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Introduction

The modernization of state registration services for legal units¹ aims at adapting the way public services are delivered to changing societal needs, increasing the accessibility of state registration services from a procedural, temporal and geographical perspective, aiming at achieving the strategic goal of encouraging businesses and achieving the government's goal of becoming more efficient, transparent and accountable.

This operational procedure has been developed with a view to respecting the digital rights and principles outlined by the European Commission in the Solemn Interinstitutional Declaration on digital rights and principles for the digital decade (2023/C 23/01)², while addressing the challenges associated with the transition to the digital society³.

Law No. 175/2021 on the amendment of certain normative acts amended and supplemented Law No. 220/2007 on the state registration of legal entities and individual entrepreneurs, in particular **Art. 8 para. (1) "Documents for state registration ... shall be submitted to the state registration body in the form of electronic documents signed with a qualified advanced electronic signature"**.

In particular, Law No. 175/2021 served as a basis for the implementation of **remote state registration** (similar to the English term *Remote Business Registration*) in the Republic of Moldova. Accordingly, on the very day of the entry into force of Law No. 175/2021 - January 10, 2022, the Public Services Agency (the state registration body) implemented the remote state registration procedure by *setting up the electronic service*⁴ "State registration of a legal unit" using the electronic address inregistrare.ud@asp.gov.md.

Viewed from a historical perspective, the service of state registration of legal entities has been subject to continuous reform processes, and the remote state registration follows the implementation of the One Stop Shop mechanism, a procedure implemented in the Republic of Moldova since 2011. Subsequently, since 2017-2018, the One Stop Shop procedure also performs various integrated functions, including post-registration formalities, including submission of information to the State Tax Service, National Social Insurance House, National Health Insurance Company, National Bureau of Statistics about the registration of new legal entities. In essence, the implementation of One Stop Shops for business start-ups not only saves time and money, but also makes procedural requirements more transparent and accessible.

¹ The legal units, following from the provisions of Article 2 of Law 220/2007 on the state registration of legal persons and individual entrepreneurs, is a generic term that includes: 1) legal persons, 2) individual entrepreneurs, 3) peasant households. The term is broadly defined in the EUROSTAT documents.

² The Official Journal of the European Union. European Declaration on digital rights and principles for the digital decade (2023/C 23/01). Available online: [https://eur-lex.europa.eu/legal-content/RO/TXT/?uri=CELEX:32023C0123\(01\)](https://eur-lex.europa.eu/legal-content/RO/TXT/?uri=CELEX:32023C0123(01))

³ Digital Society. Ethics, Socio-Legal and Governance of Digital Technology. Online available at: <https://link.springer.com/journal/44206/volumes-and-issues/2-1>, <https://link.springer.com/journal/44206/volumes-and-issues/1-3>

⁴ In a broad sense, *electronic services* are defined as services using information and communication technologies (ICT), consisting of three main components: service provider; service receiver; service delivery channels (i.e. technology [without specifying certain limitations in this respect]).

1. PURPOSE OF THE GUIDE AND DESCRIPTION OF THE ELECTRONIC SERVICE "REMOTE STATE REGISTRATION OF THE LEGAL ENTITY"

The practical guide for the applicant of the electronic service "Remote state registration of the legal unit" is prepared for the purpose of providing advisory support by the state registration body to individuals and legal entities from the Republic of Moldova and abroad when applying for the service "Remote state registration of the legal unit" individually and independently.

The electronic service "Remote state registration of the legal unit" with the use of the electronic address inregistrare.ud@asp.gov.md is *provisional* and will be provided during the period of time necessary for the development and implementation of the new information system "State Register of legal units", the architecture of which provides for the development of a software module dedicated to the Online Business Registration, conceptualized as a digital platform.⁵

The platform for online state registration will provide the applicant with standard forms for registration applications and articles of incorporation of legal entities / individual entrepreneurs / peasant households, which can be completed, signed and submitted to the state registration body online, as well as the receipt by applicants of documents issued by the state registration body in the process of state registration, through various communication channels, including the Entrepreneur's Government Portal, where appropriate the Citizen's Government Portal (MCabinet).

In addition to its efforts to develop the technological infrastructure for the provision of remote state registration services, the State Registration Body *strives to support the overall digital transformation* by providing information and advisory support, tailored to the requirements and expectations of different target groups of state registration service applicants, guiding them through the entire process of accessing electronic services. For this purpose, the State Registration Body has planned the following actions to increase the acceptance of electronic public services in the field of state registration, implicitly and to reduce the barriers to their acceptance, by providing competent legal advice using the following methods and channels of communication:

- i. publication of a series of informative and advisory materials on various topics specific to the state registration of legal units (profit-making legal entities, non-profit-making legal entities, public institutions, etc.), specifying the peculiarities of the use of electronic documents, etc. The first publication in this series is this Guide;
- ii. organising a series of free webinars explaining the essential aspects of the state registration of legal units, the specifics of drawing up the articles of incorporation for different categories of legal persons and obtaining the permissive acts for the practice of entrepreneurial activity;
- iii. opening on the ASP website of the section "*Frequently Asked Questions*" (FAQ) on

⁵ After: Bartelheimer, Christian; zur Heiden, Philipp; Lüttenberg, Hedda; Beverungen, Daniel. *Systematizing the lexicon of platforms in information systems: a data-driven study*. Published 30 March 2022. Online available at: <https://link.springer.com/article/10.1007/s12525-022-00530-6>

the state registration of legal units and the obtaining of permissive acts for the practice of entrepreneurial activity, etc.

This document contains step-by-step instructions to be followed by individuals and legal entities in order to benefit from the electronic (remote) state registration service for legal entities/individual entrepreneurs/ peasant households.

