

APPROVED BY  
by the decision of the Constituent  
Assembly of the International Union  
of Non-Governmental Organizations  
"Eurasian Peoples' Assembly"  
May 27, 2017  
by the decision of the General  
Eurasian Peoples' Assembly (as  
amended) on July 19, 2018  
by the decision of the General  
Meeting - General Assembly  
(as amended)  
Jul 15, 2021

**REGULATIONS**  
**on the procedure for admission to members of the International Union  
of Non-Governmental Organizations "Eurasian Peoples' Assembly",  
payment of admission and membership fees and keeping the Unified  
Register of members of the International Union of Non-Governmental  
Organizations "Eurasian Peoples' Assembly"**

**1. General provisions**

1.1. These Regulations determine the procedure for admission to members of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter - **the Assembly**), establishes the procedure for keeping the Unified Register of Members of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter - **the Register**) and the content of the information included therein, the procedure for providing information held in the Register, and also determines the procedure for payment of admission and membership fees, exemption from payment of admission and membership fees by members of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly".

1.2. The Register of members of the Assembly is a structured set of sequentially arranged records having the set of documents and information about the members of the Assembly provided for by these Regulations, which is kept for the purpose of centralized accounting of the members admitted to the Assembly and streamlining the storage of documents that served as the basis for their admission to the Assembly.

1.3. Admission to the members of the Assembly is carried out by the Commission of the General Secretariat in accordance with the Statute of the Assembly and these Regulations.

1.4. Preparation of entries for the Register (receiving data from applicants into the Assembly, checking them, including the received data into the Register) and keeping the Register is carried out by the General Secretariat of the Assembly.

1.5. Admission to the Assembly membership is accompanied by making an entry in the Register in accordance with these Regulations no later than 30 days after the Commission of the General Secretariat makes a decision on admission to the Assembly membership.

1.6. Membership in and withdrawal from the Assembly is voluntary.

1.7. These Regulations were drawn in accordance with the Statute of the Assembly, and does not contradict the statutory goals and the subject of the Assembly.

## **2. The procedure for admitting individuals and legal entities to the Eurasian Peoples' Assembly membership**

2.1. Admission of individuals - citizens of Eurasian countries who have reached the age of 18, share the goals and objectives of the Assembly, fulfill the requirements of the Assembly's Statute, directly participate in the work of the Assembly and legal entities - non-governmental organizations of Eurasia countries, that share the goals and objectives of the Assembly, fulfill the requirements of the Assembly Statute and directly participate in the work of the Assembly, is carried out in accordance with the Statute of the Assembly and these Regulations..

2.2. Admission of individuals to the Assembly membership is carried out on the basis of a written application to the General Secretariat about the intention to join the Assembly as a member and is formalized by the decision of the Commission of the General Secretariat with the opinion provided for in clause 2.5 of these Regulations.

This decision is taken by the Commission of the General Secretariat by a simple majority of votes.

2.3. Admission of legal entities to the Assembly is carried out on the basis of a written application to the General Secretariat, if there is a decision of the authorized body of the relevant non-governmental organization on the intention to join the Assembly.

The decision on the admission of a legal entity as a member of the Assembly is taken by a simple majority of votes by the Commission of the General Secretariat, if there is an opinion provided for in paragraph 2. 5 of these Regulations.

2.4. Acceptance of documents from legal entities and individuals who become members of the Assembly is carried out by the General Secretariat of the Assembly.

2.5. Documents from legal entities and individuals, accepted by the General Secretariat, are sent to the Commission of the General Secretariat authorized to check the documents of applicants and the information contained in these documents.

2.5.1. If necessary, the Commission has the right to conduct an interview with the applicant, as well as request additional information from the applicant.

2.5.2. Based on the results of the verification performed, the Commission makes a decision on the admission of the applicant to the Assembly or on the refusal of such admission.

2.5.3. In case of a decision on refusal of admission of the applicant into the Assembly membership, the Commission sends its decision to the Head of the General Secretariat with a reasoned refusal in such admission.

