

NRC

NORWEGIAN
REFUGEE COUNCIL



RIGHTS RESPECTED - PEOPLE PROTECTED

HANDBOOK

**For the Fundamental Rights and Freedoms
of Internally Displaced Persons**

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For the Fundamental Rights and Freedoms
of Internally Displaced Persons



NORWEGIAN
REFUGEE COUNCIL

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SECTION I. INTERNALLY DISPLACED PERSON

1. DEFINITION OF AN INTERNALLY DISPLACED PERSON (IDP)

An Internally Displaced Person (hereinafter the “IDP”) is a citizen of Ukraine, a foreigner or a stateless person who legally stays within the territory of Ukraine and may reside in Ukraine on the permanent basis, who has been forced to leave his/her place of residence as a result of negative consequences of the armed conflict, temporary occupation, widespread violence, infringement of human rights, and natural or man-made emergencies or in order to avoid the same.

A person who is not a citizen of Ukraine may be deemed the IDP provided that:

- He/she legally stays within the territory of Ukraine;
- He/she has a right to reside in Ukraine on the permanent basis.

The right to reside in Ukraine on the permanent basis is granted to foreigners or stateless persons who have obtained a permanent residence permit or refugee identity card;

- Does not stay in the place of his/her residence (i.e. has been displaced).

The place of residence may be both the person’s registered residence address (in accordance with Paragraph 2 Part 7 Article 4 of Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons” No. 1706-VII dated 20.10.2014) and actual residence address (in accordance with Paragraph 3 Part 7 Article 4 of Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons” No. 1706-VII dated 20.10.2014);

- He/she has been affected by certain circumstances (one or more) which forced the person to leave his/her place of residence.

Pursuant to the applicable laws, these circumstances may include:

- armed conflict;

- temporary occupation;
- widespread violence;
- infringement of human rights;
- natural or man-made emergencies.

The list of these circumstances is exhaustive. In this case, the information on these circumstances shall either:

a) be included into official reports (notices) on websites of one of the organisations listed below:

- UN High Commissioner for Human Rights;
- Organisation for Security and Cooperation in Europe;
- International Federation of Red Cross and Red Crescent Societies;
- Ukrainian Parliament Commissioner for Human Rights;

b) respective decisions on such circumstances have been taken by the respective governmental authorities;

- The person has been displaced as a result of negative consequences of the given circumstances or in order to avoid the same.

If a person has been displaced not as a result of the given circumstances or in order to avoid their impact, this person may not be deemed the IDP;

- The settlement, which the person has been relocated from, is affected by these circumstances.

Settlements, which are affected by such circumstances as the armed conflict, widespread violence and infringement of human rights, i. e. the circumstances occurring in the conflict zone in the east of Ukraine, are determined by the Cabinet of Ministers of Ukraine in accordance with the current laws. Borders of the territories which are affected by such circumstance as temporary occupation are established by the Law.

For citizens of Ukraine to be awarded an IDP status, the abovementioned conditions, except for first two ones, shall also be met.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons” No. 1706-VII dated 20 October 2014;
- 2) Law of Ukraine “On the Legal Status of Foreigners and Stateless Persons” No. 3773-VI dated 22 September 2011;
- 3) Law of Ukraine “On Temporary Measures for the Period of the Anti-Terrorist Operation” No. 1669-VII dated 02 September 2014;
- 4) Ordinance of the Cabinet of Ministers of Ukraine No. 1275-p “On Approving the List of Settlements, Where the Anti-Terrorist Operation Has Been Conducted, and Invalidating Some Ordinances of the Cabinet of Ministers of Ukraine” dated 02 December 2015;
- 5) Ordinance of the Cabinet of Ministers of Ukraine No. 1085-p “On Approving the List of Settlements Where Governmental Authorities Are Temporarily Not Exercising Their Powers, and the List of Settlements Located at the Front Line” dated 07 November 2014;
- 6) Law of Ukraine “On Ensuring Civil Rights and Freedoms and Legal Order within the Temporarily Occupied Territory of Ukraine” No. 1207-VII dated 15 April 2014.

2. REGISTRATION OF AN INTERNALLY DISPLACED PERSON (IDP)

To be registered as an IDP and issued a respective certificate, a person files an application to the competent authority at the place of his/her stay (residence).

- Full-aged and under-aged persons apply in person.
- Full-aged legally incapable persons, full-aged persons with limited capacity apply via their legal representative.
- Minors, orphans, children deprived of parental care (children displaced without parents) also apply via their legal representative.

In this case, a child’s legal representative may be the following persons, in accordance with the current laws:

- parents;
- guardians;
- custodians;
- adoptive parents;
- foster parents;
- relatives (grandparents, great-grandparents, full-aged siblings, aunt or uncle) or stepparents;
- administration of the healthcare facility, educational or another child institution when children are admitted to these institutions under full state support conditions.

If a minor is not accompanied by a legal representative or relative (grandparent, great-grandparent, full-aged sibling, aunt or uncle) or step parent, the application is filed on behalf of the child by a representative of the guardianship and custody authority at the child's location.

Apply to:

- competent authorities, which are structural social protection subdivisions of district, city district state administrations in Kyiv, local, executive authorities of local, city district (if any) councils (hereinafter the "social protection authorities");
- an official of the competent authority engaged into operation of the regional headquarters in accordance with the established procedure when an internally displaced person is accommodated by the regional headquarters on the issues related to social security of Ukrainian citizens displaced from the temporarily occupied territory and areas of the anti-terrorist operation;
- staff of housing management organisations or authorised persons designated by executive authorities of village and urban village councils, upon approval of the competent authority, at places of residence of internally displaced persons.

Documents:

- Application for IDP's registration. The application form is approved by the Ministry of Social Policy of Ukraine and provided by the social protection authority.

The application for registration shall contain the following information on the applicant:

- full name (first name, patronymic, surname);
- citizenship;
- birth date and place;
- gender;
- data on registered and actual place of residence;
- mailing address for sending or delivering official correspondence to the person, and contact telephone number;
- types of social benefits paid to such person;
- circumstances resulting in internal displacement;
- a notice of the person's non-involvement or non-participation in crimes;
- data on legal representatives;
- data on disabilities and needs for technical and other rehabilitation facilities;
- data on the place of child's education/upbringing (name of the institution);
- data on education, occupation, specialty, accommodation, social, medical and other needs.

By signing the application, the applicant shall grant consent to processing, use and storage of his/her personal data and personal data of under-aged internally displaced persons who have arrived with him/her, in accordance with the Law of Ukraine "On Personal Data Protection".

- Identification document which certifies the citizenship of Ukraine. This document may be:
 - passport of a citizen of Ukraine;
 - foreign passport of a citizen of Ukraine;
 - diplomatic passport of Ukraine;
 - service passport of Ukraine;
 - seafarer identity card;
 - crew member identity card;
 - identity card for returning to Ukraine;
 - temporary identity card of a citizen of Ukraine.
- Or an identification document, which certifies the person's special status.

This document may be:

- driving licence;
 - stateless person's identity card for travelling abroad;
 - permanent residence permit;
 - temporary residence permit;
 - migrant identity card;
 - refugee identity card;
 - refugee travel document.
- In case the identification document does not contain a stamp of registration of the place of residence within the territory of the administrative territorial entity which the person is internally displaced from, this document shall be accompanied with the evidence of residence within the given territory. This evidence may be:
- military registration card with data on doing the military service;
 - employment record book with entries on labour activities;
 - document certifying a title to movable proper or real estate;
 - certificate of basic secondary education;
 - certificate of complete general secondary education;
 - documents on vocational education (academic degree);
 - medical documents;
 - photographs;
 - video records;
 - any other evidence of residence within the territory of the administrative territorial entity, which the persons is displaced from.
- If the application is filed by a legal representative, the applicant's above-listed documents shall be accompanied by:
- identification document of the legal representative (see the list of identification documents above);
 - document certifying powers of the legal representative (powers of the individual's legal representative may be confirmed by the resolution on appointing the person a guardian, custodian, or other documents which unconditionally certify the grounds on which the person is the IDP's legal representative. Powers of the legal representative of the authority, enterprise, institution, organisation, who acts by virtue of the powers granted by the law, charter, regulations or another constituent document are certified by documents, which certify the official

position and powers to act on behalf of this entity), except for cases, when legal representatives are parents (adoptive parents);

- child's birth certificate, where applicable.

Application Processing

The social security authority, which has received the application for IDP's registration shall:

- accept the application and check correctness thereof and documents attached thereto;
- check availability of circumstances in accordance with which the person may be recognised as an IDP (see the list of the circumstances above);
- take a decision on IDP's registration or rejection of the application;
- if an affirmative decision is taken, enter the person's data into the Unified Information Database on IDPs and issue a certificate of IDP's registration;
- if a negative decision is taken, reject the person's application for IDP's registration and notify him/her of the grounds therefor in writing.

Terms and Procedure

If the applicant has furnished necessary documents with a stamp of residence registration within the territory of the administrative territorial entity which the person is displaced from, this application is processed on the day of filing thereof.

In case the applicant has furnished necessary documents without a stamp of residence registration within the territory of the administrative territorial entity, which the person is displaced from (provided that the evidence of residence within the given territory prescribed by the law is furnished), this application is processed within fifteen (15) business days.

After the application is processed, the applicant is issued:

- a certificate of IDP's registration in the form approved by the Cabinet of Ministers of Ukraine, or
- a substantiated resolution on rejection of the application.

Grounds for rejection of the application for IDP's registration are as follows:

- no circumstance(s) resulting in internal displacement;

- furnishing the knowingly false data to obtain a certificate, to the knowledge of governmental authorities;
- loss of the applicant's identification documents until they are reissued;
- no stamp of residence registration within the territory of the administrative territorial entity, which the person is displaced from, and no evidence confirming residence within the territory of the administrative territorial entity, which the person is displaced from;
- insufficient evidence furnished by the applicant to confirm residence within the territory of the administrative territorial entity, which the applicant is displaced from, regarding the fact of the applicant's residence in the said territory.

The certificate is issued to each child, including the one, who arrives without parents or legal representatives, as well as any child born by an internally displaced person.

Certificates issued by 20 June 2016, which have not expired, shall be valid in perpetuity, except for cases when the address of a governmental authority, local self-government authority, public entity, its subdivisions, any other premises where an internally displaced person does not reside is stated in the actual address field.

If the application for IDP's registration is rejected, the person may re-apply therefor after the grounds prescribed by Article 1 of the Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons" arise, or the grounds due to which it has been rejected are eliminated. The person may also appeal from the decision on rejection of the application for IDP's registration and issue of a respective certificate judicially.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons" No. 1706-VII dated 20 October 2014;
- 2) Law of Ukraine "On the Unified State Demographic Register and Documents Certifying Citizenship of Ukraine, the Persons' Identity or Special Status" No. 5492-VI dated 20 November 2012;
- 3) Resolution of the Cabinet of Ministers of Ukraine No. 509 "On Registration of Internally Displaced Persons" dated 01 October 2014;
- 4) Resolution of the Cabinet of Ministers of Ukraine No. 636 "On

Amending Certain Resolutions of the Cabinet of Ministers of Ukraine” dated 26 August 2015;

5) Order of the Ministry of Social Policy of Ukraine No. 738 “On Approving the Form of the Application for Registration of an Internally Displace Person” dated 08 October 2014;

6) Resolution of the Cabinet of Ministers of Ukraine No. 866 “Operation of Guardianship and Custody Authorities Related to Protection of Child’s Rights” dated 24 September 2008.

3. DEREGISTRATION OF AN INTERNALLY DISPLACED PERSON (IDP)

Deregistration of the IDP results in revocation of the certificate and entry of data thereon into the Unified Information Database on IDPs.

The certificate may be revoked on the following grounds:

- a person registered as an IDP has filed an application for revocation of the certificate;
- a person registered as an IDP has committed a crime:
 - actions in furtherance of violent overthrow of the constitutional order or take-over of state power;
 - infringement of the territorial integrity and inviolability of Ukraine;
 - a terrorist attack;
 - involvement into carrying out a terrorist attack;
 - public calls for a terrorist attack;
 - establishment of a terrorist group or terrorist organisation;
 - promotion of a terrorist attack;
 - financing of terrorism;
 - genocide, crime against humanity or military crime;
- a person registered as an IDP has returned to the abandoned place of permanent residence. In case the IDP fails to notify of his/her return to the abandoned place of permanent residence, decision on revoking the certificate is taken on the basis of information on the person’s long-term absence (for more than 60 days, or 90 days in the case provided for in Article 12 of Law of Ukraine “On Ensuring Rights and Freedoms of

Internally Displaced Persons” No. 1706-VII dated 20.10.2014) at the place of residence, which gives reason to believe that the internally displaced person has returned to the abandoned place of permanent residence;

- a person registered as an IDP has left abroad to reside permanently;
- a person registered as an IDP has furnished the knowingly false data.

When there are grounds provided for in Article 12 of the Law, the Ministry of Internal Affairs, the National Police, the State Migration Service, the Security Service of Ukraine, the Administration of the State Border Guard Service and the Ministry of Finance submit the respective information to the competent authority for decision on deregistration of internally displaced persons to be taken.

Decision on revoking the certificate in accordance with Article 12 of the Law is taken by the head of the competent authority at the place of residence and is issued within three (3) days upon being taken or sent to the address specified in the certificate.

The competent authority immediately enters data on revocation of the certificate into the Unified Information Database on IDPs on the basis of the decision taken.

To file an application for revocation of the certificate, an IDP shall apply to:

- social protection authorities.

Documents:

- application for revocation of the certificate.

Application Processing:

The social security authority, which has received an application for revocation of the certificate shall:

- accept the application and check correctness thereof;
- take a decision on revoking the IDP’s certificate and enter respective data into the Unified Information Database on IDPs.

Terms and Procedure:

After the social protection authority receives an application for revocation of the certificate or data on the grounds for revocation of the IDP’s registration

certificate and enters data thereon into the Unified Information Database on IDPs, the decision on revoking the certificate is taken by the head of the authorised body at the person's place of residence. The decision is issued to the internally displaced person within three (3) days upon being taken.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons" No. 1706-VII dated 20 October 2014;
- 2) Resolution of the Cabinet of Ministers of Ukraine No. 509 "On Registration of Internally Displaced Persons" dated 01 October 2014.

II SECTION II. CIVIL DOCUMENTS

16



1. PASSPORT OF A CITIZEN OF UKRAINE

A passport of a citizen of Ukraine (hereinafter the “passport”) is an identification document, which certifies Ukrainian citizenship of its holder.

A passport is valid when entering into civil agreements, carrying out bank transactions, granting powers of attorney to other persons for representation in relations with a third party within the territory of Ukraine, unless otherwise stipulated in international treaties of Ukraine.

Each citizen of Ukraine, who has reached the **age of fourteen (14)**, must receive a passport of a citizen of Ukraine.

Starting from 1 October 2016, a passport of a citizen of Ukraine is issued as an ID card with a contactless electronic carrier (without an electronic carrier). A passport is issued when it is drawn up for the first time, reissued, drawn up instead of the lost or stolen passport. A passport is drawn up for persons, who are under eighteen (18) for four (4) years, and for the persons who are eighteen (18) – for every ten (10) years.

At the same time, passport of a citizen of Ukraine in the form of a passport book is valid and shall not be subject to compulsory reissue. Its validity is not limited. When a citizen reaches the age of 25 or 45 new photographs corresponding to his/her age are pasted into the passport.



NOTE! The passport which has expired or has no respective photographs pasted therein when the holder has reached the respective age, or which contains no records (information) prescribed by laws and regulations of Ukraine is deemed invalid.

Apply to: administrative services centre (if not available – to the territorial subdivision of the State Migration Service of Ukraine). In accordance with Ordinance of the Cabinet of Ministers of Ukraine No. 523-p dated 16 May 2014, some migration services are rendered via administrative services centres (ASC) established by local state administrations starting from

1 October 2014. These services are rendered by administrative services centres or the State Migration Service of Ukraine until proper technical support of administrative services centres is provided in full.

Information on location of such centres may be obtained from the nearest subdivision of the migration service or the local state administration.

Persons registered and/or residing in settlements, where governmental authorities are temporarily not exercising their authorities, shall apply to:

- territorial subdivision of the State Migration Service of Ukraine at the place of actual residence specified in the certificate – internally displaced persons registered in settlements, where governmental authorities are temporarily not exercising their authorities and in settlements located at the front line (Ordinance of the Cabinet of Ministers of Ukraine No. 1085 dated 07.11.2014) and within the temporarily occupied territory of the Autonomous Republic of Crimea and Sevastopol, who have been displaced and obtained a certificate of registration of an internally displaced person (hereinafter the “IDP’s certificate”) (Article 6 of the Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”);
- territorial subdivision of the Main Department of the State Migration Service in Donetsk Region and the Department of the State Migration Service in Luhansk Region at the place of the person’s application – persons residing and registered in settlements, where governmental authorities are temporarily exercising their authorities, and settlements located at the front line (Donetsk and Luhansk Regions), and have not acquired a status of an internally displaced person;
- territorial subdivision of the State Migration Service of Ukraine at the place of residence of a citizen or his/her representative – persons residing and registered within the temporarily occupied territory of Ukraine (the Autonomous Republic of Crimea and Sevastopol) and have not acquired a status of an internally displaced person (Article 6 of the Law of Ukraine “On Ensuring Civil Rights and Freedoms and Legal Order within the Temporarily Occupied Territory of Ukraine” and “Procedure for Execution of Documents Certifying Citizenship of Ukraine to Persons Residing within the Temporarily Occupied Territory of Ukraine” approved by Resolution of the Cabinet of Ministers of Ukraine No. 289 dated 04.06.2014 (hereinafter “Resolution of the Cabinet of Ministers of Ukraine No. 289”).

FIRST-TIME DRAWING UP A PASSPORT OF A CITIZEN OF UKRAINE

Grounds:

- reaching the age of 14.
- acquiring the citizenship of Ukraine or return to Ukraine for permanent residence by citizens of Ukraine, who permanently resided abroad.

Apply to:

administrative services centre (if not available – to the territorial subdivision of the State Migration Service of Ukraine), with an application and necessary attachments thereto at the person's registered place of residence.

Application for Drawing up, Issuance and Reissue of a Passport:

- the person, who has reached the age of 16 files an application form in person;
- if a passport is drawn up, issued or reissued to the person, who has not reached the age of 16, the person, who has been judicially found to have limited legal capacity or to be legally incapable, an application form is submitted by one of his/her parents (adoptive parents), guardians, custodians or other legal representatives (hereinafter the "legal representatives"). If parents of the person, who has not reached the age of sixteen 16, are not married, the application form is filed by the parent the person resides with;
- a person kept in penitentiaries or undergoing long-term inpatient treatment in restricted access facilities of the Ministry of Health of Ukraine has a passport drawn up, issued and reissued by the administration of respective facilities and institutions.

Necessary Documents:

- application form;
- birth certificate, and for persons born before 1 March 2001 – copies of documents certifying citizenship and identification documents of their parents;
- if necessary, certificate of the person's registration as a citizen of Ukraine

or other documents prescribed by Article 5 of the Law of Ukraine “On Citizenship of Ukraine”;

- foreign passport of a citizen of Ukraine (for persons that temporarily resided abroad, after their return to Ukraine for permanent residence);
- registration certificate of a homeless person (for homeless persons);
- identification document of a legal representative;
- document certifying powers of the legal representative except for cases, when the legal representative is a parent;
- statement of refusal of a passport with a contactless electronic carrier (where applicable);
- application for entry of additional non-permanent information to the contactless electronic carrier implanted into the passport (where applicable);
- respective documents certifying payment established by the law, or an original document on exemption from such payment and a copy thereof.

If a passport is drawn up for an orphan, a child deprived of parental care, who has not reached the age of 16, the legal representative shall furnish one of the following original documents or a duly certified copy thereof:

- document certifying powers of the director of the children’s institution (contract etc.);
- agreement on the child’s adoption;
- agreement on establishment of the family-type orphanage;
- resolution of guardianship and custody authorities on guardianship (custody);
- court decision on guardianship (custody);
- foster care agreement.

Passport issuance term: within twenty (20) business days upon drawing up an application form, or within ten (10) business days upon drawing up an application form for urgent issuance of the passport.

Application term: within a month after the age of 14 is reached, at the place of residence.

Cost: No administrative fee is charged for first-time drawing up a passport of a citizen of Ukraine.

