



RD4U-Board(2024)37-EN

**REGISTER OF DAMAGE
CAUSED BY THE AGGRESSION OF THE RUSSIAN
FEDERATION
AGAINST UKRAINE**

**CLAIM FORM AND RULES
Claims category A3.4
Loss of gainful employment**

The Hague

www.RD4U.claims

CLAIM FORM AND RULES

Claims category A3.4. Loss of gainful employment

Adopted by the Board of the Register of Damage Caused by the Aggression of the Russian Federation Against Ukraine on 18 October 2024.

Approved by the Conference of Participants of the Register of Damage Caused by the Aggression of the Russian Federation Against Ukraine on 6 November 2024.

Capitalised terms in this Claim Form shall have the meaning ascribed to them in Article 1 of the Rules Governing the Submission, Processing and Recording of Claims of the Register of Damage Caused by the Aggression of the Russian Federation Against Ukraine.

1. This Claim Form shall be used by Claimants to submit Claims in category of Claims **A3.4 Loss of gainful employment**. It contains specific rules applicable to the category in question, a description of the information and Evidence Claimants are required to submit, as well as additional information and Evidence that may be submitted to support the Claim.
2. In accordance with Article 10 of the Claims Rules, this Claim Form shall be available in digital form in *Diia*. The Secretariat shall ensure that this Claim Form is reproduced in *Diia* in an efficient, flexible and user-friendly way, bearing in mind peculiarities of digital forms in general.
3. For Claims in category A3.4, the following rules shall apply in addition to the Claims Rules:
 - 3.1. Claims in category A3.4 can be submitted by or on behalf of individuals who were in gainful employment or self-employed in the territory of Ukraine within its internationally recognised borders, extending to its territorial waters, and lost that employment on or after 24 February 2022 as a result of the Russian Federation's internationally wrongful acts in or against Ukraine.
 - 3.2. Claims in category A3.4 relate to the loss of gainful employment or self-employment by an individual. Claims by individuals who were individual entrepreneurs in accordance with Ukrainian law must be submitted in category A3.5 – Loss of individual enterprise.
 - 3.3. For the purpose of this category, a “gainfully employed individual” is a person who is a party to an explicit or implicit agreement in accordance with applicable labour law, which provides him/her remuneration.
 - 3.4. A “self-employed individual” is a person conducting independent individual economic activities who is not registered as an individual entrepreneur in accordance with Ukrainian law.
 - 3.5. Claims in category A3.4 can be submitted for compensation (such as salary, wages, indemnities, allowances, benefits and other income) not received due to the effective loss of employment, expressed as an amount of compensation not received per time period (for example, per month or year).

4. “**Disclaimer, Information and Instructions for the Claimants for category A3.4**” contained in this Claim Form shall be reproduced verbatim in digital form in Diia. The Secretariat shall also publish it on the Register’s website.

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Disclaimer, Information, and Instructions for the Claimants for category A3.4

- (1) This Claim Form is for the submission of a Claim to the Register of Damage Caused by the Aggression of the Russian Federation Against Ukraine **in category A3.4 – Loss of gainful employment**.
- (2) The determination of whether your Claim is eligible to be recorded in the Register is made by the Board of the Register. Such a determination does not mean that the substance of the Claim or its valuation has been examined, any compensation has been awarded, or any payment to you is due. Examination of your Claim and award of any compensation will be carried out by a future compensation mechanism (within the meaning of the Statute of the Register) that is yet to be established.
- (3) Before submitting the Claim, you are encouraged to consult the information about the Register on its website at www.RD4U.claims or www.RD4U.coe.int and the various rules and instructions related to the submission of the Claims, in particular – Rules Governing the Submission, Processing and Recording of Claims, Claim Form and Rules: Claims category A3.4–Loss of gainful employment, as well as Frequently Asked Questions.
- (4) All Claims must be submitted by using Claim Forms approved by the Register for each category of Claims. This Claim Form is to be used for submission of Claims by individuals who were gainfully employed or self-employed in the territory of Ukraine within its internationally recognised borders and lost that employment on or after 24 February 2022 as a result of the Russian Federation’s internationally wrongful acts in or against Ukraine – **Claims category A3.4**. If you wish to submit a Claim for a different type of loss, damage or injury, you should use the Claim Form for the relevant Claims category. Claims by individual enterprises shall be submitted in category A3.5 – Loss of individual enterprise.
- (5) Your Claim must be submitted to the Register through Diia web portal at www.dia.gov.ua/services/RD4U. The Register will process and review the Claim and the supporting Evidence and decide whether your Claim is eligible for recording in the Register. You will be informed of the Register’s decision in due course through Diia.
- (6) You will be required to submit certain information and Evidence in support of your Claim, including information regarding the identity of the Claimant and the events related to the loss of gainful employment. Some information will be drawn from various existing electronic sources, including the State Tax Service and State Employment Service of Ukraine.
- (7) You will be able to submit additional information and upload files with Evidence to support your Claim consistent with the technical requirements of the Register. You will have a chance to check all information before it is submitted to the Register.
- (8) You do not need to complete your Claim all at once, and you will be able to save the draft Claim and complete it at a later stage. However, it is advisable to ensure that all the necessary information is prepared and available to you.

