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

Rules on the Use of Representatives

The Hague

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Rules on the Use of Representatives

Adopted by the Board of the Register of Damage Caused by the Aggression of the Russian Federation against Ukraine on 2 July 2024 and revised on 16 March 2025.

Approved by the Conference of Participants of the Register of Damage Caused by the Aggression of the Russian Federation against Ukraine on 8 July 2024 and revised on 28 April 2025.

Article 1. Use of terms

1. Capitalised terms in these Rules on the Use of Representatives 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 (the “Claims Rules”).

Article 2. General Provisions

1. In accordance with Article 11 of the Claims Rules, natural persons may submit Claims themselves or through a Representative. Legal persons, as well as the State of Ukraine, shall submit their Claims through Representatives only. Claims are submitted by Representatives on behalf of and in the name of Claimants. A Claimant’s Representative must be duly appointed and/or identified in Diia in accordance with these Rules.
2. These Rules on the Use of Representatives shall be implemented bearing in mind the technical possibilities of the Diia system and other digital systems required.

Article 3. Appointment of Representatives in Diia

1. As a general rule, Claimants who wish to appoint a Representative to submit and manage their Claims shall do so in Diia. For the purposes of these Rules, “management of Claims” shall mean access to Claims, their supplementation, amendment, and withdrawal in accordance with Article 15 of the Claims Rules, as well as access to notifications about Claims sent in accordance with Article 16 of the Claims Rules.
2. To appoint a Representative, a Claimant shall identify an individual whom the Claimant wishes to appoint as a Representative in Diia by entering the ID data of that individual (such as name and tax ID and/or any other data that may be required for the proper identification and notification of the Representative), and notify such an individual through Diia, electronically signing such a notification in Diia.
3. By appointing a Representative, a Claimant delegates to the Representative, by digital means, the authority to submit a Claim to the Register, including the authority and ability to collect information about the Claimant (including personal data, and data about other individuals the Claimants would have access to) in accordance with the relevant Claim Forms for the purposes of submission of a Claim, as well as to manage any Claims submitted by the Representative (“Digital Authority”).
4. A Digital Authority shall be issued for a particular category with respect to which the authority to submit a Claim is being given. Claimants may additionally grant the Representative the authority to manage all other Claims submitted by or on behalf of the

Claimant, or to manage specific individual Claims that have already been submitted by or on behalf of the Claimant, in the relevant category.

5. The appointed Representative must have full legal capacity in accordance with applicable law.
6. The Representative shall be notified about the appointment in Diia. If the appointed Representative is not registered in Diia, such Representative shall be notified via the email address or other electronic means indicated by the Claimant, and shall be able to access and use the Digital Authority upon registration in Diia.
7. A Digital Authority shall only be used for the purpose of the submission of a relevant Claim in Diia and cannot be used for a submission via the procedure in accordance with Article 7 of these Rules.
8. A Digital Authority cannot be sub-delegated by the Representative.
9. A Claimant shall have the ability to manage Claims submitted on the Claimant's behalf by a Representative and their status in Diia. The Claimant may at any time manage the Claims submitted by a Representative.
10. Records of issued Digital Authorities shall be submitted to the Register in connection with the submission or management of relevant Claims.
11. A Digital Authority may be revoked by the Claimant at any time through Diia. In case of a revocation of a Digital Authority, the Representative shall immediately lose any authority provided by that Digital Authority, including the ability to submit or manage Claims on behalf of the Claimant, as well as lose access to all data about the Claimant already collected in Diia (including those contained in any draft Claim saved in Diia, taking into account the technical constraints of Diia).
12. The provisions of this Article shall apply to all Representatives, subject to the specific provisions of Articles 4-7 of these Rules.

Article 4. Rules for Representatives of Legal Persons

1. The individual who is recorded, at any given time, in the registry of legal persons relevant for that legal person as having general authority to act for and on behalf of that legal person (such as a director or a chairperson), shall be considered its "Principal Representative", and shall have the authority and ability to submit and manage Claims on behalf of that legal person. The Principal Representative shall also have the ability to manage Claims submitted by other Representatives.
2. The Principal Representative can appoint other Representatives to submit Claims on behalf of the legal person by issuing a Digital Authority in Diia. That Digital Authority cannot be sub-delegated further.

Article 5. Representatives by Law: Parents of Minor Children

1. A parent can act as the Representative of their minor children (under the age of 18) by default, without any additional authority.

2. For the purpose of the submission of Claims, a parent whose relation to their minor child is confirmed in Diia by means of the records of the State Register of Civil Status Acts of Ukraine shall have a Digital Authority for such minor child through Diia. A parent whose relation cannot be confirmed in Diia, may submit Claims on behalf of his/her children using the procedure in accordance with Article 7 of these Rules.

Article 6. Representatives by Law: Other Cases

In other cases of representation by law, not already mentioned in these Rules (such as appointed or recognised guardians other than parents), or where it is for any reason impossible to confirm representation by law through Diia by means of the records of the State Register of Civil Status Acts of Ukraine, Claims shall be submitted using the procedure in accordance with Article 7 of these Rules.

Article 7. Submission of Claims through Centres for Provision of Administrative Services

1. Claims by natural persons (Claims in “A” categories) can be submitted to the Register through the Centres for Provision of Administrative Services of Ukraine that work in Ukraine in accordance with the Law of Ukraine “On Administrative Services” (the “CPAS”).
2. Claims can be submitted through CPAS by Claimants themselves, or by their Representatives in the cases provided for by Articles 5 and 6 of these Rules. Representatives who have received Digital Authority under Article 3 and 4 of these Rules may not submit claims through CPAS. For the purposes of submission of a claim through CPAS, a Representative may be appointed in any other way possible in accordance with the Ukrainian laws on legal representation.
3. If a Claimant or Claimant’s Representative chooses to submit a Claim through CPAS, a Claim will be submitted to the Register through Diia by a CPAS employee who will interact with the system using their own official credentials and with the permission of the Claimant or the Claimant’s Representative.
4. A CPAS employee is responsible for verifying the identity of the Claimant or the Claimant’s Representative (by checking identity documents such as a passport or other valid form of ID), as well as the authority of a Representative to submit a Claim on behalf of the Claimant in accordance with the procedures of CPAS before commencing the Claim submission process.
5. A Claim shall be submitted by a CPAS employee in accordance with the Claims Rules and the relevant Claim Form, with the identity of the CPAS employee indicated. However, before the Claim is submitted, the Claimant or the Claimant’s Representative shall be required to physically sign the printout of the filled Claim Form. A scanned copy of the signed Claim Form and the authority of a Representative to submit the Claim on behalf of the Claimant (if applicable) shall be attached to the Claim in Diia.
6. The Claim must be electronically signed by the CPAS employee using their official credentials. By submitting Claims under this Article, CPAS employees are providing assistance to Claimants and their Representatives and shall not themselves be considered as Representatives.

7. CPAS employees will update the Claimants or Claimant's Representative about the changes in the status of their Claims in accordance with the procedures of CPAS.
8. These Rules are without prejudice to the rules and procedures applicable to CPAS, CPAS employees, and their actions in accordance with applicable Ukrainian law and regulations.

Article 8. Implementation

1. The Rules will be implemented in phases, taking into account the availability of the relevant technical systems.
2. The procedure under Article 7 will be implemented after the required amendments are made to the rules and regulations applicable to CPAS.