2. NARRATIVE DESCRIPTION OF THE PROCESS OF STATE REGISTRATION OF LEGAL ENTITY, INDIVIDUAL ENTREPRENEUR AND PEASANT (FARMER) HOUSEHOLD

The state registration of legal entities, their branches, and individual entrepreneurs, as well as the registration of changes in the articles of incorporation and in the data entered in the State Register, **is carried out at the request of the applicant.**

The legal entity shall be deemed to be registered on the date of adoption of the registration decision [Law 220/2007, Art. 11 para. (3)].

In a broad sense, the notion of state registration includes:

- i. **initial registration** of the legal unit;
- ii. **the registration of amendments** in the articles of incorporation and in the data entered in the State Register of Legal Units;
- iii. **registration** of legal entities subject to **reorganisation**;
- iv. **removal** of the legal unit from the State Register.

For the purposes of civil legislation, in this case we refer to the Law of the Republic of Moldova no. 220/ 2007 on the state registration of legal entities and individual entrepreneurs, **STATE REGISTRATION is the action of the state registration body which consists in the CERTIFICATION of the fact of INCORPORATION, REORGANIZATION, LIQUIDATION, SUSPENSION or RESUMPTION OF ACTIVITY of legal entities, their branches, as well as the fact of AMENDING the ARTICLES OF INCORPORATION of legal persons, ENROLLING DATA in the State Register, which has the effect of GIVING AND TERMINATION OF LEGAL STATUS of legal entities, obtaining and terminating by natural persons the status of individual entrepreneur/peasant (farmer) household** (Figure 1).

Upon registration, the legal entity is assigned a State Identification Number (IDNO), which certifies that the entity has been entered in the State Register and has been registered by the State Tax Service.

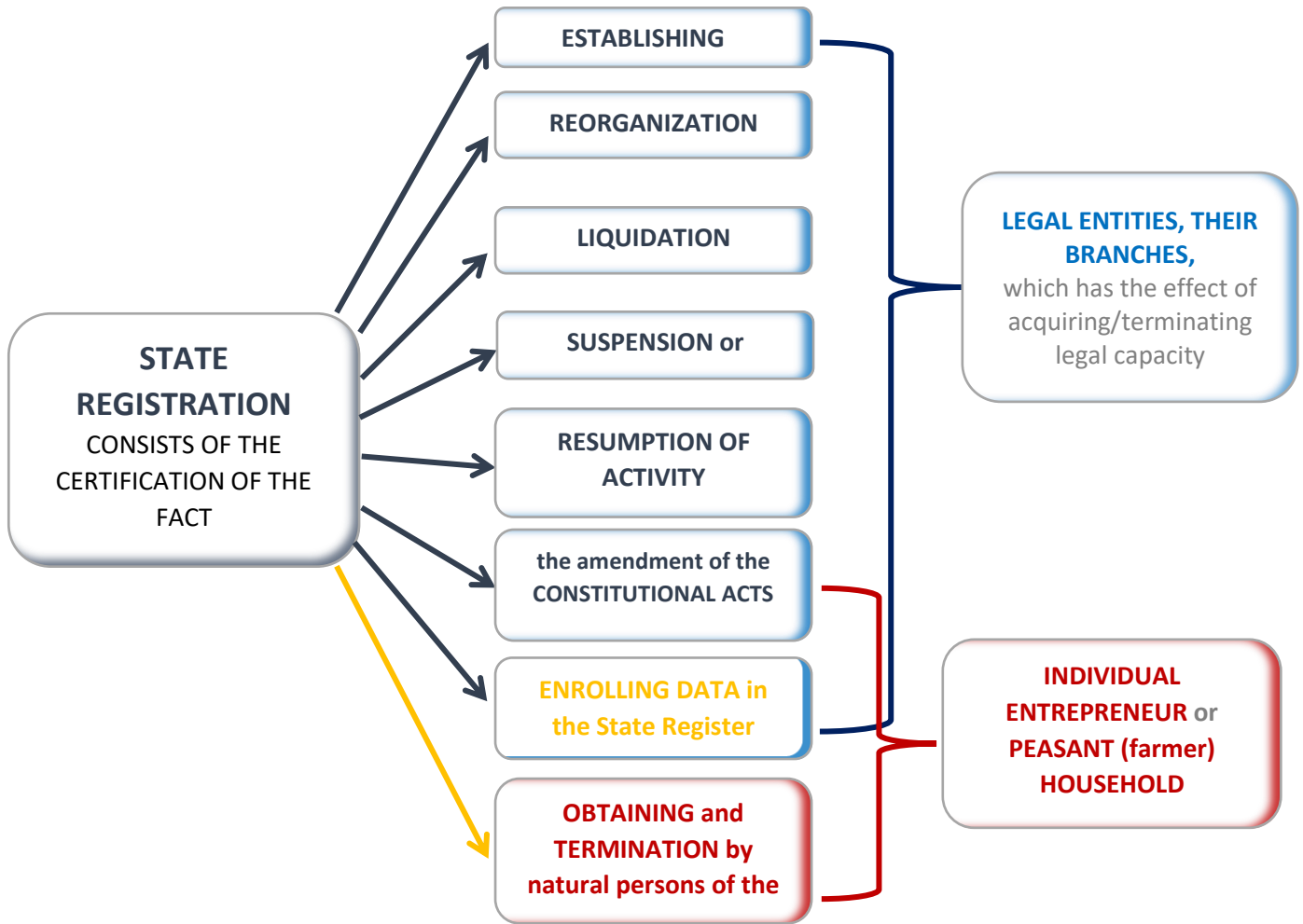


Figure 1. Meaning and legal effects of state registration

Legal entities are:

- i) of public law
- ii) of private law

} which, in civil relations, are placed on an equal footing.

Legal entities of private law may be freely constituted only in one of the forms provided for by the laws of the Republic of Moldova and may have:

- i) profit-making (commercial) purpose; and
- ii) non-profit (non-commercial) purpose.

