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CENTER for BUSINESS



COMPANY BRANCH IN ARMENIA

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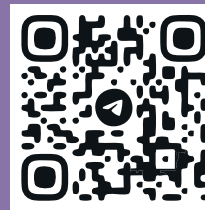
MULTIFUNCTIONAL BUSINESS SUPPORT CENTER

INSTRUCTIONS FOR OPENING A BRANCH FOREIGN COMPANY

AM.BUSINESS - Multifunctional Business Support Center under the NATIONAL CENTER Foundation of Armenia performs the functions of professional information and service center for entrepreneurs.

In addition to a free consultation, the Center provides professional support in accounting, legal services, corporate law, IT and HR services, trademark registration and paperwork for obtaining grants for promising business projects.

Also, the Support Center creates mechanisms for interaction between business and government agencies.



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NATIONAL CENTER
DEVELOPMENT FOUNDATION

OPENING A BRANCH COMPANIES IN ARMENIA

LIST OF DOCUMENTS

- **Submit documents for opening a branch in the State Register**
(This can be done by the director of the Company or another person by powers of attorney)
- **Passport of the director of the Branch or authorized representative**
(If the director or authorized representative is not a citizen of the Republic of Armenia, a notarized translation of passports is required)
- **Notarized translation of the Charter of the Parent Company**
- **Decision or Protocol on opening a branch of the Company**
- **Decision or Protocol on the appointment of the head of the parent Company**
- **Notarized translation of the certificate of state registration of the Company and Tax certificate of the Company**
- **Charter of the local branch of the Company**
(This is done in the State Register on the basis of the charter of the parent company)
- **Information about the beneficiaries**
(This is filled in on the spot in the State Register)
- **Application with Company data and information about the Director.**
(This is filled in on the spot in the State Register)

** All documents must be translated into Armenian and notarized. Translation and certification can be done directly at a notary in Armenia or in advance in the country of registration of the parent company.*

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CONDITIONS FOR THE PREPARATION OF DOCUMENTS

LIST OF SERVICES OF THE STATE REGISTER

In the State Register of Armenia, you can perform the following actions and receive additional services:

- **Preparation of documents for opening a Branch of the Company**
(The cost is 50.000 AMD. State duty 50.000 AMD, Term 2 working days.)
- **Opening an LLC according to ready-made / standard constituent documents**
(Cost: Free, State duty is not charged, Up to 1 hour)
- **Preparation of individual documents for opening an LLC**
(The cost is 35.000 AMD. State duty is not charged, Term 5 working days.)
- **Preparation of documents for the change of founder**
(The cost is 30.000 AMD. State duty 20.000 AMD, Term 5 working days.)
- **Preparation of documents for the change of director**
(The cost is 10.000 AMD. State duty 10.000 AMD, Term 2 working days.)
- **Preparation of documents for the replacement of the Charter and founding documents.**
(The cost is 60.000 AMD. State duty 30.000 AMD, Term 5 working days.)
- **Preparation of documents for the replacement of the Charter of the director and founder**
(The cost is 50.000 AMD. State duty 30.000 AMD, Term 5 working days.)

**Agency of the State Register of
Legal Entities of the Republic of Armenia**

Address: st. Komitas 49/3, Yerevan, Armenia

Email: info@e-register.am, Web: www.e-register.am

Phone: +374 10 201461, Working hours from 9:00 to 18:00

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