**Annex 1: List of services provided by the Mariupol TsNAP (GCA Donetsk oblast)**

***Registration of place of residence***

120. Issuance of a certificate of registration of the place of residence / stay of the person

121. Registration of the place of residence of a person who has reached the age of 14 years (a citizen of Ukraine, a foreigner or a stateless person residing in Ukraine on legal grounds)

122. Withdrawal from registration of the place of residence of a person who has reached the age of 14 years (a citizen of Ukraine, a foreigner or a stateless person residing in Ukraine on legal grounds)

123. Registration of the residence of a child under the age of fourteen

124. Withdrawal from registration of a place of residence of a child under the age of fourteen

125. Registration of the place of residence of the person

126. Issuance of a certificate of persons registered at the appropriate address in the city of Mariupol

***Registration of business entities***

127. State registration of the creation of a legal entity

128. State registration of the inclusion of information about a legal entity registered before July 1, 2004, information not included in the Unified State Register

129. State registration of changes in information about a legal entity contained in the Unified State Register, including changes to the constituent documents of a legal entity

130. State registration of the transfer of a legal entity to activities based on the model statute

131. State registration of the transfer of a legal entity from the model statute to activity on the basis of its own constituent document

132. State registration of a decision on a legal entity

133. State registration of a decision to terminate a legal entity

134. State registration of a decision to abrogate a decision to terminate a legal entity

135. State registration of changes in the composition of the termination commission (commission on reorganization, liquidation commission), chairman of the commission or liquidator of the legal entity

136. State registration of termination of a legal entity as a result of its liquidation

137. State registration of termination of a legal entity as a result of its reorganization

138. State registration of creation of a separate entity of a legal entity

139. State registration of amendments to the information on a separate entity of a legal entity

140. State registration of suspension of a separate unit of a legal entity

141. State registration of a sole proprietor

142. State registration of the inclusion of information on a sole proprietor, registered before July 1, 2004, information not included in the Unified State Register

143. State registration of changes to the information on the individual entrepreneur, contained in the Unified State Register

144. State registration of termination of entrepreneurial activity of an individual entrepreneur by its decision

145. Granting an excerpt from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Associations

146. Issuance of documents contained in the registration of the relevant legal entity, individual entrepreneur

***Construction***

51. Issue of a construction certificate for land plot development

52. Making changes to the construction certificate of land plot development

95. Submitting a notice about the start of preparatory work

96. Submission of a notice on the commencement of construction work on objects constructed on the basis of a building passport

97. Submission of a notice on the commencement of construction work on objects that, according to the class of consequences (liability), belong to objects with minor consequences (СС1)

98. Changing the data in the notice on the beginning of the preparatory works / notice of the beginning of the construction work on objects whose construction is carried out on the basis of a building passport / notice of the beginning of construction works

99. Making changes in the data in the event of a technical error (typing, typing, grammatical, arithmetic error) in the notice on the beginning of the preparatory works / notification of the beginning of construction work on objects constructed on the basis of a building passport / notice of commencement execution of construction works

100. Changes in the registered declaration of the beginning of the implementation of preparatory / construction works

101. and 102. Issue of permission or changes in the permission for construction works on construction objects, which according to the class of liabilities belongs to objects with average liability

103. and 104. Registrations of a declaration of readiness of objects whose construction is carried out on the basis of a building passport

105. Registration of a declaration of readiness for exploitation of a self-constructed object, which is recognized as a property right by a court decision

106. and 107. Amendments to the declaration of readiness for operation of an object whose construction is carried out on the basis of a building passport

108. Issue of a certificate in case of acceptance into exploitation of the completed construction, which according to the class of consequences (liability) belongs to objects with average (CC2) consequences

***Foreign passport, ID card***

156 and 158. Registration and issuance of a passport of a citizen of Ukraine for traveling abroad with a contactless electronic carrier (new, lost/stolen, first passport)

157, 159, 160, 161, 162, 163. Registration and issuance of a passport of a citizen of Ukraine with a contactless electronic carrier (new, lost/stolen, changes in data, exchange against booklet passport, etc.)

