**Approved by the Board of Directorsтверждено Советом директоров**

**Saratov Region Development Corporation JSC dated April 04, 2025**

**Protocol No. 34**

**REGULATIONS**

**development agency's "one-stop shop" support for investment projects**

**2025**

**1. General provisions**

1. The rules of procedure of the development agency for support of investment projects on the principle of "one window" (hereinafter referred to as the Rules) determine the procedure for interaction of investment entities, investors, initiators of investment projects, executive bodies of the region and the development agency in the implementation of investment projects.
2. These Regulations establish the terms and sequence of actions of the development agency within its competence to support investment projects implemented and (or) planned for implementation in the territory of the region on the principle of "one window".
3. The main concepts used in this Regulation are:

**investment project**-justification of the economic feasibility, scope and timing of capital investments, including the necessary project documentation developed in accordance with the legislation of the Russian Federation, as well as a description of practical actions for investment implementation (passport, business plan, presentation);

**investors** – individual entrepreneurs or legal entities that plan or carry out capital investments in the territory of the Saratov Region in accordance with the legislation of the Russian Federation and the Saratov Region using their own, borrowed and (or) attracted funds;

**initiator of an investment project** – an individual or legal entity representing the interests of the investor in the framework of the implementation of an investment project in the territory of the Saratov region;

**authorized body** – the executive body of the Saratov region in the field of investment policy;

**branch body** – executive bodies of the Saratov region corresponding to the branch affiliation of the type of economic activity within which the investment project is being implemented and (or) planned for implementation;

**development Agency** – JSC "Corporation for the Development of the Saratov Region", which is assigned the functions of the development Agency of the Saratov Region in accordance with the Decree of the Government of the Saratov Region dated May 16, 2023 No. 434-P "On granting Joint-Stock Company" Corporation for the Development of the Saratov Region "with the functions of the Development Agency of the Saratov Region";

**investment project support** – a set of measures for consulting, informational, organizational support of investment projects implemented and (or) planned for implementation in the territory of the region, carried out by the authorized body and the development agency throughout the entire period of implementation of the investment project;

**investment project curator** – an employee of the development agency responsible for supporting the investment project (hereinafter referred to as the curator).

1. Consideration of investor appeals is carried out in accordance with the current legislation in the form of consulting support provided by the development agency for conducting investment activities in the territory of the Saratov region:

- providing information on existing sites in the Saratov region for the implementation of an investment project;

- providing information on the procedure for granting land plots for the implementation of an investment project in the territory of the Saratov region;

- providing information on existing tax benefits and preferences for the implementation of an investment project in the Saratov Region;

- providing information on existing financing programs of banks and credit institutions for investment purposes;

- providing information on existing support programs for federal and regional development institutions;

- preparation of business cases on investment initiatives presented in the appeal of investment entities.

1. Support of investment projects implemented and (or) planned for implementation in the territory of the region is carried out in accordance with the legislation, provided that equal rights are guaranteed to all operating entities, without restricting competition and without providing advantages in business activities, in the form of providing consulting, informational and organizational support by the development agency in cooperation with the authorized body and industry bodies aimed at:

- timely receipt by the initiator of the investment project and (or) the investor of the necessary approvals and permits in the executive bodies of the Saratov region in accordance with their competence;

- support within the competence of the petitions and appeals of the initiator of the investment project and (or) the investor to the executive bodies of the Saratov region;

- assistance in organizing negotiations, meetings, meetings, consultations aimed at resolving issues that arise during the implementation of an investment project;

- timely informing the initiators of investment projects and (or) investors about new forms of state support for investment activities provided in the territory of the region in accordance with the regulatory legal acts of the Russian Federation and the region, about possible ways of professional development and retraining programs for the implementation of an investment project, as well as about planned international, all-Russian and regional exhibitions;

- timely review of investment projects implemented and (or) planned for implementation in the territory of the region at a meeting of the Investment Committee under the Governor of the Saratov Region, established in accordance with the Decree of the Governor of the Saratov Region dated June 8, 2022 No. 185 "On the establishment of the Investment Committee under the Governor of the Saratov Region" (hereinafter referred to as the Investment Committee);

- preparing proposals and organizing the provision of state support measures and (or) using public-private partnership mechanisms.

