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| **Suamavlobis xelSekruleba** |

Tbilisi, `\_\_~ `\_\_\_\_\_\_\_\_\_\_~, 2–––w.

1. **xelSekrulebis mxareebi**
	1. es xelSekruleba ideba ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** (SemdegSi: SemkveTi) da ***Sps `\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~*** (SemdegSi: Suamavali), warmodgenili misi direqtoris ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** mier, Soris.
2. **xelSekrulebis sagani**
	1. xelSekrulebis sagania Suamavalis mier SemkveTisaTvis saSuamavlo momsaxurebis gaweva.
	2. SemkveTisaTvis gasawevi saSuamavlo momsaxureba moicavs uZravi nivTis SeZenasTan dakavSirebul urTierTobebs, kerZod:
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	1. mxareTa Soris sxva saxis momsaxureba moiTxovs calke xelSekrulebis gaformebas.
1. **mxareTa uflebebi da movaleobebi**
	1. SemkveTi valdebulia:
* gaacnos Suamavals sasurveli uZravi nivTis maxasiaTeblebi \_ savaraudo adgilmdebareoba, farTobi, mdgomareoba, fasi da a.S.;
* gadauxados Suamavals momsaxurebis safasuri am xelSekrulebiT dadgenili odenobiTa da vadaSi;
* Suamavlis moTxovnis safuZvelze miawodos damatebiTi informacia an gadasces raime dokumenti, romelic aucilebeli gaxdeba Suamavlobis gansaxorcieleblad;
* am xelSekrulebis moqmedebis periodSi, xelSekrulebis saganze sxva pirTan urTierTobis Sesaxeb (sxva Suamavlebis Taobaze) acnobos Suamavals.
	1. Suamavali valdebulia:
* gauwios SemkveTs saSuamavlo mosaxureba am xelSekrulebiT SeTanxmebul farglebSi;
* ar gaaxmauros SemkveTis saidumlo informacia;
* miawodos informacia SemkveTs saqmis mimdinareobis Sesaxeb.
	1. Suamavals ara aqvs ufleba SemkveTis Tanxmobis gareSe sxvas gadaakisros misi uflebamosileba. uflebamosilebis sxvisTvis gadakisrebad ar miiCneva, Tu saqmes awarmoebs Suamavalis sxva TanamSromeli.
1. **mxareTa pasuxismgebloba da davis gadawyveta**
	1. TiToeuli mxare pasuxs agebs am xelSekrulebiT nakisri valdebulebis mTlianad an nawilobriv SeusruleblobisaTvis.
	2. TiToeuli mxare am xelSekrulebiT gaTvaliswinebuli valdebulebebis mTlianad an nawilobriv Seusruleblobis gamo pasuxismgeblobisagan Tavisufldeba, Tu valdebulebis Seusrulebloba gamowveulia dauZleveli Zalis (fors-maJoruli garemoebebi) an meore mxaris bralis Sedegad.
	3. dauZleveli Zalad miiCneva iseTi faqtis an garemoebis arseboba, ris gamoc xelSekrulebis mxare ver asrulebs valdebulebas, kerZod:
* xanZari da afeTqeba (garda im SemTxvevisa, rac gamowveulia romelime mxaris mier), stiqiuri ubedureba;
* samxedro moqmedebebi, ajanyebebi, areulobebi, samoqalaqo omebi da mRelvarebebi;
* sakanonmdeblo aqtis gamocema, romelic krZalavs im saqmianobis ganxorcielebas, rasac axorcielebs xelSekrulebis romelime mxare;
* mxareTa kontrols dauqvemdebarebeli nebismieri sxva garemoeba.
	1. TiToeuli mxare valdebulia meore mxares werilobiTi formiT dauyovnebliv Seatyobinos dauZleveli Zalis arsebobis Sesaxeb, ris gamoc igi ver axerxebs nakisri valdebulebis Sesrulebas.
	2. Tu dauZleveli Zala grZeldeba 1 (erT) Tveze met xans, maSin xelSekruleba iTvleba Sewyvetilad, Tu mxareebi sxva rameze ar SeTanxmdebian. aseT SemTxvevaSi mxareebma erTmaneTis winaSe unda Seasrulon is valdebulebebi rac dauZleveli Zalis warmoSobamde arsebobda.
	3. am xelSekrulebidan gamomdinare dava mxareebs Soris wydeba SeTanxmebiT, xolo SeuTanxmeblobis SemTxvevaSi ki saqarTvelos kanonmdeblobiT dadgenili wesiT sasamarTlos mier.
1. **saxelSekrulebo vada**
	1. xelSekruleba ZalaSi Sedis mxareTa xelmoweris dRidan.
	2. xelSekrulebia moqmdeba wydeba, roca Suamavali daakavSirebs SemkveTs garigebis potenciur mxaresTan.
2. **Suamavlobis safasuri**
	1. am xelSekrulebiT gaTvaliswinebuli momsaxurebisaTvis safasuri Seadgens \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	2. SemkveTis mier safasuris gadaxda warmoebs grafikis mixedviT:

