



## Step-by-Step - Belarus - Unitary Enterprise - Executive Board/Sole Director - Appointment

Step	Action	Documentation	Signatures?	Timing	Originals?	Notarization/ Certification?	Waiver of Step?	Miscellaneous
1	Convening of GM.	Convening notice.	Yes, to be signed by the person in charge of the GM (as defined in the Charter, usually the Sole Director).	At least 30 business days prior to the GM.	Yes, original to be delivered to the Shareholders in accordance with the Charter.	No.	No, but in practice (especially in companies with a few Shareholders) the formal procedure may not be followed.	For the agenda, the new Sole Director's/EB member's prior written consent for the appointment is required. There is no formal procedure for such consent.
2	GM.	Minutes of the GM.	Yes, to be signed by the Chairman, the Secretary of the GM and by the Shareholders who participated in the GM (if the Charter so provides).	At the date as stipulated in the convening notice.  Minutes of the GM have to be prepared within 5 business days after the GM.	No.	No.	No, however, absentee voting is allowed meaning no physical meeting is necessary.	The appointment will become effective as per the date of the GM and is generally not affected by the registration with the Belarusian Registration Authority (cf. Step 3).
3	Filing with the Belarusian Registration Authority.	Specific statutory form.	Yes, to be signed by the new Sole Director or the Chairman of the EB.	No later than 10 business days following the GM.	Yes, the form is to be signed and sealed (every Company has a corporate seal).	No.	No.	



\*Less than 30 days only possible if Step 1 is not followed.