

REMINDER FOR SUBMITTING DOCUMENTS FOR REGISTRATION AS AN HTP RESIDENT

1. Application for registration

Signed by the head of the legal entity (individual entrepreneur) and certified with a seal, must contain the date and outgoing number.

2. Constituent documents

2.1. Charter and memorandum of association (if any) - the original document and a copy are submitted for verification.

The copy must be laced, and on the back of the last sheet, it must be certified with the inscription "The charter (contract) is numbered, laced on the number (in words) of the sheets. Position, signature, full name" and certified with the seal of the legal entity.

2.2. Certificate of state registration of a legal entity (individual entrepreneur)

The original document and a copy with a seal of the legal entity or individual entrepreneur are submitted for verification.

2.3. Protocol/decision on the appointment of the head of the legal entity

The original document and a copy with a seal of the legal entity or individual entrepreneur are submitted for verification.

Copies of constituent documents and certificates of state registration must be certified with the seal of the legal entity and the signature of its head (signature of the individual entrepreneur and his seal).

3. Business project

The title page must be signed by the head of the legal entity (individual entrepreneur) and certified by the seal of the legal entity (seal of the individual entrepreneur). The business project must be laced, including the passport of the legal entity and the estimation of the number of employees, the pages should be numbered.

The number of pages of a business project is no more than 20 pages + 2 pages - passport, 2 pages - estimation of the number of employees. On the back of the last sheet, the business project should be certified with the inscription "the business project is numbered, laced on the number (in words) of the sheets. Position, signature, full name" and certified with the seal of the legal entity (individual entrepreneur).

4. The passport of a legal entity must be signed by the head of the legal entity, chief accountant¹ and certified by the seal of the legal entity (seal of the individual entrepreneur). Information on the founders of the legal entity indicated in the passport of the legal entity should include information contained in the constituent documents of the applicant, including information on the country of establishment, the number and date of the decision of the registration authority (for legal entities), place of residence (for individual entrepreneurs).

5. A power of attorney for a representative, and an identity document for legal entities

Documents for registration are submitted personally by the head of the legal entity or a person authorized by the power of attorney.

The power of attorney is drawn up in a simple form and does not require notarization, issued by the head of the legal entity. The power of attorney must be registered in the book

¹ for the legal entities

of powers of attorney of the legal entity, have a date, registration number, certified by the seal of the legal entity.

6. *Copy of a balance sheet*

The applicant provides a copy of the balance sheet which was the basis for calculating the main indicators of the financial and economic activities of the legal entity.

At the same time, the balance with the business project is not laced but is attached separately.

7. *Additional material*

The applicant has the right to submit **copies of documents:**

containing reviews of customers (clients), information on awards, prizes in various competitions, partnership agreements in the development of products by well-known international companies;

confirming the security of the technology (product) with patents and (or) other legal remedies. For example, if certificates of own production were obtained, means of individualization of products were registered - trademarks and service marks.

8. *Scanned copies of the application for registration, constituent documents, business project, legal entity passport, power of attorney, balance sheet, and other additional materials are presented on a disk in pdf format*

It is submitted for the subsequent direction of the business project in the form of an electronic document for review by the members of the Expert and Supervisory Boards.

9. When writing a business project, the font is Times New Roman (Times New Roman Cyr), font size is 14.