Annex

to Order of the Ministry

for Economic Development

of the Kaluga Region

dated ­­\_\_\_\_ ­­­­\_\_\_\_\_\_\_\_\_\_\_\_ 2017 No­­­­­\_\_\_\_\_

REGULATIONS

on Administration of Investment Projects Implemented

and/or Planned for Implementation

in the Kaluga Region

**1. General**

1.1. These Regulations define the procedure for administration of investment projects in the Kaluga Region.

The administration of investment projects is understood as deadlines and sequence of actions to be performed by executive governmental authorities of the Kaluga Region and development institutes of the Kaluga Region to provide information, consulting and organizational support to investment entities that implement and/or plan to implement investment projects in the Kaluga Region.

In these Regulations, development institutes of the Kaluga Region
are understood as:

* Joint-Stock Company Kaluga Region Development Corporation,
* Joint-Stock Company Kaluga Special Economic Zone of Industrial & Production Type,
* State-Owned Autonomous Institution of the Kaluga Region Agency for Regional Development of the Kaluga Region,
* Joint-Stock Company Agency for Innovative Development - Center for Cluster Development of the Kaluga Region.

1.2. These Regulations are intended to unify the procedure for communication among investment entities that plan to implement and/or implement investment projects in the Kaluga Region and development institutes with governmental executive authorities of the Kaluga Region, reduce administrative barriers during implementation of investment projects in the Kaluga Region according to the ‘one window’ principle.

1.3. The authorized governmental executive agency of the Kaluga Region responsible for implementation of the state policy in the field of support to investment entities that plan to implement and/or implement investment projects in the Kaluga Region (hereinafter, an 'investor' or 'investors') according to Resolution No 511 dated September 23, 2016 of the Government of the Kaluga Region 'On the Ministry for Economic Development of the Kaluga Region' is be the Ministry for Economic Development of the Kaluga Region (hereinafter, the 'authorized agency').

**2. Mechanism for Communication of Governmental Executive Authorities of the Kaluga Region with Investors**

2.1. To perform objectives in the investment policy area comprehensively, the Government of the Kaluga Region applies a mechanism for communication of governmental executive authorities of the Kaluga Region with investors based on established regional development institutes.

2.2. The Representative Office of the Government of the Kaluga Region in the Government of the Russian Federation communicates with diplomatic missions and foreign trade offices of foreign countries to raise investments and, if necessary, holds preliminary negotiations with potential investors.

2.3. The authorized agency develops the investment policy of the region and supervises activities of the development institutes, provides governmental support to investors in accordance with the applicable laws, considers applications of investors regarding violations of the laws of the Kaluga Region detected through channels for direct communication between investors and the administration of the Kaluga Region, and other issues arising in the course of investment activities.

2.4. Joint-Stock Company Kaluga Region Development Corporation (hereinafter, 'KRDC') is the operator for creating new and developing existing infrastructure and for operation of utility and logistics infrastructure in industrial parks and other areas of the Kaluga Region intended for placement of investors, for communication with industrial park residents, keeping registers of industrial park residents, and entering up-to-date information in the electronic base of investment projects.

2.5. Joint-Stock Company Kaluga Special Economic Zone of Industrial & Production Type (hereinafter, 'JSC Kaluga SEZ') is the operator for creation and operation of utility and logistics infrastructure in the Kaluga Special Economic Zone of Industrial & Production Type (hereinafter, 'Kaluga SEZ'), communication with residents of Kaluga SEZ, and entering up-to-date information in the electronic base of investment projects.

2.6. State-Owned Autonomous Institution of the Kaluga Region Agency for Regional Development of the Kaluga Region (hereinafter, 'ARRKO') seeks and attracts Russian and foreign investors to the region, is a consultant for providing services to investors on free-of-charge basis in accordance with the 'one window' principle and individual support to investors, communicates with investors, keeps the register of investors at the 'negotiations' stage, and enters up-to-date information in the electronic base of investment projects.

