



BBCU

BRITISH BUSINESS CLUB
IN UKRAINE



WELCOME
to the

BRITISH BUSINESS CLUB in UKRAINE!

Setting up a business in any foreign country is hard, especially if you do not know the language, the customs and the way that business operates. Simple things can be frustrating: from setting up a company to paying tax; from opening a bank account to hiring staff.

Here at the BBCU, we have almost a decade of representing the interests of expats here in Ukraine, and not just British – we've helped people from every country in the world.

So, if you are ready to do business in Ukraine, please contact us and we'd be happy to help you.

HERE IS A BRIEF LIST OF OUR SERVICES:

- Setting up a company in Ukraine
- Getting a work permit
- Opening a Bank Account
- Getting temporary residency
- Accountancy and payroll services



An initial consultation is always free and we tell you in advance what our charges will be and the type of expenses you will have to pay along the way, from the translation of documents to Government registration fees.

+38 067 320 1584
admin@bbcu.com.ua
www.bbcu.com.ua

Glyn Thomas
General Director
British Business Club in Ukraine

- > Setting up a Company in Ukraine
- > Getting a work permit
- > Temporary residency



COMPANY REGISTRATION

To register an LLC with **SHAREHOLDER PHYSICAL ENTITY**, the following is required:

1. The minimum capital requirement for the establishment is UAH 100 but note that the capital requirement must reflect the anticipated wages of the Director(s).
2. ID tax number in Ukraine. Unless it is available we can receive it with a proxy.
3. Copy of shareholders' passport.
4. Power of Attorney for representatives of our company with authorities for registration of the company in Ukraine.

BBCU Fees

Our fees for registering the company as described above will be **595 Euros** (plus vat) equivalent according to the exchange rate of the National bank of Ukraine on the date of invoice. Once you pay – we proceed.

5. Information about the registered office of the company: either Ownership certificate for the apartment/office where the company shall be registered, or lease agreement, or a business centre.
6. The name of the company (in Ukrainian and English: full name and abbreviated name). If the name for the company is widely used it is necessary to register the name. The procedure takes 2-4 days.
7. The company's purposes. Ukrainian law does not permit "catch-all" purpose clauses such as "any legal activity under Ukrainian law." Thus, the foundation documents must broadly detail all of the company's current and potential activities. The director of the company may be a foreigner, but only after he/she is granted a Work Permit, as prescribed by law. The procedure of registration of an LLC takes about 3 weeks, starting from the date of receiving the full set of required documents.



EXPENSES

The relevant expenses connected with the registration of an LLC are **150 Euros**. This sum includes state fees, Notary services, manufacturing of company stamp.

Note:

- The above expenses include preparation of the set of documents required for opening current account – the bank's fee (if any) is not included;
- We can provide you with outsourced accounting services for the new company;
- If you register the company at a business centre you will need to pay a set up and annual fee to the owners.

- > Setting up a Company in Ukraine
- > **Getting a work permit**
- > Temporary residency



GETTING A WORK PERMIT

In order to obtain a **1-year Work permit in Ukraine**, the following documents are required:

- Application for obtaining a work permit; (must be completed in Ukrainian language)
- Copy of passport; (Translated into Ukrainian and certified by a qualified translator)
- Degree or diploma as well as any additional certificates available (apostilled); (Then, translated into Ukrainian and certified by a qualified translator)
- Information about place of residence in Ukraine;
- Police Record. Certificate that the person has / has no previous criminal convictions;
- Two colour photos 3,5 x 4,5 cm (Matt)
- ID tax number.

- Medical Certificate – Confirming that the foreigner is not an alcoholic or drug addict and has none of the listed infectious diseases.

The procedure takes approximately 3 or 4 weeks.



BBCU Fees

Our fees for obtaining a Work Permit will be **395 Euros** (plus vat) equivalent according to the exchange rate of the National bank of Ukraine on the date of invoice. Once you pay – we proceed.

EXPENSES

There is a fixed Government application fee of **UAH 5512**. All the certificates and notarial copies must be provided by the client. But If you wish, we can take care of the certificates and notarial copies. In this case the expenses will increase as follows:

- Copy of passport (Translated into Ukrainian and certified by a qualified translator) - UAH 450
- Degree/diploma (Translated into Ukrainian and certified by a qualified translator) - UAH 450
- ID Tax Number – UAH 600
- Power of Attorney – UAH 750
- Medical Certificate – UAH 2000
- Police Record – UAH 450

Please note that 100% of our fees and 100% of expenses should be paid in advance.

- > Setting up a Company in Ukraine
- > Getting a work permit
- > **Temporary residency**



TEMPORARY RESIDENCY

Once you have a work permit you are eligible for a **1-year temporary residency permit**.

For this we will need:

- A translated and notarized copy of your passport (as in the previous examples).
- Four colour photos 3,5 x 4,5 cm (Matt)
- Notarized copy of your Work Permit
- Health Insurance for one year (available locally)
- Residence Registration
- Visa application (abroad – not necessarily your own country)

We will then arrange for delivery, processing and collection of your documents that will conclude with you being issued a Temporary Residence “passport”.

After this you then need to re-register with the Police within 10 days (or the whole process is invalid).

BBCU Fees

Our fee for arranging this is **395 Euros** (plus vat) equivalent according to the exchange rate of the National bank of Ukraine on the date of invoice. Once you pay – we proceed.

EXPENSES

Expenses vary but allow **200 – 300 UAH**



Please contact us with your particular requirements.

In addition the BBCU is also able to offer the following services:

- Accountancy and tax advice
- Partnering / distribution with local Ukrainian companies
- Research on Ukraine markets
- General advice on setting up a business here