

**TO THE PRESIDENT OF
THE BULGARIAN CHAMBER OF
COMMERCE AND INDUSTRY**

**APPLICATION FORM
FOR THE REGISTRATION OF A TRADE REPRESENTATION OFFICE**
of
(*name of the foreign entity*)

DEAR MR. PRESIDENT,

In compliance with Art. 24, Para 1 of the Investment Promotion Act and Art. 1, item 4 of the Regulations for Registration in the Unified Trade Register of BCCI, I would like to register a Trade Representation Office of the foreign entity
.....
headquartered in (*address of the foreign entity – country, city*)
.....

I ENCLOSE THE FOLLOWING DOCUMENTS:

1. Official document for the current status of the foreign entity, issued by the respective competent authority performing the registration of companies in compliance with its national legislation. The document must be issued no earlier than 6 /six/ months before its submission at the BCCI.
2. Official document indicating the persons managing and representing the foreign entity, issued by the competent authority as indicated in the preceding paragraph (only if this circumstance is not included in the document under the preceding paragraph 1).
3. Resolution of the managing body of the foreign entity for the establishment of a Trade Representation Office in the Republic of Bulgaria which shows that the managing body is familiar with the status of the Trade Representation Office pursuant to the Bulgarian legislation – a “non-legal entity, which is not entitled to carry out economic activity”.
4. Original of a power of attorney, attested by notary public, given by the person(s) under item 2 to the individual, authorized to register and manage the activity of the Trade Representation Office in the Republic of Bulgaria, indicating the scope of the granted powers. A true copy of this Power of Attorney, attested by notary public, may be presented instead.
5. Original signature specimen(s) of the representative(s) in Bulgaria – by right or authorized representative(s), attested by notary public, or signed on BCCI’s special declaration form before an authorized employee of BCCI’s “Trade Register and Membership Directorate”.
6. Document about the paid up fee for the registration of the Trade Representation Office, according to the Tariff of Rates of services provided by BCCI.
7. Filled-in Registration Card for the information system of BCCI.

Date:

SIGNATURE:

Requirements for the certification and legalization of the submitted documents:

After being issued by the respective competent authority pursuant to the national legislation of the foreign entity, the documents under paragraph 1 and paragraph 2 have to be certified for authenticity by:

- The Ministry of Foreign Affairs of the issuing country and the Consular Office of the Republic of Bulgaria in this country, or,
- The Consular Office of the issuing country in the Republic of Bulgaria, then by the “Consular Relations” Directorate of the Bulgarian Ministry of Foreign Affairs (when the documents have not been certified in the issuing country), or,
- Another Consular Office, representing the interests of the issuing country in the Republic of Bulgaria (if the issuing country does not have its own accredited consular office in Bulgaria), and then certified by the “Consular Relations” Directorate of the Bulgarian Ministry of Foreign Affairs.

After being certified for authenticity, the above-mentioned documents have to be translated into Bulgarian language by an authorized Bulgarian translator, and the signature of the translator has to be attested by a Bulgarian notary public.

After being attested by notary public in the foreign country, the documents under paragraph 4 and paragraph 5 also have to be certified for authenticity and translated into Bulgarian language in the above way.

If necessary, the documents under paragraph 4 and paragraph 5 may be certified in Bulgarian language and before a Bulgarian notary public in the presence of an interpreter, when the person managing the foreign entity or the person(s) authorized by him/her are located in the Republic of Bulgaria.

If the documents are issued by a country member of the Convention Abolishing the Requirement of Legalization for Foreign Public Documents (The Hague Convention), and they bear an original Apostille, they do not need any further legalization but only need to be translated into Bulgarian language by an authorized Bulgarian translator, and the signature of the translator has to be attested by a Bulgarian notary public.

If the documents are issued by a country which has a Mutual Legal Assistance Agreement with the Republic of Bulgaria and they bear an original signature and stamp of the respective issuing organization, they only need to be translated into Bulgarian language by an authorized Bulgarian translator, and the signature of the translator has to be attested by a Bulgarian notary public.