2.6. The list of documents to be provided for membership registration in the Assembly:

2.6.1. From individuals:

2.6.1.1. A written statement of intention to become a member of the Assembly (Annex # 1 to these Regulations).

2.6.1.2. Applicant's questionnaire form for an individual entering the Assembly (Annex # 2 to these Regulations).

2.6.1.3. Written consent to the processing of personal data of an individual entering the Assembly (Annex No. 5 to these Regulations)

2.6.1.4. Copy of the passport.

2.6.1.5. A copy of the payment document confirming the payment of the membership fee to the Assembly account.

2.6.2. From legal entities:

2.6.2.1. A written statement from the Head of the non-governmental organization on the intention to become a member of the Assembly (Annex No. 3 to these Regulations).

2.6.2.2. Applicant's questionnaire form of a non-governmental organization joining the Assembly (Annex No. 4 to these Regulations).

2.6.2.3. Copies of the Statute and Certificate of State Registration of a non-governmental organization joining the Assembly.

2.6.2.4. The decision of a non-governmental organization to become a member of the Assembly (minutes / extract from the minutes of the organization's governing bodies).

2.6.2.5. A copy of the payment document confirming the payment of the membership fee to the Assembly account.

2.7. Documents for registration of membership in the Assembly are submitted in one of the approved working languages of the Assembly, Russian or English.

2.8. The applicant is considered admitted as a member of the Assembly since the date of the adoption of the relevant decision by the Commission of the General Secretariat.

2.9. The Assembly has the right to admit as Honorary Members of the Assembly persons who have made a significant contribution to the achievement of the statutory goals of the Assembly.

The decision on admission to the Honorary Members of the Assembly is made by the Commission of the General Secretariat as determined by these Regulations with the consent of the person admitted to the Honorary Members.

2.10. Withdrawal from the Assembly members is free.

2.11. An individual withdraws from the Assembly on the basis of his written application submitted to the General Secretariat.

2.12. Withdrawal from the members of the Assembly of a legal entity is carried out on the basis of a written application submitted to the General Secretariat, if there is a decision of the authorized body of this legal entity to withdraw from the members of the Assembly.

2.13. The Commission of the General Secretariat makes a decision on the issue of withdrawal from the members of the Assembly of an individual or legal entity within 30 days from the date of the adoption of the relevant application or decision on voluntary withdrawal from the members of the Assembly.

2.14. A member of the Assembly may be expelled from the Assembly by a decision of the General Secretariat Commission for:

- gross and repeated violations of the Statute of the Assembly and other regulations of the Assembly;
- systematic failure to fulfill the duties of an Assembly member;
- committing acts that defame the Assembly.

2.15. The decision to expel from the members of the Assembly can be appealed to the authorized body of the Assembly in accordance with the Statute within 30 days from the date of the decision on exclusion.

### **3. Keeping the Register**

3.1. The General Secretariat of the Assembly shall keep the Register, in accordance with the Statute of the Assembly and these Regulations.

3.2. The Register is kept in two approved working languages of the Assembly, Russian and English.

3.3. The functions of ensuring control over the filling of the Register data are assigned to the General Secretariat.

3.4. Filling the Registry data includes the following operations:

- attachment to the materials of the Register of documents and information submitted upon admission to membership in the Assembly, upon retirement from the membership of the Assembly, when correcting the Register data;
- making a record of the operation performed in the Register database in accordance with the content of documents and information attached to the Register materials;
- assignment of a unique registration number to a member of the Assembly, used as the number of the Certificate confirming membership in the Assembly and the number of the personal Assembly member file.

3.5. On the basis of the information included in the Register, documents confirming the membership of individuals and legal entities are drawn up, as well as other operations of centralized accounting are carried out, including:

- registration of Certificates,
- execution, registration and issuance of extracts from the Register as determined by this Regulation.

#### **4. The procedure for registration and issuance of the Assembly membership Certificate**

4.1. Registration and issuance of the Certificate is carried out by the General Secretariat after the decision on the applicant's admission to the Assembly has been made by the Commission of the General Secretariat.