Grounds for Rejection of the Application:

- no citizenship of Ukraine;
- the application has been filed by the person, who has not reached the age of 14;
- the application has been filed by the representative, whose powers have not been certified;
- the person has failed to furnish all the documents and information necessary for the passport to be drawn up and issued;
- the data obtained from the Register do not correspond to the information furnished by the person or his/her legal representative.

**REISSUE OF A PASSPORT
OF A CITIZEN OF UKRAINE****A passport is reissued in case of:**

- changes in the information entered into the passport (other than additional non-permanent information);
- detection of an error in the passport information;
- expiration of the passport;
- reaching the age of 25 or 45 by the person holding a passport of the standard form effective in 1993;
- passport's unsuitability for further use.

Apply to:

administrative services centre (if not available – to the territorial subdivision of the State Migration Service of Ukraine), with an application and necessary attachments thereto at the person's registered place of residence.

Necessary Documents:

- application form;
- passport to be reissued;
- documents certifying circumstances (events) due to which the passport shall be reissued;

- colour photograph 3.5 by 4.5 centimetres (in case the passport of the standard form effective in 1993 is reissued due to its unsuitability for further use);
- identification document of a legal representative;
- document certifying powers of the legal representative except for cases when the legal representative is a parent;
- statement of refusal of a passport with a contactless electronic carrier (where applicable);
- application for entry of additional non-permanent information to the contactless electronic carrier implanted into the passport (where applicable);
- respective documents certifying payment established by the law, or an original document on exemption from such payment and a copy thereof.

Application term: within one (1) month upon occurrence of the circumstances (events).

ATTENTION! If a passport expires, these documents shall be submitted by the person or his/her legal representative one (1) month before the expiration date.

Passport issuance term: within twenty (20) business days upon drawing up of the application form, or within ten (10) business days upon drawing up an application form for urgent issuance of the passport.

Cost of the Service:

- 0.1 minimum wages, if a passport is reissued within twenty (20) business days upon drawing up the application form;
- 0.2 minimum wages, if a passport is reissued within ten (10) business days upon drawing up the application form.

Categories of Citizens Exempted from Payment of the State Duty:

- citizens assigned the first and second categories of the persons affected by Chornobyl accident;
- citizens assigned the third category of the persons affected by Chornobyl accident, who permanently reside until evacuation or voluntary evacuation or permanently work within exclusion areas, unconditional (compulsory) evacuation and guaranteed voluntary evacuation zones provided that as

of 1 January 1993, they had lived or worked in the unconditional (compulsory) evacuation zone for at least two (2) years, and in guaranteed voluntary evacuation zone – for at least three (3) years;

- citizens assigned the fourth category of the persons affected by Chernobyl accident, who permanently work and reside or permanently reside within the territory of increased radio-ecological monitoring zone provided that they had lived or worked in this zone for at least four (4) years;
- World War II veterans with disabilities and families of warriors (guerrilla warriors) who died or are missing, or have been assigned this status in accordance with the established procedure;
- persons with disabilities of groups I and II.

Grounds for Rejection of the Application:

- documents and information are not furnished in full scope;
- the data obtained from the Register do not correspond to the information furnished by the person or his/her legal representative.

DRAWING UP A PASSPORT INSTEAD OF THE LOST OR STOLEN ONE

The person or his/her legal representative shall immediately notify the nearest territorial subdivision of the State Migration Service of the passport lost or stolen within the territory of Ukraine, and, in case of theft – the National Police.

Grounds: loss or theft of the passport.

Apply to:

administrative services centre (if not available – to the territorial subdivision of the State Migration Service of Ukraine), with an application and necessary attachments thereto at the person's registered place of residence.

Necessary Documents:

- statement of loss or theft of the passport in the standard form established by the Ministry of International Affairs;
- application form;

- colour photograph 3.5 by 4.5 centimetres (in case the passport of the standard form effective in 1993 has been lost or stolen);
- extract from the Unified Register of Pre-Trial Investigations (in case the passport has been stolen);
- statement of refusal of a passport with a contactless electronic carrier (where applicable);
- application for entry of additional non-permanent information to the contactless electronic carrier implanted into the passport (where applicable);
- respective documents certifying payment established by the law, or an original document on exemption from such payment and a copy thereof.

Application term: immediately.

Passport issue term: one (1) month upon submission of the application; in case of an additional investigation based on the materials in the passport loss case or untimely receipt of response to the requests sent, the term may be extended for no more than one (1) month.

Cost: two (2) tax-exempt minimum incomes of citizens.

Categories of Citizens Exempted from Payment of the State Duty:

- citizens assigned the first and second categories of the persons affected by Chernobyl accident;
- citizens assigned the third category of the persons affected by Chernobyl accident, who permanently reside until evacuation or voluntary evacuation or permanently work within exclusion areas, unconditional (compulsory) evacuation and guaranteed voluntary evacuation zones provided that as of 1 January 1993, they had lived or worked in the unconditional (compulsory) evacuation zone for at least two (2) years, and in guaranteed voluntary evacuation zone – for at least three (3) years;
- citizens assigned the fourth category of the persons affected by Chernobyl accident who permanently work and reside or permanently reside within the territory of increased radio-ecological monitoring zone provided that they had lived or worked in this zone for at least four (4) years;
- World War II veterans with disabilities and families of warriors (guerrilla

warriors) who died or are missing, or have been assigned this status in accordance with the established procedure;

- o persons with disabilities of groups I and II.

Grounds for Rejection of the Application:

- o documents and information are not furnished in full scope;
- o the data obtained from the Register do not correspond to the information furnished by the person or his/her legal representative.

ATTENTION! Drawing up a new passport instead of the lost or stolen one, reissue of a passport, which has been drawn up by means of the Register, and issue thereof shall be performed by the territorial subdivision of the State Migration Service at the place of the person's and/or his/her legal representative's application. The territorial subdivision issues a temporary identification document of a citizen of Ukraine upon the application until the passport is issued.

Note. If the person or his/her legal representative, who has claimed loss or theft of the passport has found the passport, the latter shall be submitted to the nearest territorial subdivision of the State Migration Service within twenty-four (24) hours to be written off and disposed of.

Peculiarity of Loss of a Passport by an Internally Displaced Person:

Citizens of Ukraine, who have applied for being registered as internally displaced persons in accordance with Article 1 of the Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons", but have lost their passport file a statement of loss of the passport to the territorial subdivision of the State Migration Service at the place of their actual residence and are issued a temporary identification document in accordance with Section VII of the Procedure for Execution and Issue of a Passport of a Citizen of Ukraine approved by Order of the Ministry of Internal Affairs No. 320 dated 13.04.2012.

ATTENTION! In accordance with Clause 4 of Resolution of the Cabinet of Ministers of Ukraine No. 509, a Temporary Identification Document is a ground for filing an application and obtaining an IDP's certificate.

The respective decision on issuing a passport or pasting a photograph into the passport is taken after the person furnishes this certificate specifying the actual place of residence when filing documents for the passport drawing up.

PASTING OF PHOTOGRAPHS INTO A PASSPORT OF A CITIZEN OF UKRAINE AT THE AGE OF 25 AND 45

Grounds: reaching the age of 25 or 45.

Apply to:

administrative services centre (if not available – to the territorial subdivision of the State Migration Service of Ukraine) at the place of residence. An application is submitted by the applicant in person with the necessary documents attached thereto.

Necessary Documents:

- o a passport of a citizen of Ukraine;
- o two (2) (or three (3), if the lost passport is received at another territorial subdivision) photographs 3.5 by 4.5 centimetres with the image corresponding to the age reached (photographs which are furnished for the passport execution shall be made from the same negative, full-face, without head wear, on thin white or colour photo paper without blank triangular space at the edge; citizens, who constantly wear glasses, shall be photographed in glasses).

Application term: within a month after reaching the age of 25 or 45.

Application processing term: 5 days upon the application.

Cost of the service: free of charge.

Grounds for Rejection of the Application:

- o the person has not reached the respective age;
- o no photographs are available.

IDENTIFICATION PROCEDURE

If the person, who has lost the passport, is not identified upon investigations based on the statement of loss of the passport, the identification procedure is carried out. It also applies to the persons, who receive the passport for the first time at the age of 18.

The person is offered to furnish available documents with photographs.

If there are no identification documents, relatives, neighbours or any other persons (at least three (3)) are interviewed upon the person's written consent for the identification purposes. The identification report is drawn up on the basis of the statements of the given persons.

On the basis of the circumstances under which each person concerned is issued documents, all possible investigations are carried out at the latest place of residence in the course of the identification procedure (requests to the internal affairs authorities and the Ministry of External Affairs are sent), and for the persons, who are issued documents for the first time – also at the place of issue of the birth certificate in order to check the fact of reissue of the certificate.

The opinion made upon the identification procedure agreed upon by the head of the territorial subdivision is approved by the head of the territorial authority who, in accordance with his/her official duties, is responsible for issuing a passport of a citizen of Ukraine.

The identification procedure is carried out within a month, and this term is extended up to two (2) months, if additional investigations are necessary.

DRAWING UP AND ISSUANCE OF A TEMPORARY IDENTIFICATION DOCUMENT

For a temporary identification document to be drawn up, a person shall furnish the following:

- one (1) photograph 3.5 by 4.5 centimetres;
- identification document of the person, who has lost the passport.

In case there is no identification document of the person, who has lost the passport, it is stated in the temporary identification document, "Drawn up without the applicant's identification document".

The temporary identification document is drawn up within three (3) business days upon receipt of the application therefor.

The temporary identification document is valid for one (1) month. If proceedings in the passport loss case are not completed within a month, the term thereof may be extended for no more than one (1) month by a decision of the head of the territorial subdivision.

When the passport of a citizen of Ukraine is received, the person shall

hand in his/her temporary identification document, and if it is lost – notify thereof the territorial subdivision it has been issued by.

DRAWING UP A FOREIGN PASSPORT OF A CITIZEN OF UKRAINE

For a foreign passport to be drawn up, citizens shall apply to any nearest subdivision of the State Migration Service of Ukraine, which renders such services. Drawing up is performed on the common grounds regardless the place of residence and location of the administrative services centre or territorial subdivision of the State Migration Service.

LIABILITY FOR VIOLATION OF MIGRATION LAWS OF UKRAINE ON THE BASIS OF ADMINISTRATIVE OFFENCES CODE OF UKRAINE

Article 197. Residence without a Passport of a Citizen of Ukraine or Registration of the Place of Residence

Residence of citizens obliged to have a passport of a citizen of Ukraine without a passport of a citizen of Ukraine or with an invalid passport of a citizen of Ukraine, as well as residence of citizens without registration of the place of residence shall entail a warning.

The same actions by the person, who has been imposed an administrative penalty for the violations provided for by Part 1 of this Article shall entail a fine from one to three tax-exempt minimum income of citizens.

Article 198. Wilful Damage to or Negligent Loss of a Passport

Wilful damage to or negligent storage of a passport resulting in loss thereof shall entail a warning or fine from one to three tax-exempt minimum incomes of citizens (from UAH 17 to UAH 51).



NOTE! The passport, which has been drawn up and not received by the holder for one (1) year, shall be invalidated and disposed of.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine “On Freedom of Movement and Residence in Ukraine”;
- 2) Law of Ukraine “On the Fundamentals of Social Protection of Homeless Citizens and Children”;

- 3) Law of Ukraine “On the Unified State Demographic Register and Documents Certifying Citizenship of Ukraine, the Persons’ Identity or Special Status”;
- 4) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”;
- 5) Law of Ukraine “On Ensuring Civil Rights and Freedoms and Legal Order within the Temporarily Occupied Territory of Ukraine”;
- 6) Administrative Offences Code of Ukraine;
- 7) Resolution of the Verkhovna Rada of Ukraine No. 2503-XII “On Approving the Regulations on a Passport of a Citizen of Ukraine and on a Foreign Passport of a Citizen of Ukraine” dated 26.06.1992;
- 8) Decree of the Cabinet of Ministers of Ukraine No. 793 “On State Duties” dated 21.01.1993;
- 9) Resolution of the Cabinet of Ministers of Ukraine No. 302 “On Approving the Blank Form, Technical Specification and Procedure for Drawing up, Issuance, Reissue, Sending, Withdrawal, Return to the State, Disposal of a Passport of a Citizen of Ukraine” dated 25.04.2015;
- 10) Ordinance of the Cabinet of Ministers of Ukraine No. 523-p “Certain Issues of Provision of Administrative Services of Executive Authorities by Administrative Services Centres” dated 16.05.2014, starting from 01.10.2014;
- 11) Ordinance of the Cabinet of Ministers of Ukraine No. 1085 “On Approving the List of Settlements Where Governmental Authorities Are Temporarily Not Exercising Their Powers, and the List of Settlements Located at the Front Line” dated 07.11.2014;
- 12) Order of the Ministry of Internal Affairs of Ukraine No. 320 “On Approving the Procedure for Drawing up and Issuance of a Passport of a Citizen of Ukraine” dated 13.04.2012.

2. REGISTRATION/DEREGISTRATION OF THE PLACE OF RESIDENCE/STAY

The procedure for registration/deregistration of the place of residence/stay of persons in Ukraine is established by the Law of Ukraine “On Freedom of Movement and Residence in Ukraine”.

The registration authority is an executive authority of the village, urban village or city council, village head (in case no executive authority is established in accordance with the law) that effects registration, deregistration of the person's place of residence within the territory of the respective administrative territorial entity covered by powers of the respective village, urban village or local council.

- A place of residence is accommodation located within the territory of the administrative territorial entity, where the person resides, as well as specialised social institutions, care-giving and social protection facilities and military units.
- A place of stay is an administrative territorial entity, where the person resides for at least six (6) months in a year.
- Registration is entry of information into the territorial community's register, documents including data on the person's place of residence/ stay, with the address of accommodation/ place of stay, followed by entry of the respective information into the Unified State Demographic Register in accordance with the procedure established by the Cabinet of Ministers of Ukraine.
- Deregistration is entry of information on deregistration into the territorial community's register, documents including data on the person's place of residence/stay, with the address of accommodation/place of stay, followed by entry of the respective information into the Unified State Demographic Register in accordance with the procedure established by the Cabinet of Ministers of Ukraine.



NOTE! Registration of the person's place of residence or stay or absence thereof may not be a precondition for exercising his/ her rights and freedoms provided by the Constitution, laws or international treaties of Ukraine, or a ground for limitation thereof.

List of Documents Where Data on the Person's Place of Residence are Entered into:

- passport of a citizen of Ukraine;
- temporary identity card of a citizen of Ukraine;
- permanent residence permit;
- temporary residence permit;
- refugee identity card;

- identity card of a person in need of complementary protection;
- identity card of the person who has been granted temporary protection.

List of Documents Where Data on the Person's Place of Stay are Entered into:

- certificate of application for protection in Ukraine;
- certificate of registration of an internally displaced person.

Data on Registration/Deregistration of the Place of Residence are Entered into a Passport of a Citizen of Ukraine:

- in the form of a passport book (standard form effective since 1993) – by stamping the person's place of residence;
- in the form of a card (standard form effective since 2015) – by entering information into the contactless electronic carrier implanted into the passport, provided that there are work stations and connection to the Unified State Demographic Register at the registration authority. In case the registration authority has no connection to the Register, a person is issued a certificate of registration or deregistration of the place of residence, and information is entered into the contactless electronic carrier by a territorial subdivision of the State Migration Service on the basis of this certificate.

REGISTRATION OF THE PERSON'S PLACE OF RESIDENCE/STAY

Grounds: change of the place of residence/stay.

Apply to:

executive authority of the village, urban village or city council, village head (in case no executive authority is established in accordance with the law) within the territory of the respective administrative territorial entity covered by powers of the respective village, urban village or local council.

Note: registration or deregistration of the person's place of residence/stay is effected on the day, when documents are furnished by the person or his/her representative. Registration of the place of residence may be effected simultaneously with deregistration of the previous place of residence upon the person's application.

An application for registration of the place of residence is filed to the registration authority (including via the administrative services centres) by the applicant in person or his/her legal representative or attorney on the basis of the duly certified power of attorney.

Necessary Documents:

- application for registration of the place of residence;
- document where data on the person's place of residence are entered into. If a child has not reached the age, when a passport is issued, a birth certificate is furnished;
- administrative fee payment receipt (If the place of residence is registered simultaneously with deregistration of the previous place of residence, the administrative fee is charged for one administrative service only and charged to the local budget at the new place of residence). When the place of stay is registered, no administrative fee payment receipt is required;
- documents confirming:
 - the right to reside in the accommodation – an order, certificate of title, lease (sublease) agreement, court decision which has entered into legal force on granting the person the right to reside in the residential premises, recognising the person's right to use the residential premises or title thereto, right to registration of the place of residence or other documents. In case the abovementioned documents are not available, the person's place of residence is registered upon a consent of the accommodation owner/co-owners, lessee and his/her family members (these documents or consent are not required when the place of residence of under-aged children is registered at the place of registration of parent(s) or legal representative(s));
 - right to stay at or be registered by the specialised social institution, care-giving and social protection facility – certificates of the person's admission to the specialised social institution, care-giving and social protection facility, a copy of a certificate of registration of a homeless person in the form approved by the Ministry of Social Policy (for the persons registered with these institutions);
 - military service in the military unit the address of which is specified upon registration – a certificate of military service in the military unit issued by the commander of the military unit;
- military registration card or military service registration certificate (for

citizens subject to military registration or who are entered into the military register);

- application for deregistration of the person's place of residence (in case the place of residence is registered with deregistration of the previous place of residence).

If an application is filed by the person's representative, in addition to these documents the following is furnished:

- representative's identification document;
- document certifying powers of the representative, except for cases, when the application is filed by parents (adoptive parents) as legal representatives of a minor child.

Registration of the person's place of residence upon application of his/her legal representative is effected upon a consent of the other legal representatives.

In case parents reside at different addresses, the place of residence of the child, who has not reached the age of fourteen (14) is registered together with one of the parents upon a written consent of the other parent, in presence of a person accepting the application, or on the basis of a duly certified written consent of the other parent (except for cases when the child's place of residence is established by a respective resolution of the court or guardianship and custody authority).

Term of registration of the person's place of residence: within thirty (30) days upon registration of the place of residence and arrival at the new place of residence.

Administrative Fee:

- in case the person applies within thirty (30) days upon deregistration of the previous place of residence: in the amount of 0.0085 of the minimum wages;
- in case the person applies upon expiration of thirty (30) days: in the amount of 0.0255 of the minimum wages.

A person may authorise the respective official of the apartment building (municipal residential facilities) management service provider, the association of apartment-building co-owners, the housing association, the apartment building manager at the person's place of residence to file an application for registration/deregistration of the person's place of residence in accordance with the procedure established by the law.

Specifics of Registration of the Newly-Born Child's Place of Residence:

At the initiative of the parent(s), documents for registration of the newly-born child's place of residence may be furnished via civil registry authorities in the course of the state registration of the child's birth, via social protection authorities on the basis of the data furnished by the legal representative the child resides with, in the application for the child birth benefit.

Specifics of Filing an Application for Registration of the Place of Residence of Homeless Persons and Other Persons without a Permanent Place of Residence:

To have their place of residence registered, these persons may apply to respective specialised social institutions, care-giving and social protection facilities, where they reside.

**DEREGISTRATION
OF THE PERSON'S PLACE OF RESIDENCE**

Deregistration is effected on the day of a person's application. Upon the person's application, deregistration may be effected simultaneously with registration of a new place of residence.

Deregistration of orphans and children deprived of parental care, persons under guardianship or custody shall be effected upon a consent of guardianship and custody authorities.

Grounds:

- application of the person or his/her representative filed to the registration authority;
- court decision, which has entered into legal force on deprivation of the title to residential premises or right to use residential premises, on dispossession, recognising the person missing or declaring the person dead;
- death certificate;
- passport or passport document obtained from the civil registry authority or a death certificate issued by the foreign competent authority, which has been duly legalised;
- other documents certifying termination of:

- grounds for foreigners and stateless persons to stay within the territory of Ukraine;
- grounds for the person's residence or stay in the specialised social institution, care-giving and social protection facility;
- grounds for the right to use residential premises.

Grounds for Rejection of the Application for Registration or Deregistration of the Place of Residence:

The registration authority rejects the application for registration or deregistration of the place of residence if:

- the person has not furnished documents or information provided by this Law;
- the documents the person has furnished contain false data or are invalid;
- the person, who has not reached the age of fourteen (14), has applied for registration or deregistration.

