

## Branch or representative office registration

Representing tomorrow





### Registration of a branch or representative office in Georgia

While having one of the fastest-growing economies in the region, Georgia continues to attract both foreign and local investments. Every year, numerous overseas companies set up operations and begin testing out new commercial opportunities in this country. However, the requirement to register under Georgian corporate law and comply with continuing obligations can be challenging, and overseas companies may often be unaware of their legal obligations.

#### How can the Deloitte Legal team help?

We are experienced in registering branches and representative offices and in offering support and guidance on compliance with obligations.

In particular, we can provide assistance with:

- Choosing the legal form of registration
- Carrying out actual registration in
- Providing post-registration support.

### Registration steps



### List of necessary documents:

Application letter – to be filled at the Public Registry front office operator. A copy of an applicant's ID should be submitted with the application.

Head office's board's or other representative persons resolution on the establishment of the branch/representative office and on/or the appointment of the head of the branch/representative office – to be drafted by Deloitte Legal.

The documents must be prepared and signed by an authorized head office representative. Then notarized by an authorized notary in the head office's country of residence and certified by apostille.\*

The documents providing the data on the founder enterprise and its authorized persons – notarized by an authorized notary in the head office's country of residence and certified by apostille.

Power of attorney for the head of the branch/representative office\*\* – to be drafted by Deloitte Legal.

The document must be prepared and signed by an authorized head office representative. The document must be notarized by an authorized notary in the head office's country of residence and certified by apostille.

Head office's registration certificate and/or extracts from the trade register where the head office is registered

Document confirming the legal address of the branch – in case the place which is the address of the branch is not a property of the authorized representative of the branch a copy of the lease agreement or letter from the landlord certifying the legal address of the branch is needed. This document must be notarized by a Georgian notary.

The document must be notarized by an authorized notary in the head office's country of residence and certified by apostille.

#### Registration Fees

The registration fee consists of 100 GEL if the registration has to be finished within one working day and 200 GEL if the registration is executed on the same day. Upon receipt of a request from the head office, Deloitte Legal may pay the fee and charge it to the head office or the branch/representative office.

\* Georgia is one of the signatory states of The Hague Convention Abolishing the Requirement for Legalisation for Foreign Public Documents ("The Apostille Convention"). The treaty is in force since 14th May 2007 and according to it the legalization is not necessary with respect to public documents issued in a country which is also a signatory to the convention.

These public documents only need to be certified in the form of an apostille by that country's authority, i.e. this is the only procedure required to authenticate a foreign document.

Please consult Deloitte Legal before obtaining legalization or an apostille for the above documents.

\*\*POA is not necessary if there is a submitted decision of the head office of an appointment of the authorized head office representative of the branch.

# Contacts

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