2.7. Joint-Stock Company Agency for Innovative Development - Center for Cluster Development of the Kaluga Region, if necessary, holds preliminary negotiations with potential investors, provides assistance to an investor in its participation in international, federal and regional business development programs, assists in raising money from investment and venture funds, federal development institutes, private investors, and credit and financial institutions.

2.8. The Investment Council of the Governor of the Kaluga Region considers matters relating to implementation of investment projects and placement of production resources in the Kaluga Region.

**3. Investment Project Administration Forms**

3.1. Investment projects implemented and planned for implementation in the Kaluga Region can be administered in the form of consulting, information, legal, administrative and organizational support to an investor that facilitates:

* sooner consideration of any issues arising during implementation of an investment project;
* timely obtaining by an investor of relevant approvals and permits required to implement an investment project;
* prompt organization of negotiations, visits, meetings and consultations intended to solve any issues arising during implementation of an investment project;
* preparation of cooperation agreements between the Government of the Kaluga Region and investors that implement investment projects in the Kaluga Region;
* timely review of investment projects planned for implementation and/or implemented in the Kaluga Region at a meeting of the Investment Council of the Governor of the Kaluga Region;
* posting of information about investment projects implemented and/or planned for implementation in the Kaluga Region and about proposed investment sites on the Internet;
* obtaining by investors of governmental support in accordance with the applicable laws.

**4. Investor Application Review Procedure and Periods**

4.1. The reason for starting administration of an investment project will be primary negotiations held with an investor or its written application (by email) in a free form received by the Government of the Kaluga Region, authorized agency or any development institute.

4.2. Information about results of primary negotiations with an investor or its application received by governmental authorities of the Kaluga Region or other development institutes must be sent by the governmental authorities of the Kaluga Region or other development institutes to ARRKO within 3 business days.

4.3. The head of a business unit of ARRKO responsible for attracting and supporting investors will review received applications and appoint a supervisor for each investment project.

4.4. The investment project supervisor will perform the following actions within 5 business days upon receipt of the application:

* notify the investor that its application is received;
* give his/her contact details;
* request information about a contact person from the investor;
* if necessary, requests missing information about the investment project;
* inform the investor about available forms of governmental support to investment activities in the Kaluga Region, ability to receive consultations (free training in usage of specific support tool) and list of documents required for these purposes;
* send the form of application for placement of production in the Kaluga Region;
* define a date of the personal meeting with a representative of the investor;
* leaves a written reply to the application and send it to the address (email) specified in the application;
* enter details of the investment project in the electronic base of investment projects.

4.5. Within 10 business days upon receipt of the completed application for placement of production from an investor in electronic and printed form, ARRKO together with other development institutes will prepare a proposal on placement of the company in industrial parks, Kaluga SEZ and municipal entities of the Kaluga Region (hereinafter, 'municipal entities') or select other investment sites meeting requirements of the investor.

4.6. After the investor receives proposals on implementation of its investment project in the Kaluga Region, the investor and the supervisor will jointly define a date and time to see the sites proposed for placement involving employees of the development institutes who supervise development of the proposed sites.

4.7. Before the investor makes a final decision regarding the investment project implementation location in the Kaluga Region, the supervisor will constantly communicate with the investor in due course involving the development institutes and provide it with relevant additional information and make amendments regarding the progress of negotiations to the electronic base of investment projects.

4.8. After the investor makes a final decision regarding the investment project implementation location in the Kaluga Region, the supervisor will transfer the project administration to:

* KRDC - if the site selected for implementation of the investment project is located in an industrial park of the Kaluga Region, and the supervisor will together with KRDC experts continue providing to the investor consulting, information, legal, administrative and organizational support during the entire investment project implementation period;
* JSC Kaluga SEZ - if the site selected for implementation of the investment project is located in Kaluga SEZ. Experts of JSC Kaluga SEZ will provide to the investor consulting, information, legal, administrative and organizational support during the entire investment project implementation period and/or until termination of SEZ activities in accordance with the authorities approved by Federal Law No 116 dated July 22, 2005 'On Special Economic Zones' (hereinafter, 'Federal Law No 116');
* the authorized agency - if the site selected for implementation of the project in a municipal entity of the Kaluga Region is located outside industrial parks and Kaluga SEZ, and the supervisor will continue providing to the investor consulting, information, legal, administrative and organizational support during the entire investment project implementation period.

