



KAUNAS FREE
ECONOMIC ZONE

PROCEDURES AFTER SIGNING THE AGREEMENTS

BECOMING A ZONE COMPANY AND DOCUMENT REGISTRATION

No later than 90 (ninety) calendar days from the signing of the main agreements, the client must register the sublease agreement, obtain the status of a Zone Company, and submit the supporting documents to the Kaunas FEZ Management Company.

Amendment to the Articles of Association – provisions regarding the right to operate in the Kaunas FEZ and the establishment of branches are added to the company's Articles of Association.

A copy of the amended document is submitted to the Kaunas FEZ MC.

Registration of the Activity Permit – The company registers the activity permit issued by the Kaunas FEZ MC.

An extract from the Register of Legal Entities regarding the registration of the activity permit is submitted to the Kaunas FEZ MC.

Registration of the Sublease Agreement – the land Sublease Agreement is registered in the Real Estate Register.

TERRITORY MAINTENANCE AND ACTIVITY PERMIT

The Kaunas FEZ MC is responsible for the general maintenance of the premises. The invoice for maintenance of the premises is issued by the 10th of the current month for the previous calendar month.

The Activity Permit is renewed annually.

PROVISION OF INFORMATION

On behalf of the Ministry of Economy and Innovation, the Kaunas FEZ MC compiles an annual summary of the Zone's companies' performance.

Upon receiving a request from the management company, a Zone company must submit the requested information regarding its operating results for the previous calendar year by 10th of April of the current year.

The management company also conducts other surveys of Zone companies and their employees on issues relevant to the Kaunas FEZ community. These surveys are not conducted on a regular basis. The Zone companies are notified individually regarding the need for information and the deadlines for its submission.