4.2. The Certificate is issued in one of the two approved working languages of the Assembly, Russian or English.

#### **5. Information included in the Register. Procedure for keeping the Register**

5.1. Information about an individual or legal entity with regard to whom the Commission of the General Secretariat has taken a decision on admission to the Assembly is entered into the Register of the Eurasian Peoples' Assembly Members.

5.2. The documents listed in clause 2.6.2 of these Regulations are submitted to the General Secretariat directly by the head of the legal entity or an authorized person, or sent by mail with a receipt acknowledgment and a list of attachments, or are submitted independently by the candidate through his personal account on the official website of the Eurasian Peoples' Assembly.

5.3. The documents listed in clause 2.6.1 of these Regulations are submitted to the General Secretariat directly by an individual or sent by mail with a receipt acknowledgment and a list of attachments, or are submitted independently by the candidate through his personal account on the official website of the Eurasian Peoples' Assembly.

5.4. In case of changes and / or additions to information about an individual or legal entity included in the Register, duly executed documents confirming the change and / or addition of this information must be sent to the General Secretariat within 10 days from the date of documentary registration of such changes.

5.5. Changes and / or additions to information about an individual or legal entity included in the Register are entered into the Register within 30 days from the date of receipt by the General Secretariat of duly executed documents confirming changes and additions to this information.

5.6. The procedure for submitting documents containing changes and additions to information about an individual or legal entity is similar to the procedure for submitting documents specified in clauses 5.2 and 5.3 of these Regulations.

5.7. The information about the members of the Assembly to be entered into the Register:

5.7.1. Personal data:

- identification number according to the Register;
- date of registration in the Register;
- Full Name;
- number of the Assembly membership Certificate;

- personal data in accordance with Annex No. 2 to these Regulations;
- information about the admission and membership fee payment.

#### 5.7.2. Legal entity data:

- identification number according to the Register;
- date of registration in the Register;
- number of the Assembly membership Certificate;
- personal data in accordance with Annex No. 4 to these Regulations;
- information about the admission and membership fee payment.

5.8. In case of changes and additions to the entries included in the Registry, the previously entered entries are saved.

5.9. The Register must contain the date of the changes and additions to the information contained in the Register.

5.10. In case of the expulsion or withdrawal of an Assembly member from the Assembly, the information about him/her/it contained in the Register is saved.

## **6. Payment of admission and membership fee**

6.1. Members of the Assembly, in accordance with the Statute, are obliged to pay membership fees.

6.2. Individuals and legal entities submitting an application for membership in the Assembly are required to pay the entrance and annual membership fees.

6.3. The size of the membership fee and the annual membership fee is approved by the General Council of the Assembly, by categories:

- for individuals;
- for legal entities (non-profit organizations);
- for legal entities (commercial organizations of small and medium-sized businesses);
- for legal entities (commercial organizations).

6.4. The payment of the entrance membership fee is made by the applicant for membership in the Assembly in advance. A document confirming the payment of the membership fee is submitted to the General Secretariat simultaneously with the package of documents for joining the Eurasian Peoples' Assembly.

6.5. The annual membership fee for each calendar year is paid no later than November 30 of the year the fee is paid for.

6.6. The admission and annual membership fees are transferred to the account of the Assembly.

6.7. Filling in the payment documents for the payment of the admission and annual membership fees is carried out in accordance with the templates approved by the General Secretariat of the Assembly.

6.8. The admission and annual membership fees paid by the members of the Assembly are not payment for the provision of any services to the members of the Assembly, but are gratuitous earmarked receipts for the implementation of the statutory goals and objectives of the Assembly.

6.9. Acceptance and expenditure of admission and annual membership fees is carried out on the principles of transparency and accountability in the manner prescribed by these Regulations.

6.10. Members of the Assembly who have paid contributions are made notes in the accounting documents and the unified registration system of accounting.

6.11. One member of the Assembly may pay a membership fee for another member with the appropriate reflection of this fact in the payment document fixing the payment. At the same time, the Assembly is not responsible for the emerging financial relationships of its members and does not participate in any way in these agreements.

