

## **Registration procedure**

A legal entity or an individual entrepreneur applying for registration as a Resident of the High Technology Park of the Kyrgyz Republic shall file an application in the form established by the Supervisory Board.

A legal entity or an individual entrepreneur who has, as the main types of activity in accordance with its charter (if any) one or more types of activities specified in article 4 of the HTP Act, and having received the corresponding opinion letter of the Expert Council, is subject to initial registration as an HTP Resident for a period of 6 calendar months from the initial registration date. An initial registration is verified by a certificate.

The HTP resident must provide a report in the form established by the HTP Supervisory Board after 6 calendar months from the date of initial registration. If the Expert Council determines the conformity of the types of activities carried out by the HTP Resident during the initial registration period, the HTP Resident is subject to final registration as an HTP Resident, and the information about it should be recorded in the unified register of HTP residents. Final registration is termless and is verified by a certificate.

In the event that HTP Resident conducts activities other than types of HTP activities, the initial registration as an HTP Resident is subject to cancellation, and the legal entity or individual entrepreneur is subject to taxation on a common basis, including for the period of initial registration.

The HTP resident may be deprived of the status of the HTP Resident only in case of revealing the facts of carrying out activities that differ from the line of activities of the HTP or repeated delinquency in payment of quarterly deductions. The registration of the HTP Resident can be canceled by the Supervisory Board either from the moment of identifying the implementation of activities that are contrary to the HTP Act, or from the moment of the implementation. The decision to withdraw the status of the HTP Resident, as well as the decision of HTP Resident initial registration cancellation can be appealed in accordance with the legislation of the Kyrgyz Republic.

Deprivation of the status of the HTP Resident can be carried out on the basis of the application of the HTP Resident.

The legal regulation of labor relations of employees of HTP Residents is determined by the labor legislation of the Kyrgyz Republic, as well as by the International Labor Organization Conventions that have entered into force under procedure established by the legislation of the Kyrgyz Republic.

## **Documentation package**

In order to register as an HTP resident, a legal entity or an individual entrepreneur must submit an application to the HTP Directorate in the form approved by the Supervisory Board, with following annexes:

for legal entities - copies of instruments of incorporation and certificates of state registration of a legal entity, certified by its head;

for individual entrepreneurs - copies of documents, certified in the prescribed manner, confirming the fact of registration of as an individual entrepreneur, with the presentation of the originals of these documents;

documents confirming compliance of the applicant's activities with the requirements of Article 6 of the Law of the Kyrgyz Republic on the High Technology Park of the Kyrgyz Republic.

The types (type) of activity provided for in Article 4 of the Law of the Kyrgyz Republic on the High Technology Park of the Kyrgyz Republic should be indicated in the instruments of incorporation of the legal entity.

Documents supplied by legal or physical entities to the HTP Directorate for registration as an HTP resident are accepted as per checklist, a copy of which with an indication of the date of acceptance of documents is presented to the applicant.

The HTP Directorate reviews the submitted documents and sends them for examination to the Expert Council in order to obtain an opinion letter on the possibility of initial registration of the applicant as an HTP resident.

The Expert Council carries out the examination (-s) of the documents submitted by the applicant. As the circumstances may require, the Expert Council has the right to engage scientific and other organizations, scientists and experts to conduct the examination. In this case, the period for consideration of documents and making a decision is extended for the period of the examination (-s), but for no more than 10 days.

The total time limit for consideration by the HTP Directorate of documents submitted for the initial registration of a legal and physical entity as a HTP resident, examination and decision-taking may not exceed one month from the day the applicant submits such documents.