

How to complete the application form for organizations or institutions

These guidelines **pertain to the application form which is designed for organizations or institutions**. It does not refer to the form for individual victims. Please complete this application form if you are acting on behalf an Organization or Institution which has suffered direct harm to any of its property which is dedicated to religion, education, art or science or charitable purposes, historic monuments, hospitals or other places or objects dedicated to humanitarian purposes, as a result of a crime under the jurisdiction of the International Criminal Court (ICC or Court), and wish to participate in proceedings before the ICC. The form has been designed to obtain the information needed for your application.

Before completing the form please read the following instructions carefully. They will help you fill out the form correctly. For a better understanding of the ICC and the victim participation process in general, please refer to the ICC Victims Participation and Reparations Section (VPRS) [information booklet](#) on the ICC website.

Every organization or institution applying to participate and/or claim reparations in ICC proceedings must complete its own **separate application form**. When filling in the application form:

- Please answer all questions as completely as possible. If some questions are not answered, or are only partially answered, the form may be considered by the ICC as incomplete.
- Please note that the space provided in the form for writing answers to some of the questions may not be enough. If more space is needed to answer certain questions, please continue on a separate sheet of paper and attach it to the application form. The victim's name and signature should be indicated on each sheet of paper attached to the application form.
- Please write clearly, so that the Court can understand everything that is included in the application. Please use a pen (black ink) rather than a pencil, since pencil can more easily be erased.

The ICC Judges will decide whether the organization/institution is a victim of a crime under the jurisdiction of the ICC, whether the organization/institution is entitled to participate in the proceedings and, in the event of a conviction, whether the organization/institution is entitled to reparations. Applications which are not transmitted to the judges remain in the custody of the Registry of the ICC and are kept confidential.

The judges decide whether the information contained in the form, including the name of the organization/institution and the person acting on behalf of the organization/institution's identity, will be forwarded to the Prosecutor and to the Defence. **Please note that some of the information provided may be made available to the public in the course of judicial proceedings.**

If the person acting on behalf of the organization/institution has security concerns regarding their engagement with the ICC or relating to any information contained in the application form, these concerns should be written down in response to Question 8. Please be aware that, **despite raising security concerns, information recorded in the application may still be shared with the judges and/or the parties during the course of proceedings.**

Are you acting on behalf of an organization or institution that has sustained direct harm to any of their property?

Throughout the application form, the organization or institution that suffered the harm is referred to as the **organization/institution**. Please note the difference between the organization/institution and the person acting on behalf of the organization/institution for the purposes of the ICC:

*An **organization/institution** victim is: an organization/institution that has sustained direct harm to any of their property which is dedicated to religion, education, art or science or charitable purposes, and to their historic monuments, hospitals and other places and objects for humanitarian purposes.*

*A **person acting on behalf of an organization/institution** is:*

*an individual who represents the organization/institution in some capacity and presents an application to the ICC **on behalf of the organization/institution**.*

PAGE 1 OF THE FORM:

- A Name of organization/institution _____
- B Date of incorporation, establishment and/or registration (incl. registration number, if any) _____
- C Full name of person submitting the form on behalf of organization/institution _____
- D Function of person submitting the form on behalf of organization/institution _____

Please also specify in what capacity you are acting for the organization or institution

Application number __/_____/__

If previously applied, please give the number your application was allocated

- A Please provide the full name of the organization/ institution, if possible as it appears on documentation of registration, not just an acronym. The document should help to prove the existence of the organization/institution, in particular at the time of the crime alleged (for example: official registration, dated and signed statutes, public statements from the organization/institution, cadastral parcels registration/fees receipts under the name of the organization/institution. If the person acting on behalf of the organization/institution is unable to obtain or produce documents of the type referred to above, he/she can present a declaration signed by two persons (the declarants) who know the organization/institution and can attest to its identity. The declaration must be accompanied by proof of the identity of these two declarants.
- B A copy of proof of identity of the person(s) submitting the application on behalf of the organization/institution should be submitted with the form (for example, a national identity card, birth certificate, voting card, passport, driver's license, student or employment card, letter from a local authority, camp registration card, card from a humanitarian agency or a tax document). If the person acting on behalf of the organization/institution is unable to obtain or produce documents of the type referred to above, he/she can present a declaration signed by two

persons (the declarants) who know the person and can attest to his/her identity. The declaration must be accompanied by proof of the identity of these two declarants. **Only attach copies of documents, not originals.**