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| # | gadaxdis etapebi | gadaxdis TariRi | safasuris odenoba |
| 1. |  |  |  |
| 2. |  |  |  |

* 1. safasuris gadaxda warmoebs naRdi anda unaRdo angariSsworebis wesiT.
	2. unaRdo angariSsworebisas SemkveTis mier safasuris gadaricxva xdeba Suamavalis Semdeg sabanko angariSze:
* \_\_\_\_\_\_\_\_\_\_\_\_ banki:

bankis kodi: ---------------;

a/a ---------------------------;

sav/a -------------------------.

1. **xelSekrulebis Sewyveta**
	1. xelSekruleba mxareTa SeTanxmebiT SeiZleba nebismier dros Sewydes.
	2. SemkveTs nebismier dros SeuZlia Sewyvitos xelSekruleba, Ti igi xelSekrulebis calmxrivi Sewvetis Sesaxeb Seatyobinebs Suamavals da gadauxdis Sewyvetamde ganxorcielebuli momsaxurebisaTvis safasurs.
	3. Tu SemkveTi ar gadauxdis Suamavalis SeTanxmebul safasurs an gadaacilebs safasuris gadaxdis vadas, maSin Suamavals ufleba aqvs calmxrivad Sewyvitos xelSekruleba sazRauris gadaxdis vadis dadgomidan 10 kalendaruli dRis Semdeg. xelSekrulebis calmxrivi Sewyvetis Sesaxeb Suamavalma werilobiT unda acnobos SemkveTs Sewyvetis safuZvlis miTiTebiT.
	4. xelSekruleba Sewydeba xelSekrulebis calmxrivi Sewyvetis Sesaxeb werilobiTi StyobinebisTanave.
	5. xelSekrulebis calmxrivi Sewyvetis SemTxvevaSi SemkveTi valdebulia Suamavalis aunazRauros ukve Sesrulebuli momsaxurebis safasuri gonivruli odenobiT, romelic unda Seadgendes safasuris saerTo odenobis aranakleb 30%-s.
	6. xelSekrulebis cavlmxrivad Sewyvetisas mxareebi valdebulni arian keTilgonierebis farglebi gamoiCinon mzrunveloba meore mxaris uflebebisa da interesebi mimarT.
2. **damatebiTi pirobebi**
	1. winamdebare xelSekruleba Sedgenilia or egzemplarad, romelTac aqvT Tanabari iuridiuli Zala. xelSekrulebis TiTo egzemplari gadaecema mxareebs.
	2. xelSekrulebaSi cvlilebebis Setana xdeba urTierTSeTanxmebis safuZvelze, werilobiTi formiT axali xelSekrulebis dadebiT.
	3. saxelSekrulebo vadis gasvlis Semdeg mxareebma SeTanxmebiT SeiZleba gaagrZelon am xelSekrulebis moqmedeba an dadon axali xelSekruleba.
	4. am xelSekrulebis romelime punqtis anda qvepunqtis baTiloba ar gamoiwvevs mTlianad xelSekrulebis an misi sxva punqtis anda qvepunqtis baTilobas.
3. **mxareTa rekvizitebi da xelmowera**

**9.1. SemkveTi 9.2. Suamavali**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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