4.9. To monitor implementation of investment projects, the supervisor will submit to the authorized agency at its request information about the status of negotiations with investors and information about measures taken for administration of the investment project and constantly enter information about the implemented investment project in the electronic base of investment projects. From the time when the administration of an investment project is transferred to KRDC or JSC Kaluga SEZ, relevant information about implementation of the investment project will be submitted to the authorized agency and entered in the electronic base of investment projects by the above-mentioned development institutes respectively.

4.10. If necessary or as decided by the administration of the Kaluga Region, the authorized agency will initiate a meeting of the Investment Council of the Governor of the Kaluga Region and invite the investor to present the project*.* The working procedure of the Investment Council will be defined by a resolution of the Governor of the Kaluga Region. The authorized agency will send the final minutes of the meeting of the Investment Council within 7 business days after the date of the meeting.

4.11. After the investor decides regarding implementation of the project in the Kaluga Region, an agreement for cooperation or intent or other replacing document can be signed with the investor.

4.12. With any matters relating to breaches of the laws of the Kaluga Region and other issues arising in the course of investment activities, investors may apply to the Governor of the Kaluga Region, his deputies, heads of executive authorities of the Kaluga Region through the direct communication channels specified in the Annex to the Regulations.

Such applications will be sent by an operator who receives the application to the authorized agency for consideration within 3 business days.

The authorized agency will send a reply to the applicant within 7 business days upon receipt of the application from the operator.

4.13. If necessary, the competent agency will prepare written applications on behalf of the Government of the Kaluga Region to federal, regional and municipal governmental authorities, other agencies and organizations for solving issues connected with implementation of the investment project.

4.14. The investor will be liable for reliability of any information submitted to the authorized agency, other governmental authorities of the Kaluga Region and development institutes.

4.15. The Deputy Governor of the Kaluga Region who supervises matters relating to the economic, financial, budget and investment policy will control the administration of investment projects implemented or planned for implementation in the Kaluga Region.

**5. Placement of Investors in Industrial Parks of the Kaluga Region**

5.1. If an investment project site is located within borders of a land plot owned or leased by KRDC, KRDC will arrange for the procedure for creating the land plot within borders of the selected site and state cadaster registration of such land plot, except for land plots encumbered with third parties' rights, within 90 business days upon receipt of the notice of the decision made with respect to the site selection from an investor.

5.2. Within 10 business days after the state cadaster registration of the lend plot, the lease agreement (assignment of rights and obligations under the lease agreement) or within 25 business days - the sale contract will be signed with the investor.

**6. Placement of Investors in Kaluga SEZ**

6.1. If an investor selects a site of Kaluga SEZ to place an investment project and parameters of its project meet requirements to residents of special economic zones of industrial & production type, employees of JSC Kaluga SEZ will communicate with the investor and administer the investment project in accordance with requirements of Federal Law No 116 and relevant regulations not conflicting with the federal laws.

6.2. Within 40 business days upon receipt of a request to sign an agreement for industrial and production activities in the special economic zone in accordance with the procedure and on the terms and conditions provided for by Federal Law No 116 and the business plan, the authorized agency will initiate and arrange for a meeting of the Expert Council of Kaluga SEZ and invite the investor to present the investment project. The Expert Council of Kaluga SEZ will evaluate business plans presented by persons that intend to obtain the status of a resident of the special economic zone and following such evaluation of the business plan will decide whether to support the business plan and sign the agreement for industrial and production activities in Kaluga SEZ or refuse to support the business plan.

