



RD4U-Board(2024)61-EN

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

CLAIM FORM AND RULES

**Claims category C4
Humanitarian expenditures**

The Hague

www.RD4U.claims

CLAIM FORM AND RULES

Claims category C4 Humanitarian expenditures

Adopted by the Board of the Register of Damage Caused by the Aggression of the Russian Federation Against Ukraine at its 5th meeting on 11 December 2024.

Approved by the Conference of Participants of the Register of Damage Caused by the Aggression of the Russian Federation Against Ukraine on 28 February 2025.

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 **C4 – Humanitarian expenditures**. It contains specific rules applicable to the category in question and a description of the information and Evidence Claimants are required to submit, as well as of the 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 on the *Diia* web portal. The Secretariat shall ensure that this Claim Form is reproduced on the *Diia* web portal in an efficient, flexible, and user-friendly way, bearing in mind peculiarities of digital forms in general.
3. For Claims in category C4, the following rules shall apply in addition to the Claims Rules:
 - 3.1. Claims in category C4 can be submitted by legal persons for humanitarian expenditures to support personnel and their immediate family members,¹ affected by the Russian Federation's internationally wrongful acts in or against Ukraine, that were incurred on or after 24 February 2022.
 - 3.2. For the purposes of this Claim Form, in case of entities that are owned or controlled by Ukraine (including its regional or local authorities), "legal entities" shall also mean legal persons who carry out their activities based on the right of full economic management («повне господарське відання») or operational control («оперативне управління») in accordance with Ukrainian law.
 - 3.3. "Humanitarian expenditures" by a legal entity not being the State of Ukraine shall mean funds spent by that entity to support its personnel and their immediate family members, including through the provision of payments or other forms of relief, in response to the adverse consequences of the Russian Federation's internationally wrongful acts in or against Ukraine.
 - 3.4. Humanitarian expenditures comprise expenses related to:
 - a. the evacuation of personnel and their immediate family members;
 - b. temporary housing;
 - c. urgent medical treatment; and/or

¹ As defined in Claim Forms A2.1 – Death of an immediate family member and A2.2 – Missing immediate family member.

- d. other emergency measures, if directly related to alleviating the consequences of the internationally wrongful acts of the Russian Federation in or against Ukraine.
- 3.5. Claims for the costs of rent of housing for personnel incurred as a result of an evacuation or relocation of business shall be submitted in category C3.3 – Evacuation or relocation of businesses.
- 3.6. Claimants shall submit all the relevant supporting Evidence, as well as information on the itemisation of the Claim and on the methodology of determination of the estimated amount of the Claim.
- 3.7. Under Article 11(2) of the Claims Rules, Claims by legal persons shall be submitted through Representatives only in accordance with the Rules on the Use of Representatives. An individual that has general authority to act on behalf of the Claimant (such as a director or a chairperson) and is named as such in the relevant legal person's registry entry shall be considered as that Claimant's Representative by default and may appoint other Representatives in accordance with the Rules on the Use of Representatives.
- 3.8. Claimants are required to submit a narrative description of the elements of their Claim required in accordance with the Claim Form.
4. **"Disclaimer, Information and Instructions for the Claimants for category C4"** contained in this Claim Form shall be reproduced verbatim in digital form on the *Diia* web portal. The Secretariat shall also publish it on the Register's website.

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Disclaimer, Information, and Instructions for the Claimants for Category C4

- (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 C4 – Humanitarian expenditures.**
- (2) The determination of whether a 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 is due. Examination of a 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 Claims, in particular the Rules Governing the Submission, Processing and Recording of Claims.
- (4) All Claims must be submitted by using Claim Forms approved by the Register for each category of Claims.
- (5) This Claim Form is to be used for submission of Claims for humanitarian expenditures to support personnel and their immediate family members, affected by the Russian Federation's internationally wrongful acts in or against Ukraine, that were incurred on or after 24 February 2022– **Claims category C4.** 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.