**2. Support by the investment project development agency**

1. СопровождениеThe investment project is supported by the development agency with the support of the authorized body in order to provide consulting, informational and organizational support to investors implementing and (or) planning to implement investment projects in the territory of the region, in the following forms:

- advising the investor on issues related to the implementation of the investment project;

- selection of investment platforms for the implementation of an investment project;

- informing about investment opportunities and investment potential of the Saratov region and municipal districts and urban districts of the Saratov region;

- informing about measures of state support for investment activities in the Saratov region in accordance with the legislation of the Russian Federation and the Saratov region;

- organization of interaction of investors with territorial bodies of federal executive authorities, executive bodies of the Saratov region, local self-government bodies of the Saratov region, resource suppliers, credit and other organizations on issues of conducting preparatory, conciliation and permitting procedures during the preparation and implementation of an investment project;

- organization of investor interaction with non-governmental investment support institutions;

- assistance in finding potential partners for the implementation of an investment project.

1. Support of the investment project is provided free of charge.
2. The basis for starting support of an investment project is to conduct initial negotiations between the initiator of the investment project and (or) the investor and the development agency with the involvement of the authorized body (if necessary) and (or) submit to the development agency [the application](#P103) of the initiator of the investment project (investor) submitted in accordance with the form in accordance with Appendix No. 4 to these Regulations (hereinafter referred to as the application).

The application is submitted by the applicant on paper or in electronic form through the Internet portal "Investment Portal of the Saratov region" ([http://investinsaratov.ru](http://investinsaratov.ru/)), or sending it by e-mail to the development agency (aokrso@mail.ru).

The applicant can send an application to the authorized body and / or industry body. An application received by the authorized body and / or an industry body is sent by them to the development agency in one of the ways provided for in this paragraph no later than 5 working days from the date of its receipt.

1. In addition to the application, the development agency may request the following materials from the investor or initiator of the investment project:

- business plan of the investment project;

- presentation of the investment project;

- documents confirming the financing of the project by the initiator and / or investor's own funds, borrowed funds, funds of development institutions, etc.

1. When an application is received, the Development Agency determines a supervisor to support the investment project within no more than 3 business days from the date of its receipt.
2. The curator performs the following actions within 3 working days from the date of receiving the application for work:

- performs a preliminary review of the application, during which it determines the completeness of filling in all sections of the application;

- informs the applicant about the receipt of his application and provides his contact details, as well as requests information about the contact person from the applicant.

1. In case of incomplete completion of the application, it is returned to the applicant for revision within no more than 3 working days from the date of receipt by the curator of the application for work.
2. The revised application is returned by the applicant to the development agency in accordance with paragraph 14 of these Regulations.
3. The initiator and / or investor of the investment project is responsible for the accuracy of information submitted to the development agency.
4. The supervisor provides negotiations with the investor within 7 working days from the date of receipt of the application for work, if it was not required to be finalized (or within 3 working days from the date of receipt of the application after its completion).

An authorized body, an industry body, or a local self-government body where the investment project is planned to be implemented may be involved in negotiations.

1. Based on the results of negotiationsо between development agencies, within 5 working days from the date of negotiations, it forms a draft cooperation agreement betweenм the Saratov Region Development Agency and the investor and sends it to the investor for approval.

Following the signing of the cooperation agreement between the development agenciesofthe Saratov region and the investor, the project curator includes it in the register of investment projects supported by the development agency.

1. Anofficial letter is sent to the initiator of the investment project or the investor on the official letterheadof a development agencies about refusal to support the investment project:

- if the initiatorof the investment project or the investor refuses to submit the documents approved in accordance with paragraph 15 of these regulations;

- if the initiator of the project or the investor provides false information established by these Regulations, the requirements of the legislation of the Russian Federation and the Saratov region;

- if the project initiator or investor is in the process of liquidation or bankruptcy.