The decision on rejection is taken on the day of the person's application. The application for registration or deregistration of the place of residence is returned to the person with a substantiation of rejection thereof.

Grounds for Cancelling Registration/Deregistration of the Person's Place of Residence/Stay: registration or deregistration of the person's place of residence in breach of the laws.

In case such violation is detected, the head of the registration authority shall check the grounds for registration/deregistration of the person's place of residence/stay, draw up an opinion on the basis thereof and take a decision on cancelling registration/deregistration of the person's place of residence/stay.

The person is sent a substantiated written notice of the decision taken. The person is invited to attend the registration authority for respective data to be entered into the document which data on the place of residence/stay are entered into.

CONFIRMATION OF THE PLACE OF IDP'S PLACE OF RESIDENCE

A certificate of registration of an internally displaced person confirms the place of residence of the internally displaced person for the period of

existence of the grounds, which have made the person leave his/her place of residence as a result of negative consequences of the armed conflict, temporary occupation, widespread violence, infringement of human rights and natural or man-made emergencies or in order to avoid the same.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Freedom of Movement and Residence in Ukraine";
- 2) Law of Ukraine "On Amending Certain Laws of Ukraine as to Strengthening Guarantees of Compliance with Rights and Freedoms of Internally Displaced Persons";
- 3) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons";
- 4) Law of Ukraine "On Administrative Services";
- 5) Law of Ukraine "On Social Housing";
- 6) Law of Ukraine "On the Legal Status of Foreigners and Stateless Persons";
- 7) Law of Ukraine "On Immigration";
- 8) Law of Ukraine "On Refugees and Persons in Need of Complementary or Temporary Protection";
- 9) Family Code of Ukraine;
- 10) Civil Code of Ukraine;
- 11) Housing Code of the Ukrainian Soviet Socialist Republic;
- 12) Administrative Offences Code of Ukraine;
- 13) Law of Ukraine "On the Unified State Demographic Register and Documents Certifying Citizenship of Ukraine, the Persons' Identity or Special Status";
- 14) Rules for Registration of the Place of Residence approved by Resolution of the Cabinet of Ministers of Ukraine No. 207 dated 02.03.2016;

15) Procedure for Transferring Information to the Unified State Demographic Register by Registration Authorities approved by Resolution of the Cabinet of Ministers of Ukraine No. 207 dated 02.03.2016;

16) Rules for Creating, Administering, Maintaining the Territorial Community's Register (in Terms of Registration/Deregistration of Residence/Stay of Individuals) and the Mechanism for Transfer of Respective Information to the Unified State Demographic Register by Registration Authorities approved by Resolution of the Cabinet of Ministers of Ukraine No. 207 dated 02.03.2016.

3. REGISTRATION OF VITAL EVENTS

Birth and origin of an individual, marriage, dissolution of marriage in cases prescribed by the laws, change of the name and death are subject to the state registration.

Executive authorities of village, urban village and city councils (other than regional centres) effectuate the state registration of birth and origin of an individual, marriage, death, make vital records in the electronic form in accordance with the procedure approved by the Ministry of Justice of Ukraine, print them in hard copy and transfer them to the respective state registry authority of the district, city district, city (regional centre), city and district, inter-district department of justice by the third (3rd) day of the month following the reporting month.

Whereas civil registry offices of the Autonomous Republic of Crimea and Sevastopol cannot exercise their powers within the temporarily occupied territories, the state registration of vital events, amendments to vital records, reissue and revocation thereof upon applications of citizens residing within the temporarily occupied territory of Ukraine are effected by civil registry offices beyond this territory.

Upon applications of citizens of Ukraine, who have moved from the temporarily occupied territory of Ukraine, the state registration of vital events, amendments to vital records, reissue and revocation thereof are effected by civil registry offices at the place of the application.

If an original certificate of the state registration of a vital event is stolen, lost, damaged or destroyed, it shall be reissued by civil registry offices on the basis of the vital record both in soft and hard copy.

In this case, certificates of the state registration of vital events are reissued by civil registry offices regardless of the place of registration of the vital record and the applicant's place of residence.

STATE REGISTRATION OF A CHILD'S BIRTH

State registration of a child's birth is effected by the civil registry authority simultaneously with determination of his/her origin and assignment of the full name (first name, patronymic, and surname), which is certified with the birth certificate in the form approved by the Cabinet of Ministers of Ukraine (Article 144 of the Family Code of Ukraine).

Place of State Registration of Birth

State registration of a child is effected upon a written or oral statement of the parent(s) at the place of his/her birth or residence of the parents.

Documents Furnished for the State Registration of a Child's Birth

The following documents are attached to the application for the state registration of birth:

- passports or passport documents identifying the parent(s). If the parent's identification document cannot be presented for a good reason, the civil registry authority may not deny the state registration of the child's birth. In this case, data on the second parent are specified on the basis of the marriage certificate;
- a passport or passport document identifying the applicant in case the state registration of the child is effected by another person rather than parents;
- a document which is a basis for entering data on the child's father (a marriage certificate, mother's statement, joint mother's and father's statement). When there is no marriage certificate, the official marriage may be confirmed with a stamp on the state registration thereof in the passports or passport documents of the child's mother and father (Clause 12, Chapter 1, Section III of the Rules for State Registration of Vital Events in Ukraine).

State registration of birth is effected on the basis of one of the following documents:

- a medical birth certificate, form No. 103/o approved by Order of the Ministry of Health of Ukraine No 545 dated 08.08.2006 registered with the Ministry of Justice of Ukraine No. 1150/13024 dated 25.10.2006, issued by healthcare facilities where the child is born, regardless of the subordination and ownership pattern. If the child is born outside the health care facility, the state registration of birth is effected on the basis of the medical birth certificate or medical certificate of health care facility's supervision over the child, form 103-1/o approved by Order of the Ministry of Health of Ukraine No 545 dated 08.08.2006 registered with the Ministry of Justice of Ukraine No. 1150/13024 dated 25.10.2006 (as amended), and the opinion on ascertaining the fact of a child's birth outside the healthcare facility in the form approved by Annex 3 to the Procedure for Ascertaining the Fact of a Child's Birth Outside the Health Care Facility approved by Resolution of the Cabinet of Ministers of Ukraine No. 9 dated 09.01.2013;
- a medical birth certificate or medical certificate of healthcare facility's supervision over the child. These documents are furnished for the state registration of birth of the child who is one year old or more;
- a certificate drawn up by respective officials (a captain of the vessel, commander, train master) with participation of two witnesses and a doctor or medical attendant (if there has been a doctor or medical attendant on the vehicle), in case the child is born on the sea, river, air craft, on the train or in another vehicle. In case there has been no doctor or medical attendant, the state registration of birth is effected on the basis of the given certificate and medical certificate of health care facility's supervision over the child, form No. 103-1/o;
- a medical certificate of perinatal death, form No. 106-2/0 approved by Order of the Ministry of Health of Ukraine No. 545 dated 08.08.2006 registered with the Ministry of Justice of Ukraine No. 1150/13024 dated 25.10.2006 in case of still birth.

These documents are furnished to the civil registry authority, where the birth is registered. Where there are no abovementioned grounds for the state registration of birth, the state registration of birth is effected on the basis of the court decision on ascertaining the fact of birth by the given woman (Clause 2, Chapter 1, Section III of the Rules for State Registration of Vital Events in Ukraine)¹.

¹ Mandatory action for drawing up of a child's birth certificate, who was born within the non-government controlled territory.

Specifics of Proceedings in Cases on Ascertaining the Fact of Birth within the Temporarily Occupied Territory of Ukraine and the Territory, Where the Authorities Are Temporarily Not Exercising Their Powers

An application for ascertaining the fact of the person's birth within the temporarily occupied territory of Ukraine may be filed by:

- parents,
- relatives,
- their representatives or other legal representatives of the child.

Place of Application

The application for ascertaining the fact of the person's birth within the temporarily occupied territory of Ukraine may be filed to any court outside this territory of Ukraine regardless of the applicant's place of residence.

Case Consideration Term

These cases shall be considered immediately upon submission of the respective application to the court. The decision on ascertaining the fact of the person's birth within the temporarily occupied territory of Ukraine, in particular, shall contain data on the date and place of the person's birth ascertained by the court, and the person's parents (Article 2571 of the Civil Procedure Code of Ukraine).

STATE REGISTRATION OF DEATH

The state registration of death upon an application filed within the terms established by Part 2 of Article 17 of the Law of Ukraine "On State Registration of Vital Events" within one (1) year upon the death.

1. The application for state registration of death is filed within three (3) days upon a death or detection of the corpse, and in case the document cannot be obtained from a health care facility or forensic facility – within five (5) days and within one (1) year upon death.

2. In case of a death on the way (on a train, vessel, air plane etc.), the state registration of death may be effected in the nearest civil registry authority (Part 5 of Article 16 of the Law of Ukraine "On State Registration of Vital Events").

3. The state registration of death upon the application filed within the terms established by Part 2 of Article 17 of the Law of Ukraine "On State

Registration of Vital Events” within one (1) year upon death is effected at the last place of residence of the deceased, at the place of death or detection of the corpse or at the place of burial.

4. The state registration is effected at the applicant’s place of residence in case if:

- an application is filed upon expiration of one (1) year upon death;
- the fact of death is ascertained judicially ²;
- an application for death registration of the person who has been declared deceased by the court.

The state death registration of persons, who died in pre-trial detention or penitentiary facilities, where these persons had been detained or had suffered their sentence is effected by civil registry offices at the last place of residence before the person was detained or convicted or at the facility’s location (Clause 5, Chapter 5, Section III of the Rules for State Registration of Vital Events in Ukraine).

Persons Entitled to Furnish Documents for State Registration of Death

The state registration of death is effected upon an application of relatives of the deceased, representatives of guardianship and custody authorities, staff of housing management organisations, executives of the healthcare facility, where the person died, and other persons.

Documents Necessary for State Registration of Death

The person who has applied for the state registration of death shall present a passport or passport document. Absence of this document is not a ground for rejection of the application for the state registration of death (Clause 7, Chapter 5, Section III of the Rules for State Registration of Vital Events in Ukraine).

State registration of death is effected on the basis of one of the following documents:

- medical death certificate, form No. 106/o approved by Order of the Ministry of Health of Ukraine No. 545 dated 08.08.2006 registered with the Ministry of Justice of Ukraine No. 1150/13024 dated 25.10.2006;
- medical attendant’s certificate of death, form No. 106-1/o approved by

² Mandatory action for execution of a person’s death certificate who died within the uncontrolled territory

Order of the Ministry of Health of Ukraine No. 545 dated 08.08.2006 registered with the Ministry of Justice of Ukraine No. 1150/13024 dated 25.10.2006;

- medical certificate of perinatal death, form No. 106-2/o approved by Order of the Ministry of Health of Ukraine No. 545 dated 08.08.2006 registered with the Ministry of Justice of Ukraine No. 1150/13024 dated 25.10.2006;
- court decision on declaring the person deceased;
- court decision on ascertaining the person's death at the specific time;
- notification of the state archive or the Security Service of Ukraine in case of the state registration of death of the persons repressed upon decision of non-judicial and judicial authorities;
- notification of the penitentiary or pre-trial detention facility sent together with the medical certificate of death (Clause 1, Chapter 5, Section III of the Rules for State Registration of Vital Events in Ukraine).

If the deceased had a passport or passport document, as well as military registration and benefit-entitlement documents, the civil registry authority which registers death suppresses them and makes a note on the holder's death and writes the number and date of the death vital record on the first page thereof. Non-provision of these documents of the deceased is not a ground for rejection of the application for the state registration of death (Clause 14, Chapter 5, Section III of the Rules for State Registration of Vital Events in Ukraine).

Documents Issued upon State Registration of Death

Upon the state registration of death, a death certificate and an extract from the State Register of Vital Records on death are issued for obtaining a burial payment or a certificate for obtaining the burial payment, in case the state registration of death is effected by the executive authority of the village, urban village, town (other than regional centres) council (Clause 15, Chapter 5, Section III of the Rules for State Registration of Vital Events in Ukraine).

State Registration of Death of Foreigners and Stateless Persons

The state registration of death of foreigners and stateless persons is effected on the common grounds in compliance with the current laws of Ukraine (Clause 14, Chapter 5, Section III of the Rules for State Registration of Vital Events in Ukraine).

The civil registry office of the Main Territorial Department of Justice of the Ministry of Justice of Ukraine in the Autonomous Republic of Crimea, main territorial departments of justice in regions, Kyiv and Sevastopol immediately notifies the Ministry of Foreign Affairs of Ukraine of the state registration of death of a foreigner on the basis of the notice sent by the civil registry office which has registered death (Clause 14, Chapter 5, Section III of the Rules for State Registration of Vital Events in Ukraine).

ATTENTION! No state duty is charged for the state registration of a person's birth, origin, and death.

Specifics of Proceedings in Cases on Ascertaining the Fact of Death within the Temporarily Occupied Territory of Ukraine and the Territory Where the Authorities Are Temporarily Not Exercising Their Powers

An application for ascertaining the fact of the person's death within the temporarily occupied territory of Ukraine may be filed by:

- relatives of the deceased,
- their representatives.

Place of Application

The application for ascertaining the fact of the person's death within the temporarily occupied territory of Ukraine may be filed to court outside this territory of Ukraine.

Case Consideration Term

These cases shall be considered immediately upon submission of the respective application to the court.



NOTE! A decision adopted by the court on ascertaining the fact of the person's birth or death within the temporarily occupied territory shall be enforced immediately. A copy of the court decision is issued to the parties to the case immediately after the decision is announced, and is immediately sent to the civil registry office at the place of adoption of the decision, for the state registration of the person's birth or death (Article 257-1 of the Civil Procedure Code of Ukraine).

ATTENTION! In case the application is filed to the court for ascertaining the fact of birth or death, a court fee of 0.2 of the minimum wages is charged.

Vital records are recovered by respective authorities of the State Register of Vital Records in case of their documented absence. Vital records are recovered at the place of their initial execution.

A certificate of state registration of the vital event is reissued on the basis of the recovered vital record.

In case a vital record as to the deceased person is recovered (to settle inheritance issues), the date of this person's death is specified in the certificate of the vital event state registration. In these cases, an extract from the State Register of Vital Records may be issued instead of a certificate of the vital event state registration.

An application for recovery of the lost vital record drawn up in the standard form is filed to the civil registry office at the applicant's place of residence upon presentation of the passport or passport document.

Citizens of Ukraine residing within the temporarily occupied territory of Ukraine file an application for recovery of the lost vital record to the civil registry office outside this territory at their own discretion.

Citizens of Ukraine, who have moved from the temporarily occupied territory of Ukraine, file an application for recovery of the lost vital record to the civil registry office at their own discretion (Clause 3.1, Section III of the Rules for Amending, Recovering and Revoking Vital Records).

Foreigners, stateless persons residing in Ukraine on the permanent basis file an application for recovery of the lost vital record drawn up by the civil registry authority of Ukraine to the civil registry office at the place of their residence.

ATTENTION! The civil registry office may not reject the citizen's application for recovery of the lost vital record (Clause 3.2, Section III of the Rules for Amending, Recovering and Revoking Vital Records).

Term of Consideration of Applications for Recovery of Vital Records

An issue of recovery of a vital record is considered within three (3) months upon submission of the respective application to the civil registry office.

If there is a good reason, this term is extended upon a written permission of heads of the main departments of justice in regions, in Kyiv (at the place of filing thereof), for no more than three (3) months.

Persons entitled to file an application for recovery of vital records:

- a person on whom the vital record is drawn up;
- a person, guardian, custodian of a child;
- a guardian of a legally incapable person;
- heirs of the deceased;
- a representative of the guardianship and custody authority, who exercises his/her guardianship and custody powers regarding the person entitled to file this application.

Documents Furnished for Recovery of Vital Records

A ground for admitting the application for recovery of the vital record is a full extract from the State Register of Vital Records on absence of the vital record.

If parish registers or civil registry books have been transferred for keeping to the state archive institution, a ground for admitting the application for recovery of the vital record is an archive certificate on absence thereof issued by the state archive in the Autonomous Republic of Crimea, regions, in Kyiv or Sevastopol (Clause 3.4, Section III of the Rules for Amending, Recovering and Revoking Vital Records).

The following documents are attached to the application for recovery of the lost vital record:

- documents (extracts therefrom) certifying the data necessary for recovery of the vital record;
- certificates of the state registration of vital records (birth, death, marriage, marriage dissolution etc.);
- other documents necessary for consideration of the application and settlement of the issue on the merits (Clause 3.8, Section III of the Rules for Amending, Recovering and Revoking Vital Records).

Lost vital records on marriage, change of the surname, marriage dissolution and death are recovered only provided that there are documents

certifying that the respective vital record was made by civil registry authorities of Ukraine (certificates of state registration of the vital record, a notarized copy thereof, a mark (stamp) on the state registration of the vital record in the passport or passport document), or on the basis of a court decision.

The court decision on ascertaining the fact of the state registration of the vital event is a ground for recovery of the vital record by the civil registry office at the place of its initial execution, except when the record is kept within the temporarily occupied territory of Ukraine.



NOTE! The court decision on ascertaining the fact of birth, death at specific time adopted by the court in case they may not be registered by the civil registry authority is a ground for the state registration of such facts.

Procedure for Recovery of Vital Records

A necessary check is performed to enter authentic data into recovered vital records. For this purpose the day, month and year of the applicant's birth, as well as data on his/her parents, which have material impact on civil and legal relations are found out.

ATTENTION! In case the application for recovery of the vital record is rejected, an explanation on judicial appeal opportunities is also furnished.

If the vital record being recovered has been drawn up by another civil registry authority of Ukraine, an opinion of the civil registry office on recovery of the vital event and materials thereon are sent to the civil registry office at the place of its initial execution.

REGULATORY FRAMEWORK:

- 1) Civil Code of Ukraine;
- 2) Civil Procedure Code of Ukraine;
- 3) Family Code of Ukraine;
- 4) Law of Ukraine "On Civil Registration of Vital Events";
- 5) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons";

- 6) Law of Ukraine "On Ensuring Civil Rights and Freedoms and Legal Order within the Temporarily Occupied Territory of Ukraine";
- 7) Decree of the Cabinet of Ministers of Ukraine No. 7-93 "On State Duties" dated 21.01.1993;
- 8) Resolution of the Cabinet of Ministers of Ukraine No. 1025 "On Approving Template Vital Records, Lists of Contents and Template Certificates of State Registration of Vital Events" dated 10.11.2010;
- 9) Rules for State Registration of Vital Events in Ukraine approved by Order of the Ministry of Justice of Ukraine No. 52/5 dated 18 October 2000 (as amended by Order of the Ministry of Justice of Ukraine No. 3307/5 dated 24 December 2010);
- 10) Rules for Amending, Recovering and Revoking Vital Records approved by Order of the Ministry of Justice of Ukraine No. 96/5 dated 12.01.2011;
- 11) Convention on Legal Assistance and Legal Relations in Civil, Family and Criminal Cases dated 22.01.1993 (as amended by the Minutes thereto dated 28.03.1997);
- 12) Procedure for Considering Applications for Change of the Individual's Name (Surname, First Name, Patronymic) approved by Resolution of the Cabinet of Ministers of Ukraine No. 915 dated 11.07.2007;
- 13) Procedure for Voluntary Medical Examination of Brides and Grooms approved by Resolution of the Cabinet of Ministers of Ukraine No. 1740 dated 16.11.2002;
- 14) List of Paid Services, Which May Be Rendered by Civil Registry Offices approved by Resolution of the Cabinet of Ministers of Ukraine No. 1168 dated 22.12.2010;
- 15) Procedure for Rendering Paid Services by Civil Registry Offices approved by Order of the Ministry of Justice of Ukraine No. 3335/5 dated 27.12.2010;
- 16) Guidelines on Maintaining the State Register of Vital Records approved by Order of the Ministry of Justice of Ukraine No. 1269/5 dated 24.07.2008 registered with the Ministry of Justice on 25.07.2008

under No. 691/15382;

17) Resolution of the Cabinet of Ministers of Ukraine No. 1064 “On Approving the Procedure for Maintaining the State Register of Vital Records” dated 22.08.2007;

18) Procedure for Ascertaining the Fact of a child’s birth Outside the Health Care Facility approved by Resolution of the Cabinet of Ministers of Ukraine No. 9 dated 09.01.2013.