(9) You should ensure that the files submitted as part of your Claim are accessible, readable and not infected with computer viruses or any form of malicious software. If the Register identifies any files submitted by you as inaccessible, unreadable or infected, your Claim may not be recorded in the Register.

(10) By submitting your Claim and the supporting Evidence and information, you agree to transfer personal data to the Register and authorise the Register to store, process and transfer such personal data in accordance with the Register's Principles on the Protection of Personal Data.

(11) Claims by Russian nationals are not eligible to be recorded in the Register. However, Claims by Russian nationals may be recorded in the Register if they can establish that they also hold another nationality.

(12) By submitting your Claim and the supporting Evidence and information, you confirm that they are a truthful representation of your identity as a Claimant, your nationality, your right to make a Claim and the content of the Claim. You understand that submitting an untruthful or false Claim may result in your Claim being considered as manifestly unfounded and not recorded in the Register.

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Preliminary Questions
1. Language of Claim submission (Ukrainian or English)
2. Category of Claim
I. Claimant Identification
3. Full name
4. Gender
5. Date of Birth
6. Nationality
7. ID document/Passport number
8. Ukrainian Tax ID number
9. Ukrainian Demographic Register Entry number
10. Claimant's Registered Address
11. Claimant's Current Address
12. Contact phone number(s)
13. Email address
14. Claimant Sub-Group (<i>such as member of the military, territorial defence, law enforcement, emergency/utilities/critical infrastructure worker, medical personnel</i>)
15. Has the Claimant been convicted of a crime in relation to Russian aggression against Ukraine
16. Is the Claimant subject to sanctions or other equivalent restrictive measures imposed by a government or an international organisation
17. If the Claim is submitted through a Representative, equivalent ID information about such Representative
18. If the Claim is submitted through a Centre for Provision of Administrative Services in Ukraine, information required under Article 7 of the Rules on the Use of Representatives
II. Information about Employment Prior to its Loss
19. Type of employment (employed/self-employed)
20. Identification of the employer (if applicable)
21. Employer's registered address and other contact details (if applicable)
22. Information about employment agreement (if applicable)

23. Amount of compensation (such as salary, wages, indemnities, allowances, benefits and other income) per time period
24. If self-employed, information on registration as a self-employed person
25. If self-employed, information on the economic activities for the period prior to the loss
III. Event(s) related to Effective Loss of Gainful Employment
26. Date of effective loss of gainful employment
27. Circumstances that forced the loss of gainful employment
28. End date of the loss of employment (if applicable)
IV. Registration for Unemployment (if applicable)
29. Information on registration at the Ukraine State Employment Service
V. Resumption of Employment (if applicable)
30. Identification of the employer(s), if different from previous employer
31. Employer's registered address and other contact details
32. Information about employment agreement
33. If self-employed, information on the new economic activities
VI. Amount of the Claim
34. Estimated amount of Claim
35. Information about the declared income and taxes paid prior to the loss
36. Amount of aid received from Ukrainian authorities (e.g. amount received from Ukraine State Employment Service)
VII. Other Legal Proceedings
37. Information about relevant court cases or law enforcement investigations (if applicable)
VIII. Additional Evidence
38. Additional evidence with respect to Claimant's identity
39. Additional evidence with respect to the circumstances of the loss of gainful employment
40. Additional evidence with respect to the amount of the Claim
41. Additional evidence with respect to other aspects of the Claim
IX. Check and submission
42. Check and confirmation of data
43. Verification of identity prior to submission
44. Agreement to transmit personal data
45. Submission of the Claim

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