The legal entity's **capacity of use** is **acquired on the date of state registration** and **ceases on the date of its removal** from the publicity register provided for by law: the State Register of Legal Units (RSUD) (Figure 2).

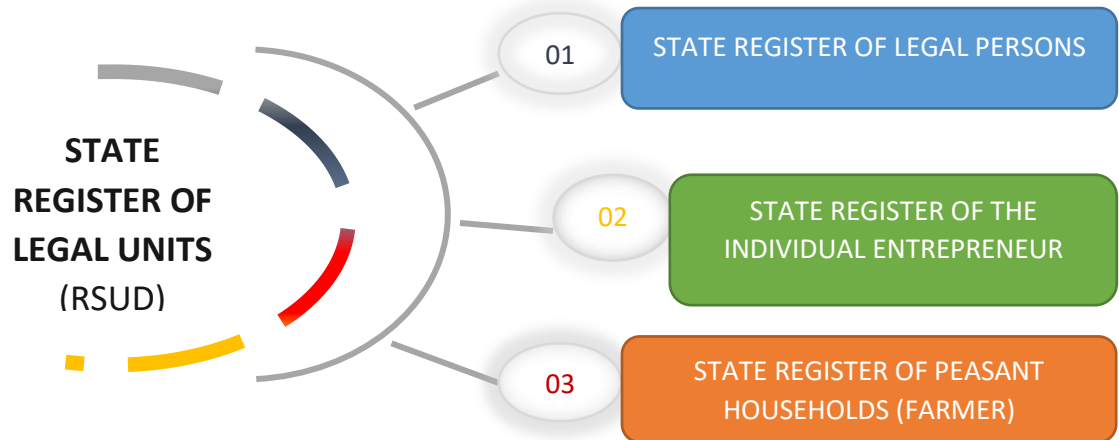


Figure 2. **Structure of the State Register of Legal Units (RSUD)**

The legal entity may be organized corporately or based on membership, may be dependent on or independent of a certain number of members.

Depending on their participation in the establishment of the legal entity's assets, the founders (members) may or may not have claim rights in relation to it, respectively:

- Legal entities in respect of which the founders (members) have claim rights are **companies and cooperatives**;
- Legal entities in respect of which the founders (members) have no claim rights are **non-profit organizations**.

State registration, as an operational procedure, consists of several successive steps (Figure 3), in which the applicant for state registration services interacts and works with the state registration service provider - the Public Services Agency - in order to go through the state registration process and obtain the legal documents certifying the state registration.

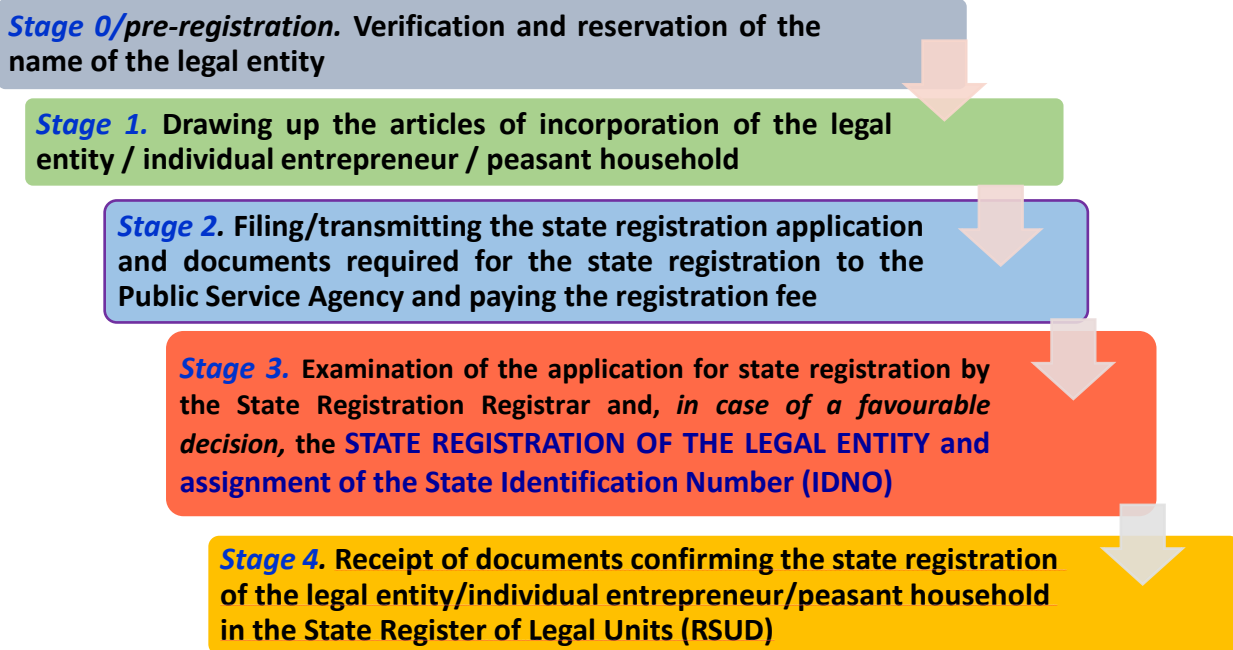


Figure 3. **Stages of state registration of legal units in the Republic of Moldova**

State registration is carried out by the state registration registrars working in the (territorial) Registration Services of Legal Units (hereafter - RSLU) and, where appropriate, in the non-profit Organizations Registration Section.

State registration of legal entities, their branches and individual entrepreneurs/peasant households and, including, the registration of amendments to the articles of incorporation and the data entered in the State Register shall be carried out in accordance with the principles of the **One Stop Shop**, on the basis of the application for registration and the documents required for state registration, either submitted in the form of electronic documents signed with a qualified advanced electronic signature, or submitted on paper to the office of the Multipurpose Centre, or sent on paper by registered mail.