4. EDUCATION RECORDS

REISSUE OF GENERAL SECONDARY EDUCATION RECORDS

Grounds for Application:

- duplicate copies are issued in case the school-leaver has lost or has not received general secondary education records in the state-approved format at the educational institution, or in case these records have been damaged, with their integrity violated or loss of all or most details, making it impossible to identify the school-leaver;
- amended records are issued with taking into account necessary amendments in case there are errors in the information stated in the general secondary education records in the state-approved format, and if the school-leaver’s gender is changed.

Apply to:

any general educational institution of the respective level at the place of residence or stay of the school-leaver or his/her legal representative (hereinafter the “educational institution”).

Requirements for Applications:

An application shall contain:

- full name (first name, patronymic, surname);
- place of residence or stay;

- school-leaver's telephone number (if any);
- name of the general secondary education record in the state-approved format a duplicate copy of which is issued, or which is subject to amendment;
- name of the educational establishment within the temporarily occupied territory of Ukraine or educational institution in Donetsk or Luhansk Regions within the territory of which governmental authorities are temporarily not exercising their authorities or are not exercising them in full (hereinafter the "educational institution of the settlement in Donetsk or Luhansk Regions"), the date of finishing thereof by the school-leaver;
- other data, which the school-leaver or his/her legal representative deems material for issue of the duplicate copy or amended document.

Documents Necessary for Issuing a Duplicate Copy:

- confirmation of the payment for the duplicate copy issue service;
- certificate from the educational institution within the temporarily occupied territory of Ukraine or the educational institution of the settlement in Donetsk or Luhansk Regions where the school-leaver studied on the results of annual assessment of his/her academic progress and results of the state final examination (if any) OR other written data on the results of annual assessment of the school-leaver's academic progress (extract from the personal file, academic transcript, document on the respective level of the general secondary education, including other countries etc.) and results of the state final examination (if any).



NOTE! In case there is no certificate or other written data on the results of annual assessment of academic progress, the educational institution assesses academic progress of the school-leaver as follows:

The educational institution assesses academic progress of the school-leaver within three (3) business days upon filing a written application for obtaining the education record and appendix thereto. For this purpose, the committee is established by an order of the head of the educational institution consisting of the following: a chairperson of the committee (head or deputy head of the educational institution), pedagogical staff teaching disciplines on which annual assessment of academic progress is effected. The chairperson

of the committee decides on the schedule and form of annual assessment of the school-leaver's knowledge on respective disciplines. The results of the annual assessment are drawn up as minutes signed by all members of the committee and used to fill up the appendix to the education record.

Documents Necessary for Issuing an Amended Document:

- a confirmation of the payment for the amended record issue service;
- a general secondary education record in the state-approved format to be amended, and a copy of the first page of the passport or a copy of the document certifying change of gender issued by the civil registry authority.

Consideration of the Application:

- the official of the educational institution must identify the school-leaver or his/her legal representatives and his/her powers in accordance with the presented identification document;
- the educational institution submits to the respective competent authority a hard copy confirmation of issue of a duplicate copy or amended record in the form approved by Annex 20 to the Procedure for Ordering Academic Records in the State-Approved Format, Issue and Registration of Cards Thereof approved by Order of the Ministry of Education and Science of Ukraine No. 811 dated 10 December 2003 (hereinafter the "Ordering Procedure"), and an order within five (5) business days upon receipt of the written application for issue of the duplicate copy or amended record and all necessary documents from the school-leaver or his/her legal representative;
- the order for production of the duplicate copy, amended record and hard copy confirmation of issue thereof are drawn up by the respective competent authority in accordance with the procedure established by Clause 5.6 of the Chapter 5 of the Ordering Procedure, and submitted to the contractor pursuant to the Ordering Procedure (hereinafter the "Contractor") within five (5) business days upon receipt of the hard copy confirmation of execution of the duplicate copy or amended record from the educational institution. The order for production of the duplicate copy, amended record contains the name of the educational institution within the temporarily occupied territory of Ukraine or name of the educational institution of the settlement in Donetsk or Luhansk Regions and the year of finishing thereof by the school-leaver;

- the name and seal of the educational institution within the temporarily occupied territory of Ukraine or the name and seal of the educational institution of the settlement in Donetsk or Luhansk Regions as well as the title, signature, surname and initials of the head of the educational institution within the temporarily occupied territory of Ukraine or the title, signature, surname and initials of the head of the educational institution of the settlement in Donetsk or Luhansk Regions are specified in the duplicate copy, amended document in accordance with the data specified in the Unified State Electronic Educational Database. It is stamped “Duplicate Copy” in the top right corner of the duplicate copy;
- when the order for production of the duplicate copy, amended record is received, data in the order for production of the duplicate copy and hard copy confirmation of issue of the duplicate copy are checked by the Contractor against the data on the educational institution within the temporarily occupied territory of Ukraine or data on the educational institution of the settlement of Donetsk or Luhansk Regions, and on the school-leaver in the Unified State Electronic Educational Database;
- the general secondary education record, which was lost or damaged or was not obtained ceases to be effected upon drawing up a duplicate copy. The general secondary education record which is being amended ceases to be effective upon submission of the order for amendment thereof and shall be returned to the Contractor and disposed of. The information on the duplicate copy and amended record is entered into the Unified State Electronic Educational Database.

Receiving a Duplicate Copy or Amended Record:

Receipt of duplicate copies and amended records and appendices thereto from the competent authority, registration of and making entries into respective registration books by educational institutions, filling up an appendix to the duplicate copy or amended record, issue of duplicate copies and amended records and appendices thereto to school-leavers are effected as follows:

- a representative of the educational institution receives education records and appendices thereto from the education management authority on the basis of the document certifying his/her authorities;
- the educational institution issues education records and appendices thereto upon a written application of the applicant or his/her legal representative;

- an appendix to the education record is filled up by the official of the educational institution and sealed by the educational institution;
- the educational institution maintains a separate additional education record and appendix issue registration book (log), which is threaded, with its pages numbered and sealed by the educational institution;
- the education record and appendix issue registration book (log) and education records and appendices thereto not issued are kept in the educational institution in accordance with the laws.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”;
- 2) Procedure for Ordering, Registering and Issuing Duplicate Copies and Amended General Secondary Education Records in the State-Approved Format Issued to the Persons Who Acquired Education in Educational Institutions within the Temporarily Occupied Territory of Ukraine and in Educational Institutions within Specific Settlements of Donetsk and Luhansk Regions approved by Order of the Ministry of Education and Science of Ukraine No. 917 dated 08.08.2014;
- 3) Procedure for Registering and Issuing General Secondary Education Records in the State-Approved Format Issued to the Persons Who Acquired Education in Educational Institutions within the Temporarily Occupied Territory of Ukraine approved by Order of the Ministry of Education and Science of Ukraine No. 570 dated 12.05.2014;
- 4) Regulations on IPS “OSVITA” and Procedure for Ordering Education Records in the State-Approved Format, Issue and Registration of Cards Thereof (as amended by Order of the Ministry of Education and Science of Ukraine No. 737 dated 13.08.2007) approved by Order of the Ministry of Education and Science of Ukraine No. 811 dated 10.12.2003.

REISSUE OF SECONDARY VOCATIONAL AND HIGHER EDUCATION RECORDS

Grounds for Application:

- duplicate copies of records are issued in case they are lost or damaged, with their integrity violated or loss of all or most details, making it impossible to identify the holder of the Record. In case the initial Record contained an error in the surname, name or patronymic of the holder, a duplicate copy of the Card is issued taking into account the necessary amendments.

Apply to:

- Ministry of Education of the Autonomous Republic of Crimea, departments of education and science of regional, Kyiv and Sevastopol city state administrations;
- duly accredited higher educational institutions regardless of their subordination and ownership form (hereinafter the “Customer”).

Requirements for Applications

An application shall contain:

- cause of loss of or damage to the Record Card;
- full name of the holder, place of residence, telephone number (if any);
- name of the record, the Card of which was lost or damaged, the name of the educational institution and graduation date, other data which the holder of the Record Card or the customer deems material for issuing a duplicate copy.

Documents Necessary for Issuing a Duplicate Copy:

- announcement published in printed media at the Record holder’s place of residence containing the Record’s name, number and date of issue, holder thereof, the issuing educational institution, and invalidation thereof;
- confirmation of the payment for the Record Card duplicate copy issue service.

Consideration of the Application

- The Customer submits a copy (photocopy) of the original Record Card to the Competent Authority (informational and technical administrator of the state information production system in the education area). As an exception, if the copy (photo copy) of the Record Card cannot be provided, the Customer shall submit the following to the Competent Authority:
 - a petition with an explanation why the copy of the initial Record Card cannot be submitted;
 - a certified extract from the secondary general education certificate registration and issue and appendices, gold and silver medals registration book or diploma issue log with mandatory specification of the occupation/qualification (for vocational educational institutions), specialisation/area and qualification (for higher educational institutions) and a photocopy of the cover page of the book (log) and the page where the respective entry confirming the person's receipt of the Record Card is made.
- Orders for production of the duplicate copy and hard copy confirmations in the established formats are created by means of specialised software and placed by the Customer to the Contractor within ten (10) business days upon receipt of the application of the damaged or lost Record Card and all necessary documents.
- The order for production of the duplicate copy contains a year of graduation from the educational institution in accordance with the Card's copy (photo copy), and the date of handing over of the Record Card is the actual date when the duplicate copy is handed over. The name, which the educational institution had as of the graduation date is specified in the Card. The seal, the title of the head of the educational institution, his/her signature and initials on the Card are the ones effective as of the time when the Card of the duplicate Record is handed over. It is stamped "Duplicate Copy" in the top right corner of the Card of the duplicate Record.
- When the order for production of the duplicate copy is received, data of the order are checked against data on the person in the centralized databank of the Ministry of Education and Science of Ukraine. When the duplicate copy of the lost or damaged Record Card is produced, the previous Record Card ceases to be effective upon production of the duplicate copy, and information thereon is entered into the centralized databank of the Ministry of Education and Science of Ukraine.

- Data on issue of the duplicate copy of the Card are entered into the issued Record Card registration book of the educational institution with specification of the Record's series and number and the words "Duplicate Copy". A mark on issued duplicate copies is made in the issued Record Card registration book in the respective column on issue of the initial record.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons";
- 2) Procedure for Ordering Academic Records in the State-Approved Format, Issue and Registration of Cards Thereof approved by Order of the Ministry of Education and Science of Ukraine No. 811 dated 10.12.2003.



SECTION III. RIGHT TO EMPLOYMENT

1. TERMINATION OF LABOUR RELATIONS WITH EMPLOYERS FROM THE CONFLICT ZONE

In order to be granted a statement of an unemployed person and receive an unemployment allowance and social services within the mandatory state social insurance in case of unemployment, an internally displaced person who has not resigned from his/her job (not terminated another type of employment) and is unable to continue work (another type of employment) at the previous place of residence may terminate legal relations by furnishing a notarized statement of termination of labour relations by the employee and confirming that this statement has been sent to the employer by registered mail (with the list of enclosures) by the given citizen. In case the mail is not received within/from the territory of the administrative territorial entity which the person has been displaced from due to the circumstances established by Article 1 of the Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”, this statement is filed to the respective district, city and district, city, city district employment centre at the internally displaced person’s place of residence.

Apply to:

a district, city and district, city, city district employment centre at the internally displaced person’s place of residence.

Documents:

- identification document;
- IDP’s certificate;
- list of enclosures to the registered mail by which the employer has been sent a notarized written statement on termination of labour relations OR notarized written statement of termination of labour relations by the employee in case the mail is not delivered to the employer’s location.

Useful Information:

Current location of the employer can be checked at <https://usr.minjust.gov.ua/ua/freesearch>

REGULATORY FRAMEWORK:

1) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”.

2. ACQUISITION STATEMENT OF AN UNEMPLOYED PERSON

Apply to:

a district, city and district, city, city district employment centre at the internally displaced person’s place of residence.

Documents:

- passport of a citizen of Ukraine or temporary identity card of a citizen of Ukraine;
- taxpayer registration card;
- IDP’s certificate;
- employment record book (civil agreement or document confirming the employment period);
- where necessary: a military registration card (another academic record), a copy of the certificate attached to the examination report by the medical and social expert committee;
- if documents confirming the resignation are not available:
 - a statement of termination of labour relations, with authenticity of signature notarized, or a document confirming termination of labour relations (civil agreement, extract from the Unified State Register of Legal Entities and Individual Entrepreneurs), or respective court decision (in case labour relations (employment) are terminated judicially);
 - a settlement document (receipt) certifying that this statement has been sent to the employer by registered mail with the list of enclosures.

In addition to the abovementioned documents, certain categories of citizens furnish the following for the registration:

- graduates from higher educational institutions and vocational educational institutions, who have studied upon governmental order and applied to

the employment centre within one (1) year upon graduation furnish a job placement or certificate of permission for unassisted employment or certificate of unassisted employment, and the ones who studied on a paid basis and applied to the territorial authority within one (1) year upon graduation – an educational institution's certificate of the mode of attendance. This certificate is not furnished by graduates from higher and vocational educational institutions, who studied upon governmental order, are internally displaced persons and applied to the employment centre within one (1) year upon graduation;

- o military men (other than the ones doing their active military service) of the Armed Forces, National Guard, Foreign Intelligence Service, other military units established in accordance with the laws, State Border Guard Service, Security Service of Ukraine, State Special Transport Service, policemen, rank and file and commanding officers of the State Service of Special Communication and Information Protection, authorities of internal affairs, authorities and subdivisions of civil defence, tax police as well as staff of militarised emergency services established in accordance with the laws on a permanent basis (hereinafter the "military men"), who have been dismissed for medical reasons, due to staffing reduction and organisational measures without the right to be awarded pension – a military registration card specifying the date of their registration with the military registration and enlistment office in accordance with the laws.

ATTENTION! The registered internally displaced person, who has no records necessary to acquire statement of an unemployed person, is granted the statement without requirements applicable to the common procedure. Before records and data on employment periods, salary (income) and insurance records are received, such persons are paid a minimum unemployment allowance established by the laws for the unemployed.

Result of Consideration of the Application:

The decision on granting or denying a statement of an unemployed person is taken by the employment centre within seven (7) calendar days upon submission of an application for an unemployed status by the person.

The person familiarises himself/herself with the order on granting (denying) the statement, establishing the amount and payment term of the unemployment allowance, adjournment, reduction of the term and termination of this allowance payment at the employment centre, which is certified with his/her signature in the respective annex to the personal card.

In case the employment centre decides to deny the statement of an unemployed person, he or she may file an application for the abovementioned statement again at least seven (7) calendar days later after this decision is taken.

The decision of the employment centre on denying the statement of an unemployed person status may be appealed as prescribed by the laws.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”;
- 2) Resolution of the Cabinet of Ministers of Ukraine No. 198 “On Approving the Procedure for Registration, Reregistration of and Maintenance of Records on the Persons Seeking a Job” dated 20.03.2013.

3. ACTIVITIES FOR PROMOTION OF EMPLOYMENT OF INTERNALLY DISPLACED PERSONS

The government of Ukraine has established additional employment guarantees in order to promote employment of internally displaced persons (hereinafter the “IDPs”). Thus, in accordance with Article 26 of the Labour Code of Ukraine, there is no probation period when an IDP is employed.

The Cabinet of Ministers of Ukraine determines the activities designated for promoting IDPs’ employment and mechanism for adoption of one or several activities in aggregate. The procedure for adoption of such activities is established by Resolution of the Cabinet of Ministers of Ukraine No. 696 dated 08.09.2015.

Such activities for employment promotion include:

- compensation for the employer’s expenses for labour remuneration to IDPs employed out of registered unemployed ones on a basis of fixed-term employment contracts;
- compensation for the employer’s expenses for retraining and advanced training (hereinafter the “training”) of IDPs employed out of the registered unemployed ones;
- compensation to the registered unemployed IDP for actual travel

expenses for moving to another administrative territorial entity, where the place of employment is located;

- compensation to the registered unemployed IDP for expenses for preliminary medical and narcological examination in accordance with the law, provided it is necessary for employment.

These activities are financed within the term of the IDP's certificate of registration.

COMPENSATION FOR THE EMPLOYER'S EXPENSES FOR LABOUR REMUNERATION TO IDPS EMPLOYED OUT OF REGISTERED UNEMPLOYED ONES ON A BASIS OF FIXED-TERM EMPLOYMENT CONTRACTS

Compensation for the employer's expenses for labour remuneration for the period of up to six (6) calendar months is granted provided that registered unemployed IDPs are employed by the assignment of the basic employment centre on the basis of fixed-term employment contracts and guaranteed employment of such persons during the period twice exceeding duration of the payment.

Duration of compensation for expenses of the employer that has employed registered unemployed IDPs for more than six (6) months, yet no more than twelve (12) calendar months is determined by regional coordination committees for employment promotion upon approval of regional employment centres.

Compensation for the employer's expenses for labour remuneration is paid monthly in the amount of actual labour remuneration expenses for the persons employed by the assignment of basic employment centres, but it may not exceed the average salary of the staff employee in the respective region for the previous month, or the amount calculated on the basis thereof, if the person has worked a part of the month.

If compensation is paid for a part of the month, and actual expenses for labour remuneration exceed the average salary of the staff employee in the respective region for the month which labour remuneration expenses are compensated for, the compensation for this period is calculated by dividing the average salary in the respective region by the number of days of the month (or number of hours in case of hourly accounting of working time) established by the laws, and by multiplying by the number of working days (or hours) which the compensation is paid for.

Apply to:

the basic employment centre by the assignment of which an IDP has been employed.

Documents:

- application for compensation for labour remuneration expenses in a free form;
- copy of the employment contract between the employer and the employee certified in accordance with the prescribed procedure;
- or copy of the administrative act on employment certified in accordance with the prescribed procedure;
- payroll in the form approved by Resolution of the Cabinet of Ministers of Ukraine No. 696 dated 08.09.2015 (Annex No. 1 to the Resolution).

Application Procedure

Within two (2) months upon the IDP's employment, the employer files an application for compensation for expenses for the IDP's labour remuneration, with copies of the abovementioned documents attached.

For the compensation to be received, the employer submits a payroll in the form established by Annex No. 1 to the Resolution within five (5) business days upon payment of the salary to the employee. This payroll is used to calculate the compensation for the employer's expenses for labour remuneration.

Term and Procedure

The decision on compensation for the employer's labour remuneration expenses or denial thereof is taken by the basic employment centre within ten (10) business days upon receipt of all data on the basis of:

- abovementioned documents;
- personal data on the person held by the basic employment centre;
- data of the State Fiscal Service and territorial authorities thereof as to absence of the employer's arrears of the social security tax. In case the employer is in arrears of the social security tax, no compensation for expenses for the IDP's labour remuneration is paid;
- data of the Pension Fund of Ukraine on the date of the person's

employment and absence of the employer's arrears of mandatory state pension insurance contributions. In case the employer is in arrears of mandatory state pension insurance contributions, no compensation for expenses for the IDP's labour remuneration is paid;

- o data from the Unified State Register of Legal Entities and Individual Entrepreneurs as to no bankruptcy proceedings or declaring the employer bankrupt. In case the employer has been declared bankrupt in accordance with the established procedure, or bankruptcy proceedings have been initiated against it, no compensation for expenses for the IDP's labour remuneration is paid.

In case the decision is taken to compensate for the employer's expenses for the IDP's labour remuneration, the basic employment centre and the employer enter into the agreement in the form recommended by the Ministry of Social Policy within seven (7) business days.

Every month before the last day of the month following the reporting one, on the basis of the payroll in the form established by Annex No. 1 of the Resolution, the basic employment centre furnishes settlement documents to territorial authorities of the Treasury for funds to be transferred to the employer's settlement account.

In case compensation for the employer's expenses for the IDP's labour remuneration is denied, the basic employment centre shall notify the employer thereof in writing within five (5) business days after the decision is taken.

COMPENSATION FOR THE EMPLOYER'S EXPENSES FOR TRAINING OF IDPs EMPLOYED OUT OF THE REGISTERED UNEMPLOYED ONES

Training expenses of the employer that employs registered unemployed IDPs by the assignment of the basic employment centre for at least twelve (12) months are compensated for at the expense of the budget fund.

