

List of documents required to receive charitable assistance.

(All documents must be clean, not crumpled, spotless, and well readable!)

1. Application letter requesting for an assistance.
2. Xerocopy of passports of the potential Participant and Accompanied Person. Be sure to send copies of the pages with records of registration at the place of residence, children, and marital status (even if such pages are blank).
3. Xerocopy of children birth certificates (for every child) or passports (for children over 14 years old).
4. For widows:
 - Xerocopy of husband death certificate
 - Certificate of breadwinner loss
 - Statement of survivor pension benefit
5. Xerocopy of Individual Insurance Account Number of the potential Participant and Accompanied Person.
6. Certificate of the family composition issued at the place of residence. Where any family member is registered separately for any reason, but resides together with the family (nuclear family), certificates of the family composition shall be issued at the place of registration of every family member.
 - Where any family member is registered separately for any reason, but resides together with the family (nuclear family), certificates of the family composition shall be issued at the place of registration of every family member
 - Where a woman is legally married, but resides separately from the father of her children who avoids the upbringing of children, the following note should be made in the certificate issued at the place of residence: “she resides separately from her husband, and receives no child-support payments”
 - Where a woman is divorced and receives no child-support payments, the following note should be made in the certificate: “she is divorced with her husband, and receives no child-support payments”
7. Documental proof of child-support obligations (if applicable):
 - Xerocopy of a court judgement (writ of execution) on the recovery of child-support payments from one of the parents;
 - If child-support is not paid: statement issued by a court bailiff service to confirm that child-support has not been paid by one of the parents for 6 months preceding the month of the application submission;

- If child-support is paid: statement issued by a court bailiff service about on the of child-support payments received during 6 months preceding the month of the application submission (per month)
8. Original of a testimonial of family's social and household welfare issued by local administration or police officer (be sure to check availability of corner stamp, seal, date and signature; the testimonial should be issued for the whole family). Important! The testimonial should obligatorily answer the following questions:
- Are your family members addicted to alcohol? Do they suffer from alcoholism?
 - Are your family members addicted to drugs?
 - Do your family members lead an antisocial lifestyle?
 - Are the parents good at parenting?
 - Whom the family resides with (cohabiting partner, parents, etc.)?
 - And contain any other information about your family, which the official who signed the testimonial may deem important;
9. Testimonial of family's social and household welfare issued by a house manager's office (be sure to check availability of corner stamp, seal, date and signature).
10. Statement issued by social security authorities or employer about amounts of benefits, compensations and other social payments received/not received during the current year (per month)
11. For employed persons:
- Certificate as per the form 2-NDFL issued by the employer about personal income tax (amount of salary) paid in the current year;
 - Copy of the employment record book certified by the employer, where the last entry should be: "currently employed".
12. For persons engaged in entrepreneurial activity/registered as self-employed:
- Xerocopy of the certificate of individual entrepreneur registration,
 - Xerocopy of the income tax return for the last reporting period.
13. For unemployed persons:
- Copy of the employment record book; all pages,
 - If a person has never been employed: certificate of registration at the place of residence with the note: "He/she has never been employed and does not have any employment record book"

- If a person is registered in an employment center: statement of the unemployment benefit amount.
14. For pensioners:
- Copy of the pension certificate
 - Statement of the retirement pension benefit
15. For pregnant women:
- Certificate from an antenatal clinic
16. For persons suffered from natural disasters and fires:
- Certificate issued by the specialized services (meteorological, seismic, firefighters, etc.) to confirm existence of an unforeseen event caused by an emergency (fire, theft, etc.) and associated with loss of or damage to property;
 - Certificate issued by the municipal district or city administration on the financial assistance provided (not provided) at the expense of local budget
17. For guardians:
- Guardian certificate,
 - Decree on appointment of as the guardian issued by guardianship and custodianship authorities
 - Copies of court judgments on deprivation of paternal rights, or statement of exposing or abandoning of a child, mother's surrender of a child, any other document that clearly shows that the child under guardianship has no parents
 - Document on appointment of guardianship benefits and payments for persons under guardianship issued by guardianship authorities
18. For disabled persons:
- Copy of the disabled person certificate
 - Statement of the disability benefit amount
 - Certificate issued by the social security medical assessment board
 - Individual program for the disabled person rehabilitation
 - Doctor's note
 - List of required medicines, prescription
19. Medical documents:
- Abstract of medical record,
 - Opinion of a specialist of the medical institution, where the person who needs treatment is regularly monitored or pass assessment in respect of a disease, including information about his/her diagnosis and condition, and recommendations on certain medical and

rehabilitation procedures (made on the institution's letterhead, signed by its head or another authorized person, and certified by its seal) (ORIGINAL);

- Opinion of a specialist of the medical institution, where the patient is expected to undergo treatment or rehabilitation (made on the institution's letterhead, signed by its head or another authorized person, and certified by its seal) (ORIGINAL);
- Other medical documents that may be available.

20. Documentary proof of the amount of requested assistance:

- Medical services contract,
- Hospital's invoice for the medical services required,
- Prescription and invoice for medicines, rehabilitation equipment, and other items to be purchased for the patient.

21. Response of competent government authorities (social insurance, social protection, health care, etc.) to an application related to payment for (or compensation of) the required treatment, rehabilitation, medical supplies and/or a petition of these authorities for assistance to the family (ORIGINAL)

22. Statement of financial assistance provided (not provided) for treatment, rehabilitation, purchase of required medicines and other items at expense of the local budget

23. Statement issued by social security authorities or employer about amounts of benefits, compensations and other social payments received/not received during the current year (per month)

24. Documental proof of the property title available:

- Xeroopies of the certificates of title to the house/apartment/room/land plot where the family resides (if the property belongs to several owners: xeroopies of all certificates of title to real estate),
- For social rent: xerocopy of social housing rent agreement,
- For residential lease: xerocopy of residential lease contract.

25. Bank details of settlement account (details of correspondent account, BIK, name of the city where the branch is located, number of the bank branch, and account number should be obligatorily indicated)

26. Contact information on a separate sheet.