1. In order to support an investment project based on the "one-stop shop" principle, the development agency, in cooperation with participants in the support of an investment project, may form an action plan ("roadmap") for supporting an investment project in accordance with Appendix No. 5 to these Regulations.
2. If there are problematic issues that are not within the competence of the development agency and / or the authorized body, at any stage of the investment project implementation, the development agency sends a proposal to the authorized body for inclusion in the agenda of the Investment Committee meeting.
3. On a quarterly basis, no later than the twentieth day of the month following the reporting quarter, the Development Agency prepares information on the implementation of supported investment projects in accordance with the form defined by the Decree of the Government of the Saratov Region No. 145-P of April 4, 2008 "On maintaining an information and analytical database of investment projects and a unified information base of free production sites and equipment, territories for development purposes", and sends it to the authorized body.
4. The investment project is supported by the development agency until the investment phase of the investment project is completed.
5. Support of an investment project is terminated in the following cases:

- completion of the investment phase of the investment project implementation;

- refusal of the investor, initiator of the project to support the investment project, expressed in writing;

- violation of the terms and conditions of the agreement on support of the investment project concluded between the Agency for Regionalм Development of the Saratov Region and the investor, initiator of the investment project;

- unilaterally if the investor or initiator of the investment projectу fails to provide the Development Agencies with information on the implementation of the investment project for a period of more than 2 quarters;

- if the investor or initiatorof the investment project decides to suspend the implementation of the investment project;

- by agreement of the parties.

Appendix # 1

to the Rules of Procedure

**Investment project checklist**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the legal entity)*

(name of the investment project)

1.**Information about the initiator** of the investment project:

|  |  |  |
| --- | --- | --- |
|  | The main type of economic activity (indicated in accordance with the All-Russian classifier of types of economic activity):2 |  |
|  | OGRN/OGRN:2 |  |
|  | Date of state registration:2 |  |
|  | Postal address: |  |
|  | Phone, fax, e-mail: |  |
|  | Full name and position of the manager:2 |  |

**2**. Information about the investment project

|  |  |  |
| --- | --- | --- |
| 1. | Project name:  |  |
| 2. | The industry in which the project is being implemented (planned to be implemented): |  |
| 3. | Place of project *implementation (district, city, cadastral number of the site or object):* |  |
| 4. | Availability of a business plan, financial model of the project:  |  |
| 5. | Volume of investment in the project:Financing structure(own/borrowed)% |  |
| 6. | Terms of development (investment) of investments: |  |
| 7. | Investment project implementation period: |  |
| 8. | Number of jobs planned to be created:*(average salary)* |  |
| 9. | Projected amount of tax deductions to budgets of all levels within the project implementation*(Income taxes, property taxes, VAT, transport tax, land tax, personal income tax):* |  |

|  |  |  |
| --- | --- | --- |
| 10. | Project information *(what is planned*) creation **of a new production facility or modernization of existing production** facilities by purchasing and installing a new line of equipment: |  |
| 11. | Is it considered to attract borrowed bank financing for the project implementation: *(to what extent)* |  |
| 12. | Is the purchase of new equipment *being considered (which one? Russian/foreign)**type of equipment* |  |
| 13. | Whether the purchase of transport equipment is considered as part of an investment project:*(what technique)* |  |
| 14. | Target sales volume of the product planned for production: |  |
| 15. | Is the project aimed at introducing the best available and advanced technologies, creating new high-tech products*(what is the novelty of the project):* |  |
| 16. | Is it necessary to summarize infrastructure communications *(get technical specifications):* |  |
| 17. | What capital objects are planned to be created during the project implementation *(if applicable):* |  |
| 18. | Do you plan to build access roads *(if applicable):* |  |
| 19. | Is the project support required by JSC "Corporation for Development of the Saratov Region"\* |  |
| 20. | Additional information *(clarifications and comments)* |  |