6.12. In the case of non-payment of the membership dues by a member of the Assembly without good reason after three months from the date when such payment is due, the Assembly sends him a notification warning about the violation of the Statute of the Assembly and a proposal to pay off the arrears within 15 days from the date of receipt of the warning.

6.13. The General Council of the Assembly, in accordance with the Statute of the Assembly, has the right to change the size of the admission and annual membership fees. The Assembly notifies the members of the change in the amount of membership fees by posting information on the official website of the Assembly no later than fifteen (15) days before the relevant changes come into force.

6.14. The Commission of the General Secretariat of the Assembly has the right to grant exemption from payment of the membership fee for certain categories of members of the Assembly by an appropriate decision. Members of the Assembly who are exempted from paying the membership fee are issued an extract from the minutes of the decision on the exemption from paying the membership fee.

6.15. Individuals and legal entities have the right, at their own discretion, to pay various contributions and donations to the Assembly, including in the form of charitable contributions.

6.16. Members of the Assembly who left or were expelled from it in the manner prescribed by the Statute are not entitled to demand the return of funds paid as membership fees, as well as reimbursement of other costs associated with membership in the Assembly, as well as the return of property transferred to the Assembly, unless otherwise specified in the relevant administrative and other documents.

## **7. The procedure for the distribution of funds received from membership fees**

7.1. Funds received in the form of membership fees are spent on activities within the implementation of the statutory goals and objectives of the Assembly, as well as on administrative and organizational costs associated with the current activities of the Assembly.

## **8. Audit of admission and membership payments**

8.1. The procedure for accounting the payments of admission and membership fees by the Assembly members is determined by the General Secretariat of the Assembly.

8.2. Monitoring the completeness and timeliness of the transfer of funds to the settlement account of the Assembly is carried out by the Audit Commission.

## **9. Provision of information from the Register**

9.1. The personal data specified in clauses 5.7.1-5.7.2 of these Regulations are processed in accordance with the Federal Law of July 27, 2006 No. 152-FZ "On Personal Data". The confidentiality of personal data is ensured by the Head of the General Secretariat of the Assembly.

9.2. The information contained in the Register about an Assembly member is provided in the form of an extract from the Register at the request of authorized state bodies, as well as governing, executive and supervisory bodies of the Assembly.

9.3. The extract confirms the information contained in the Register as of the date of issue of the extract.

9.4. Issuance of extracts from the Register is recorded in the Register of Extracts from the Register.

9.5. The deadline for submitting the information contained in the Register is 30 (thirty) days from the date of receipt by the General Secretariat of the Assembly of a corresponding written request from the heads of the bodies specified in clause 9.2 of these Regulations.

9.6. Keeping, storing and issuing extracts from the Register is carried out by the General Secretariat of the Assembly on behalf of the Head of the General Secretariat.

## **10. Settlements of Disputes**

10.1. Disagreements arising in the process of implementing these Regulations, the parties will try to resolve through negotiations or in the judicial authorities on the territory of the Russian Federation.



Annex #1

General Secretariat of the International  
Union of Non-Governmental Organizations  
“Eurasian Peoples’ Assembly”

from \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION**

I request to be admitted as a member of the International Union of Non-governmental Organizations "Eurasian Peoples' Assembly".

I support the goals of the Eurasian Peoples' Assembly. I am familiar with the Statute, rights and duties of members of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" and undertake to comply with them.

\_\_\_\_\_/\_\_\_\_\_  
Signature / (Full name)

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_

**QUESTIONNAIRE**  
**of a member of the International Union of Non-Governmental Organizations**  
**“Eurasian Peoples’ Assembly”**

1.