Within the framework of the state registration procedure, the *state registration body carries out the process of fiscal, statistical, medical and social registration (recording) of the legal entity* by transmitting to the authorities concerned, in electronic format, the data on its registration provided for by Law 220/2007, Art. 33 para. (1), with the issuance to the registered legal entity of the respective notification.

3. CONDITIONS FOR THE PROVISION OF THE ELECTRONIC SERVICE "REMOTE STATE REGISTRATION OF THE LEGAL UNIT".

In order to access the service, the applicant(s) must have Internet access, an electronic address and a qualified advanced electronic signature in accordance with the provisions of national legislation in the area of electronic documents and electronic signatures.

The pre-booked electronic service presumes the exclusive use of electronic documents.

3.1. Who can apply for state registration of legal units?

The application for registration and the documents for state registration, issued in the format of electronic documents, may be submitted by **individuals or legal entities** under the terms of Law No. 220/2007 on the state registration of legal entities and individual entrepreneurs, Art. 8 and Art. 17 or under Art. 201 para. (2) letter e) of the Civil Code of the Republic of Moldova.

3.2. What is the communication channel used for remote state registration of legal units?

Currently (as mentioned in the introduction), the communication channel used for the provision of the electronic service "State registration of the legal unit" is the **electronic address (e-mail)**.

The decision of the ASP to use this communication channel is based on the consultation of citizens and business representatives, as well as on the results of international studies, according to which e-mail is recognized as the most popular communication channel used in the corporate field.

For the purpose of providing the reference service, the Public Services Agency uses the electronic address:

inregistrare.ud@asp.gov.md



3.3. What are the necessary documents for the state registration of the legal entity, individual entrepreneur / peasant (farmer) household?

For state registration, the documents specified in Art. 7 or Art. 28 of Law No. 220/2007 on state registration of legal entities and individual entrepreneurs (hereinafter - Law No. 220/2007) or Art. 13 of Law No. 86/2020 on non-profit organizations are required. In some cases, other documents provided for in special laws.

For example, to **register a limited liability company with a single founder/single shareholder** the applicant must submit the following set of documents to the state registration body:

- 1) Application for state registration of the legal entity (according to the model approved by the state registration body, which is available on the ASP website. The link can be found in Chapter 5 of the Guide);
- 2) Confirmation of verification of the legal entity's name (the procedure of verification and approval of the legal entity's name is described in Chapter 4 of the Guide);
- 3) Decision of establishment (the model is available on the ASP website);
- 4) Articles of Association of the limited liability company (single-member) (the model is available on the ASP website);
- 5) Information about the beneficial owner/owners, in accordance with Law no.308/2017 on preventing and combating money laundering and terrorist financing (the model is available on the ASP website);
- 6) Opinion of the National Financial Market Commission - for insurance companies, non-state pension funds, savings and loan associations and, in cases established by law, for non-bank lending organizations;
- 7) the document confirming the payment of the state registration fee.

For the **registration of the public association**, the applicant must submit the following set of documents to the state registration body:

- 1) Application for registration, signed by the person authorized by the minutes of the meeting of establishment (the model is available on the ASP website);
- 2) The Articles of Association of the public association, signed by the founders (the model is available on the ASP website);

- 3) The minutes of the meeting of establishment, which must compulsorily contain:
 - i) details of the approval of the Articles of Association;
 - ii) details of the election of the governing and supervisory bodies;
 - iii) information on the registered office of the legal entity;
 - iv) contact details of the organisation, including its e-mail address;
 - v) the amount of the membership fee;
 - vi) data on the designation of the person authorized to represent the public association in the state registration process.
- 4) Confirmation of verification of the legal entity's name (the procedure for verification and approval of the legal entity's name is described in Chapter 4 of the Guide);
- 5) List of founders, indicating the name, surname, personal identification number (IDNP), date of birth, domicile, nationality of each of them, in case of individuals, or indicating the name, registered office, state identification number (IDNO) and the document confirming powers of representation, in case of legal entities;
- 6) The document proving the establishment of the registered office of the legal entity;
- 7) The opinion of the competent authorities (if applicable);
- 8) Information about the beneficial owner/owners, in accordance with Law no.308/2017 on preventing and combating money laundering and terrorist financing (the model is available on the ASP website).

Where appropriate, depending on the legal form of organization, the legal entity shall also submit other additional/proof documents, as required by special laws, other legislative and normative acts.

3.4. In which language are the documents for state registration completed?

According to Article 8 of Law 220/2007, the documents for state registration are completed in Romanian.

3.5. What is the deadline for providing the service?

The state registration of the legal entity, its branch, as well as of the individual entrepreneur / peasant household is carried out within **24 hours**, *which is calculated from the working day immediately following the day on which the documents required for registration were submitted.*

State registration of the non-profit organization, its branches shall be carried out within **15 calendar days**, calculated from the day on which the documents required for registration were submitted.

At the request of the applicant, the state registration of the legal entity (except non-profit organization), its branch, as well as the individual entrepreneur is carried out on an **emergency basis for 4 hours**.

3.6. What is the deadline for submitting documents for state registration?

THE ENTREPRENEUR IS REQUIRED BEFORE BEGINNING THE ACTIVITY to submit the necessary documents for state registration and to obtain the decision of state registration of the legal unit (legal entity / individual entrepreneur / peasant household) **and the duly registered articles of incorporation.**

For the registration of amendments and additions to the articles of incorporation or the data entered in the State Register, the documents shall be submitted within **30 days** from the date of adoption of the respective decision.

In the case of reorganization of the legal entity, the deadline for submission of documents for registration of amendments is **30 days** from the publication of the notice on reorganization.

In case of removal of the legal entity from the State Register, the **liquidator** is obliged to notify his appointment to the state registration body that carried out the registration of the legal entity for entry of data in the State Register within **3 days** from his appointment.

! AMENDMENTS made to the articles of incorporation and to the data entered in the State Register **HAVE LEGAL EFFECT FROM THE TIME THEY ARE ENTERED into the State Register** of Legal Units.

