



RD4U-Board(2024)38-EN

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

**CLAIM FORM AND RULES**

**Claims category A3.5  
Loss of individual enterprise**

The Hague

[www.RD4U.claims](http://www.RD4U.claims)

## CLAIM FORM AND RULES

### Claims category A3.5 Loss of individual enterprise

*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 **A3.5 – Loss of individual enterprise**. 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 A3.5, the following rules shall apply in addition to the Claims Rules:
  - 3.1. Claims relating to the loss of individual enterprise can be submitted by or on behalf of individuals who are registered as individual entrepreneurs under Ukrainian law or other applicable law, whose loss occurred in the territory of Ukraine within its internationally recognised borders, extending to its territorial waters, on or after 24 February 2022 as a result of the Russian Federation’s internationally wrongful acts in or against Ukraine.
  - 3.2. Claims by or on behalf of legal entities shall be submitted in other relevant categories (Categories B or C).
  - 3.3. Claims in category A3.5 – Loss of individual enterprise, can be submitted for the Claimant’s loss of profits incurred as an individual enterprise.
  - 3.4. Relevant Evidence for proving the loss of individual enterprise may include financial accounts of the individual entrepreneur for the years preceding the losses, contracts, or tax records. Evidence submitted with respect to loss of profits should include evidence of costs that would have been incurred in order to earn the lost revenue.
4. **“Disclaimer, Information and Instructions for the Claimants for category A3.5”** 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.

\* \* \*

*Disclaimer, Information, and Instructions for the Claimants for category A3.5*

- (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 A3.5 – Loss of individual enterprise**.
- (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](http://www.RD4U.claims) or [www.RD4U.coe.int](http://www.RD4U.coe.int) and the various rules and instructions related to the submission of the Claims, in particular the Rules Governing the Submission, Processing and Recording of Claims, Claim Form and Rules: Claims category A3.5 – Loss of individual enterprise, 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 are registered as individual entrepreneurs under Ukrainian law or other applicable law, and lost profits from their individual enterprise, in the territory of Ukraine within its internationally recognised borders, extending to its territorial waters, on or after 24 February 2022 as a result of the Russian Federation's internationally wrongful acts in or against Ukraine – **Claims category A3.5**. 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.
- (5) Category A3.5 covers claims related only to losses incurred as a direct result of the loss of entrepreneurial activities.
- (6) Your Claim must be submitted to the Register through *Diia* web portal at [www.diia.gov.ua/services/RD4U](http://www.diia.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*.
- (7) You will be required to submit certain information and Evidence in support of your Claim, including information regarding your identity and information regarding the individual enterprise. You will also be asked to submit further information about the losses in question and information about the estimated amount of the Claim. Some information will be drawn from various existing electronic sources, including the State Tax Service of Ukraine.
- (8) You are encouraged to submit all relevant Evidence in support of your Claim. This encompasses any documents, records, statements, photos or other material that will facilitate the Register's processing and review of your Claim. You are encouraged to preserve originals of all Evidence and all potential further Evidence that you may wish to submit at a later date while awaiting the resolution of your Claim.

- (9) 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.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) 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.
- (14) 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.

\* \* \*

<b>Preliminary Questions</b>
1. Language of Claim submission (Ukrainian or English)
2. Category of Claim
<b>I. Claimant Identification</b>
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 (such as member of the military, territorial defence, law enforcement, emergency/utilities/critical infrastructure worker, medical personnel)
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
<b>II. Identification of Individual Enterprise</b>
19. Registration Number at the Unified State Register of Legal Entities and Individual Entrepreneurs
20. Date of Registration
21. Place of Registration of individual enterprise
22. Is the individual enterprise in good standing (not liquidated/in liquidation)
23. Registered Address
24. Actual Business Address
25. Contact phone number(s)
26. Email address(es)
27. Type of activities of the individual enterprise
28. Narrative description of the activities
<b>III. Event(s) that caused the Loss of Individual Enterprise</b>
29. Type of event(s) that caused the loss of individual enterprise
30. Date of the event(s) that caused the loss of individual enterprise
31. Date the individual enterprise was regained (if applicable)
32. Description of the event(s)
<b>IV. Evidence of the Individual Enterprise being lost</b>
33. Proof of the individual enterprise being lost
34. Narrative description of the loss
<b>V. Amount of the Claim</b>
35. Estimated amount of Claim
36. Itemisation of the estimated amount of Claim
37. Methodology of calculation
38. Further narrative description of the amount of the Claim
39. Evidence of profits and other financial reporting of the individual enterprise for the years preceding the losses
<b>VI. Other Legal Proceedings</b>
40. Information about relevant court cases or law enforcement investigations (if applicable)
<b>VII. Additional Evidence</b>
41. Additional evidence with respect to Claimant's identity
42. Additional evidence with respect to the circumstances of the loss of individual enterprise
43. Additional evidence with respect to other aspects of the Claim
<b>VIII. Check and submission</b>
44. Check and confirmation of data
45. Verification of identity prior to submission
46. Agreement to transmit personal data
47. Submission of the Claim

\* \* \*