

In order to receive a permit to perform licensed commercial activities in the Freeport of Riga under a free zone regime or without it:

Step 1: The company shall comply with certain basic criteria in accordance with *The Freeport of Riga Law* of the Republic of Latvia

- the company shall be registered in the Commercial Register of the Republic of Latvia
(link <https://www.ur.gov.lv/lv/>)
- the company shall be the owner or a lessee or shall have building rights for the land in the Freeport of Riga
- the company's business profile and development perspective shall comply with the Freeport of Riga Development Program
- founders, shareholders, Board members and Council members shall meet the following criteria:
 - have good reputation
 - have a stable financial position
 - have experience in the field of commercial activities

<https://likumi.lv/ta/id/3435-rigas-brivostas-likums>

Step 2: An application to the Freeport of Riga Authority in regards of licensed commercial activity in the Freeport of Riga, which shall include:

- the types of commercial activity (according to the NACE 2 classification) in which the licensed commercial activity is to be carried out
- an indication of whether the company wishes to carry on a licensed commercial activity under a free zone regime or without it

The following documents shall be submitted together with the application:

- a copy of the Merchant's registration certificate issued by the Register of Enterprises
- a copy of the company's By-Laws
- annual report for the last two years approved by sworn auditors (auditors)
- operational program (Appendix No.1), including investment plan (Appendix No.2)
- a plan of the territory where it is planned to carry out licensed commercial activities



- if a merchant wishes to enter into an agreement regarding a licensed commercial activity under a free zone regime, he or she shall submit together with the application a reference issued by the State Revenue Service regarding the compliance of the territory with the implementation of a free zone regime.

Step 3: A contract on licensed commercial activity

Evaluating the company and the submitted documents according to a unified methodology (*The document is being revised*), the Board of the Freeport of Riga shall make a decision on issuing a licensed commercial activity permit. If the decision is positive, “A contract on licensed commercial activity in the territory of the Freeport of Riga” shall be concluded between the Freeport of Riga Authority and the company.

Step 4: A permit to carry out licensed commercial activity

On the basis of the concluded contract, the Freeport of Riga Authority shall issue a permit to carry out licensed commercial activities in the Freeport of Riga for the term of 5 years to the company.

If the company has indicated in the application that it wishes to carry out licensed commercial activities under a free zone regime, then a permit shall be issued provided the Freeport of Riga Authority has verified the compliance of the company's territory arrangement with the requirements of a free zone regime, referred to in the SRS reference.

To obtain a certificate of entitlement to direct tax relief:

Step 5: An application shall be submitted to the Freeport of Riga Authority on the conclusion of an agreement regarding making of investments, which includes the information specified in Annex 8 to the Law “On Application of Taxes in Free Ports and Special Economic Zones”.

Link: [Law “On Application of Taxes in Free Ports and Special Economic Zones”](#).

Step 6: An agreement regarding making of investments

On the basis of the submitted application and the Law “On Application of Taxes in Free Ports and Special Economic Zones”, an “Agreement on Investments in the Freeport of Riga” shall be concluded between the Freeport of Riga Authority and the company. The agreement shall include information about the investment project – its name, objects, amount and term of the investment, as well as the aid percentage applicable to the investment and the applicable maximum amount of direct tax reliefs. The company shall not be eligible for direct tax relief in regards of the investments, which are not specified in the agreement regarding making of investments.

Step 7: A certificate of entitlement to direct tax relief:

On the basis of the concluded agreement, the Freeport of Riga Authority shall issue to the company a certificate

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of entitlement to direct tax relief.

Step 8: Obtaining direct tax reliefs

Direct tax relief is calculated and granted annually by the State Revenue Service after the company has provided the SRS with the permits issued by the Freeport of Riga Authority and the reports specified by law regarding the investments made during the year.



Annex Nr.1

OPERATIONAL PROGRAM STRUCTURE

for preparing an application for land lease in the Freeport of Riga

(for legal and natural persons, whose main activity is not related to the provision of port services)

No.	Section	Description	Information to be included
	Title page	Basic information about the business plan	For a legal person - Company name For a natural person – Name , last name Business plan (project) name Date of development Business plan term (for a period of 5 years)
	Table of contents	Summary of sections included in the business plan and page numbering	Section titles with page numbers
	Summary	A concise summary of the most important information of the business plan, which provides a clear picture of the legal or natural person, its current and / or planned activities in the Freeport of Riga	For a legal person - Company name For a natural person – Name , last name Operational profile, performance indicators Objectives, planned operation, development in the Freeport of Riga
1.	Information on a legal or natural person	Brief description of the company's history, current structure and operating profile, the most important operating results (cargo turnover, financial indicators during the last 3-5 years)	For a legal person - Company name For a natural person – Name , last name Form of enterprise Date of establishment Address of a legal / natural person Owners of a legal entity Registered capital, its distribution by owners Company management, number of employees Organization chart
2.	Operational objectives of the legal / natural person	Description of the operational strategy of the legal / natural person and identification of objectives	Long-term / short-term objectives Planned activities for implementation of investment objectives



No.	Section	Description	Information to be included
3.	Planned development	The section shall describe the development and the expected economic impact	Planned business operation and production volumes in the next 5 years Expected socio-economic benefits (new jobs, increase in turnover, other indicators)
4.	Environmental impact	The main risks and the expected environmental impact of the project shall be briefly identified	Identification of major environmental risks Current and expected impact of business on the environment.
	Annexes	The section shall include significant additional information that explains or complements the calculations, etc.	Annex No.1 Annex No.2



Appendix Nr.2.

Company's Investment Plan

Investment object / Sum in EUR (without VAT)	20__	20__	20__	20__	20__
Design, approval phase, EIA					
Production buildings and structures					
Administrative buildings and structures					
Cargo warehouses					
Cargo areas					
Tanks					
Terminal facilities, equipment and machines					
Berths					
Dredging at berths					
Railway, railway access roads					
Freight wagon unloading station					
Road, access roads					
Engineering structures and communications *					
Territory improvement					
Technologies and patents					
Licenses and software					



* All structures that do not have the characteristics of a building - ports and shipping lanes, berth embankments, port water area structures, dams, main water supply pipelines, main communication lines, main power transmission lines, gas distribution systems, fences, etc.