Office in the Unified Trade  
Register of BCCI under No. ..../  
**BULSTAT** .....

**HEREBY DECLARE that**

On website .....  
the annual accounting statement/s of the company represented by me for the  
previous ..... calendar year/s is/are published.  
The electronic database is publicly accessible in English.

I am aware of the criminal liability for declaration of false data.

**Declarer:**  
/signature/

*/The signature of the lawful representative must  
be notarized!/*

Date: .....

**DECLARATION**

I, the undersigned .....  
Passport No. .... issued on .....  
by ..... valid until .....  
or  
ID Card No. .... issued on .....  
by ..... valid until .....

in my capacity of lawful representative (Director, Manager, etc.) of the **foreign**  
company named.....  
.....  
.....  
with legal seat at .....,

which has registered a Trade Representation Office in the Unified Trade  
Register of BCCI under No. ..../  
**BULSTAT** .....

**HEREBY DECLARE that**

The company managed by me has no tax obligations for the calendar  
..... year/s.

I am aware of the criminal liability for declaration of false data.

**Declarer:**

/signature/

*/The signature of the lawful representative must  
be notarized!/*

Date: .....

**DECLARATION**

I, the undersigned .....  
Passport No. .... issued on .....  
by ..... valid until .....  
or  
ID Card No. .... issued on .....  
by ..... valid until .....

in my capacity of lawful representative (Director, Manager, etc.) of the **foreign**  
company named.....  
.....  
.....  
with legal seat at .....,

which has registered a Trade Representation Office in the Unified Trade  
Register of BCCI under No. ..../  
**BULSTAT** .....

**HEREBY DECLARE that**

On website .....  
of .....  
*/the competent authority in compliance with the national legislation/*  
information about the tax compliancy of the company represented by me is  
published. The electronic database is publicly accessible in English.

I am aware of the criminal liability for declaration of false data.

**Declarer:**

*/signature/*

*/The signature of the lawful representative must  
be notarized!/  
/*

Date: .....



## DECLARATION

I, the undersigned .....  
Passport No. .... issued on .....  
by ..... valid until .....  
or  
ID Card No. .... issued on .....  
by ..... valid until .....  
PIN/PNF .....

Trade representative of the **foreign** company named .....  
.....  
.....  
with legal seat at .....,

which has registered a Trade Representation Office in the Unified Trade  
Register of BCCI under No. .... / .....  
**BULSTAT** .....

### HEREBY DECLARE that

In the period ....., in my capacity as trade  
representative, I have performed the following activities planned in the Annual  
Work Programme of the Trade Representation Office in the Republic of  
Bulgaria:

.....  
.....  
.....  
.....  
.....  
.....

Declarer:

/signature/

Confirmed/certified by:

/signature of the lawful representative of  
the foreign entity/

Date: .....