3.7. What are the fees for the state registration of legal entities?

The fees for state registration and the services provided by the Public Services Agency are set out in the Annex to Law 220/2007 and are payable via the Government Electronic Payment Service (MPay) or by bank transfer.

The fee for the state registration of legal entities (establishment, reorganization, liquidation, suspension or resumption of the activity of legal entities, registration of amendments to the acts of establishment of legal entities, registration of data in the State Register) is **1149 MDL**.

The fee for the state registration of the individual entrepreneur/peasant (farmer) household is **364 MDL**.

For the registration of the non-profit organization, amendments to its articles of association and entry of changes in the data in the State Register, **no registration fee is charged.**

At the applicant's request, for the services of state registration of legal entities, their branches, individual entrepreneurs/peasant (farmer) households, as well as for the services of state registration of changes in the articles of incorporation and in the data entered in the State Register provided **on an emergency basis for 4 hours, the fees are increased 4 times** [Law 220/2007, Art. 4 para. (6)].

In case of unjustified refusal by the applicant to receive the documents according to the requested service, the payment for the performed service is not refunded [Law 220/2007, Art. 4 para. (8)].

3.8. What is the procedure for withdrawing the application for state registration of the legal unit?

The application for state registration and the electronic documents, as well as the application for verification and reservation of the name submitted online may be withdrawn, until the registration decision is issued by the State Registration Registrar, pursuant to Art. 78 para. (2) of the Administrative Code, by an application signed with a qualified advanced electronic signature and sent to inregistrare.ud@asp.gov.md. Following the receipt of the withdrawal application, the applicant is notified by letter of the completion of the administrative procedure.

4. VERIFICATION AND RESERVATION OF THE NAME OF THE LEGAL ENTITY

In accordance with the provisions of the Civil Code, Art. 182 para. (1), the legal entity participates in legal relations only under its own name, established by the articles of incorporation and duly registered.

The legal entity has the exclusive right to the registered name and is obliged to use the name only in the formula that is registered in the State Register of Legal Units.

The name of the legal entity includes, in the state language, the form of legal organisation.

Full name	Limited Liability Company "Floare albastra"
Abbreviated name	"Floare albastra" LLC

Therefore, the name of the legal unit consists of the following 2 distinct elements:

Form of legal organisation	Proper name
Limited liability company	"Floare albastra"

The current regulatory framework allows the applicant to establish the (proper) name of a legal unit in a foreign language.

In such cases, the name will be transcribed in Latin characters:

Full name	
Form of legal organisation	Proper name
Limited Liability Company	"Zolotoi Telet"
Limited Liability Company	"Global TechLab"

Where the documents for the state registration of the legal entity are submitted by the applicant in accordance with Article 8 para. (1) letter a), of the Law no. 220/2007 on state registration of legal entities and individual entrepreneurs, i.e.: they are submitted to the state registration body in the form of electronic documents signed with a qualified advanced electronic signature, the applicant is obliged to check the availability of the name until the actual submission of the documents required for state registration.

The applicant is to identify one or more designations, complete, sign and submit to the ASP an application in the prescribed form.

The prescribed model of the application for verification and reservation of the name is available online on the ASP website (<https://asp.gov.md/>), Compartment: Useful information /Template forms (<https://e-services.md/?q=ro/content/descarca-formulare>), Subcompartment: Models of applications for state registration, Document name: Application for verification and reservation of the name of the legal entity.

In accordance with the provisions of Art. 9 para. (7), the ASP is obliged to verify the name of the legal entity in three aspects (Figure 4).