The compensation is established within training cost, but it may not exceed the ten-fold subsistence minimum for employable persons established by the law as of the date of payment by the employer.

Apply to:

the basic employment centre that has issued the employment assignment to this person.

Documents:

- application for compensation for expenses for the IDP's training in a free form;
- copy of the employment contract between the employer and the employee certified in accordance with the prescribed procedure;
- or copy of the administrative act on employment certified in accordance with the prescribed procedure;
- copy of the agreement on training the employee between the employer and the vocational or higher educational institution, enterprise, institution or organisation which has a licence for educational services;
- copies of settlement documents certifying the employer's payment for the employee's training;
- copy of the employee's education records in the state-approved format confirming training;
- data on the employer's settlement account for the compensation for the training expenses to be transferred, bearing the employee's full name (first name, patronymic, surname);
- in case the employee is trained by the employer that has a licence for educational services, it furnishes duly certified copies of orders on admitting the person to the training course and dismissing the person due to the training completion;
- original documents confirming payment for the training;
- copy of the employee's education records in the state-approved format, which certifies the training;
- data on the employer's settlement account for the compensation for the training expenses to be transferred.

Application Procedure

Within five (5) business days upon termination of the employee's training (yet within twelve (12) months upon his/her employment), the employer files an application for expenses compensation for the employed IDP's training, with the documents attached thereto.

Term and Procedure

The decision on compensation for the employer's training expenses

or denial thereof is taken by the basic employment centre within ten (10) business days upon receipt of all data on the basis of:

- abovementioned documents;
- personal data on the person who has been trained held by the basic employment centre;
- data of the State Fiscal Service and territorial authorities thereof as to absence of the employer's arrears of the social security tax. In case the employer is in arrears of the social security tax, no compensation for expenses for the IDP's labour remuneration is paid;
- data of the Pension Fund of Ukraine on the date of the person's employment and absence of the employer's arrears of mandatory state pension insurance contributions. In case the employer is in arrears of mandatory state pension insurance contributions, no compensation for expenses for the IDP's labour remuneration is paid;
- data from the Unified State Register of Legal Entities and Individual Entrepreneurs as to no bankruptcy proceedings or declaring the employer bankrupt. In case the employer has been declared bankrupt in accordance with the established procedure, or bankruptcy proceedings have been initiated thereon, no compensation for expenses for the IDP's labour remuneration is paid.

The basic employment centre notifies the employer of its decision in writing within three (3) business days after it is taken.

Within fifteen (15) business days after the decision on compensation for training expenses is taken, the basic employment centre furnishes settlement documents to the territorial authorities of the Treasury for funds to be transferred to the employer's settlement account.

Within thirty (30) calendar days after the employer receives the funds, the basic employment centre performs mutual settlements with the employer.

COMPENSATION TO A REGISTERED UNEMPLOYED IDP FOR ACTUAL TRAVEL EXPENSES FOR MOVING TO ANOTHER ADMINISTRATIVE TERRITORIAL ENTITY WHERE THE PLACE OF EMPLOYMENT IS LOCATED

In case a registered unemployed IDP is employed by the employer located outside the unemployed person's place of registration with the

basic employment centre and outside his/her place of residence or stay, this person is compensated for actual travel expense for moving to another administrative territorial entity where the place of employment is located, at the Fund's expense.

The assignment for employment within another administrative territorial entity is issued to the registered unemployed upon his/her consent provided that there is no suitable job and available training course within the administrative territorial unit where this person is registered as an unemployed one.

Compensation for travel expenses is paid after the person is employed by the assignment of the basic employment centre, on a non-recurrent basis, for the cost of the railway (other than four and two-berth compartments), sea, river and motor vehicle tickets (other than taxi), including personal travel accident insurance, payment for pre-sale of travel tickets, and expenses for using bed linen and luggage carriage by train.

Apply to:

the basic employment centre which is most convenient to attend.

Documents:

- application for compensation of travel expenses for moving;
- copy of the employment contract certified in accordance with the established procedure;
- or extract from the administrative act on employment;
- original travel documents.

Application Procedure:

The employed person files an application to the head of the basic employment centre, where he/she has been registered, within ten (10) business days upon entry into the employment contract.

Term and Procedure:

The basic employment centre, where the employed person has applied for compensation for travel expenses, ensures that the documents are sent to the basic employment centre, where the employed person has been registered as an unemployed one, within three (3) business days, for the decision on compensation to be taken.

The decision on compensation for travel expenses is taken by the basic employment centre, where the employed person has been registered as an unemployed one, within five (5) business days upon receipt of the documents certifying actual travel expenses.

Within fifteen (15) business days after the decision on compensation for travel expenses is taken, the basic employment centre furnishes settlement documents to the territorial authorities of the Treasury for the funds to be transferred to the person's private account opened with a banking institution.

COMPENSATION TO A REGISTERED UNEMPLOYED IDP FOR EXPENSES FOR PRELIMINARY MEDICAL AND NARCOLOGICAL EXAMINATION IN ACCORDANCE WITH THE LAW PROVIDED, IT IS NECESSARY FOR EMPLOYMENT

If working conditions or performance of certain types of works provide for mandatory medical or narcological examination by an employee, the registered unemployed IDP is sent by the basic employment centre to the state or municipal health care facility for preliminary medical and narcological examination followed by compensation for expenses related to necessary examinations and tests.

Apply to:

the basic employment centre where the person has been registered as an unemployed one.

Documents:

- application for compensation for expenses related to necessary examinations and tests;
- duly certified copy of the certificate (medical opinion, certificate);
- original documents certifying payment for the services related to medical and narcological examination.

Application Procedure:

The employed person files a respective application within ten (10) business days upon entry into the employment contract.

Term and Procedure:

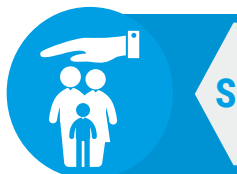
The basic employment centre issues an assignment for preliminary medical and narcological examination to the registered unemployed IDP.

The decision on compensation for expenses for preliminary medical and narcological examination is taken on the basis of the furnished documents within ten (10) business days upon entry into the employment contract with the employer.

Within fifteen (15) business days after the decision on compensation for expenses for preliminary medical and narcological examination is taken, the basic employment centre furnishes settlement documents to the territorial authorities of the Treasury for the funds to be transferred to the person's private account opened with a banking institution.

REGULATORY FRAMEWORK:

- 1) Labour Code of Ukraine;
- 2) Resolution of the Cabinet of Ministers of Ukraine No. 696 "On Approving the Procedure for Promoting Employment, Repayment for Funds for Financing Such Activities in Case Internally Displaced Persons' Guarantees are Violated" dated 08 September 2015.



SECTION IV. SOCIAL BENEFITS AND ALLOWANCES

1. NON-RECURRENT ALLOWANCE TO AFFECTED PERSONS AND INTERNALLY DISPLACED PERSONS

These are funds received by the Ministry of Social Policy in the national or foreign currency from individuals and legal entities, residents and non-residents as a donation, humanitarian aid, grants and gifts (hereinafter the “funds”) for non-recurrent allowance (hereinafter the “allowance”) to affected and internally displaced persons in difficult straits resulting from the social status, as a result of which the person is fully or partially unable (has not become able or lost the ability) or opportunity to provide for his/her personal (family) life and participate in social life (hereinafter the “affected or internally displaced person”).

Apply to:

the structural social protection subdivision of the district, Kyiv district state administration, structural social protection subdivision of the executive authority of the city, city district (if any) council (hereinafter the “social protection authorities”).

Documents:

- application stating reasons for the need of allowance and details of the account opened with a banking institution;
- copy of an identification document;
- copy of a taxpayer registration certificate;
- copies of documents certifying family relations (a marriage certificate, children’s birth certificate);
- copy of a certificate of registration of an internally displaced person (for the given category of persons);
- medical certificate of the person’s health condition or medical and social expert examination opinion on assignment of disability (where necessary).

Consideration of Application

The social security authority which has received the application for allowance shall:

- accept the application and check correctness thereof and documents attached thereto;
- check whether the person has received allowance before (this type of allowance is granted only once);
- transfer the package of documents to the local committee for consideration.

Having considered the documents furnished on each person who has applied for allowance, the local committee takes **a decision on:**

- expediency of allowance and amount thereof;
- substantiated rejection of the application for allowance;
- and draws up a register of recipients, and furnishes it to the social protection authority.

Term and Procedure for Further Consideration of the Application

Within five business days upon receipt of registers from social protection authorities, regional social protection authorities draft a request for allocating funds for allowance to recipients, which is furnished to the Ministry of Social Policy. The Ministry of Social Policy approves allowance amounts and transfers them to accounts of regional social protection authorities, which in their turn transfer the funds to accounts of social protection authorities within three (3) business days upon receipt of the funds from the Ministry of Social Policy. Then social protection authorities transfer the funds to the recipient's private accounts opened with banking institutions, within three (3) business days upon receipt of the funds from regional social protection authorities.

REGULATORY FRAMEWORK:

1) Resolution of the Cabinet of Ministers of Ukraine No. 535 "On Approving the Procedure for Using Funds Received from Individuals and Legal Entities to Pay Non-Recurrent Allowance to Affected Persons and Internally Displaced Persons" dated 01 October 2014.

2. MONTHLY TARGET ALLOWANCE TO INTERNALLY DISPLACED PERSONS TO COVER ACCOMMODATION EXPENSES, INCLUDING PUBLIC UTILITY PAYMENTS

Allowance is granted to internally displaced persons registered with structural social protection subdivisions of district, Kyiv district state administrations, executive social protection authorities of city, city district (if any) councils (hereinafter the “competent authorities”) since the date of application therefor and paid until the deregistration date inclusive, yet for no more than six (6) months.

Where to apply and what documents to furnish:

The following documents are furnished to the competent authority (social protection authority):	The designated bank (Public Joint-Stock Company “State Savings Bank of Ukraine”*) is furnished with the following documents:
<ul style="list-style-type: none"> ■ an application for allowance (for granting allowance for the first time); ■ details of the current account opened with the designated bank; ■ a statement of no changes having impact on granting the allowance (allowance to be granted for the following six (6) months); ■ registration certificates of all family members of persons being displaced extended for the subsequent term. 	<ul style="list-style-type: none"> ■ an application for opening a current account in accordance with the established procedure upon presenting a passport of a citizen of Ukraine or another identification document; ■ an application for allowance (for granting allowance for the first time, if it was not paid before via the designated bank); ■ a statement of no changes having impact on granting the allowance (allowance to be granted for the following six (6) months, if it was not paid before via the designated bank); ■ a written consent of other family members to payment of allowance to the family’s authorised representative (where necessary); ■ registration certificates of all family members of persons being displaced extended for the subsequent term.

* In order to find out the date, time and address of filing the application, the family’s authorised representative applies to the designated bank’s contact centre by telephone number: 0800 210 800.

The following data on all family members, who apply for allowance are specified in the application:

- full name (first name, patronymic, surname);
- birth date;
- series and number of the passport of a citizen of Ukraine, by whom and when issued;
- taxpayer registration number (not specified by individuals, who have refused from the taxpayer registration number due to their religious beliefs and notified the respective state fiscal authority thereof, and have a mark thereof in the passport);
- registered and actual place of residence (stay);
- possession of residential premises located in regions other than the temporarily occupied territory of Ukraine, areas of the anti-terrorist operation and settlements located at the front line, by any family member;
- possession by any family member of the funds on a deposit bank account in the amount exceeding ten-fold subsistence minimum established for employable persons;
- work place of persons of the employable age and the date of starting the employment.

The following documents are attached to the application:

- copy of the marriage certificate;
- copies of children's birth certificates certified by the signature of the family's authorised representative;
- written consent of other family members to payment of allowance to the family's authorised representative;
- written consent to personal data processing;
- written consent to the designated bank's disclosure of information containing bank secret as to the current account opened for the family's authorised representative with the designated bank.

Allowance is granted to the family and paid to the family's authorised representative in the following amounts:

- for persons incapable of work (pensioners, children): UAH 884 per person (family member);

- for persons with disabilities: subsistence minimum for persons incapable of work;
- for employable persons: UAH 442 per person (family member).

The total allowance for the family is calculated as a total of allowances for each family member and may not exceed UAH 2,400.

The amount of the allowance granted:

- is not taken into consideration when calculating the total family income for all types of social aid;
- is not included into calculation of the total monthly (annual) taxable income.

Term of Consideration of the Application

Within ten (10) days upon filing the application and necessary documents by the family's authorised representative, the competent authority:

- grants allowance, or
- rejects the application for allowance, whereof the family's authorised representative is notified.

Allowance is not granted when:

- any family member owns residential premises located in regions other than the temporarily occupied territory of Ukraine, areas of the anti-terrorist operation and settlements located at the front line;
- any family member has funds on a deposit bank account in the amount exceeding ten-fold subsistence minimum established for employable persons.

Specifics of granting allowance, if there are persons of employable age in the family that has been granted this allowance, and they:

- have not been employed, including with assistance of the state employment service;
- have labour relations with employers within the temporarily occupied territory of Ukraine, areas of the anti-terrorist operation and settlements located at the front line, but actually do not work.

In this case, if these persons do not actually work, within two (2) months

the amount of the granted allowance for employable family members is reduced for 50 per cent for the following two (2) months, and then ceases to be paid. The allowance also ceases to be paid, if the family's authorised representative files an application for termination of the allowance payment, deregistration of the internally displaced person; identification of false information by the competent authority or failure to notify of changes in the circumstances having impact on granting the allowance.

Payment of the allowance may be resumed, if the family's authorised representative has notified the competent authority of changes in the circumstances, which have had impact on termination of the allowance, within a month upon the termination month.

It does not apply to employable citizens who:

- take care of children, who have not reached the age of three (3);
- take care of children, who need care during the time specified in the medical conclusion of the medical advisory committee, until they reach the age of six (6);
- have three (3) or more children under the age of sixteen (16) and take care of them;
- take care of persons with disabilities of group I, or children with disabilities at the age under eighteen (18), or persons with disabilities of group I or II resulting from mental disorder, or persons who have reached the age of eighty (80);
- are full-time students;
- are individuals rendering social services.

The family's authorised representative shall notify of any changes which may have impact on the allowance payment or amount. Recalculation of the allowance is made from the month following the month when such changes occurred, upon application of the family's authorised representative or information furnished by the competent authority.



NOTE! Amendments have been made to Part 1 of Article 4 of the Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons". In accordance with these amendments, the term of a Certificate of Registration of an Internally Displaced Person is unlimited (it used to be six (6) months). Therefore, IDPs do not have to apply to the labour and social protection department to extend the certificate every six (6) months.

However, it should be noted that unlimited term of the certificate does not mean that the term of monthly target allowance is unlimited as well. The same way as before, in order to be granted monthly target allowance to cover accommodation expenses, internally displaced persons must, in accordance with Resolution of the Cabinet of Ministers of Ukraine No. 505 dated 1 October 2014, apply to social protection authorities every six (6) months.

REGULATORY FRAMEWORK:

1) Resolution of the Cabinet of Ministers of Ukraine No. 505 “On Granting Monthly Target Allowance to Internally Displaced Persons to Cover Accommodation Expenses, Including Public Utility Payments” dated 01 October 2014.

3. SUBSIDIES TO REIMBURSE FOR PUBLIC UTILITY PAYMENTS, PURCHASE OF CONDENSED GAS, SOLID AND LIQUID HEATING DOMESTIC FUEL

A subsidy is a monthly target cashless payment, which is granted to reimburse for expenses for apartment building management, accommodation use and maintenance and public utilities (water, heating, gas supply, wastewater drainage, electrical power, removal of domestic waste and liquid waste). In addition, the subsidy may be granted in cash once a year to purchase condensed gas, solid and liquid heating domestic fuel (in case residential premises are not connected to centralized electric, heating or power supply systems for heating). The subsidy is granted for one type of fuel only.

Apply to:

- the labour and social protection department at the place of registration or actual residence in person or by mail (including e-mail);
- authorised persons designated by executive authorities of village and urban village councils (in the rural areas);
- social workers of the territorial centre for social services for single, elderly and disabled citizens.

Documents necessary to be granted a subsidy may also be sent in electronic form via the official web-portal of the Ministry of Social Policy or integrated information systems of executive authorities and local self-government authorities (<https://subsidi.mlsp.gov.ua/>), using the electronic

digital or electronic signature created by attaching applicant's identification data to the electronic application confirmed in the course of authentication by means of the electronic identification system using the bank customer database.

Documents:

- application (in the established format);
- statement of income and expenses of the persons, who have applied for accommodation subsidies, in the established format;
- income certificates in case the statement contains other received income information on which is not available in the State Fiscal Service, Pension Fund of Ukraine, social insurance funds, and may not be obtained upon request of the structural social protection subdivision in accordance with the laws;
- accommodation lease agreement containing the condition of payment for public utilities.

Other data necessary for granting accommodation subsidies (on citizens' residential services and public utilities) are furnished by service providers upon request of labour and social protection authorities.

Specifics of Granting Subsidy Documents:

- the information on annual income for the previous calendar year is furnished to purchase condensed gas, solid and liquid heating domestic fuel;
- the subsidy for public utilities is granted on the basis of the average monthly aggregate income for the previous calendar year. If the subsidy is granted in the first quarter of the year, monthly aggregate income is calculated for the first three (3) quarters of the previous year. For the subsidy to be granted, aggregate income is calculated on the basis of income accrued for persons who have reached the age of fourteen (14) as of 01 January of the year which income is taken into consideration for, without account of personal income tax. Monthly target allowance to internally displaced persons to cover accommodation expenses, including payment for public utilities, aid from non-governmental and charitable organisations is not taken into consideration when granting subsidies.
- In case the statement includes other income information on which is not

available in the State Fiscal Service, Pension Fund of Ukraine, social insurance funds, and this income cannot be confirmed with a certificate, a written explanation specifying the amount thereof is attached to the statement of income.

Granting Conditions

Subsidies may be granted to families whose payment for public utilities within the social accommodation standards and social public utility consumption standards exceed the mandatory payment share established by the Cabinet of Ministers of Ukraine.

The amount of the mandatory payment depends only on the family's income. The accommodation subsidy amounts to the difference between the cost of public utilities and the mandatory payment of the household.

The subsidy is granted to one of the persons registered in the residential premises (building).

In case the person who has been granted the subsidy dies, the subsidy does not cease to be paid until the end of the heating (non-heating season) provided that other persons charged payments for public utilities are registered in the residential premises (building).

The non-registered person, who actually resides in the residential premises may have the subsidy granted on a case-by-case basis by decision of the district, Kyiv district and Sevastopol state administration and executive authority of the city and district council or committee established by them (hereinafter the "committee") provided that there is an accommodation lease agreement and report on examination of material and household conditions of the household. In case the number of persons actually residing in the residential premises (building) is less than the number of persons registered in such residential premises (building), the subsidy is calculated on the basis of the number of persons registered in the residential premises (building), who actually reside therein, on the basis of the decision of the district, Kyiv district and Sevastopol state administration and executive authority of the city, city district (if established) council or committee established by them. Provided there is a lease agreement, the subsidy is granted from the month of application until the end of the heating season, yet by no more than twelve (12) months and until the end of the month when the lease agreement expires.

A subsidy to reimburse for payment utilities is granted from the month of application until the end of the heating season, yet by no more than twelve (12) months, and is calculated:

- for the heating season: from 01 October until 30 April;
- for the non-heating season: from 01 May until 30 September.

A subsidy to purchase condensed gas, solid and liquid heating domestic fuel is granted once a calendar year.

In case the subsidy is granted, within the term thereof public utility and solid fuel and condensed gas purchase privileges are not provided to persons registered (actually residing) in the residential premises (building).

Subsidies are not granted if:

any person registered (actually residing) in the residential premises (building), who is charged payment for public utilities has purchased a land plot, apartment (building), motor vehicle, vehicle (mechanism), construction materials, other durable goods, or has paid for construction, apartment (building) renovation or motor vehicle, vehicle (mechanism) repair services, telephone communication (including mobile one), except for public utilities within social accommodation standards and social public utility consumption standards, and medical services related to life support (on a non-recurrent basis) for the amount exceeding UAH 50 thousand for twelve (12) months before application for a subsidy.

The subsidy is not granted, if under-aged children (other than full-time students registered and residing in residence halls), who have parents, are registered in the residential premises (building) on their own.

