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| Ministry for Economic Development of Kaluga Region Order No.92-p of February 1, 2013 “On Approval of the Procedure for Maintaining and Amending of Registers of Investment Projects and Production Modernization Programs”(including forms of “Investor’s Application for Including of an Investment Project in the Register of Investment Projects”, “Investment Project Passport”, “Investor’s Application for Including of a Production Modernization Program in the Register of Production Modernization Programs”)(Registered by the Administration of the Governor of Kaluga Region under No.3769 on February 13, 2013) |
| Date of saving: 05.04.2013 |

Registered by the Administration of the Governor of Kaluga Region under No.3769 on February 13, 2013

**KALUGA REGION**

**MINISTRY FOR ECONOMIC DEVELOPMENT**

**ORDER**

**No.92-p of February 1, 2013**

**ON APPROVAL OF THE PROCEDURE FOR MAINTAINING AND AMENDING OF REGISTERS OF INVESTMENT PROJECTS AND PRODUCTION MODERNIZATION PROGRAMS**

In order to implement the provisions of Kaluga Region’s Laws No.31-ОZ of December 16, 1998 “On State Support of Investors in Kaluga Region” (edition No.331-OZ of October 25, 2012), No.621-ОZ of December 29, 2009 "On the Reduction of the Rate of the Corporate Income Tax Payable to the Regional Budget by Investors Investing in Kaluga Region” (edition No.333-OZ of October 25, 2012), No.263-ОZ of November 10, 2003 “On the Corporate Property Tax” (edition No.332-OZ of October 25, 2012), and on the basis of Kaluga Region’s Law “On Regulatory Acts of Governmental Bodies of Kaluga Region”

I HEREBY ORDER:

1. To approve:

- [the procedure](#Par41) for maintaining and amending of registers of investment projects and production modernization programs (appendix No.1);

- the form of the investor’s [application](#Par85) for including of an investment project in the register of investment projects (appendix No.2);

- the form of the investment project [passport](#Par123) (appendix No.3);

- the form of the investor’s [application](#Par208) for including of a production modernization program in the register of production modernization programs (appendix No.4).

2. To assign the responsibility for organization of work associated with the introduction of the register of investment projects to D.A.Abramov, Deputy Minister, Head of the Investments Department.

3. To assign the responsibility for organization of work associated with the introduction of the register of production modernization programs to I.L.Timoshin, Deputy Minister, Head of the Industry Department.

4. I will maintain personal control over the implementation of this Order.

5. This Order shall come into effect from the moment of its official publication.

V.I. Popov
Minister for Economic Development
of Kaluga Region

Appendix No.1

to the Kaluga Region
Ministry for Economic Development Order

No.92-p of February 1, 2013

**PROCEDURE**

**FOR MAINTAINING AND AMENDING OF REGISTERS OF INVESTMENT PROJECTS**

**AND PRODUCTION MODERNIZATION PROGRAMS**

1. This Procedure for Maintaining and Amending of Registers of Investment Projects and Production Modernization Programs was developed to implement Kaluga Region's Laws Laws No.31-ОZ of December 16, 1998 “On State Support of Investors in Kaluga Region” (edition No.331-OZ of October 25, 2012), No.621-ОZ of December 29, 2009 "On the Reduction of the Rate of the Corporate Income Tax Payable to the Regional Budget by Investors Investing in Kaluga Region” (edition No.333-OZ of October 25, 2012), No.263-ОZ of November 10, 2003 “On the Corporate Property Tax” (edition No.332-OZ of October 25, 2012), and establishes the procedure for the Ministry for Economic Development of Kaluga Region (hereinafter – the ministry) work associated with including or declining to include investment projects in the register of investment projects and production modernization programs in the register of production modernization programs; excluding investment projects from the register of investment projects and production modernization programs from the register of production modernization programs; and amendment of the registers of investment projects and production modernization programs.

2. Decisions on including or declining to include investment projects in the register of investment projects and production modernization programs in the register of production modernization programs; on excluding investment projects from the register of investment projects and production modernization programs from the register of production modernization programs are documented in the form of a ministry order.

3. Amendments of registers of investment projects and production modernization programs are documented in the form of a ministry order.

4. Registers of investment projects and production modernization programs are maintained in electronic form by introduction of appropriate entries.

5. Information about an investment project or modernization program is entered in the relevant register within 2 (two) business days after the ministry’s registration of the order on including of an investment project in the register of investment projects or a production modernization program in the register of production modernization programs.

