

LEGAL SERVICES	COMMENTS
Legal and tax consultancy	Verbal advice or written legal and tax consultations drafted on Law Firm letter-head, contractual work including for cross-border transactions.
Registration of LLC in Ukraine - Founder - non-residential legal entity - Founder - non-residential individual - Founder – residential individual	First, we consult of company structure, documents, requirements, possible licenses and suitable taxation. Client fill it the questionnaire. We draft bilingual founding documents according to client special request. Expenses are included, except for certifications at notary, cost of translation services and bank fees. Duties are included. We assist in opening of open bank account.
Registration of Joint Stock company	We send detailed information upon request.
Registration of Representative Office of foreign company in Ukraine	The process can take up to 2 months. We draft all necessary POAs, consult on documents needed to be provided by parent company.
Obtaining of tax code for individual foreigner	Expenses for notary (POA) and translations are not included.
Work permit for foreigner	We send detailed information upon request.
Changes in company statutory documents	Any changes in LLC registration documents such as share transfer, change of legal address, director, new version of Articles etc would need to be registered at state register. When a shareholder is foreign company or individual, we prepare drafts of necessary documents which include English version and support in all necessary registration actions. The fee does not cover fees for bank cards certification at notary, cost of translation services and bank fees.
Residency Permit (temporary) for foreigner	First obtaining. The person would need to get D visa abroad in Embassy of Ukraine. Additional expenses are the insurance and duty. Prolongation + insurance cost.
Residency Permit (permanent) for foreigner	The process according to the law takes around 1,5 year. In some cases it is reasonable to make temporary residency based on work permit or investment before obtaining of permanent residency. Legal ground: a) investment into share capital of company in foreign currency (contributed from abroad) in amount more than 100 000 USD. b) marriage with Ukrainians more than 2 years, family reunion with Ukrainians.
Trade mark registration in Ukraine, EU and USA	- TM in Ukraine for resident of Ukraine (individual or legal entity) - TM in Ukraine for foreign resident (individual or legal entity) - Trade mark registration in EU - Trade mark registration in USA.
ACCOUNTANCY SERVICES	COMMENTS
Accounting services for start-ups Accounting services for small business Accounting services for running business Tax returns for individuals Payroll	- primary transactions (incoming, purchases from 3 rd parties/ outgoing sales); - salary calculation (including staff documentation foreseen by local law, and bank transactions for salary payment); - bank operations: putting in system payment orders, receiving bank statements (no rights of signature); reflection of transactions in accounting books according to UA GAAP (accounting software 1C); - cash operations (compensations of travel expenses to employees) – up to 5 transactions - reflection of transactions in accounting books according to UA GAAP (accounting software 1C); - submitting of obligatory reporting to local controlling authorities.