Payment of the subsidy granted before is ceased:

- if the citizen, who has been granted the subsidy, does not pay his/her respective share for public utilities (except for cases when it is related to delay in payment of salary, pension etc., which is certified with respective documents);
- if the citizen has concealed or knowingly provided false data on income and property which have had an impact on granting the subsidy;
- in case the family moves to another region, and circumstances, which prevent subsidy payment occur (in particular, death of a single person);
- upon application of the owner (co-owner) of the accommodation, lessee of the accommodation from the state and public housing, member of the housing association, owner (co-owner) of the residential premises.

Term of Consideration of the Application:

The decision on granting or denying a subsidy is taken within ten (10) days after the application is filed, and data necessary for granting thereof are received upon request of structural social protection subdivisions.

REGULATORY FRAMEWORK:

- 1) Resolution of the Cabinet of Ministers of Ukraine No. 848 “On Simplifying the Procedure for Providing Citizens with Subsidies to Reimburse for Public Utility Payments, Purchase of Condensed Gas, Solid and Liquid Heating Household Fuel” dated 21 October 1995;
- 2) Resolution of the Cabinet of Ministers of Ukraine No. 409 “On Establishing State Social Standards in the Public Utility Sphere” dated 06 August 2014.

4. PENSION PAYMENTS

Pension payments are allowances within the system of mandatory state pension insurance made as pension (old-age, disability due to the systematic disease (including injuries not related to work, childhood disabilities), due to loss of the breadwinner), life pension or one-off payment.

In case a person is paid a pension and changes his/her place of residence, this person shall file an application for requesting the pension file to the department of the Pension Fund of Ukraine in the district of the city and region, where the pensioner is registered and actually resides, to be paid pension by authorities of the Pension Fund of Ukraine at the actual place of residence. The application for requesting the pension file at the new place of residence is filed by the pensioner in person to the authority awarding pension, at the new place of residence (registration). Documents confirming the residence at the address specified in the application are not requested.

Apply to:

- the department of the Pension Fund of Ukraine in the district (city, city district) where the pensioner actually stays (resides);
- Main Department of the Pension Fund of Ukraine (for persons dismissed from military service and some other persons).

Documents:

- passport;
- pensioner's identification document (if any);
- taxpayer identification code certificate;
- certificate of registration of an internally displaced person;
- details of the account opened with the designated bank, Public Joint-Stock Company "State Savings Bank of Ukraine".

Procedure for Resuming the Pension Payment:

- a request for an electronic pension file is formed by the authority of the Pension Fund on the basis of the personal application for requesting the pension file (with copies of the abovementioned documents);
- the pension payment is resumed from the month following the month when payment thereof was ceased at the previous place of residence, on the basis of the electronic pension file (after it is received);
- after the pension file and certificate are received, the pension is paid for the period until the registration month, provided that the pension, which the pensioner is entitled to, has not been paid at the previous place of residence in accordance with the payment certificate;
- in case the place of stay (residence) is changed again, including return to the place of permanent residence (registration) to the part of Donetsk or Luhansk Regions controlled by the Ukrainian government, the pension continues to be paid at the new address in accordance with the foregoing.

Term Necessary to Receive an Electronic Pension File:

A pension file is transferred within seven (7) to ten (10) days. However, these terms may be longer in individual departments of the Fund located close to the territory of the anti-terrorist operation as they process a considerable number of applications.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Mandatory State Pension Insurance" No. 1058-IV dated 9 July 2003;
- 2) Law of Ukraine "On Pension Support of Persons Dismissed from Military Service and Some Other Persons" No. 2262-XII dated 9 April 1992;

- 3) Resolution of the Cabinet of Ministers of Ukraine No. 637 “On Social Allowances to Internally Displaced Persons” dated 05 November 2014;
- 4) Procedure for Filing and Drawing up Documents for Awarding (Recalculation) of Pensions in Accordance with the Law of Ukraine “On Mandatory State Pension Insurance” approved by Resolution of the Board of the Pension Fund of Ukraine No. 22-1 dated 25 November 2005.

5. STATE SOCIAL ALLOWANCES PAID BY SOCIAL PROTECTION AUTHORITIES (TO FAMILIES WITH CHILDREN, LOW-INCOME FAMILIES, PERSONS WITH CHILDHOOD DISABILITIES, CHILDREN WITH DISABILITIES, SINGLE-PARENT BENEFIT)

State allowances to families with children are granted taking into account family members, income and age of children and are designated for ensuring priority of state allowances to families with children in the general social protection system by ensuring a certain level of financial support to families with children.

State allowances to low-income families are granted to the least socially protected families to maintain the life level, which is not lower than the subsistence minimum.

State allowances to persons with childhood disabilities and children with disabilities at the level of the subsistence minimum guarantee their right to financial support and social protection at the expense of the State Budget of Ukraine.

Apply to:

the labour and social protection department at the actual place of residence (stay) of displaced persons after they are registered as internally displaced persons.

Documents:

- Persons, who apply for various types of allowances for the first time furnish documents in accordance with the current laws per standard procedure.
- Persons, who apply for extension of allowances furnish:

- passport;
- taxpayer identification code certificate;
- certificate of registration of an internally displaced person;
- other documents necessary for the certain social allowance, if necessary (for instance, a certificate of the family's income and property, certificate of family members, certificate attached to the report on examination by the medical and social expert committee, child's birth certificate).

Specifics of Furnishing Certain Documents

In case a recipient of social allowance is unable to furnish documents on the family's income and property, when applying for granting (extending) social allowance which is granted taking into account the family's aggregate income, the recipient personally enters these data into the Statement of Income and Property of the Persons Applying for All Types of State Social Allowances.

Difficulties may also arise when obtaining a certificate of family members. Certificates of family members are issued by apartment building co-owners associations, city councils (as to private houses), village and urban village councils etc. Social protection authorities should be contacted to gain information on practical regulation of the procedure for receiving a certificate of family members within the territory of the respective administrative territorial entity.

When allowance is granted, social inspectors do not supervise common residence and maintenance of household by children's parents. However, social inspectors may check authenticity of furnished and declared data on income of recipients by sending inquiries to territorial authorities of the State Fiscal Service, enterprises, institutions and organisations of any ownership form, other executive authorities and local self-government authorities.

An application for terminating payment (deregistration) or continuing payment of the allowance at the new place of residence (registration) of the allowance recipient (registration) is filed by the person applying for allowance in person. On the basis of this application for continuing the allowance payment at the new place of residence (registration), the Social Protection Authority drafts a Request for the Allowance Recipient's Personal File to the previous place of payment thereof, which is sent by mail or handed over to the allowance recipient (in accordance with the application). If a Certificate from departments remaining in settlements within the territory of which

government authorities are temporarily not exercising their powers cannot be obtained within a month, non-received allowances are paid to recipients on the basis of information on financing and payments published on the official website of the Ministry of Social Policy of Ukraine. Social protection authorities continue the allowance payment on the basis of the electronic personal file from the month following the one when payment ceased to be made at the previous place of residence. After the personal file and certificate are received, the allowance is paid for the period until the registration month, provided that the allowance, which the recipient is entitled to has not been paid at the previous place of residence in accordance with the allowance certificate.

ATTENTION! The procedure for granting child support to single parents has been changed since 01 January 2016.

Child support granted to single parents amounts to the difference between 100 % of the subsistence minimum for a child of the respective age and average monthly aggregate income of the family per person for the last six (6) months.

Maximum support amounts to:

	May 2016-November 2016	From December 2016
Under the age of six (6)	UAH 1,228	UAH 1,355
From six (6) to eighteen (18)	UAH 1,531	UAH 1,689
From eighteen (18) to twenty-three (23) (provided that the child studies)	UAH 1,450	UAH 1,600

Persons applying for child support to single mothers for the first time furnish:

- application;
- extract from the State Register of Vital Records on the state registration of a child's birth issued by the civil registry office, stating grounds for entering data on the child's father into the civil record on the child's birth, in accordance with Paragraph 1 of Part 1 of Article 135 of the Family Code of Ukraine;
- copy of a child's birth certificate;
- certificate of the child's residence with his/her mother issued at the

family's place of residence;

- certificate of registration of an internally displaced person;
- statement of income and property of the persons, who have applied for all types of social allowances (filled in on the basis of income certificates of each family member).

REGULATORY FRAMEWORK:

1) Law of Ukraine "On State Allowances to Families with Children" No. 2811-XII dated 21.11.1992;

2) Law of Ukraine "On State Social Allowances to Low-Income Families" No. 1768-III dated 01.06.2000;

3) Law of Ukraine "On State Social Allowances to Persons with Childhood Disabilities and Children with Disabilities" No. 2109-III dated 16.11.2000;

4) Law of Ukraine "On the State Budget of Ukraine for 2016" No. 928-VIII dated 25.12.2015;

5) Order of the Ministry of Labour and Social Policy of Ukraine No. 204 "On Approving the Format of the Statement of Income and Property of the Persons, Who Have Applied for All Types of Social Allowances, and Certificate of Family Members or Persons Registered in the Residential Premises/Building" dated 22.07.2003;

6) Order of the Ministry of Labour and Social Policy of Ukraine No. 345 "On Approving the Instructions on the Procedure for Executing and Maintaining Personal Files of Recipients of All Types of Social Allowances" dated 19.09.2006;

7) Resolution of the Cabinet of Ministers of Ukraine No. 1181 "On Amending Certain Resolutions of the Cabinet of Ministers of Ukraine" dated 25.12.2016;

8) Resolution of the Cabinet of Ministers of Ukraine No. 1751 "On Approving the Procedure for Granting and Paying State Allowances to Families with Children" dated 27.12.2001;

9) Order of the Ministry of Labour and Social Policy of Ukraine, Ministry of Economy and European Integration of Ukraine, Ministry of Finance of Ukraine, State Statistics Committee of Ukraine, State Committee for

Youth Politics, Sport and Tourism of Ukraine No. 486/202/524/455/3370 “On Approving the Methodology for Calculating Aggregate Income of the Family for All Types of Social Allowances” dated 15.11.2001 registered with the Ministry of Justice of Ukraine on 7 February 2002 under No. 112/6400.

6. TEMPORARY STATE ALLOWANCE TO CHILDREN WHOSE PARENTS EVADE PAYING CHILD SUPPORT, ARE UNABLE TO PROVIDE FOR THE CHILD OR WHOSE PLACE OF RESIDENCE IS UNKNOWN

Temporary state allowance is granted to children under the age of 18 and whose parents evade paying child support, are unable to provide for the child or whose place of residence (stay) is unknown (hereinafter the “temporary allowance”) at the place of residence (stay) of one of the parents providing for the child (hereinafter the “recipient”).

Apply to:

the labour and social protection department of district, Kyiv district and Sevastopol state administration, structural social protection subdivisions of executive authorities of city, city district (if any) councils (hereinafter the “social protection authorities”).

Documents:

- o application in the form approved by the Ministry of Social Policy;
- o copy of a child’s birth certificate;
- o certificate of registration of the child’s place of residence (stay);
- o certificate of registration of the recipient’s place of residence (stay);
- o certificate of registration of an internally displaced person;
- o statement of income and property of the persons, who have applied for all types of social allowances (filled in on the basis of income certificates of each family member).

Subject to the grounds for granting temporary allowance, the following documents are additionally furnished:

- o court decision (enforcement order) on collecting child support for the child from one of the parents;

- certificate of the state enforcement service confirming that one of the parents has not paid child support for six (6) months before the application;
- certificate of the child support amount (if the child support amount established by court in the lump sum is less than the minimum child support per child);
- certificate of the respective institution regarding criminal proceedings against one of the parents or his/her compulsory treatment in penitentiary facilities, declaring him/her legally incapacitated in accordance with the established procedure as well as his/her doing active military service;
- notice of the authority of internal affairs stating that the place of residence (stay) of one of the child's parents has not been located.

ATTENTION! If a certificate on child support payment and amount from the state enforcement service located within the temporarily occupied territory of Ukraine and in the area of the anti-terrorist operation cannot be furnished, temporary allowance is granted on the basis of a written application for receiving (not receiving) child support filed by one of the parents.

One of the parents is liable for authenticity of information regarding non-receipt of child support or amount thereof furnished to the social protection authority.

Granting Conditions

Temporary allowance is granted when:

- the court decision on collecting child support from one of the parents is not enforced due to the fact that the debtor evades payment of child support or has no funds or other property which may be forfeited in accordance with the laws;
- criminal proceedings have been initiated against one of the parents, or he/she is undergoing compulsory treatment, is in penitentiary facilities, has been declared legally incapacitated in accordance with the established procedure as well as is doing active military service;
- place of residence (stay) of one of the parents has not been located.

Temporary allowance is granted every six (6) months starting from the month, when the application with all necessary documents attached is filed.

Temporary allowance is not granted when:

- children are under guardianship or custody or fully supported by the state.

Exception:

If the child, who resides in the respective institution (facility) with the full state support is at home at summer holidays, state allowance is granted for the full months of such stay on the basis of the institution's (facility's) certificate stating that the child has not been fully supported by the state within this period.

Amount of the Temporary Allowance:

- equals to the difference between 50 % of the subsistence minimum for a child of the respective age and average monthly aggregate income of the family per person for the last six (6) months (on the common grounds).

Maximum support amounts to:

	May 2016-November 2016	From December 2016
Under the age of six (6)	UAH 614	UAH 677.50
From six (6) to eighteen (18)	UAH 765.50	UAH 844.50

- equals to the difference between the established child support and the amount which is 30 % of the subsistence minimum prescribed by the law for a child of the respective age (if the child support amount established by court in the lump sum is less than the minimum child support per child).

Temporary allowance ceases to be paid in case of:

- location of the place of residence (stay) of the person obliged to pay child support pursuant to the court decision;
- detection of the circumstances demonstrating capability of one of the parents to provide for his/her child;
- reaching the age of 18 by the child;
- full discharge of one of the parents' obligations to pay child support, if he/she moves abroad for permanent residence;
- the child's admission to the respective institution (facility) with the full state support;

- revocation or invalidation of adoption;
- adoption of the child (by the parent's spouse);
- refusal from child support collection;
- voluntary execution of the court decision by the person obliged to pay child support;
- revocation of the court decision on child support collection in accordance with the established procedure;
- death of the child temporary allowance has been granted to;
- death of the parent obliged to pay child support, or declaring him/her missing or deceased in accordance with the established procedure;
- deprivation of one of the parents maintaining the child of parental rights in accordance with the established procedure;
- taking the child away from of one of the parents maintaining the child, without deprivation of parental rights;
- establishing guardianship or custody over the child.

In case child support payment is resumed, one of the parents shall notify the social protection authority thereof in writing for the temporary allowance, which was granted before to be terminated (recalculated).

Term of Consideration of the Application

The decision on granting or denying temporary allowance is taken by the social protection authority within ten (10) calendar days upon receipt of all necessary documents.

REGULATORY FRAMEWORK:

1) Resolution of the Cabinet of Ministers of Ukraine No. 189 "On Approving the Procedure for Granting and Paying Temporary State Allowance to Children Whose Parents Evade Paying Child Support, Are Unable to Provide for the Child or Whose Place of Residence is Unknown" dated 22 February 2006.

7. FINANCIAL SECURITY IN ACCORDANCE WITH THE MANDATORY STATE SOCIAL INSURANCE IN CASE OF TEMPORARY DISABILITY AND EXPENSES RESULTING FROM BURIAL

Financial security in accordance with the mandatory state social insurance in case of temporary disability and expenses resulting from burial (hereinafter the "financial security") is provided at the expense of the Social

Insurance Fund for Temporary Disability (hereinafter the “Fund”) to the persons displaced from the temporarily occupied territory of Ukraine and areas of the anti-terrorist operation. The date of displacement of the insured is the one specified in the certificate of his/her registration as an IDP.

Types of Financial Security:

- temporary disability allowance (including taking care of a sick child);
- maternity allowance;
- a burial payment (except for burial of pensioners, unemployed and persons, who have died of an industrial accident).

Apply to:

district, inter-district, city executive directorate of the department of the Fund at the actual place of residence (stay) (hereinafter the “Fund’s working body”) in person or via a legal representative.

Granting Conditions

Financial security is granted to persons displaced from the temporarily occupied territory and areas of the anti-terrorist operation (hereinafter the “insured persons”) who:

- either have (have had) labour relations with enterprises, institutions, organisations or individuals;
- or have been insured on a voluntary basis;
- or are recipients of the insured person’s burial payment;
- and have not exercised their right to be granted financial security in accordance with the Law of Ukraine “On Mandatory State Social Insurance in Case of Temporary Disability and Expenses Resulting from Burial” and cannot exercise their right to be granted financial security in accordance with the Law of Ukraine “On Mandatory State Social Insurance” due to being displaced from the temporarily occupied territory of Ukraine and area of the anti-terrorist operation, namely:
 - temporary disability allowance is granted in case of occurrence of the insured event before the insured person’s displacement;
 - maternity allowance is granted in case of occurrence of the insured event before the insured person’s displacement as well as within thirty (30) weeks upon the insured person’s displacement;

- burial payment (except for burial of pensioners, unemployed and persons, who have died of an industrial accident) is granted in case of occurrence of the insured event before the insured person's displacement. In case a pensioner dies, the persons, who have buried him/her, are paid an allowance in the amount of the double monthly pension received by the pensioner as of the time of death. The Pension Fund at the pensioner's place of residence shall be applied to for the pensioner's burial payment.

Grounds for Granting Financial Security

A work incapacity certificate issued in accordance with the established procedure is a ground for granting temporary disability allowance.

A death certificate issued by the civil registry authority and an extract on death from the State Register of Vital Records for obtaining the burial payment (a certificate, if the death is registered by the executive authority of the village, urban village or city council) is a basis for granting the insured person's burial payment to his/her family member or the person, who has paid for the burial (hereinafter the "allowance recipient").

Documents

Regardless of the type of financial security, the following is furnished:

- application with details of the bank institution and number of the insured person's current account for financial security to be transferred;
- copy of the passport (pages 1-4, 11-16) or another identification document;
- copy of a taxpayer registration certificate;
- copy of the certificate of registration of an internally displaced person;
- certificate issued to the insured person by the banking institution on opening the current account for financial security to be transferred (if any);
- copy of the agreement on voluntary participation in the mandatory state social insurance system (hereinafter the "voluntary participation agreement") and information on social security tax paid, in particular, social security tax receipts, for the persons registered on a voluntary basis

Furthermore, if the application is filed by a legal representative of the

insured person, the legal representative's identification document, and the document certifying his/her respective authorities are also furnished.

The following is furnished additionally, subject to the type of financial security:

Temporary disability and maternity temporary allowance	Burial payment
<ul style="list-style-type: none"> ■ a work incapacity certificate; ■ a copy of the employment record book (if any); ■ a certificate of the salary accrued for the respective settlement period (monthly), with types of payments and number of worked days (hours) (if any); ■ where necessary, copies of respective certificates or other documents confirming the right to the benefit; ■ a copy of a child's birth certificate (to establish the child's age when paying under the work incapacity certificate issued to take care of the sick child). 	<ul style="list-style-type: none"> ■ a death certificate; ■ an extract on death from the State Register of Vital Records for obtaining a burial payment (a certificate, if the death is registered by the executive authority of the village, urban village or city council).

In case the insured person does not have:

- an employment service record or duly certified copy thereof, or records confirming employment periods and pension insurance record, voluntary participation agreement and single social tax receipts (for the persons insured on a voluntary basis), financial security to this person is granted on the basis of the data from the State Register of Mandatory State Social Insurance;
- a certificate of accrued salary for the respective settlement period (monthly), with types of payments and number of worked days (hours), the Fund's working body calculates an average wage and allowance amount:
 - temporary disability allowance – on the basis of the minimum wage

established for the month of occurrence of the insured event, in calendar days;

- maternity allowance – on the basis of the data from the State Register of Mandatory State Social Insurance, and if there are no data in the Register – on the basis of the minimum wage established for the month of occurrence of the insured event.

Where necessary, the Fund's working bodies help to collect necessary information and records to receive financial security.

If the insured person is unable to confirm his/her pension insurance record, and the State Register of Mandatory State Social Insurance does not contain respective data, the Fund's working body calculates temporary disability allowance regardless of the pension insurance record, in the amount of 50 % of the average wage (income).

ATTENTION!

Financing Security Payment Deadlines

Regardless the date of the insured event, financial security payment deadlines have been introduced since 01.01.2015. Thus, financial security is paid, if an application for granting thereof has been received within twelve (12) calendar months upon recovery of work capacity, assignment of the disability group, expiration of the maternity leave, death of the insured person or family member he/she has provided for.

