

*The report should be submitted to the Ministry of Foreign Affairs **with the signature of the head of the representative office once a year** from January 1 till 10 of the next year for the reporting period by mail or by courier to the correspondence box of the MFA.*

Please mean, the report should be fulfilled in one of the state languages of the Republic of Belarus (Russian or Belarusian).

An approximate form of a report on the activities of the representative office

Company letterhead

Date, outgoing №

*Ministry of Foreign Affairs of
the Republic of Belarus*

The representative office activity report for ____ year

1. Original name of the company, country of registration
2. № and date of authorization issuing
3. Address of the representative office, information on the leased premises (lesser, № and date of the lease)
4. Telephone number and fax of the representative office
5. Information about the staff of the representative office

№	Full name	Position	Citizenship
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6. The representative office activities for the reporting period (a brief description of the activities of the representative office, indicating the goods and services, the implementation, acquisition or marketing research of which the office assisted the parent firm; information on ongoing projects and programs, timing and resources for their implementation; the amount of grants allocated to public associations and citizens and information about the recipients)
7. Taxpayer identification number, settlement account
8. Code of economic activity type
9. Transport used by the representative office
10. Faced difficulties

Full name, signature of the head of representative office