



A Guide regarding remote registration of a company in Georgia

1. LTA sends you a questionnaire you need to fill out and send back;
2. LTA will send you a template of Power of Attorney (POA) which you will need to notarize and apostille or legalize in your country and send it to us via DHL or other postal service together with a copy of your passport, which also needs to be notarized and apostilled.
3. LTA translates and notarizes your POA in Georgia.
4. LTA drafts your Georgian company's Association Agreement and sends it to you for review.
5. LTA drafts all supporting documents (director's consent, etc.) and sends it to you for review.
6. You provide consent on using a legal address from a property owner in Georgia or we can provide Virtual Address Services for a fee.
7. In case you need a special Charter of the Company, LTA also drafts the document and sends it to you for review. A standard charter approved by the Ministry of Justice can also be used, if no special treatment is necessary.
8. You send LTA a confirmation of your Association Agreement and a Charter;
9. LTA checks your documentation and timely submits it to the National Agency of Public Services for registration.
10. LTA obtains your company's registration certificate.
11. LTA provides information on your company to the Revenue Service of Georgia, for registration of your company as a taxpayer.
12. LTA obtains respective login and password for your company on Georgian tax portal RS.ge.
13. LTA visits a bank of your choice (or TBC bank by default) and opens a bank account on behalf of your Georgian company.

To sum up, the documents required from you are:

1. **Power of Attorney** - notarized and apostilled or legalized;
2. **Information on the company:** Name, Official legal address, email address and a phone number for your Georgian company (sent electronically);
3. **Founder's Decision** on Company Registration - notarized and apostilled in case the Power of Attorney does not permit us to make a decision on your behalf;
4. **Founder's Agreement** (association agreement) - notarized and apostilled in case the Power of Attorney does not permit us to sign the agreement on your behalf;
5. **Address** - consent from a property owner, where the legal address will be. A Virtual Address Service can also be used (LTA or other Virtual Office entity, or a physical person can provide the address);
6. **Director** - Director's consent on being registered as a director.
7. **Founder's identity** - Notarized and apostilled or legalized Copy of your Passport;
8. **Charter of the company** (a standard charter can be used);

Information about LTA

LTA provides legal, tax and accounting services in Georgia.

By providing company registration services, we accompany the Client at all stages of company registration. We formulate a list of documents required from the Customer, arrange for translation and notarization in a manner prescribed by law, draw up a project, submit an application to the National Agency of the State Register, monitor the registration process, help get the tax identification number login and password for the Revenue Service portal, and bank account.

Our services have already been used by representatives of different countries, including North America and Europe.