

Registration of the Representative Office in the Republic of Uzbekistan

Registration process is a statutory prescribed process with defined requirements for documents drafting, deadlines for filings and other requirements which in case of violation can result refusal in registration.

What is Unicase and how do we work?

Unicase team provides full support during the registration of the representative office in Uzbekistan through preparation of necessary documents, assistance with the governmental agencies on the process of accreditation and other issues.

Under the Uzbek law, representative office is a structural subdivision of a legal entity that established outside of its location. Representative office itself is not legal entity and do not carry out business activities. It is established exclusively to represent and protect the interests of an entity which established it and is limited to marketing and non-transactional support activities of the head office only.

In accordance with the Law of the Republic of Uzbekistan, the opening of a representative office of a foreign company on the territory of the Republic of Uzbekistan is implemented by their accreditation in the State Committee of the Republic of Uzbekistan for investment.

Step I. Draft and review of necessary documents

- application for accreditation;
- PoA for Unicase lawyers to perform all required steps for accreditation;
- letter of guarantee from a legal entity or individual of the Republic of Uzbekistan who is the owner of a non-residential premises, confirming their readiness to lease or sell the premises to the representative office (specifying the terms and term of the lease or sale);
- regulations of representative office;
- review of documents listed in Step II.

Step II. List of documents required for accreditation

- information about the activities of a foreign firm;
- detailed information about business and other relations with enterprises and organizations of the Republic of Uzbekistan, concluded contracts and agreements, the implementation of which will be facilitated by the representative office;
- prospects of development of cooperation;
- the period for which permission to open a representative office is requested (from 1 to 3 years);
- constituent documents of a foreign firm in accordance with the legislation of the state of registration of the foreign firm;
- a document certifying official registration in the country of domicile of a foreign company issued by the relevant state authority (certificate of state registration or extract from trade register);
- regulations on representation approved by the management of a foreign firm and sealed by its seal.

Step III. Filing for registration

After execution and collection of documents, documents shall be submitted to the State Committee of the Republic of Uzbekistan for investment.

FAQ

What is the amount of state fee?

The state fee established for accreditation is 1200 USD per year.

How long does the accreditation of the representative office take?

10-15 days from the date of submission all documents to state authority.

When will the registration be completed?

3-7 days from the date of obtaining permission to open a representative office from the state authority.