**7. Placement of Investors in Municipal Entities of the Kaluga Region outside the Industrial Parks and Kaluga SEZ**

7.1. If an investment project site is located within borders of a land plot owned by the Kaluga Region or a municipal entity, the land plot lease agreement or sale contract will be signed with the investor by the authorized agency of administration of the municipal entity in accordance with the applicable laws.

7.2. If a land plot or industrial site selected by an investor for placement of its production is owned (leased or otherwise possessed as provided for by the laws) by persons not specified in clauses 1.3, 2.4 and 2.5, the procedure for establishing the land plot, its state cadaster registration, signing the lease agreement (assignment of rights and obligations under the lease agreement) or sale contract will be in accordance with the applicable laws.

**8. Preparation of an Agreement between the Government**

**of the Kaluga Region and an Investor**

8.1. If an investor decides to implement an investment project in the Kaluga Region and further sign an agreement of cooperation/intent in the investment project implementation area (hereinafter, the ‘Agreement’), the authorized agency, ARRKO or KRDC will send a sample of the Agreement to the investor and request information required to sign the Agreement within 10 business days.

8.2. After the investor has provided required information, the authorized agency, ARRKO or KRDC together with the rightholder of the site where it is planned to implement the investment project and the investor's legal team will prepare the draft Agreement and initiate its approval process within 25 business days.

8.3. The authorized agency will arrange for the procedure for approving the draft Agreement in accordance with the prescribed procedure in relevant ministries, the Kaluga Region Department of the Federal Antimonopoly Service, Ministry of Finance of the Kaluga Region, Legal Department and Documentation Management Department of the Administration of the Governor of the Kaluga Region, and the Deputy Governor of the region who supervises matters of the economic, financial, budget and investment policy within 35 business days. If any non-compliance of any provisions of the Agreement with the applicable laws are detected, the draft will be returned to the parties of the Agreement for adjustment. Running of the term specified in this clause will be suspended for the comments addressing period.

8.4. The document prepared for signing may be signed on a routine basis or as a ceremony. In the latter case, the investor will send an official letter addressed to the Governor of the Kaluga Region proposing to sign the Agreement as a ceremony and requesting to approve a convenient date and time.

8.5. After signing of the Agreement by the Governor of the Kaluga Region in accordance with the procedure prescribed by the laws of the Kaluga Region, it will be registered and copies will be sent to the signatories.

**9. Governmental Support to Investment Entities**

9.1. The procedure for communication between investors and authorities of the Kaluga Region with respect to governmental support to investment projects will be in accordance with Laws of the Kaluga Region No 31-OZ dated December 16, 1998 ‘On Governmental Support to Investment Entities in the Kaluga Region’, No 621-OZ dated December 29, 2009 ‘On Reduction of the Corporate Profit Tax Paid to the Regional Budget for Investors Performing Investment Activities in the Kaluga Region’, No 263-OZ dated November 10, 2003 ‘On Corporate Property Tax’, and No 156-OZ dated November 26, 2002 ‘On Transport Tax in the Kaluga Region’.

**10. Contacts**

**10.1. Representative Office of the Government of the Kaluga Region in the Government of the Russian Federation**

**Address: 119002, Moscow, Glazovsky pereulok, 8**

**Contact phone: (499) 241-66-36, 241-09-79**

**Email:** predstav@adm.kaluga.ru

Working hours: Monday - Thursday - from 9:00am to 6:15 pm, Friday - from 9:00am to 5:00pm, lunch break - from 1:00pm to 2:00 pm

**10.2. Ministry for Economic Development of the Kaluga Region**

**Address: 248000, Kaluga, ul. Voskresenskaya, 9**

**Contact phone: (4842) 57-01-06, fax: 57-67-17.**

**Email:** **economy@adm.kaluga.ru**

Official website of the authorized agency:

www.admoblkaluga.ru/sub/econom

Working hours: Monday - Thursday - from 8:00am to 5:15 pm, Friday - from 8:00am to 4:00pm, lunch break - from 1:00pm to 2:00 pm