***Registration of real estate***

147. State registration of ownership rights and other real rights to real estate (except for state registration of real estate mortgages), changes to the register

148. Issuance of information reference from the State Register of Real Property Rights to Real Estate

***Certificates for large families***

59. Issuance of a certificate of parents of a large family and/or to a child from a large family (at his/her request)

60. Issuance of a child-bearing certificate from a large family, issued to members of a large family

61. Restoration of the lost certificate of parents or children from a large family issued to members of a large family

62. Extension of the validity period of the certificate of parents and children from large families issued to members of a large family

63. Restoration of damaged certificates of parents or children from a large family, or in connection with the change of surname, name and patronymic, establishing discrepancies in the records issued to members of a large family

***Housing***

82. Providing a certificate of registration in a place of living

83. Acceptance of support for citizens who need improvement of housing conditions, housing registration at the place of residence

84. Acceptance of support for citizens in need of improvement of housing conditions, housing registration for social housing

85. Extension of the warranty period

86. Issuance of a copy of the root certificate for a residential building

87. Exclusion of the living space from the official level

88. Withdrawal from the account of citizens who need improvement of housing conditions

89. Making changes and additions to previously made decisions

90. Making changes to citizens registration files

91. Approval of joint decisions of administrations and trade union committees of enterprises and institutions of the city of Mariupol on issues of apartment registration

***Land issues***

1. Decision of the city council to grant permission for the development of a land management project for the land plot assignment for its lease

2. Decision of the city council on the approval of the land management project for the allocation of land for its transfer to the lease

3. Decision of the city council to grant permission for the development of a land management project for the land plot assignment for its permanent use

4. Decision of the city council on the approval of the land management project for the allocation of land for its permanent use

5. Decision of the city council on granting permission for the development of a land management project for land plot assignment for its transfer to a property "/" Decision of the city council on granting a permit for the development of a land management project for the assignment of a land plot for its transfer free of charge to owners of persons - participants in hostilities and families whose members died while participating in the ATO

6. Decision of the city council on approval of land management project regarding the allocation of land for the transfer of ownership

7. Decision of the city council to grant permission for the development of a land management project for the allocation of a land plot whose purpose is changing, for its transfer to a lease

8. Decision of the city council on the approval of the land management project regarding the allocation of land, whose purpose is changing, for the transfer thereof to the lease

9. Decison of the city council on approval of the land management project for the allocation of a land plot whose purpose is changing, to be transferred to the property

10. Decision of the city council on granting permission for the sale of land with non-commercial purpose

11. Decision of the city council on the sale of non-agricultural land

12. Decision of the city council on granting permission for the development of technical documentation on land management for the division and consolidation of land plots

13. Decision of the city council on the approval of technical documentation on land management for the division and consolidation of land plots

14. Decision of the city council on granting permission for the development of technical documentation on land management regarding the establishment of boundaries of parts of land to which the right of servitude applies.

15. Decision of the city council on the approval of technical documentation on land management for establishing the boundaries of parts of land plots to which the right of servitude applies.

16. Decision of the city council on the transfer of land to sublease in the presence of a lease agreement for a land plot registered in accordance with the procedure established by law

17. Decision of the city council on the approval of technical documentation on land management for the transfer of land for lease for the construction and maintenance of a residential building, commercial buildings and self-built structures

18. Decision of the city council on the approval of technical documentation on land management for the transfer of land to the property for the construction and maintenance of a residential building, utility buildings and structures

19. Decision of the city council on the approval of technical documentation on land management regarding the transfer of land to ownership for gardening by members of horticultural societies

20. Decision of the city council on the transfer of land to the property in the presence of rights documents for a residential building, utility buildings and structures, and a lease agreement for land plot registered in the manner prescribed by law

21. Decision of the city council on the approval of technical documentation on land management regarding the transfer of land for lease at the transfer of ownership of immovable property

22. Decision the city council on the re-registration of the right to lease the land at the transfer of ownership of immovable property in the presence of an existing lease agreement for a land plot registered in the manner prescribed by law

23. Decision of the city council regarding the granting of a land plot, the ownership of which is registered in accordance with the law in the city council, in the lease, in the transition of ownership of real estate objects

24. Decision of the city council on the approval of technical documentation on land management for the transfer of land for lease in the order of inheritance of succession

25. Decision of the city council on the provision of a land plot, the ownership of which is registered in the manner prescribed by law by the city council, in the lease, in the order of the inheritance of succession