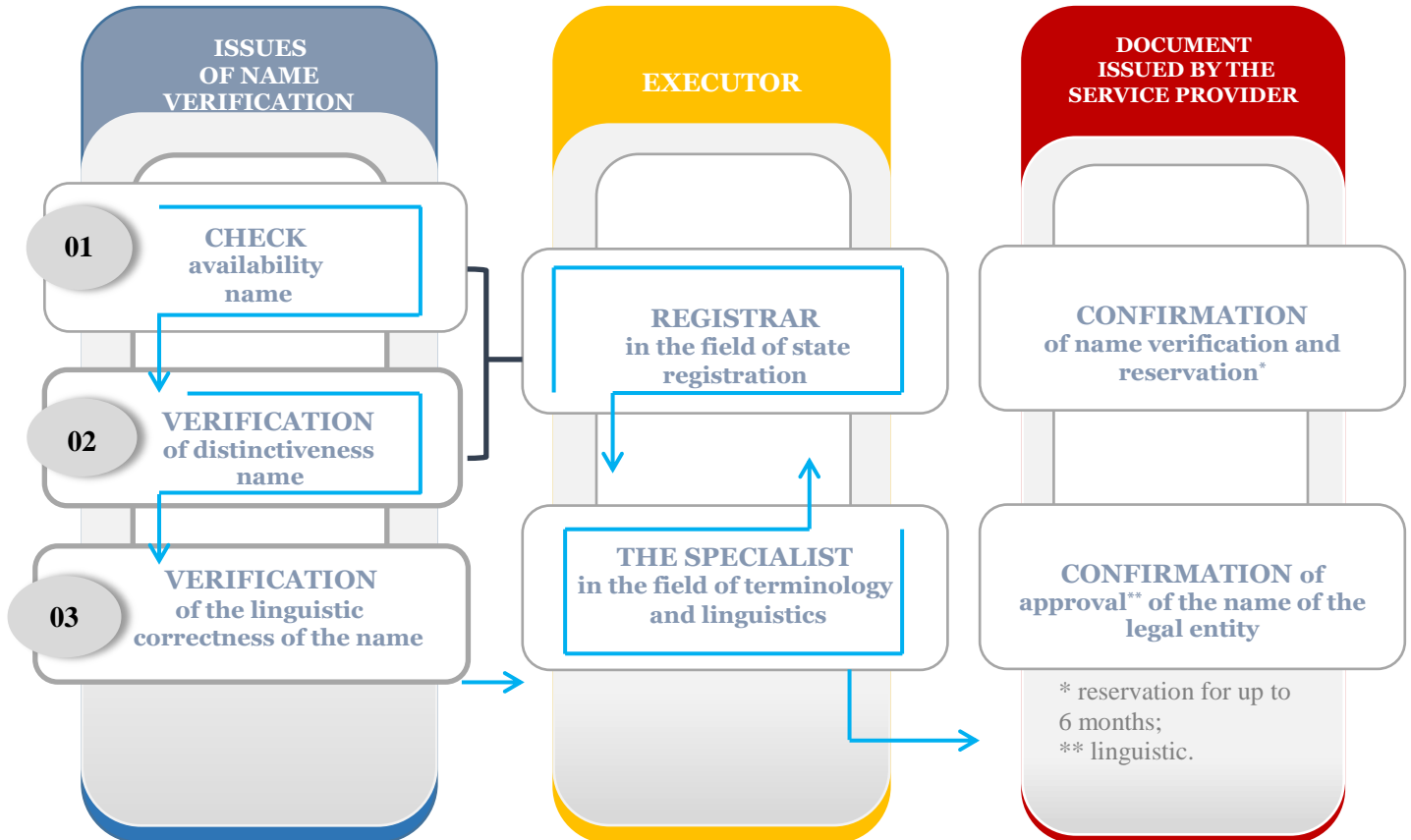


Figure 4. Procedure for verifying and reserving the name of the legal entity

*reservation for up to 6 months; **linguistic.

The request for verification and reservation of the name, duly completed and signed with a qualified advanced electronic signature shall be sent to the e-mail address inregistrare.ud@asp.gov.md.

The state registration body, after verifying the compliance of the application with the provisions of Article 75 of the Administrative Code, will register the received application and will send the invoice for the name verification and reservation service.

For the provision of terminology and linguistic services, fees shall be charged in accordance with the Nomenclature of services provided by the ASP and the tariffs therefor, approved by Government Decision No. 966/2020. In accordance with the provisions of Annex 2 to Government Decision No. 966/2020, the fee for the service "Drafting, editing and approval of names of legal units (for one name)" is **100 MDL**.

According to the provisions of the Annex to Law 220/2007, the fee for providing the service of verification (in terms of availability and distinctiveness of the name itself) and reservation of the name, including via the Internet, for a period of up to 6 months is **71 MDL**. And for the provision of the service on an emergency basis, within 24 hours, 4 hours or 1 hour, the fee is increased by 2, 3 or 4 times respectively.

The invoice must be paid on the day of receipt (by 12:00 midnight), through the Government Service MPay, Mobile Banking, Internet Banking, payment terminals of payment service providers, and the confirmation of payment is to be sent to the e-mail address inregistrare.ud@asp.gov.md.

After submission of the payment confirmation via electronic mail, the ASP reviews the application for verification and reservation of the name and sends the applicant the documents confirming the verification, approval and reservation of the name of the legal unit.

In the event of a change of name, the legal entity is obliged to apply to the state registration body **within 30 days** to register the changes in the articles of incorporation and make the corresponding entry in the State Register.

5. REMOTE STATE REGISTRATION PROCEDURE (provisional procedure)

The electronic service "State registration of the legal unit" is currently a mixed electronic service, which involves ***a mix of online interaction and offline activities***, the interaction between the service applicant and the service provider being carried out exclusively through the use of the electronic address of the Public Services Agency - inregistrare.ud@asp.gov.md.

From the perspective of the participants in the legal act of state registration - the service applicant and the service provider - the entire process involves the following 14 steps:

- 1) **online access** by the state registration service applicant to the standard forms of documents required for state registration and downloading them to the applicant's device (computer, laptop, tablet, mobile phone, etc.)
succeeded by:
- 2) completion of the documents by the applicant - **offline**;
- 3) signing of the documents by the applicant/persons entitled to sign (in strict accordance with the type and legal nature of the documents), with qualified advanced electronic signature(s), **in online mode**, using the Government Electronic Signature Service "MSign", available online, by accessing the link: <https://msign.gov.md/>;
- 4) **sending online** to the electronic address of the service provider: inregistrare.ud@asp.gov.md the application for registration and the set of documents required for state registration, in the format of electronic documents signed with a qualified advanced electronic signature;

- 5) receipt **online** at the electronic address of the service provider of the confirmation of receipt of the application for registration by the state registration body and the payment note for the requested service;
- 6) payment by the applicant of the registration fee by using the Government Electronic Payment Service "MPay", available **online** by accessing the link: <https://mpay.gov.md/> and sending to the ASP the confirmation of payment of the service in response to the e-mail by which the service payment note was received;
- 7) **online** verification by the registrar of state registration of confirmation of payment for the service requested by the provider, and:
 - i. in case of confirmation of transfer of funds to the account of the service provider - the application for state registration is admitted for consideration;
 - ii. in case of confirmation of non-payment for the service - the service applicant is notified of the refusal to consider the application for state registration on the grounds of non-payment of the registration fee;
- 8) examination, **in offline mode**, by the registrar in the field of state registration of the application for state registration and the set of accompanying documents;
- 9) in case of finding deficiencies in the application for state registration and/or in the documents required for state registration, sending by the service provider by e-mail to the e-mail address indicated in the application requesting the service and, correspondingly, receiving, **in online mode**, one or more notifications from the service provider with reference to the need to remove the deficiencies found in the documents submitted for state registration;
- 10) sending, **online**, from the applicant's e-mail to the service provider's e-mail, the application for registration and/or the documents required for state registration corrected and/or completed in accordance with the service provider's notification;
- 11) adoption of the state registration decision and issuance by the registrar in the field of state registration, **in offline mode**, of the state registration decision, if applicable, of the decision to refuse state registration;
- 12) signing by the State Registration Registrar of the registration decision and the documents related to the State Registration, **in online mode**, with the use of Government Electronic Signature Service "MSign";
- 13) **online** transmission of documents from the electronic address of the service provider to the electronic address of the applicant;
- 14) **online** confirmation by the service recipient of the receipt of the state registration decision and state registration related documents.