- (6) The Claim must be submitted to the Register through *Diia*, via the web portal at www.diia.gov.ua/services/RD4U. The Register will process and review the Claim and the supporting Evidence and decide whether the Claim is eligible for recording in the Register. The Register's decision will be communicated in due course through *Diia*.
- (7) As a Representative of a Claimant, you will be required to submit certain information and Evidence in support of the Claim you file, including proof of your identity and authorisation to act on behalf of the Claimant, proof of the Claimant's identity (including, as applicable, full economic management («повне господарське відання») or operational control («оперативне управління»)). You will also be asked to submit further information about the expenditures in question, including information about how these were incurred, information about the estimated amount of the Claim, its itemisation and methodology of calculation, as well as relevant Evidence in this respect. You are required to submit a detailed description of the Claim's elements in the Claim Form.
- (8) Some information will be drawn from various existing electronic sources and will be automatically available through *Diia*. Some information and Evidence will have to be put in manually. You will have a chance to check all information before it is submitted to the Register.
- (9) You are encouraged to submit all relevant Evidence in support of the Claim. This encompasses any documents, records, statements, photos or other material that will facilitate the Register's processing and review of the 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 the Claim.
- (10) You do not need to complete the Claim Form all at once, and you will be able to save the draft Claim and complete it at a later stage.
- (11) You should ensure that the files submitted as part of the 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, the Claim may not be recorded in the Register.
- (12) By submitting the Claim and the supporting Evidence and information, you confirm that you have the right to transfer any personal data contained in the Claim or related Evidence to the Register, you agree to such transfer 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) By submitting the Claim and the supporting Evidence and information, you confirm that the information about your identity and authorisation to act on behalf of the Claimant is true. The Claimant confirms its identity and that the content of the Claim Form and the attached Evidence and information is true. The Claimant understands that submitting an untruthful or false Claim, may result in the 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. Name |
| 4. Organisational form (type) of a legal person |
| 5. Identification Number |
| 6. Date of Registration |
| 7. Place of Registration |
| 8. Is the legal person in good standing (not liquidated/in liquidation)? |
| 9. Registered Address |
| 10. Actual Business/Headquarters' Address |
| 11. Contact phone number(s) |
| 12. Email address(es) |
| 13. Full Name of Director/Chairperson |
| 14. Is the Claimant (as a legal person) or any of its directors (managers) or shareholders subject to sanctions or other equivalent restrictive measures imposed by a government or an international organisation |
| 15. Have the Claimant's directors (managers) been convicted of a crime in relation to Russian aggression against Ukraine |
| II. Identification of the Claimant's Director or Chairperson (Principal Representative) |
| 16. Full Name |
| 17. Gender |
| 18. Date of Birth |
| 19. Nationality |
| 20. ID document/Passport number |
| 21. Ukrainian Tax ID number |
| 22. Ukrainian Demographic Register Entry number |
| 23. Registered Address |
| 24. Current Address |
| 25. Contact phone number(s) |
| 26. Email address |
| 27. If the Claim is submitted through an additional Representative, equivalent ID information about such Representative |
| III. Related Claims |
| 28. Related Claim number(s) |
| 29. Has the Claimant already submitted Claims for the costs of rent of housing for personnel incurred as a result of an evacuation or relocation of business |
| IV. Event(s) as a Result of Which Humanitarian Expenditures Were Incurred |
| 30. Type of event(s) |
| 31. Date of the event(s) |
| 32. Location of the event(s) |
| 33. Description of the event(s) |
| 34. Evidence concerning the event(s) |
| 35. Further narrative description of the event(s) |
| V. Information on Humanitarian Expenditures |
| 36. Type of relief or support provided |
| 37. Number of personnel and immediate family members to whom relief or support was provided |
| 38. Further narrative description of the humanitarian expenditures |
| VI. Amount of the Claim |
| 39. Estimated amount of Claim |

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| 40. Itemisation of the estimated amount of Claim |
| 41. Methodology of calculation |
| 42. Further narrative description of the amount of the Claim |
| 43. Relevant Evidence regarding the estimated amount and itemisation of the estimated amount of Claim |
| VII. Check and submission |
| 44. Check and confirmation of data |
| 45. Verification of identity prior to submission |
| 46. Agreement to transmit personal data |
| 47. Submission of the Claim |

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