26. Decision of the city council on the approval of technical documentation on land management for the renewal of the right to lease a land plot, the ownership of which is not registered in the manner prescribed by law by the city council

27. Decision of the city council on extending the term of lease of a land plot in the presence of an existing lease agreement for a land plot registered in accordance with the procedure established by law

28. Decision of the city council on the renewal of the lease term of the land plot, the ownership of which is registered in accordance with the law in the city council, but the land lease agreement has become invalid

30. Decision of the city council on granting consent to the development of a land management project on land allocation to enterprises and state-owned enterprises

31. Decision of the city council on the approval of technical documentation on land management for the transfer of land for permanent use in the transition of ownership or use (change of balance holder) to immovable property

32. Decision of the city council on the re-registration of the right of permanent use of the land plot, the ownership of which is registered in accordance with the procedure established by law in the city council, in the transition of ownership or use (change of balance holder) to real estate objects

33. Decision of the city council on the termination of the land plot lease agreement

34. Making changes to the decision of the city council

35. Preparation of a draft land lease agreement

36. Preparation of a contract for the advance payment for a land purchase

37. Preparation of the draft additional agreement to the land plot lease agreement for the extension, renewal of the lease agreement of the land plot

38. Preparation of a draft additional contract for the lease of a land plot regarding its termination

39. Preparation of a draft additional agreement to the lease of land plots to exclude from it the land plots, the right to lease which has been suspended in accordance with the decision of the city council

40. Preparation of the draft additional agreement to the land lease agreement on amendments to it in relation to the item "Terms of transfer of a pledge and the payment to the statutory fund of the right to lease land"

41. Preparation of a draft additional contract to the land lease agreement regarding amendments to it in relation to the change of the name of a legal entity, organizational and legal form without changing the fiscal code

42. Preparation of the draft additional contract for the lease of a land plot for the maintenance of self-built capital garages to change their term of operation

43. Preparation of a draft additional contract for the lease of a land plot to amend it in relation to the amount of rent in accordance with the current legislation

44. Preparation of the draft additional agreement to the land plot lease agreement to amend it in order to bring it into line with the classification of types of land intended for use and decisions of the city council

45. Preparation of the draft of the servitude agreement

46. ​​Preparation of a draft sublease agreement for a land plot

47. Preparation of a copy of the land lease agreement

48. Preparation of certificates on determining the estimated taxable area for non-residential premises (its parts) in a multi-story residential building

49. Preparation of acts of verification of compliance with the requirements of land legislation

50. Preparation of a draft contract for the purchase and sale of non-agricultural land

69. State registration of the land plot with the issue of an extract from the State Land Cadastre

70. Introduction to the State Land Cadastre of information (changes to them) on the land plot

73. Providing information from the State Land Cadastre in the form of an extract from the State Land Cadastre on the land plot

74. Issue of certificate on: 1) the availability and size of the land parcel (share); 2) the availability in the State Land Cadastre of information on obtaining the ownership of a land plot within the limits of the norm of free-of-charge privatization for a certain type of its intended purpose (use); 3) a certificate containing information about a land (territory)

75. Issuance of information on documentation on land management included in the State Land Management Documentation Foundation

76. Issuance of a certificate of state statistical reporting on the availability of land and their distribution by land owners, land users, lands

77. Issuance of an extract from the technical documentation on the normative monetary valuation of the land plot

78. Providing information from the State Land Cadastre in the form of a copy of the cadastral map (plan) and other cartographic documentation

94. Preparation of a draft additional contract for a land plot lease agreement with respect to the amendment of it in relation to the pay period in accordance with the requirements of the Tax Code of Ukraine

72. Correction of a technical error in the information from the State Land Cadastre, authorized by the body conducting its maintenance, with the issuance of an extract

71. The introduction into the State Land Cadastre of information about the boundaries of a part of the land plot to which the rights of sublease, servitude, with the issuance of an extract are extended

***State registration of public associations***

175. State registration of the creation of a public association

176. State registration of the inclusion of information about a public association, registered before July 1, 2004, information not included in the Unified State Register of Legal Entities, Individuals-Entrepreneurs and Public Associations

177. State registration of changes in information about a public association contained in the Unified State Register of Legal Entities, Individuals-Entrepreneurs and Public Associations, including changes to constituent documents