Strictly, from a technical-procedural perspective, in order to benefit from the electronic service "Remote state registration of the legal unit", the applicant for the electronic service must go through the following 9 steps:

- 1) Download the application templates and documents for state registration and consult the instructions on how to complete them, available online on the website of the Public Service Agency <https://asp.gov.md/>, Compartment: Useful information /Template forms.

The service applicant is to select the standard forms corresponding to the type of registration.

For the convenience of state registration service applicants, the standard forms are grouped as follows:

- I. ***Application forms for state registration***, with the following models being proposed: applications for registration of various legal forms of organization, applications for amendments to the articles of incorporation of legal entities, amendments to data in the State Register, etc.);
 - II. ***Models of the acts of incorporation of the legal entity and the peasant (farmer) household***, with the following models being proposed: articles of incorporation, articles of association, regulations, contracts of incorporation, additional act on amendments and additions to the State Register of Legal Entities and to the Articles of Association, declaration of incorporation of the peasant (farmer) household;
 - III. ***Models of decisions on the establishment of the legal entity and decisions of the competent body of the legal entity on the amendment of the articles of incorporation and the data entered in the State Register***, with the following models being proposed: Minutes of the General Meetings, Minutes of the Meeting of Incorporation, Decision of the Associate of the Limited Liability Company;
 - IV. ***Other models of documents related to the state registration of the legal unit***, being proposed models of: Merger contract by fusion / by absorption, Project of dismemberment (by separation / by division) of the Limited Liability Company, Resolution of the administrator of reorganization in Condominium Owners' Association, Information on beneficial owners of legal entities and individual entrepreneurs;
 - V. ***Models of documents for the state registration of non-profit organizations***, with the following models being proposed: Application for state registration of non-profit organization, Application for state registration of amendments and additions to the data entered in the State Register and in the articles of incorporation of non-profit organization / religious cult and its component parts;
 - VI. ***Others (with reference to non-profit organizations)***, being proposed: Model of additional act on the amendment in the articles of incorporation, Model of articles of association (for different forms of legal organization), Model of minutes of incorporation, Model of list of founders (for different forms of legal organization), Model of Agreement of incorporation, Model of Decision of incorporation, Model of act of presentation of data on the Founder of the Private Institution, etc.
- 2) To complete, in offline mode, the application for state registration and the documents required for state registration;
 - 3) To verify the correctness of the completion of the application and documents required for state registration, from a legal and linguistic point of view;
 - 4) Sign the application for state registration and the documents required for state registration with a qualified advanced electronic signature, using the Government Electronic Signature Service "MSign", available online by accessing the link: <https://msign.gov.md/>. Please note that each document must be signed

- by the person(s) required to sign the document in strict accordance with the obligations/rights to sign that document;
- 5) Send the set of documents for state registration, duly signed electronically, to the electronic address of the service provider: inregistrare.ud@asp.gov.md ;
 - 6) To pay the invoice, by midnight of the day it was received.

Note: The due date of the payment document is set on the Government Electronic Payment Service "MPay" platform. In case of non-payment of the service on the day the payment note is sent by the ASP, the claimant has to apply repeatedly to the service provider (ASP);

- 7) To notify and send to the ASP the proof of payment of the state registration fee;
- 8) To receive the state registration documents issued by the state registration body and ensure their circulation, use and storage in accordance with the regulatory framework governing the field of electronic documents;
- 9) To notify the ASP of the receipt of documents confirming the state registration by a reply to the received message.

Figure 5 shows, for retention, the main actions of the applicant for remote state registration services of the legal unit with the application of this operational procedure.

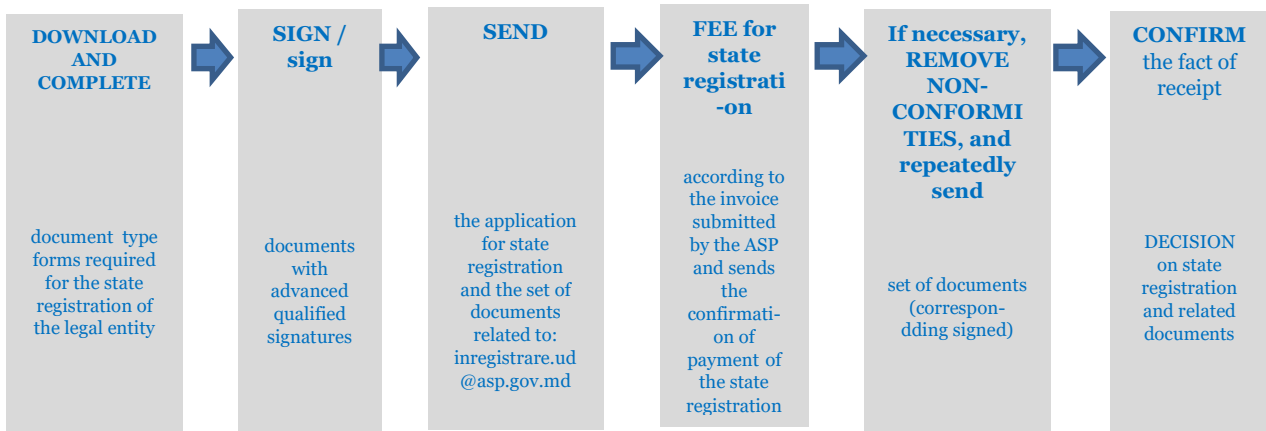


Figure 5. Actions of the applicant for remote state registration services of the legal unit applying this operational procedure

The application of this procedure is provisional and is to be applied during the period required for the development and implementation of the information system "State Register of Legal Units", the architecture of which foresees the development of a software module dedicated to the State Online Business Registration.

