



# BOARD OF THE FREEPORT OF VENTSPILS

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*Approved  
by the decision of the Board of the Freeport of Ventspils  
No. 22/15 of 29 October 2025*

## **Regulations on the Documents to be Submitted for the Conclusion of the Agreement on Licensed Commercial Activity and the Agreement on Investments in the Freeport of Ventspils**

*Issued pursuant to Section 14 of the Law on the Freeport of Ventspils  
and Sections 5(1) and 5<sup>1</sup>(3) of the Law on the Application of  
Taxes in Freeports and Special Economic Zones*

### **I. General Provisions**

1. The regulations specify the documents to be submitted by the capital company to the Freeport of Ventspils Authority (hereinafter – the Authority) for concluding the Agreement on Licensed Commercial Activity and the Agreement on Investments in the Freeport of Ventspils, and obtaining a permit for conducting licensed commercial activity in the Freeport of Ventspils and a certificate of entitlement to apply direct tax reliefs.
2. The commercial company may submit the documents referred to in these Regulations to the Authority in writing or electronically. If the commercial company submits the documents in electronic form, they shall be signed in accordance with the regulatory requirements for the development, drawing up, storage, and circulation of electronic documents.

### **II. Documents to be Submitted for Concluding the Agreement on Licensed Commercial Activity in the Freeport of Ventspils and Issuing a Permit for Conducting Licensed Commercial Activity**

3. The capital company intending to conclude an Agreement on Licensed Commercial Activity in the Freeport of Ventspils and obtain a permit for conducting licensed commercial activity in the Freeport of Ventspils shall submit to the Authority the documents referred to in Section 14(3) of the Law on the Freeport of Ventspils.
4. The capital company shall indicate in its application whether it intends to conduct commercial activity under the free zone regime.
5. A sample structure of the capital company's submitted operational programme is attached as Annex 1 to these Regulations.
6. The capital company shall complete and submit to the Authority the table 'Criteria for Evaluating a Capital Company when Granting the Status of a Licensed Capital Company in the Freeport of Ventspils'<sup>1</sup> (Annex 2).

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<sup>1</sup> To obtain the status of a licensed capital company in the Freeport of Ventspils, a capital company must score at least 50 points in the evaluation.

7. Following the receipt and evaluation of all documents, the Authority shall submit them to the Board of the Freeport of Ventspils to take a decision on concluding an Agreement on Licensed Commercial Activity in the Freeport of Ventspils and issuing a permit for conducting licensed commercial activity in the Freeport of Ventspils.
8. After the Board of the Freeport of Ventspils has taken the decision on concluding an Agreement on Licensed Commercial Activity in the Freeport of Ventspils and issuing a permit for conducting licensed commercial activity in the Freeport of Ventspils, the Authority shall arrange the signing of that agreement and the issuance of the permit.

### **III. Documents to be Submitted for Concluding the Agreement on Investments in the Freeport of Ventspils and Issuing a Certificate of Entitlement to Apply Direct Tax Reliefs**

9. An Agreement on Investments in the Freeport of Ventspils may be concluded only with a company with which an Agreement on Licensed Commercial Activity in the Freeport of Ventspils has been concluded.
10. A capital company intending to conclude an Agreement on Investments in the Freeport of Ventspils and obtain a permit for conducting licensed commercial activity in the Freeport of Ventspils shall submit to the Authority an application along with at least one of the following documents:
  - 10.1. a declaration on the capital company's compliance with the status of a small (micro) or medium-sized commercial company (Annex 3) (pursuant to Paragraph 2 of Cabinet Regulation No. 776 of 16 December 2014, Procedures by which Commercial Companies Declare their Compliance with the Status of a Small (Micro) and Medium-sized Commercial Company);
  - 10.2. information and confirmations regarding the conclusion of an agreement on investments (Annex 4) (Annex 8 to the Law on the Application of Taxes in Freeports and Special Economic Zones);
  - 10.3. an investment schedule (Annex 5).
11. Following the receipt and evaluation of all documents, the Authority shall submit them to the Board of the Freeport of Ventspils to take a decision on concluding an Agreement on Investments in the Freeport of Ventspils and issuing a certificate of entitlement to apply direct tax reliefs
12. After the Board of the Freeport of Ventspils has taken the decision on concluding Agreement on Investments in the Freeport of Ventspils and issuing a certificate of entitlement to apply direct tax reliefs, the Authority shall arrange the signing of that agreement and the issuance of the certificate.
13. The Agreement on Investments in the Freeport of Ventspils shall include at least the information referred to in Sections 5<sup>1</sup>(2) of the Law on the Application of Taxes in Freeports and Special Economic Zones.

### **IV. Final Provisions**

14. The Regulations shall be published on the Authority's website: <http://www.vbp.lv>.

Acting Deputy Director of the  
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