However, if the internally displaced person cannot receive financial security within the abovementioned period (for instance, he/she does not have an original work incapacity certificate), in order to prevent expiration of the financial security payment deadline, the person may declare this work incapacity certificate within one year upon recovery of work capacity. The work incapacity certificate may be deemed declared, if the employer has filed a calculation statement to the Fund, or the internally displaced person has personally applied for financial security to the Fund.

Work incapacity certificates issued after 01.12.2014 within the occupied territories and territories which are not controlled by the Ukrainian government, shall not be settled.

Work incapacity certificates issued by health care facilities within the temporarily occupied and uncontrolled territories after 01.12.2014 may not be a ground for granting temporary disability and maternity allowance at the expense of the Social Insurance Fund for Temporary Disability.

Term of Consideration of the Application

On the basis of the documents furnished by the insured person (or allowance recipient), the Fund's working bodies grant financial security within ten (10) days upon receipt thereof and pay it within ten (10) business days after it is granted.

Documents Storage Term

Original and certified copies of the furnished documents on the basis of which the financial security has been accrued and paid are kept in the insured person's (or allowance recipient's) personal file with the Fund's working body which has paid the financial security, for five (5) years.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Mandatory State Social Insurance" No. 1105-XIV dated 23 September 1999;
- 2) Law of Ukraine "On Mandatory State Social Insurance in Case of Temporary Disability and Expenses Resulting from Burial" No. 2240-III dated 18 January 2001 (ceased to be effective from 01.01.2015);
- 3) Resolution of the Cabinet of Ministers of Ukraine No. 531 "On Specifics of Exercising Rights of Some Categories of Citizens to the Mandatory State Social Insurance" dated 01 October 2014;
- 4) Resolution of the Board of the Social Insurance Fund for Temporary Disability No. 37 "On Approving the Procedure for Granting Financial Security at the Expense of the Social Insurance Fund for Temporary Disability to the Persons Displaced from the Temporarily Occupied Territory of Ukraine and Areas of the Anti-Terrorist Operation" dated 26 December 2014;
- 5) Letter of the Social Insurance Fund for Temporary Disability No. 2.4-17-1004 "On Granting Temporary Disability Allowance, Maternity Allowance on the Basis of Work Incapacity Certificates" dated 16 June 2015.

8. CONTROL OF ASSIGNMENT AND PAYMENT OF SOCIAL ALLOWANCES TO INTERNALLY DISPLACED PERSONS AT THE PLACE OF THEIR ACTUAL RESIDENCE/STAY

CONTROL OF ASSIGNMENT OF SOCIAL ALLOWANCES TO INTERNALLY DISPLACED PERSONS

In order to assign social allowances to internally displaced persons, the structural social protection subdivision checks authenticity of the information stated in the application on the internally displaced person's place of residence/stay, at its own initiative or upon request of the authorities paying social allowances, within fifteen (15) business days upon receipt of the respective application from the internally displaced person or the request from the authorities paying social allowances. Following the check, the structural social security subdivision draws up a report on examination of material and household conditions of the family in the form established by the Ministry of Social Policy, which is signed by all full-aged internally displaced persons and, in cases prescribed by the laws, by their legal representatives, as well as representatives of the structural social protection subdivision.

CONTROL OF PAYMENT OF SOCIAL ALLOWANCES TO INTERNALLY DISPLACED PERSONS

Controlling Authorities

- Structural social protection subdivisions which attend the actual place of residence/stay of the internally displaced person at least once every six (6) months, with a report on examination of material and household conditions of the family in the form established by the Ministry of Social Policy drawn up.
- Work groups comprised of representatives of territorial subdivisions of the Ministry of Internal Affairs, State Migration Service, Security Service of Ukraine, National Police, State Financial Inspection, State Audit Service and Pension Fund of Ukraine and established by the decision of district, Kyiv district state administrations, executive authorities of city, city district (if any) councils, when additional inspections of the actual place of residence/stay of the internally displaced person are conducted in the cases prescribed by the laws, namely:
 - when there is information that the internally displaced person may

have changed his/her actual place of residence/stay, but has failed to notify the structural social security subdivision at the new actual place of residence/stay thereof within ten (10) days, or such information has been received from territorial bodies of the Pension Fund of Ukraine, working bodies of the Social Insurance Fund for Temporary Disability, Social Security Fund for Occupational Injuries and Diseases, and employment centres;

- when there is information that the internally displaced person has returned to the temporarily occupied territory of Ukraine, to settlements, where Ukrainian governmental authorities are temporarily not exercising their powers, or has moved abroad, or this information has been received from the Ministry of Internal Affairs, Security Service of Ukraine, State Border Guard Service, National Police, State Migration Service, other executive authorities and local self-government authorities, non-governmental organisations, volunteer and charitable organisations, other legal entities and individuals granting aid to internally displaced persons;
- upon receipt of the notice of termination of withdrawal from the current account from PJSC “State Savings Bank of Ukraine” due to no physical identification of the internally displaced person;
- upon receipt of recommendations of the Ministry of Finance based on verification of social allowances, with specific reasons for termination of respective allowances.

Control Process

- Within ten (10) business days after the decision on inspection of the actual place of residence/stay of the internally displaced person is taken by the head of the structural social protection subdivision or after information is received from competent authorities, such inspection is conducted by the structural social protection subdivision, and a report on examination of material and household conditions of the family is drawn up.
- If the internally displaced person is absent from the actual place of residence/stay, a representative of the structural social protection subdivision or the work group makes a respective entry into the report on examination of material and household conditions of the family and leaves a notice to the internally displaced person to arrive at the structural social protection subdivision within three (3) business days for physical identification.

- In case the internally displaced person fails to arrive at the structural social protection subdivision within three (3) business days, the subdivision sends him/her a repeated notice of the need to appear for physical identification within three (3) business days.

Social allowances cease to be paid in case:

- there are grounds prescribed by the laws as to conditions of assigning the respective type of social allowance;
- it is ascertained that the internally displaced person is absent from the actual place of residence/stay in accordance with the report on examination of material and household conditions of the family;
- recommendations of the Ministry of Finance as to the facts detected in the course of social allowance verification are received;
- a certificate of the internally displaced person is revoked on the basis prescribed by Article 12 of the Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons";
- information is received from the State Border Guard Service, Ministry of Internal Affairs, Security Service of Ukraine, Ministry of Finance, National Police, State Migration Service, State Financial Inspection, State Audit Service and other executive authorities and local self-government authorities.

Resuming or Reassigning Social Allowances

- Social allowances to the internally displaced person which have been terminated due to ascertainment of the internally displaced person's absence from the actual place of residence/stay are resumed by decision of the committee taken on the basis of the document submitted by the structural social security subdivision together with the report on examination of material and household conditions of the family. If a positive decision is taken by the committee, social allowances are resumed within two (2) months after the decision on termination thereof is taken. The committee may decide to resume social allowances to the internally displaced person from the month, when they were terminated in case the person is in difficult straits and has not complied with the demands of the structural social protection subdivision for a good reason.
- Social allowances to internally displaced persons terminated due to receipt of recommendations of the Ministry of Finance as to the facts

detected in the course of social allowance verification are resumed by decision of the committee taken on the basis of the document submitted by the structural social security subdivision together with the report on examination of material and household conditions of the family, from the month following the one, when the facts detected in the course of verification were eliminated.

- Social allowances to internally displaced persons terminated due to revocation of the certificate of the internally displaced person on the grounds prescribed by Article 12 of the Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons” may be reassigned only within six (6) months upon such termination and performance of all the procedures necessary for assigning thereof in accordance with the laws.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”;
- 2) Procedure for Assigning (Resuming) Social Allowances to Internally Displaced Persons approved by Resolution of the Cabinet of Ministers of Ukraine No. 365 dated 08 June 2016;
- 3) Procedure for Controlling Payment of Social Allowances to Internally Displaced Persons at the Place of their Actual Residence/Stay approved by Resolution of the Cabinet of Ministers of Ukraine No. 365 dated 08 June 2016.

9. PAYMENTS TO INTERNALLY DISPLACED PERSONS VIA ACCOUNTS AND THE NETWORK OF INSTITUTIONS AND DEVICES OF THE PUBLIC JOINT-STOCK COMPANY “STATE SAVINGS BANK OF UKRAINE”

Payment (continued payment) of pensions (monthly life financial support), life government grants, all types of social allowances and compensations, financial security granted to internally displaced persons is effected only via accounts and the network of institutions and devices of the Public Joint-Stock Company “State Savings Bank of Ukraine”. Such payments may be delivered, upon request, at the person’s address with compensation for expenses for such services in accordance with the trilateral agreement.

Social allowances assigned to internally displaced persons and paid at the expense of the state and local budgets, Pension Fund of Ukraine, mandatory state social insurance funds from 01 May 2016 are paid via accounts and the network of institutions and devices of the Public Joint-Stock Company “State Savings Bank of Ukraine”.

Starting from 01 July 2016, social allowances paid to internally displaced persons at the expense of the state and local budgets, Pension Fund of Ukraine, mandatory state social insurance funds are paid via accounts and the network of institutions and devices of the Public Joint-Stock Company “State Savings Bank of Ukraine”.

Identification of Recipients of Social Allowances

- Payment cards are issued with graphic and electronic information on the holder thereof and his/her electronic signature for the purposes of identification of recipients of social allowances, who are internally displaced persons. This card is also a pensioner’s identification document.
- Cards are valid for up to three (3) years under the condition of the customer’s physical identification in institutions of the Public Joint-Stock Company “State Savings Bank of Ukraine” for the first two (2) times every six (6) months, and then – every twelve (12) months. After the card expires, it is reissued at the expense of the Public Joint-Stock Company “State Savings Bank of Ukraine”.
- If there is no physical identification of recipients of social allowances, the Public Joint-Stock Company “State Savings Bank of Ukraine” terminates withdrawal from the current account and notifies the structural social protection subdivision of district, Kyiv district state administrations, executive authorities of city, city district (if any) councils, which has issued a certificate of registration of the internally displaced person, and the Ministry of Finance, of the decision taken on the next day.
- Social allowances are resumed or terminated by the Public Joint-Stock Company “State Savings Bank of Ukraine” on the basis of the decision of the committee for assigning (resuming) social allowances to internally displaced persons established by district, Kyiv and Sevastopol district state administrations, executive authorities of city, city district (if any) councils in accordance with the Procedure for Controlling Payment of Social Allowances to Internally Displaced Persons at the Place of their Actual Residence/Stay approved by Resolution of the Cabinet of Ministers of Ukraine No. 365 dated 08 June 2016.



NOTE! In case the controlling authorities find out that budget funds have been received unlawfully, and this fact has not been appealed judicially, the funds in the amount which has been received unlawfully are returned to the state budget.

REGULATORY FRAMEWORK:

- 1) Procedure for Assigning (Resuming) Social Allowances to Internally Displaced Persons approved by Resolution of the Cabinet of Ministers of Ukraine No. 365 dated 08 June 2016;
- 2) Procedure for Controlling Payment of Social Allowances to Internally Displaced Persons at the Place of their Actual Residence/Stay approved by Resolution of the Cabinet of Ministers of Ukraine No. 365 dated 08 June 2016;
- 3) Resolution of the Cabinet of Ministers of Ukraine No. 637 "On Social Allowances to Internally Displaced Persons" dated 05 November 2014.

V SECTION V. RIGHT TO EDUCATION

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1. IMPLEMENTATION OF AND ENSURING THE RIGHT TO EDUCATION

In accordance with Part 9 of Article 7 of the Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”, a registered internally displaced person may continue to acquire a certain educational level within the territory of other regions of Ukraine at the expense of the state budget or other financing sources. The procedure for financing the persons, who have been admitted to educational institutions within the territories where the circumstances specified in Article 1 hereof at the expense of the state budget is established by the Cabinet of Ministers of Ukraine.

Also, in accordance with Part 1 of Article 9 of the Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”, IDPs’ children may be admitted to pre-school and general educational institutions.

In accordance with Parts 8, 9 of Article of the Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”, local state administration and local self-government authorities ensure admission of children to public pre-school and general educational institutions within their powers.

2. GENERAL PROCEDURE FOR APPLICATION FOR HIGHER EDUCATIONAL INSTITUTIONS

In order to apply to a higher educational institution, an applicant shall be registered with the Ukrainian Centre for Education Quality Assessment (UCEQA) and pass external independent testing (EIT).

At the official website of the UCEQA www.testportal.gov.ua, there will be a Registration section where a registration card for taking EIT can be formed. A passport is necessary to be registered for EIT. If there is no passport, a copy of the birth certificate and a certificate from the educational institution (with a photo) signed by the principal and certified by the seal of the educational institution are furnished.

EIT registration term: From 06 February until 17 March 2017. Applicants may enter amendments to their registration data until 31 March 2017.

Invitation passes for external independent testing indicating the time and venue thereof will be posted on the applicant's information pages by 28 April 2017.

Period of the main EIT session: from 23 May until 16 June 2017. Ukrainian language and literature tests are conducted on 23 May; Spanish, German and French languages: 25 May; English language: 29 May; Mathematics: 31 May; History of Ukraine: 02 June; Russian language: 06 June; Biology: 08 June; Geography: 12 June; Physics: 14 June; and Chemistry: 16 June.



NOTE! Schedule of the additional EIT session will be published by 28 April 2017. Registration for the additional EIT session for specific categories of persons, who were unable to register within the main period (participants of the anti-terrorist operation, persons from the occupied Crimea and uncontrolled territories of Donbas) will last from 03 until 19 May 2017.

After the EIT is passed, and certificates with the results thereof are received, they and the entrant's identification document, as well as the general secondary education records must be furnished to the selection committee of the chosen higher educational institution. Applicants are admitted to the higher educational institution on the basis of the EIT results. Each higher educational institution develops its own Admission Rules in accordance with which participation in academic competitions, for instance, is taken into account in addition to the EIT results.

Persons recommended for admission will be announced after the selective competition.

ATTENTION! Internally displaced persons are entitled to priority admission to higher educational institutions on a selective basis.

3. PROCEDURE FOR APPLICATION FOR HIGHER EDUCATIONAL INSTITUTIONS FOR PERSONS RESIDING WITHIN THE TEMPORARILY OCCUPIED TERRITORY OF UKRAINE ON THE BASIS OF GENERAL EDUCATION RECORDS OBTAINED IN ACCORDANCE WITH THE SIMPLIFIED PROCEDURE (EXTERNAL STUDIES)

PROCEDURE FOR OBTAINING GENERAL SECONDARY EDUCATION RECORDS NECESSARY FOR APPLICATION FOR HIGHER EDUCATIONAL INSTITUTIONS

In order to obtain general secondary education records necessary to acquire higher and vocational education, the persons, who have acquired basic or complete general secondary education in the educational institution within the temporarily occupied territory of Ukraine (i. e. have an academic record, which is not recognised within the territory of Ukraine) after 20 February 2014, they should pass annual evaluation and state final examination in the form of external studies in designated general educational institutions.

Documents Necessary for Applicants' Admission to External Studies:

- an application (for full-aged applicants) or application of the applicant's parent(s) or other legal representatives (for under-aged applicants);
- an educational declaration with a photograph (the applicant may attach other materials (in hard or soft copy) directly or indirectly confirming information stated in the declaration thereto, including by sending by e-mail).

Terms of annual evaluation and state final examination of applicants admitted to external studies for school-leavers of the ninth, eleventh grades:

on the following day upon receipt of the application or within other terms specified by the applicant (his/her legal representative) in the application for admission to external studies, within the term established by the Ministry of Education and Science of Ukraine for each new academic year.

The applicant may also pass an annual evaluation during the following academic year. In this case, the applicant is issued a new appendix to the general secondary education record.

Results of the annual evaluation on academic disciplines are determined by an official of the designated educational institution in accordance with the

educational declaration and specified as “examined” in the appendix to the general secondary education record.

The grade point average is calculated as an average score of results of the state final examination.



NOTE! A certificate issued by the designated general educational institution in a free form confirming that final state examination has been passed is a ground of the applicant’s admission for entry examinations and admission into higher and vocational educational institutions.

Term of the certificate: three (3) months.



NOTE! The certificate must be replaced with the general secondary education record and appendix thereto (after annual evaluation and state final examination are passed, the designated general educational institution orders a respective basic or complete general secondary education certificate for the applicant within one (1) business day and issues it to the applicant upon receipt thereof from the respective education management authority).

PROCEDURE FOR APPLICATION FOR HIGHER EDUCATIONAL INSTITUTIONS

Applicants, who have obtained a Ukrainian certificate of completed general secondary education in accordance with the simplified procedure may apply only to designated higher educational institutions.

ATTENTION! The list of designated higher educational institutions is approved by the Cabinet of Ministers of Ukraine.

Specifics for Furnishing the Applicant’s Documents to Designated Higher Educational Institutions:

Documents are furnished in person in writing. A certificate of external independent evaluation **IS NOT** furnished.

List of Necessary Documents:

- an identification document;

- four (4) photographs 3 by 4 centimetres;
- if there is no academic record in the state-approved format and appendix thereto, the applicant furnishes a certificate of successful annual evaluation and state final examination issued by the designated general educational institution which is a ground for participating in the selective competition without certificates of independent external evaluation.

Procedure for Admitting Applicants to Designated Higher Educational Institutions:

1. Determination of the applicant's competitive score and selection of entrants recommended for admission.

Applicants are admitted to state-funded places on the basis of complete or basic general secondary education within the established quota limits, on a competitive basis, taking into account the Applicant's competitive score.

The Applicant's competitive score is a total of the grade point average under the complete or basic general education record (or certificate) and entrance examination on the subject prescribed by the Admission Rules to the given higher educational institutions.

Quota limits are published simultaneously with announcement of the number of state-funded places.

The higher educational institution publishes a list of applicants recommended for admission within the quota limits on the basis of entrance examination results before documents from the persons applying entering on the basis of the external independent testing cease to be admitted.

2. Submission of original documents to designated higher educational institutions by applicants recommended for admission

After the admission committee takes a decision on admission, applicants must fulfil all requirements to be admitted to state-funded places, i. e. submit original documents in person.

Terms of submission of original documents: three (3) months upon start of the academic year. If these documents are not submitted within the established term, the applicant is dismissed from the higher educational institution.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”;
- 2) Law of Ukraine “On Ensuring Civil Rights and Freedoms and Legal Order within the Temporarily Occupied Territory of Ukraine”;
- 3) Order of the Ministry of Education and Science of Ukraine No. 560 “On Approving the Procedure for Admitting Persons Residing within the Temporarily Occupied Territory of Ukraine to Higher Educational and Vocational Institutions” dated 24.05.2016.

VI SECTION VI. RIGHT TO MEDICAL AID

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IDPs may be provided with necessary medical aid in public and municipal health care facilities. Within their powers local self-government authorities ensure provision of medical aid in public health care facilities taking into account data on internally displaced persons, who are temporarily residing (staying) in the respective settlement.

Registration of the person's place of residence or stay or absence thereof may not be a precondition for exercising his/her rights and freedoms provided by the Constitution, laws or international treaties of Ukraine, or a ground for limitation thereof.

Every patient, who has reached the age of fourteen (14) and seeks medical aid is entitled to freely choose the doctor, if the latter may offer his/her services, and to choose treatment methods in accordance with the doctor's recommendations. Each patient may, subject to his/her condition, be admitted to any health care facility at his/her choice provided that this facility is able to provide for respective treatment.

Therefore, IDPs have the right to medical aid in any healthcare facility of Ukraine on a common basis. Denial of such aid is illegal.

1. EMERGENCY MEDICAL AID

Emergency medical aid is a medical aid, which constitutes organisational, diagnostic and treatment actions in order to save and preserve the person's life in the medical emergency and mitigate consequences of this emergency's impact on health by emergency medical staff in accordance with the Law of Ukraine "On Emergency Medical Aid".

Medical emergency is sudden deterioration of physical or mental health, which directly and imminently threatens the person's life and health or people around and results from a disease, injury, poisoning or other internal or external reasons.