6. LIST OF NORMATIVE ACTS APPLICABLE TO THE STATE REGISTRATION OF LEGAL ENTITIES, INDIVIDUAL ENTREPRENEURS AND PEASANT (FARMER) HOUSEHOLDS

No. of crt.	CODES, LAWS	No. of the normative act
1.	Civil Code of the Republic of Moldova	1107/2002

2.	Law on State Registration of Legal Entities and Individual Entrepreneurs	220/2007
3.	Law on Entrepreneurship and Enterprises	845/1992
4.	Law on Limited Liability Companies	135/2007
5.	Law on Joint Stock Companies	1134/1997
6.	Law on State Enterprise and Municipal Enterprise	246/2017
7.	Law on non-profit organizations	86/2020
8.	Law on Peasant (Farmer) Households	1353/2000
9.	Law on Production Cooperatives	1007/2002
10.	Law on Entrepreneurial Cooperatives	73/2001
11.	Law on Consumer Cooperatives	1252/2000
12.	Law on savings and loan associations	139/2007
13.	Law on insurance	407/2006
14.	Law on the Activity of Banks	202/2017
15.	Law on microfinance organizations	280/2004
16.	Law on condominiums	187/2022
17.	Law on Political Parties	294/2007
18.	Law on trade unions	1129/2000
19.	Law on Employers	976/2000
20.	Law on freedom of conscience, thought and religion	125/2007
21.	Law on Local Action Groups	50/2021
22.	Law on Associations of Irrigation Water Users	171/2010
23.	Law on public communal services	1402/2002

24.	Law on non-banking credit organizations	1/2018
25.	Law on Sectoral Committees for Vocational Training	244/2017
26.	Law on Mediation	137/2015
27.	Law on agricultural producer groups and their associations	312/2013
28.	Law on inter-community development associations	17/2023
29.	Law on Small and Medium-Sized Enterprises	179/2016
30.	Law on philanthropy and sponsorship	1420/2002
31.	Law on Investment in Entrepreneurial Activity	81/2004
32.	Law on insolvency	149/2012
33.	Law on the regulation of entrepreneurial activity by authorization	160/2011
34.	Law on the organization and conduct of gambling	291/2016
35.	Law on preventing and combating money laundering and terrorist financing	308/2017
36.	Law on Personal Data Protection	133/2011
37.	Law on Registers	71/2007
38.	Law on public services	234/2021

No. of crt.	GOVERNMENT DECISIONS	GD No.
1.	Decision on the implementation of the unique State identification number of enterprises and organizations	861/2003
2.	Decision on the approval of some normative acts on the implementation of the Law No. 246/2017 on State Enterprise and Municipal Enterprise	484/2019
3.	Decision on the approval of the Regulation on the activity of national	176/2019

	sports federations	
4.	Decision approving the Regulation on the representation of the State in companies	1053/2010
5.	Decision approving the Regulation on the submission by the State Tax Service to the Public Service Agency of the list of taxpayers whose tax liabilities have been simplified by subtraction and the list of founders who are refused to register new founders	148/2009
6.	Decision on the approval of the model Articles of Association of agricultural service cooperatives and their unions	809/2002
7.	Decision on the approval of the model Articles of Association of the garage construction cooperative and the model Articles of Association of garage owners Association	365/1998
8.	Decision on the approval of the Regulation on the organization, functioning and licensing of the activity of pawnshops	204/1995
9.	Decision on fruit growing	629/1991
10.	Decision on the approval of the integrated nomenclature of public administrative services and the list of life events associated with public administrative services	670/2020
11.	Decision on the services provided by the ASP	966/2020
12.	Decision on the State Register of Public Services	169/2021

No. of crt.	INTERNATIONAL TREATIES	Date and place of adoption
1.	Memorandum on legal and judicial safeguards against unlawful processing of personal data	31.10.2008 Chisinau
2.	Treaty between the Republic of Moldova and the Republic of Azerbaijan on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters	26.10.2004 Baku
3.	Treaty between the Republic of Moldova and Romania on Legal Assistance in Civil and Criminal Matters	06.07.1996 Chisinau

4.	Agreement between the Republic of Moldova and the Republic of Turkey on Legal Assistance in Civil, Commercial and Criminal Matters	22.05.1996 Molitur
5.	Treaty between the Republic of Moldova and the Russian Federation on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters	25.02.1993 Moscow
6.	Treaty between the Republic of Moldova and Ukraine on Legal Assistance and Legal Relations in Civil and Criminal Matters	13.12.1993 Kiev
7.	Treaty between the Republic of Moldova and the Republic of Latvia on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters	14.04.1993 Riga
8.	Treaty between the Republic of Moldova and the Republic of Lithuania on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters	09.02.1993 Chisinau
9.	Convention on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters	22.01.1993 Minsk
10.	Treaty between the Union of Soviet Socialist Republics and the Czechoslovak Socialist Republic on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters	12.08.1982 Moscow
11.	Treaty between the Union of Soviet Socialist Republics and the Hungarian People's Republic on Mutual Assistance in Civil, Family and Criminal Matters, done at Moscow on 15.07.1958 (in force in relations between the Republic of Moldova and Hungary since 19.10.2007 on the basis of the Protocol between the Government of the Republic of Moldova and the Government of the Republic of Hungary on the Succession by the Republic of Moldova of the bilateral treaties concluded between the Union of Soviet Socialist Republics and the Republic of Hungary, signed at Budapest on 17.11.2005)	15.07.1958 Moscow 17.11.2005 Budapest
12.	Convention on the Abolition of the Requirement of Over-legalization of Foreign Official Documents (Apostille)	05.10.1961 Hague