6. The register of investment projects includes the following information:

1) entry number and date;

2) investment project name;

3) name of the applicant entity having duly submitted the set of documents required by the law to include the investment project in the register of investment projects;

4) investment project goal;

5) place of implementation of the investment project in Kaluga Region;

6) period and implementation stages of the investment project;

7) investment project implementation form (construction, reconstruction of a capital construction object, other investments in fixed assets);

8) total volume of capital investments, including by implementation stage of the investment project;

9) number of estimated new jobs created at each implementation stage of the investment project;

10) information about the size, category and allowed use of the land lot available or required for the implementation of the investment project in accordance with the investment project passport;

11) information about estimated average monthly salaries to be paid upon completion of each implementation stage of the investment project.

7. The register of production modernization programs includes the following information:

1) entry number and date;

2) production modernization program name;

3) name of the applicant entity having duly submitted the set of documents required by the law to include the production modernization program in the register of production modernization programs;

4) production modernization program goal;

5) period and implementation stages of the production modernization program;

6) production modernization program implementation form (reconstruction, technical upgrading, modernization and/or refitting of fixed assets);

7) total volume of capital investments in the production modernization program;

8) schedule of capital investments by implementation stage of the production modernization program;

9) information about estimated average monthly salaries to be paid upon completion of each implementation stage of the production modernization program.

8. Amendments are introduced to the register of investment projects and production modernization programs within 1 (one) business day after the ministry’s registration of the order on amendment of the register of investment projects or the register of production modernization programs.

Appendix No.2

to the Kaluga Region
Ministry for Economic Development Order

No.92-p of February 1, 2013

Application

of the Investor for Including of an Investment Project
in the Register of Investment Projects

─────────────────────────────────── to the Minister for Economic Development

 (full name of of Kaluga Region

───────────────────────────────────

 legal entity)

───────────────────────────────────

───────────────────────────────────

───────────────────────────────────

 (address, date, reg. No.)

 Having reviewed the [Procedure](#Par41) for including of investment projects in the register of investment projects implemented in Kaluga Region, we herewith submit the following investment project for your consideration:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(investment project name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please include the above investment project in the register of investment projects implemented in Kaluga Region.

Attachments:

CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (name)

SEAL

Appendix No.3

to the Kaluga Region
Ministry for Economic Development Order

No.92-p of February 1, 2013

Investment Project

Passport

 1. Investor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Investment project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Investment project aim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. Place of implementation of the investment project in Kaluga Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5. Period and implementation stages of the investment project: \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. Investment project implementation form (construction, reconstruction

of a capital construction object, other investments in fixed assets): \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. Total volume of capital investments in the investment project: \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Schedule of capital investments by implementation stage of the
investment project.

 8.1. Structure of capital investments:

|  |  |
| --- | --- |
| Value of the investment project (total volume of capital investments) |  |
| Incl.: |  |
| - real estate |  |
| - other property (excl. real estate) |  |
| - other costs in the form of capital investments  |  |

 8.2. Investment project financing:

|  |  |
| --- | --- |
| Years of implementation (implementation stages)of the investment project | Capital investments in the investment project(RUR million) |
|  |  |

 9. Number of estimated new jobs created at each implementation stage of the investment project:

|  |  |
| --- | --- |
| Years of implementation (implementation stages)of the investment project | Estimated numberof new jobs |
|  |  |

 10. Information about the size, category and allowed use of the land lot available or required for implementation of the investment project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 11. Information about estimated average monthly salaries to be paid upon completion of each implementation stage of the investment project:

|  |  |
| --- | --- |
| Years of implementation (implementation stages)of the investment project | Average monthly salary of employees,RUR, incl. |
| managers | specialists | other office staff | workers |
|  |  |  |  |  |

CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (name)

SEAL

Appendix No.4

to the Kaluga Region
Ministry for Economic Development Order

No.92-p of February 1, 2013

Application

of the Investor for Including of a Production Modernization Program
in the Register of Production Modernization Programs

─────────────────────────────────── to the Minister for Economic Development

 (full name of of Kaluga Region

───────────────────────────────────

 legal entity)

───────────────────────────────────

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───────────────────────────────────

 (address, date, reg. No.)

 Having reviewed the [Procedure](#Par41) for including of production modernization programs in the register of production modernization programs, we herewith submit the following production modernization program for your consideration:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(program name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please include the above program in the register of production modernization programs.

Attachments:

CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (name)

SEAL