

## Information sheet regarding legal address in Moscow

*“Every company and every representative office within Russia has to have a legal address. It has to be secured, that the public authorities are aware of this address from the moment of foundation. This address is used by the public authorities, first of all the finance office, to stay in contact with the company.”*

Quote from the Russian Civil Code.

### Why do I need a legal address in Russia?

- For the foundation of a company or the registration of a representative office.
- For the implementation of an official headquarter.
- As an official address for the finance office.

### What are the possibilities to get a legal address in Moscow?

#### First option: you rent an office in Moscow

- In this case be aware of the fact that the landlord has to explicitly allow to use the address as a legal address. Ask the landlord to give you a written confirmation.
- All of the rental contracts with our company include the right to use the address as a legal address.
- This option is the prime option to obtain a legal address in Moscow.

**Second option:** You need to have a legal address but don't want to rent an office in Moscow. We can offer registration of your legal address using the address of our office. For the following reasons this address in Moscow is a good choice:

- Only a few selected customers of RUFIL CONSULTING are allowed to use this address. First of all, only German companies and other international companies within Moscow are using this address. This address is not in charge of many companies.
- After successful registration, this address can easily be used for the foundation of a company, for the implementation of a bank account and it is possible to join in calls for proposals with it.
- We offer this legal address in combination with our accounting services. Therefore, we can guarantee that if the finance office wants to check your company, the chief accountant who is in charge for your company will always be available to answer every upcoming questions professionally.
- We take care of your mail. Our permanently employed courier is closely connected to the Russian post office and your letters will be picked up by our employees.
- Further information you will find [on our website](#) as well

**Watch out using mass or dummy addresses in Russia!**

We strongly recommend to not to use mass or dummy addresses. One single address is often used for thousands of companies. If this address is listed on a blacklist at the finance office, banks or other companies, it can be very tough to establish a new company, create a bank account or join in calls for proposals. Such addresses are not taking care of incoming mail, which is why letters of the finance office or other public authorities are often not answered.

We hope we are able to help you by providing the information presented here. We would be very glad to answer all queries regarding this or other topics related to your business in Russia. You can contact us via phone, email or directly at our office in Moscow. Your contact person (German, English, Russian) is:

Philipp Rowe  
General Director

RUFIL CONSULTING/ Accounting & Management in Russia  
We help you in Russia!

+7 (495) 221 26 65  
[info@rufil-consulting.com](mailto:info@rufil-consulting.com)  
[www.rufil-consulting.com](http://www.rufil-consulting.com)

Ul. Bolshaya Dmitrovka 23/1, 6<sup>th</sup> floor  
125009 Moscow, Russia

updated: October 2016