178. State registration of a decision on the allocation of a public association

179. State registration of a decision to terminate a public association

180. State registration of a decision to abrogate the decision to terminate a public association

181. State registration of changes in composition of the termination commission (commission on reorganization, liquidation commission) of a public association

182. State registration of termination of a public association as a result of its liquidation

183. State registration of termination of a public association as a result of its reorganization

184. State registration of creation of a separate subdivision of a public association

185. State registration of amendments to the information on a separate subdivision of a public association

186. State registration of termination of a separate unit of a public association

187. State registration of the charter of a territorial community

188. State registration of changes to the charter of a territorial community

189. Cancellation of the state registration of the charter of a territorial community

190. Issuance of a duplicate of the certificate on the state registration of the charter of a territorial community

***Transportation of dangerous and large-sized cargoes***

118. Approval of the route of the vehicle during road transport of dangerous goods

119. Permission for vehicles whose weight or dimensional parameters exceeds the regulatory dimensions to participate in road traffic

***Objects of landscaping***

154. Signing of an additional agreement on amendments to the agreement on share participation in the use of an object of improvement

164. Submission of an application for the use of an object for improvement for consideration by the Commission on the use of the objects of improvement in the territory of the city of Mariupol

165. Signing of an agreement on share participation in the use of an object of improvement

166. Extension of the agreement on share participation in the use of the object of accomplishment

167. Termination of an agreement on share participation in the use of an object of improvement on the initiative of the subject of economic activity

168. Granting a duplicate of the contract for share participation in the use of the object of improvement

169. Cancellation of the agreement on share participation in the use of the object of improvement

***Outdoor advertising***

53. Permission to place outdoor advertising

54. Extension of the period of validity of the permit for the placement of outdoor advertising

55. Re-registration of permission to place outdoor advertising

56. Changes in the permission to place outdoor advertising on the technological scheme of the advertising medium

57. Issuance of a duplicate of permission to place outdoor advertising

58. Cancellation of permission to place outdoor advertising

***Fire Security***

117. Registration of a declaration of compliance of the entity's material and technical base with the requirements of the legislation on fire safety

***Permissions of the State Committee for Consumer Goods***

113. Operational permit for carrying out activities: - on facilities (objects) for the processing of inedible products of animal origin; - on facilities (facilities) for the production, mixing and preparation of feed additives, premixes and feed

114. Operational permit for market operators conducting activities for the production and / or storage of food products of animal origin

115. Permission (sanitary passport) for work with radioactive substances and other sources of ionizing radiation

116. Permission to carry out diagnostic, experimental, test, measuring works at enterprises, in institutions and organizations whose activity is related to the use of sources of non-ionizing radiation

***Other services***

64. Issuance of passport for the installation of signboards

65. Extension of the validity period of passports for signboards

66. Providing coordination of the regime of work of trade operators, restaurant economy and services, which is provided to business entities of the city of Mariupol

67. Continued harmonization of the mode of operation of trade operators, restaurant facilities and services provided to business entities of the city of Mariupol

68. Changes in the coordination of the mode of operation of trade operators, restaurant facilities and services provided to business entities in the city of Mariupol

149. Granting permission for re-registration of a contract for the hiring of residential premises in the buildings of the state and public housing stock

150. Providing a postal address, changing the postal address of the real estate object

151. Granting permission for the transfer of dacha and garden houses in residential buildings

170. Receiving a passport for the placement of stationary temporary structures and mobile temporary buildings in the territory of the city of Mariupol

171. Extension of the validity of the passport for placement of stationary temporary structures and mobile temporary structures in the territory of the city of Mariupol

172. Cancellation of a passport for the placement of stationary temporary structures and temporary structures on the territory of the city of Mariupol

173. Assigning the postal address of the real estate object

174. Assigning the construction address of a new construction

79. Transfer of apartments (residential premises) to non-residential premises

80. Transfer of non-residential premises in residential premises

81. Obtaining Permit for Reburial

93. Approval of the draft plan for carrying out potentially dangerous measures in the presence of the civilian population with the participation of the personnel of the Armed Forces of Ukraine, other military formations and law enforcement agencies using weapons and military equipment

153. Submission of application for participation in the public budget of Mariupol

155. Providing a copy of the decision of the Mariupol City Council