Chief Executive Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Appendix # 2

to the Rules of Procedure

**Search form for an investment platform in the Saratov region** for the implementation of an investment project

|  |  |  |
| --- | --- | --- |
| **№** | **Parameter** | **name Data from** |
| the applicant 1 | Name of the organization |  |
| 2 | Project name, project purpose and description |  |
| 3 | Implementation period, project stages |  |
| 4 | Name of the investor organization of the project |  |
| 5 | Implementation period (start of construction - commissioning) (yy) |  |
| 6 | Planned investment volume *(million rubles)* |  |
| of which own funds |  |
| borrowed funds |  |
| 7 | Planned amount of investments (RUB million) jobs *(people)* |  |
| 8 | Current stage of the project |  |
| 9 | Priority municipal districts (localities) of the region for project implementation  |  |
| 10 | Brief justification of the choice of the territory for project implementation  |  |
|  | Site type Greenfield / Brownfield |
| 11.1 | Greenfield - land plot  |
|  | 11.1.1 | Land area for project implementation *(sq. m/ha)* |  |
|  | 11.1.2 | Land category |  |
|  | 11.1.3 | Forms of ownership of land plots under consideration *(state, municipal, private)* |  |
|  | 11.1.4 | Priority type of property acquisition transaction *(lease, repurchase)* |  |
|  | 11.1.5 | Indicators of the required capacity of engineering networks (gas, electricity, water supply, sanitation, heating, etc.) for the project implementation  |  |
|  | 11.1.6 | Possible distance from engineering, transport, and social infrastructure *(km)* |  |
|  | 11.1.7 | Priority of site placement relative to the locality |  |
|  | 11.1.8 | Sanitary protection zone *(50 m, 100 m, 300 m, 500 m)* |  |
|  | 11.1.9 | Additional requirements for the land plot  |  |
| 11.2 | Brownfield-production site |
|  | 11.2.1 | Site type (*building, premises)* |  |
|  | 11.2.2 | Required area (*sq. m.)* |  |
|  | 11.2.3 | Number of storeys, floor height (*m)* |  |
|  | 11.2.4 | Priority type of property acquisition transaction *(lease, purchase)* |  |
|  | 11.2.5 | Indicators of required capacity of engineering networks (gas, electricity, water supply, sewerage, heating, etc.) for project implementation |  |
|  | 11.2.6 | Priority of site placement relative to the locality  |  |
|  | 11.2.7 | Sanitary protection zone *(50 m, 100 m, 300 m, 500 m)* |  |
|  | 11.2.8 | Additional requirements for the production site  |  |
| 12 | Contact details of the responsible specialist (full name, position, phone, e-mail) |  |

Appendix # 3

to the Rules of Procedure

**Request form for information on the need for funds for the implementation of an investmentго project**

**on the territory of the Saratovй region**

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*(name of the legal entity)*

(name of the investment project)

1.**Information about the initiator** of the investment project:

|  |  |  |
| --- | --- | --- |
|  | The main type of economic activity (indicated in accordance with the All-Russian classifier of types of economic activity):2 |  |
|  | OGRN/OGRN:2 |  |
|  | Date of state registration:2 |  |
|  | Postal address: |  |
|  | Phone, fax, e-mail: |  |
|  | Full name and position of the manager:2 |  |

2**. Information about the investment project**

|  |  |  |
| --- | --- | --- |
| 1. | Name:  |  |
| 2. | The industry in which the project is being implemented (planned to be implemented): |  |
| 3. | Place of implementation:*(district, city, cadastral number of the site or object):* |  |
| 4. | Availability of a business plan, financial model:  |  |
| 5. | Total investment: |  |
| 6. | Terms of investment development: |  |
| 7. | Investment project implementation period: |  |
| 8. | Number of jobs planned to be created:*(average salary)* |  |
| 9. | Projected amount of tax deductions to budgets of all levels within the project implementation *(taxes: on profit, property, VAT, transport tax, land tax, personal income tax):* |  |
| 10. | Project information *(what is planned*) creation of a new production facility or modernization of existing production facilities by purchasing and installing a new line of equipment: |  |

|  |  |  |
| --- | --- | --- |
| 11. | Funding requirements: | total \_ \_ \_ \_ \_ \_ \_ \_ (RUB billion), including:own funds \_ \_ \_ \_ \_ \_ billion rublesborrowed funds \_ \_ \_ \_ \_ \_ \_ billion rublesstate participation (federal budget, budget of a constituent entity of the Russian Federation) \_ \_ \_ \_ \_ \_ billion rubles |
| 12. | Purpose of using borrowed funds:*(replenishment of working capital, purchase of new equipment, purchase of production facilities):* |  |
| 13. | Is the project aimed at introducing the best available and advanced technologies, creating new high-tech products*(what is the novelty of the project):* |  |
| 14. | Availability of collateral:*(specify the types of collateral)* |  |
| 15. | Availability of beneficiary companies:*(specify the name of the legal entity, TIN/OGRN)* |  |
| 16. | Availability of guarantors:*(specify the name of the legal entity or FL TIN/OGRN)* |  |
| 17. | The amount of annual revenue in thousands of rubles for the last 3 years, broken down by year |  |
| 18. | Is the purchase of transport equipment considered as part of an investment project:*(specify the list of equipment)* |  |
| 19. | Information on the amount of the authorized capital and net asset value of the applicant: *(if applicable)* |  |
| 20. | Information about the amount of debt load:*(existing credit agreements)* |  |
| 21. | Additional information: *(clarifications and comments)* |  |