Surname	Name	Patronymic

2. Date of birth

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3. Identity document data

Type of document	Series	Number	Date of issue
Issuing authority:			
Department code:			

4. Citizenship

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5. Residence

Mail Index:	Country:	
Region:		
District:		
City:		
Street (avenue...):		
House:	Building:	Apartment:

6. Occupation/ position

Full name of the organization/company/university
Address:
Position:

7. Specialized Council of the Assembly you want to be a member of


8. Your social networks, website (links)


9. E-mail address

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10. Knowledge of foreign languages

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11. Telephone number with the country code

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Signature

\_\_\_\_\_ / \_\_\_\_\_

Date « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_

To the General Secretariat of the International Union  
of Non-governmental Organizations  
“Eurasian Peoples’ Assembly”

**APPLICATION**  
**for membership in the International Union**  
**of Non-Governmental Organizations**  
**“Eurasian Peoples’ Assembly”**

\_\_\_\_\_  
\_\_\_\_\_  
(full name of the organization)

requests to be admitted as a member of the International Union of Non-governmental Organizations "Eurasian Peoples' Assembly".

\_\_\_\_\_ supports the goals of  
(name of the organization)

the Eurasian Peoples' Assembly, is familiar with the Statute, rights and duties of members of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" and undertakes to comply with them.

Head of the organization \_\_\_\_\_ / \_\_\_\_\_  
Signature/(Full name)  
« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

**QUESTIONNAIRE**  
**of the legal entity – member of the International Union of Non-Governmental**  
**Organizations “Eurasian Peoples’ Assembly”**

1. Full name of the organization


2. Abbreviated name of the organization

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3. Type of legal entity (non-profit organization/ Commercial organization/  
Commercial organization (small and medium business))


4. Postal address of the organization


5. E-mail address

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6. Website, social networks of the organization (links)


7. TIN (taxpayer ID number) of the organization

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8. Specialized Council of the Eurasian Peoples’ Assembly your organization  
plans to be a member of


## 9. Head of the organization

Fullname
Position
Telephone number
Mobile phone
E-mail:

## 10. Person responsible for interaction with the Assembly

Full name
Position
Telephone
Mobile phone
E-mail:

## 11. Scope of interests in the Assembly


## 12. Practical proposals for participation in the Assembly's activity


## 13. Brief information about your organization


L.S.

Date « \_\_\_\_ » \_\_\_\_\_ 20\_\_

Authorized signature \_\_\_\_\_ / \_\_\_\_\_

**Consent to personal data processing**

I, \_\_\_\_\_,

\_\_\_\_\_ registered at the following place of residence:

\_\_\_\_\_  
(national identity document)\_\_\_\_\_  
(the document type, number, information on the date of the document issue and on the authority that issued the document)

in accordance with paragraph 4 of article 9 of Federal law "On personal data" as of July, 27th 2006, No 152-FZ, hereby grant my written voluntary consent, by my own free will and in my own interest, to the International Union of Non-governmental organizations "Eurasian Peoples' Assembly" on processing my personal data (hereinafter referred to as PD) in accordance with the Questionnaire of a member of the Assembly in order to check for compliance with the requirements of the Assembly, provided that their processing is carried out by a person authorized by the Assembly, who has assumed obligations to maintain the confidentiality of this information.

I grant the Assembly the right to carry out all actions (operations) with my personal data, including collection, systematization, accumulation, storage, updating, modification, use, depersonalization, blocking, destruction. The Assembly has the right to process my personal data by entering it into an electronic database, including it in the Unified Register of the Assembly Members, lists and other reporting forms.

I also agree that all photos with my image taken during the events organized by the Eurasian Peoples' Assembly can be used in print and advertising materials of the Eurasian Peoples' Assembly, as well as on the websites and social networks of the organizers of these events.

The transfer of my personal data to other persons or their other disclosure may be carried out only with my written consent.

I reserve the right to withdraw my consent by an appropriate written document, which I can send to the Assembly by registered mail with a notification of delivery or handed over personally to a duly authorized representative of the Assembly.

In case of receiving my written application to revoke this consent to the processing of personal data, the Assembly is obliged to stop processing them and exclude personal data from the database, including electronic, with the exception of information about the last name, first name, patronymic, date of birth.

This consent was given by me on "\_\_\_" \_\_\_\_\_ 20\_\_\_ and is valid indefinitely.

Signature: \_\_\_\_\_ / \_\_\_\_\_ /