# INFORMATION

**about administrative service**

|  |  |  |
| --- | --- | --- |
| **1** | **Description** | Execute and issue a conclusion on holding negotiations on Concluding Foreign Trade Agreements (Contracts) for the Export of Goods subject to partial embargo based on country of destination based in pursuance of Ukraine’s international commitments  |
| **2** | **Category (natural person,** legal entity**, sole trader)** | Legal entitySole trader |
| **3** | **Administrative services bodies (central government agencies, regional units)** | State Service of Export Control of Ukraine |
| **4** | **Legal grounds (regulations):** |
|  | regulation | title | date | number | rule | link |
|  | Law of Ukraine | On State Control over International Transfers of Military and Dual-Use Goods |  |  |  | <https://zakon.rada.gov.ua/laws/show/549-15> |
|  | Resolution of the Cabinet of Ministers of Ukraine | On Adopting the Procedure for State Export Control over Negotiations Related to the Conclusion of foreign trade Agreements (Contracts) for the Export of Goods | 06.06.2012 | 500 |  | [https://zakon.rada.gov.ua/laws/show/500-](https://zakon.rada.gov.ua/laws/show/500-2012-%D0%BF) [2012-%D0%BF](https://zakon.rada.gov.ua/laws/show/500-2012-%D0%BF) |
|  | SSECU Order | On Adopting the Form of the Conclusion to Allow Negotiations, Reporting Forms, and on Setting Reporting Due Dates | 05.10.2009 | 86 |  | [https://zakon.rada.gov.ua/laws/show/z0994-](https://zakon.rada.gov.ua/laws/show/z0994-09) [09](https://zakon.rada.gov.ua/laws/show/z0994-09) |
|  | SSECU Order | On Adopting the Guidelines for the Procedure of Completing Applications | 09.01.2004 | 5 |  | [https://zakon.rada.gov.ua/laws/show/z0090-](https://zakon.rada.gov.ua/laws/show/z0090-04) [04](https://zakon.rada.gov.ua/laws/show/z0090-04) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | for Licenses, Guarantees, and Other Documents Provided by SSECU |  |  |  |  |
| **5** | **Method of submission of the application and documents:** |
|  | Submitting entity | Format of submission | Method of submission | Can be submitted online? | Link for online submission |
| entity’s authorized representative | in writing | in person | - | - |
| **6** | **Documents required to receive services** | To receive the administrative service, a letter shall be submitted to SSECU with the application and a summary of the purpose.If the business entity submits an application for a conclusion allowing to negotiate exports of military goods, the application shall be complete with a copy of the document certified by the signature of the designated person of the entity, confirming the authority of the foreign entity to pursue foreign trade in military goods, granted thereto in accordance with the laws of the country of their registration.Documents submitted to SSECU must be drawn up in the official language. Documents drawn up in a foreign language shall be accompanied by a Ukrainian translation thereof certified by the signature of the business entity’s designated person. |
| **7** | **Terms and instances of service delivery (for a special category of persons)** | The administrative service may be provided to business entities (legal entities or sole traders) registered with SSECU as entities performing international transfers of goods.A general or open conclusion on temporary brining in/out of military or dual-use goods can on obtained on condition that the entity performing international transfers of goods has an ICP (internal compliance program) in place, certified by SSECU |
| **8** | **Deliverable (what is received)** | Conclusion to hold negotiations |
| **9** | **How the deliverable is to be received:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Receiving entity | Format of receiving | Method of receiving | Can be received online? | Link for online receipt |
| entity’s authorized representative | in writing | in person | **-** | **-** |
| **10** | **Grounds for denial of service** | The administrative service is denied when and if:a need arises to protect the national interests or comply with international commitments of Ukraine;the entity performing international transfers of goods is duly terminated;the entity performing international transfers of goods is duly recognized bankrupt;SSECU needs to conduct further expert examination of documents submitted for a conclusion;the entity performing international transfers of goods has violated laws, including by committing violations described in Article 24 of the Law of Ukraine *On State Control over International Transfers of Military and Dual-Use Goods*;registration of the business entity as an entity performing international transfers of goods has been canceled |
| **11** | **Additional information (add information that cannot be found in existing [documents] and other clarifications)** | 1. The application for a conclusion shall be rejected when and if:

it is submitted (signed) by a person not authorized to do so, or has been executed with violations of existing requirements;some documents are not submitted or are executed with violations of existing requirements.SSECU shall notify the applicant of rejection of the application within three days of the decision concerned with a reference to reasons.1. To receive the administrative service, the payer’s authorized person shall produce to SSECU a power of attorney issued in their name, copies of the payment order confirming that the fee for the service has been transferred to the state budget in full, and a certificate from the relevant agency controlling budget revenues to the effect that funds have been actually received as budget revenues.

The fee for registration and issuance of unused conclusions is non-refundable |

|  |  |  |
| --- | --- | --- |
| **12** | **Submission due dates** | The application shall be considered and a decision made to deliver or deny the administrative service within 90 days after SSECU receives all required documents from the entity. |
| **13** | **Administrative charge (due date and amount)** | 1. one-time conclusion— 20 times the minimum tax-free income;
2. general conclusion— 30 times the minimum tax-free income;
3. open conclusion— 100 times the minimum tax-free income
 |