**10.3. State-Owned Autonomous Institution Agency for Regional Development of the Kaluga Region**

Registered address: 248000, per. Gostinoryadsky, 13 bldg. 1

Actual address: 248030, Kaluga, ul. Dzerzhinskogo, 41 bldg. 2

Contact phone/fax: (4842) 27-87-85

Email: rda@adm.kaluga.ru

Official website of ARRKO - www.arrko.ru

Working hours: Monday - Friday - from 8:00am to 5:00 pm, lunch break - from 1:00pm to 2:00pm

 **10.4. Joint-Stock Company Kaluga Special Economic Zone of Industrial & Production Type**

Address: 249032, Obninsk, Kiyevskoye shosse, 60

Contact phone: +7 (4842) 926-240

Email: office@oez.kaluga.ru

Official website of JSC Kaluga SEZ – www.oez.kaluga.ru

Working hours: Monday - Friday - from 9:00am to 6:00 pm, lunch break - from 1:00pm to 2:00pm

**10.5. Joint-Stock Company Kaluga Region Development Corporation**

Registered address: 248000, Kaluga, ul. Kirova, 17

Actual address: 248030, Kaluga, ul. Truda, 27

Contact phone/fax: (4842) 79-04-10

Email: web@invest.kaluga.ru

Official website of KRDC – www.invest.kaluga.ru

Working hours: Monday - Friday - from 9:00am to 6:00 pm, lunch break - from 1:00pm to 2:00pm

**10.6. Joint-Stock Company Agency for Innovative Development - Center for Cluster Development of the Kaluga Region**

Registered address: 249035, Kaluga Region, Obninsk, pr. Marksa, 14

Contact phone/fax: (48439) 4-24-90

Email: info@airko.org

Official website of the Agency - www.airko.оrg

Working hours: Monday - Thursday - from 9:00am to 6:15 pm, Friday - from 9:00am to 5:00pm, lunch break - from 1:00pm to 2:00 pm

Annex to the Regulations on Administration
of Investment Projects Implemented
and/or Planned for Implementation
in the Kaluga Region

**Direct communication channels**

 **for applying to the Governor of the Kaluga Region, his deputies, and heads of executive authorities of the Kaluga Region**

**1. Through the internet reception at the official portal of the Kaluga Region authorities**:<http://admoblkaluga.ru/main/reception/>

Applications sent electronically through the official portal of the Government of the Kaluga Region are received for consideration by the Department for Handling of Applications from Citizens, their Unions and Document Flow of the Administration of the Governor of the Kaluga Region.

 The questionnaire should be correctly completed before sending an electronic application.

 The notice to the author of his/her application consideration status will be sent electronically to the email address specified in the questionnaire.

In his/her personal account, the author can obtain information about the status and results of consideration of applications addressed to the Governor of the region and members of the Government of the region and inquiries relating to activities of the Governor of the region and the Government of the region.

 **2. Through sending a request for personal visit to the head of the authority of the Kaluga Region** <http://admoblkaluga.ru/main/reception/priem.php>

**3. Through the official website of the Ministry for Economic Development of the Kaluga Region**, ("Applications of Citizens" Section); (<http://admoblkaluga.ru/sub/econom/ministry/application/>).

**4. Through official websites of other executive authorities of the Kaluga Region, including municipal entities of the Kaluga Region** ("Applications of Citizens" Section).

**5. Through the official website of JSC Kaluga Region Development Corporation** in "Ask a Question" Section (http://<http://www.invest.kaluga.ru/contacts/>).

 **6. Through the direct contact line via the Feedback at the Investment Portal of the Kaluga Region**: <http://investkaluga.com/contact-us/feedback/>

 **7. Through applying to persons responsible for investment activities in the Kaluga Region by the phone or email specified at the Investment Portal:** <http://investkaluga.com/contact-us/contacts/>