

Person who submitted the documents for registration

.....
/name, surname/

.....
***/position – representative by right, authorised person,
by post, by courier/***

.....
/date/

.....
/signature/

**TO
THE PRESIDENT OF
THE BULGARIAN CHAMBER
OF COMMERCE AND INDUSTRY**

A P P L I C A T I O N F O R M

FOR REGISTRATION OF TRADE REPRESENTATION OFFICE

OF

(please, enter the name of the foreign person)

DEAR MR PRESIDENT,

Pursuant to Art. 24, Para. 1 of the Investment Promotion Act (IPA) and Art. 1, Item 4 of the Rules for Registration in the Unified Trade Register of BCCI, **I would like** to register a Trade Representation Office of a foreign person by the name of and a registered office in:

(please, enter the country and town of the foreign person's registered office)

I ENCLOSE HERETO THE FOLLOWING DOCUMENTS:

a/ **An official document** certifying the current legal status of the foreign person /commercial company/, issued by the respective competent registration authority under its national legislation. That document shall be issued not earlier than **6 (six)** months prior to its submission at BCCI and shall be valid for **6 (six)** months as from the date of issue;

b/ Provided that the "official" document, specified in Letter a), does not contain any data on the persons, representing the company, you shall submit a **second official document**,

which has been issued by the authority competent at the foreign person registration under its national legislation and which certifies that circumstance;

c/ **Resolution of the Management Body** of the foreign person /commercial company/ on setting up a Trade representation office in the Republic of Bulgaria within the meaning of **Art. 24, Para. 1 of the Investment Promotion Act (IPA)** (a non-legal person with no right to perform economic activity);

d/ **Document for tax compliance of the foreign person /commercial company/** for each one of the preceding two calendar years prior to the registration of the Representation office in BCCI, which shall be ascertained with the following document: a **Certificate** of absence of tax liabilities issued by the competent state authority of the country of the registered office of the foreign person /commercial company/ under its national legislation.

e/ **A document for the annual turnover of the foreign person /commercial company/ for each one of the preceding two years prior to the acceptance of the regular registration documents at BCCI.**

/Note: The annual turnover shall be at least BGN 100,000 or their equivalent in foreign currency, calculated at the official exchange rate of the Bulgarian National Bank (BNB), and shall be valid on the day of acceptance of the regular documents for registration of the Trade representation office at BCCI./

That shall be proved by:

- an official document drawn up on the basis of the data in the Financial statements for the preceding two calendar years, issued/certified as correct by the Chamber of Commerce where the foreign commercial company is registered, or
- a Financial statement for each of the preceding two years, certified as correct by the Chamber of Commerce where the foreign commercial company is registered or by the servicing bank.

f/ **A notarised Power of Attorney in the original or a notarised copy** of the same, issued by the foreign person's legal representative, responsible for the registration; this Power of Attorney or its copy shall authorise another person to register and/or manage the activity of the Trade representation office in the Republic of Bulgaria and shall specify the scope of his/her rights of representation;

Note: Maximum two representatives of the Commercial company can obtain a **Residence Permit**.

g/ **Specimens of the signatures (in the original)** of the representatives of the Trade representation office in the Republic of Bulgaria; the specimen signatures shall be notarised or shall be put before an authorised official from the *Trade Register* Department of BCCI in Sofia or in any Regional Chamber of Commerce and Industry (RCCI);

h/ **Planned activities of the Trade representation office** – a Programme of its activity for the relevant calendar year, signed by the legal representative of the foreign company /no notarisation is necessary/.

i/ **The presence of an office of the Trade representation entity – that shall be proved by: a Rental contract or another type of contract** for a paid or unpaid use of a property for an office of a Trade representation entity of a foreign person, **with notarisation of the signature of the Lessor**, which is concluded for a period not shorter than one year as from the date of submission of the documents for registration of the Trade representation entity at BCCI, or **a Title Deed to the Property** in the name of the foreign person (the legal representative or a trade representative, authorised by him/her).

j/ **Document for a Fee paid in for registration** 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 cash desk – 9 Iskar Str., Sofia, or
- remitted to the BCCI bank account:
BIC: UNCR BGSF
IBAN: BG 25 UNCR 7630 1000 3081 19
BANK: "UNICREDIT BULBANK", 7 Sveta Nedelya Sq., Sofia, or
- online: <https://www.bcci.bg/newtariff.html#it2>

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

k/ **Registration Card, filled in** for the information system of BCCI.

YOURS FAITHFULLY:

.....
(date)

**REQUIREMENTS FOR THE VALIDATION OF AUTHENTICITY AND
LEGALISATION OF THE OFFICIAL DOCUMENTS ISSUED FOR THE FOREIGN
LEGAL PERSON /COMMERCIAL COMPANY/ BY THE RESPECTIVE COMPETENT
REGISTRATION AUTHORITIES UNDER ITS NATIONAL LEGISLATION:**

These documents have to be validated for authenticity by either:

- the Ministry of Foreign Affairs of the issuing country and the Consular Service at the Embassy of the Republic of Bulgaria in that country; or, alternatively
- by the Consular Service at the Embassy of the issuing country in the Republic of Bulgaria and the *Consular Relations* Directorate at the Ministry of Foreign Affairs of the Republic of Bulgaria (in the cases when the documents are not validated in the issuing country and this is allowed by the country); or, alternatively
- by another Consular Service representing the interests of the issuing country in the Republic of Bulgaria (if the issuing country has no accredited Consular Service in Bulgaria) and the *Consular Relations* Directorate at the Ministry of Foreign Affairs of the Republic of Bulgaria.

Note: after the validation of authenticity, the documents shall be translated into Bulgarian by an authorised Bulgarian translator and the translator's signature shall be certified by a Bulgarian Notary.

If the document is issued by a country, which is a signatory to the Convention Abolishing the Requirement for Legalisation of Foreign Public Documents /the Hague Convention/ and has an "Apostille" in the original, affixed to it, the document does not need any further validation but shall be accompanied by a legalised translation into Bulgarian.

If the document is issued by a country, with which the Republic of Bulgaria has signed a Treaty on Legal Assistance and the document bears an original signature and seal of the relevant competent authorities, that document does not need any further validation but shall be accompanied by a legalised translation into Bulgarian.