Medical emergencies include patients in the condition:

accompanied by:

- fainting;
- convulsions;
- sudden respiratory failure;
- sudden cardiac pain;
- haematemesis;
- acute pain in the abdominal cavity;
- external bleeding;
- signs of acute infectious diseases;
- acute mental disorders threatening life and health of the patient and/or other persons;

caused by:

- all kinds of injuries (wounds, broken bones, sprains, burns, bad bruises, head injuries);
- injury by electric current, lightning, heat, frost, asphyxia of all types (drowning, getting foreign items into airways);
- injuries of different aetiology in the course of emergencies (road accidents, industrial accidents, natural disasters etc.);
- poisoning, animal, snake, spider and insect bites etc.;
- pregnancy complications (pre-term delivery, bleeding etc.).
- Medical emergencies also include medical staff's requests for transporting patients in the condition requiring compulsory medical attendance and urgent admission to health care facilities.

Where to Apply:

by telephone numbers 103 or 112.

Following the call:

- an operator of the operating department of the emergency medical aid and disaster medicine centre sends an emergency (ambulance) team to

the patient after receiving a call on the emergency condition;

- o standards of emergency (ambulance) team's arrival at the emergency site upon the call on the emergency condition are ten (10) minutes within the city, and twenty (20) minutes outside the city upon receipt of the call by the operator of the operating department of the emergency medical aid and disaster medicine centre.



NOTE: these standards may be exceeded taking into account weather conditions, seasonal specifics, epidemiological situation and road condition by no more than ten (10) minutes.

- o If in the course of transportation of the patient in the medical emergency by the emergency (ambulance) team the patient suffers sudden complications, which may not be eliminated by this team, the patient is delivered to the nearest healthcare facility regardless the ownership form and subordination, where he/she can be provided necessary medical aid taking into account his/her condition. Provision of medical aid to this patient may not be denied or hindered. The persons in default of the foregoing without a good reason shall be liable as prescribed by the laws.
- o Healthcare workers of the emergency department shall provide emergency medical aid to the patient in need thereof upon his/her arrival at this department regardless the fact whether he/she is accompanied by the emergency (ambulance) team or other persons. Admission of the patient in need of emergency medical aid may not be denied, and medical aid to the patient in need thereof shall be provided timely. The persons in default of the foregoing without a good reason shall be liable as prescribed by the laws.

2. PAID MEDICAL SERVICES

- o Aesthetic aid, other than the one provided due to medical reasons.
- o Anonymous examination and treatment of patients infected with sexually transmitted diseases, as well as suffering from alcohol and drug addiction (other than HIV and AIDS tests).
- o Treatment of infertility, including surgery, assisted reproduction and implantation.

- Therapeutic massage, exercises, balneotherapy for preventing diseases and improving health of adults.
- Counselling and treatment of persons with vocal disorders or for prevention thereof, phoniatic aid.
- Treatment of adult logoneurosis.
- Induced abortion on an outpatient basis (by means of vacuum aspiration if case menses is delayed by no more than twenty (20) days) and on an inpatient basis (pregnancy up to twelve (12) weeks), other than abortions due to medical and social indications.
- Medical examinations:
 - to obtain an exit visa (other than public officials' business trips and treatment abroad provided that there are respective medical records);
 - preliminary preventive medical examinations for employment and a driving license (other than cases, when medical examinations are conducted by the referral of the state employment service), medical examinations for the right to receive and wear weapons as well as respective regular preventive medical examinations.
- Prosthetics (including dental, auditory and ocular).
- Eyesight correction by means of glasses and contact lenses.
- Dental aid provided to citizens by self-sustaining departments and offices of healthcare facilities.
- Medical services to recreational facilities of all types, sports contests, mass cultural and public events etc.
- Laboratory, diagnostic and advisory services upon request of citizens, who have no doctor's referral.
- Medical aid to patients at home (diagnostics, procedures, manipulations, counselling, care), other than to persons, who cannot attend health care facilities due to their health condition and disease.
- Parents staying in the inpatient facility with their children older than six (6) unless it is substantiated by the child's condition.
- Parents staying with their children in children's recreational facilities and provision of treatment, prevention and rehabilitation services to them.
- Provision of recreational services (sale of health resort vouchers).
- Preventive vaccination of persons leaving abroad by invitation, for

recovery at foreign treatment or recreational facilities, as tourists etc. at their own will or upon request of the inviting party.

- Preventive vaccination of all persons, who intend to be vaccinated beyond the preventive vaccination schedule in Ukraine.
- Diagnostics, prevention and treatment in self-sustaining folk and alternative medical units.
- Medical services based on agreements with economic entities, insurance organisations (including the Social Security Fund for Occupational Injuries and Diseases).
- Medical aid to foreigners, who are temporarily staying within the territory of Ukraine, including under insurance agreements.
- Examination, counselling and treatment of patients with sexual disorders, other than the ones, which are symptoms of serious mental disorders.
- Forensic psychiatric examination beyond the territorial distribution.
- Forensic medical and forensic psychiatric examination in civil cases.
- Forensic medical and forensic psychiatric opinions upon request of legal entities and individuals.
- Forensic medical research upon foreigners' request.
- Sale of components and products made from donated blood.
- Issue of individual medical records.
- Issue of copies of medical certificates, extract from the clinical record.
- Clinical trials, including the ones of medical immunobiological products, medical devices, medical supplies and medical technologies, in prevention and treatment facilities in accordance with the procedure established by the Ministry of Health or its designated authority.
- Sale of radiopharmaceuticals.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons";
- 2) Law of Ukraine "On Freedom of Movement and Residence in Ukraine";
- 3) Law of Ukraine "Fundamentals of the Laws of Ukraine on Health Care";

- 4) Law of Ukraine “On Emergency Medical Aid”;
- 5) Resolution of the Cabinet of Ministers of Ukraine No. 1119 “On Standards of Arrival of Emergency (Ambulance) Teams to the Emergency Site” dated 21.11.2012;
- 6) Resolution of the Cabinet of Ministers of Ukraine No. 1138 “On Approving the List of Paid Services Rendered at Public HealthCare Facilities and Higher Medical Educational Institutions” dated 17.09.1996.

VII SECTION VII. ELECTORAL RIGHTS

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1. PARTICIPATION IN ELECTIONS OF THE PRESIDENT OF UKRAINE AND DEPUTIES TO THE VERKHOVNA RADA OF UKRAINE

In accordance with Article 8 of the Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Person”, an internally displaced person exercises his/her voting right at elections of the President of Ukraine, people’s deputies of Ukraine and referenda by changing the voting place without change of the election address. As for the voting right at a local election, the Law of Ukraine “On Local Elections” states that IDPs may vote neither within the administrative territorial entity, where they are registered nor at the new place of residence.

On the basis of the substantiated request of the voter, who has a voting right at the respective election, the authority in charge of maintaining the Voter Register may temporarily (for the period of the election) change the voter’s voting place (election ward) without change of his/her election address.

Apply to:

the authority in charge of maintaining the Voter Register at the location of the voter’s election ward or at the election address.

Application term: at least five (5) days before voting.

Requirements for the Application:

The application states the voter’s identification personal data, which ensure his/her unambiguous identification: a full name (first name, patronymic, surname), birth date and place, and unique number in the Unified State Demographic Register (provided that this information is stated in the presented identification document, which certifies Ukrainian citizenship), his/her election address, as well as substantiation of the need to temporarily change the voting place and address, where he/she will stay on the election (re-voting) or referendum day, or number of the election (voting) ward, which he/she asks to appoint as his/her voting place, with specification of the election district and number thereof (if any).



NOTE! Voters whose election address is within the territory of the Autonomous Republic of Crimea and Sevastopol do not have to attach the documents certifying the need to temporarily change their voting place to the application.

Documents:

- passport of a citizen of Ukraine or temporary identity card of the citizen of Ukraine (if the person has recently acquired citizenship of Ukraine) or military man's certificate/military registration card for citizens of Ukraine doing their military service;
- IDP's certificate.

Consideration of the Application:

The application is considered by the authority in charge of maintaining the Register immediately, starting from the day of commencement of the respective election process and at least five (5) days before the voting date.

When considering the application, the authority in charge of maintaining the Register checks whether the applicant has been included into the State Voter Register.

When checking whether the person has been included into the Register, the authority in charge of maintaining the Register finds out whether the applicant's voting place has been changed at the election specified in the application.

If the citizen has been included into the Register, the authority in charge of maintaining the Register finds out whether he/she may vote at the respective election.

Results of Consideration of the Application:

The authority in charge of maintaining the Register satisfies the application and issues a certificate in the form approved by the Central Election Commission, or rejects the application for changing the voting place in writing and states an exhaustive list of grounds.

Grounds for Rejecting the Application for Changing the Voting Place Temporarily:

The head of the authority in charge of maintaining the Register rejects the application for changing the voting place temporarily on the following grounds:

- if the application is filed before election (voting) wards are established or later than five (5) days before voting;
- if it is established that the person, who has filed an application has no voting right at the respective election;
- if the application for changing the voting place temporarily has been found to be unsubstantiated;
- if the applicant has failed to attach documents (copies thereof) to the application certifying the need to temporarily change the voting place without change of the election address;
- if an ordinary election ward, which the voter asks to appoint as his/her voting place for the period of re-voting on people's deputies of Ukraine or repeated or intermediate voting on people's deputies of Ukraine is not included into the single-mandate election district, which this voter refers to on the basis of the Register's data on his/her election address (only for election of deputies to the Verkhovna Rada of Ukraine).

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons";
- 2) Law of Ukraine "On Election of the President of Ukraine";
- 3) Law of Ukraine "On Election of People's Deputies of Ukraine";
- 4) Law of Ukraine "On the State Voter Register";
- 5) Resolution of the Central Election Commission No. 893 "On Ensuring Temporary Change of the Voter's Voting Place without Change of his/her Election Address" dated 13.09.2012.

2. PARTICIPATION IN LOCAL ELECTIONS

In accordance with Article 8 of the Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Person", an internally displaced person exercises his/her voting right at the election of the President of Ukraine, people's deputies of Ukraine, local elections and referenda by changing the voting place without change of the election address, pursuant to Part 3 of Article 7 of the Law of Ukraine "On the State Voter Register".

However, in accordance with the Law of Ukraine “On Local Elections”, Part 3 of Article 7 of the Law of Ukraine “On the State Voter Register” is inapplicable to the local election.

Therefore, at present no IDPs’ right to vote at local election is provided for.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine “On Ensuring Rights and Freedoms of Internally Displaced Persons”;
- 2) Law of Ukraine “On Local Elections”;
- 3) Law of Ukraine “On the State Voter Register”.

SECTION VIII. POWERS OF LOCAL SELF-GOVERNMENT AUTHORITIES IN ENSURING RIGHTS AND FREEDOMS OF IDPs



Local self-government authorities shall, within their powers:

- notify local state administrations of possible places and conditions for temporary residence/stay of internally displaced persons, infrastructure and environment in such places;
- provide internally displaced persons with residential premises suitable for accommodation from the municipal housing fund on a temporary free of charge basis (provided that such persons pay for public utilities as prescribed by the laws);
- settle the issue of providing internally displaced persons with rights to the land plot from the municipal land fund at the place of their actual stay, as prescribed by the laws;
- upon request of internally displaced persons, assist them in relocating their movable property for return to the place of residence they have left;
- ensure provision of the medical aid in municipal health care facilities taking into account data on internally displaced persons who are temporarily residing (staying) in the respective settlement;
- ensure admission of children to municipal pre-school and general educational institutions;
- ensure social protection of internally displaced children, orphans and children deprived of parental care and persons belonging to this category, families raising such children, as well as social support of such families and children;
- fully exercise powers of the guardianship and custody authority with regard to internally displaced children registered within their territory, including orphans and children deprived of parental care;
- take decisions on ensuring operation of internally displaced adoptive families, family-type orphanages, families with children with established guardianship and custody, where children stay by decision of district state administrations, executive authorities of city or city district councils of those administrative territorial units, where internal displacement is performed from, due to the circumstances prescribed by the laws (in order to avoid negative consequences of the armed conflict, temporary

occupation, widespread violence, infringement of human rights and natural or man-made emergencies);

- ensure provision of accommodation to family-type orphanages that have left their place of residence on a voluntary or involuntary basis due to the circumstances prescribed by the laws (in order to avoid negative consequences of the armed conflict, temporary occupation, widespread violence, infringement of human rights and natural or man-made emergencies);
- organise work designated for detecting children displaced without parents, other legal representatives, take measures to identify the child, look for his/her parents, arrange his/her stay with families, foster parents, children's social protection facilities with account of the child's needs;
- in the rural area, applications and necessary documents for subsidies are accepted and transferred to respective structural social protection subdivisions by authorised officials appointed by executive authorities of village and urban village councils.

REGULATORY FRAMEWORK:

- 1) Law of Ukraine "On Ensuring Rights and Freedoms of Internally Displaced Persons";
- 2) Law of Ukraine "On Ensuring Civil Rights and Freedoms and Legal Order within the Temporarily Occupied Territory of Ukraine";
- 3) Law of Ukraine "On Pre-School Education";
- 4) Law of Ukraine "On General Secondary Education";
- 5) Law of Ukraine "On Local Self-Government in Ukraine";
- 6) Law of Ukraine "On Social Housing";
- 7) Resolution of the Cabinet of Ministers No. 535 "On Approving the Procedure for Using Funds Received from Individuals and Legal Entities to Pay Non-Recurrent Allowance to Affected Persons and Internally Displaced Persons" dated 01.10.2014;
- 8) Resolution of the Cabinet of Ministers No. 848 "On Simplifying the Procedure for Providing Citizens with Subsidies to Reimburse for Public Utility Payments, Purchase of Condensed Gas, Solid and Liquid Heating Household Fuel" dated 21.10.1995.

SECTION IX. CERTAIN TEMPORARY MEASURES FOR THE PERIOD OF THE ANTI-TERRORIST OPERATION (EXTRACT FROM THE LIST)



Temporary measures are aimed at supporting economic entities operating within the territory of the anti-terrorist operation and persons, who reside in the area of the anti-terrorist operation or have been displaced from this territory in the course thereof.

Moratorium on Charging Late Penalties and Fines on the Principal Amount within Loan Liabilities

In the course of the anti-terrorist operation, late penalties and/or fines may not be charged on the principal amount under loan and borrow agreements, starting from 14 April 2014:

- from citizens of Ukraine, who are registered and permanently reside or have moved from settlements included into the list established by the Cabinet of Ministers of Ukraine, where the anti-terrorist operation is conducted, starting from 14 April 2014;
- from legal entities and individual entrepreneurs that perform (performed) economic activities within the territory of settlements included into the list established by the Cabinet of Ministers of Ukraine, where the anti-terrorist operation is conducted.

Banks and other financial institutions, as well as lenders must cancel late penalties and/or fines charged on these persons' principal amount under loan and borrow agreements in the course of the anti-terrorist operation.

Moratorium on Charging Late Penalty for Untimely Payment for Public Utilities

It has been ordered to cancel late penalty for untimely payment for public utilities (water, gas, electric power and heating supply, waste water drainage, child support and operation of accommodation and adjacent territories, rubbish collection, lifts) charged from citizens of Ukraine residing in settlements included into the list established by the Cabinet of Ministers of Ukraine, where the anti-terrorist operation is conducted in accordance with Decree of the President of Ukraine "On Resolution of the National Security and Defence Council of Ukraine dated 13 April 2014 "On Urgent Measures

to Overcome Terrorist Threat and Preserve Territorial Integrity of Ukraine” No. 405/2014 dated 14 April 2014”, within the period from 14 April 2014 until completion of the anti-terrorist operation.

Funds charged from citizens of Ukraine as late penalty for untimely payment for public utilities for the period from 14 April 2014 until completion of the anti-terrorist operation are credited towards future payments for public utilities.

REGULATORY FRAMEWORK:

1) Law of Ukraine “On Temporary Measures for the Period of the Anti-Terrorist Operation” No. 1669-VII dated 02 September 2014;

SECTION X. WHERE TO APPLY? CONTACTS

1. ALL-UKRAINIAN HOTLINES

Government Hotline (to obtain information from executive authorities)	0800-50-73-09 short number 1545
Ministry of Social Policy (to receive social allowance)	0800-50-73-09 short number 1545
Pension Fund (to receive aid on pension issues)	0800-50-37-53
Interdepartmental Coordination Headquarters, State Emergency Service of Ukraine (for persons planning to leave the ATO area)	(044) 247-30-02 (044) 247-32-92 (0642) 78-03-44
Department for Licensing and Regulatory Approval System of the State Regulatory Service of Ukraine (regarding business licences and approvals)	(044) 285-80-53
State Emergency Service	(044) 247-32-11
Social Insurance Fund of Temporary Disability	0800-50-18-92
Social Security Fund for Occupational Injuries and Diseases	0800-50-13-83
Centre for Education Quality Assessment	(044) 486-09-62
Ministry of Education and Science of Ukraine	(044) 481-32-21 (044) 481-32-36
Ministry of Health	0800-80-13-33 short number 1545
State Migration Service (regarding reissue of lost documents)	(044) 278-50-30

2. LUHANSK REGION HOTLINES

Luhansk Regional State Administration (RSA)	(064) 570-50-85 (06452) 5-21-25
Department of Education and Science of Luhansk RSA	(06452) 5-48-73 (067) 853-86-19 (097) 206-78-75
Service for Children's Affairs of Luhansk RSA	(06452) 4-01-25
Labour and Social Protection Department of Luhansk Regional Military and Civil Administration	(06452) 4-43-52 (06452) 4-04-23
Main Department of the Pension Fund of Ukraine in Luhansk Region	(0645) 70-26-80
Luhansk Regional Employment Centre	(06452) 5-29-54 (06452) 5-44-61
Department of the State Migration Service of Ukraine in Luhansk Region	(06452) 4-11-36 (067) 315-85-81

3. STANYTSIA LUHANSKA DISTRICT HOTLINES (LUHANSK REGION)

Stanytsia Lunanska District State Administration	(06472) 3-12-89 (06472) 3-12-90
Service for Children's Affairs of Stanytsia Lunanska District State Administration	(06472) 3-12-80
Stanytsia Lunanska District Employment Centre of Luhansk Region	(06472) 3-13-37
Centre for Administrative Services (regarding registration of title to real property)	(06472) 3-15-08
Stanytsia Lunanska District Civil Registry Office of the Main Territorial Department of Justice in Luhansk Region	(06472) 2-19-45
24th State Fire and Rescue Team of the Main Department of the State Emergency Service of Ukraine in Luhansk Region	(06472) 3-13-36
Department of the Pension Fund of Ukraine in Stanytsia Lunanska District in Luhansk Region	(06472) 3-11-47
Stanytsia Lunanska District State Notarial Office	(06472) 2-16-99

X 4. DONETSK REGION HOTLINES

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Receiving Office of Donetsk Regional State Administration (RSA)	(06264) 8-54-91 (06264) 5-94-91
Department of Health of Donetsk RSA	(06264) 4-21-64
Department of Education and Science of Donetsk RSA	(06264) 7-15-31
Department of Family and Youth Affairs of Donetsk RSA	(063) 333-08-77 (0626) 42-19-29
Social Protection Department of Donetsk RSA	(06264) 6-36-07 (06264) 6-37-64
Main Department of the Pension Fund of Ukraine in Donetsk Region	(0626) 62-25-64
Donetsk Regional Employment Centre	(0626) 48-65-94
Main Department of the State Migration Service of Ukraine in Donetsk Region	(06273) 6-40-12
Department of the Donetsk Region Social Insurance Fund for Temporary Disability	(062) 947-66-62
Donetsk Region Contact Centre	0800-507-506

The Norwegian Refugee Council (NRC) is an independent, international, humanitarian non-governmental organization, which provides assistance, protection and durable solutions to refugees and internally displaced persons (IDPs) worldwide.

Through its Information, Counselling and Legal Assistance (ICLA) Program, NRC provides assistance to IDPs, hosting communities and conflicted-affected population to exercise their rights. All legal services are provided by qualified lawyers for free.

For more information, please refer to the Legal Aid Centres of the Norwegian Refugee Council in Ukraine:

Luhansk region:	Luhansk region:	Donetsk region:
Severodonetsk city	Stanytsia Luhanska town	Kramatorsk city
10, Fedorenko St.	30, Tsentralna (Lenin) St.	13, Katerynych St.
Hotlines:		
+38 (066) 773-64-58	+38 (050) 468-45-81	+38 (050) 468-45-72
+38 (098) 281-25-64	+38 (067) 828-58-81	+38 (067) 828-59-06

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HANDBOOK

**For the Fundamental Rights and Freedoms
of Internally Displaced Persons**