Chief Executive Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Appendix # 4

to the Rules of Procedure

**Application
of the initiator of the investment project (investor)**

To the Director of JSC "Corporation for Development of the Saratov Region"

In accordance with the Regulations for supporting investment projects on the principle of "one window" in the territory of the Saratov region (hereinafter referred to as the Regulations), please accept for support an investment project that is being implemented (planned for implementation) in the territory of the Saratov Region

«\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_».

name of the investment project

Please provide assistance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

All information contained in the application and its accompanying documents is accurate. The applicant is not in the process of reorganization, liquidation or bankruptcy, and is not otherwise restricted in accordance with the law. I give my consent to the processing of personal data contained in the request in accordance with the Federal Law "On Personal Data".

I do not object to access to the information specified in the application for all persons involved in its evaluation and the documents attached to it, including the business plan.

The application is accompanied by basic information about the investment project.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position of authorized representative of the applicant, Full name).) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Document certifying the authority to act on behalf of the applicant and its details)

 "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_ 20\_\_city of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

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Appendix to the application of the initiator of the investment project (investor)

**Information of the initiator of the investment project (investor)**

|  |  |  |
| --- | --- | --- |
| 1. | Full name of the investment project |  |
| 2. | Full name of the legal entity / Full name (if any) of the individual applicant |  |
| Contact information of the legal entity or individual and its representative in the territory of the Saratov region | address (legal/fac.) |  |
| phone (fax): |  |
| e-mail: |  |
| 3. | Types of economic activities provided for in the investment project |  |
| 4. | Project objective |  |
| 5. | Main stages of the investment project implementation |  |
| 6. | Place of implementation of the investment project (site) |  |
| 7. | Site requirements (to be filled in if there is no site and you need to assist in its search) | Plot area, ha |  |
| Estimated area of proposed development, sq. m |  |
| Water supply (cubic meters / h) |  |
| Water disposal (cubic meters / hour) |  |
| Electricity supply (MW) |  |
| Gas supply of cubic meters / year |  |
| Other requirements: |  |
| 8. | Information about the current status of the Applicant  | Term of activity, years |  |
| Newly created enterprise for the purposes of project |  |
| implementation 9. | Contact person from the initiator (investor) of the investment project(full name, phone, email) |  |
| 10. | Volume of investment under the investment project, mln. rubles | In total |  |
| , including mastered at the time of application |  |
| 11. | Sources of investment under the investment project, RUB mln | borrowed funds |  |
| own funds |  |
| budgetary investments |  |
| 12. | Investment project implementation period | Start of project implementation, year |  |
| Planned year of commissioning |  |
| Planned year of reaching full capacity |  |
| 13. | Investment project payback | period Planned year of project payback |  |
| 14. | Indicators of economic efficiency of the investment project | Projected annual production volume, million rubles |  |
| 15. | Indicators of social efficiency of the investment project | Planned job creation (people): |  |
| temporary |  |
| permanent |  |
| including attraction and use of foreign labor force |  |
| 16. | Additional information on the investment project <\*> |  |

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<\*> Filled in at the initiative of the applicant

 I confirm that all information contained in the application is correct.

 I give my consent to the processing of personal data contained in the application in accordance with [by the Federal Law](http://internet.garant.ru/%20#/document/12148567/entry/4) "On Personal Data" (for an individual applicant).

"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_ 20\_\_city of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

 (signature) (transcript)

the investment project passport is accompanied by documents confirming the data provided in the investment project passport.

Appendix # 5

to the Rules of Procedure

**Approximate** [**план**](#P231)**action plan (roadmap)
for supporting an investment project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| №n/a | Stage | Short description | Responsible party | Duration of the event | Result |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| … |  |  |  |  |  |