- C If any information in the form is different from the information on the organization/institution or identity document provided (for example, name spelling, date of birth, date of registration), please explain the reason for the difference next to the answer, or on a separate sheet **clearly referencing the error/discrepancy**.
- D Please provide documentation proving the capacity/authority of the person to act on behalf of the organization/institution (nomination of the person as director, president, power/letter of attorney, etc.). If representing the organization/institution as a Legal Representative, please provide a Power of Attorney signed by an authorized representative of the organization/institution (please also provide document(s) proving the identity and the authority of the authorized representative of the organization/institution).

1. What process is being applied for?

Please tick both boxes if the organization/institution wants to participate in the proceedings as well as request reparations in case of a conviction

PARTICIPATION

REPARATIONS (*in case of a conviction*)*

Organizations/institutions may choose to participate in judicial proceedings before the ICC against one or more accused persons and request reparations using this form. If the organization/institution would like to apply for both participation and reparations, the person acting on behalf of the organization/institution should tick both the "PARTICIPATION" and "REPARATIONS" boxes.

Should the organization/institution **only wish to participate in judicial proceedings**, meaning, providing its views and concerns about the court proceedings through a lawyer who represents the organization/institution in the courtroom, the organization/institution should only tick the "Participation" box.

Please consult the [VPRS information booklet](#) for more information about participation in ICC proceedings.

Should the organization/institution **only wish to request reparations**, the person acting on its behalf should only tick the "Reparations" box.

Please note the important points below:

- i. Reparations will only be awarded in the event of a conviction at the close of criminal proceedings against one or more individuals;
- ii. Relevant judicial proceedings may last several years before a final judgment is pronounced;
- iii. Supporting information related to reparations will be asked for at the appropriate time;
- iv. The available resources for reparations may be limited and less than expected.

If the organization/institution only wishes to claim reparations, the person acting on its behalf still needs to complete all three pages of the application form.

Please note that documents related specifically to verifying or supporting reparation claims (that are not immediately available at no cost to the victim at the time the victim completes the form) need not be included at this time for the validity of the form.

Please also consult the [VPRS information booklet](#) for more general information about reparations.

2. What happened to the organization/institution? *Describe the events in as much detail as possible*

If you do not have enough space to fully describe what happened to the organization/institution, you may use a separate piece of paper on which you shall append your name and signature

Please be as specific as possible about **what happened to the organization/institution**. It is important to provide a clear description of the facts and details. It is in the interest of the organization/institution to provide a clear and factual account of the events that happened.

If different events took place at different date(s) and/or place(s), please clearly explain each relevant event and record the date when it occurred.

3. When did these event(s) occur? _____

4. Where did these event(s) occur? _____

Please be specific. If possible, provide the exact date on which the incident(s) occurred (day/month/year). If the date of the events is unknown, please give an approximate the date of events (for example, proximity to major, known events, like a religious holiday, elections, any public memorial, publicly reported armed attacks, as the case may be).

If possible, provide name of a town or city where or near to the place where the incidents occurred.

5. Who, in the view of the organization/institution, is responsible for these events? _____

If the person acting on behalf of the organization/institution does not know who the person(s) allegedly responsible for these events are, it is sufficient to provide some information that would identify the group to which the individuals belong (for example, a description of the uniforms worn by alleged perpetrators or language spoken by alleged perpetrators, etc.).

If the organization/institution does not know who is responsible for the events, the person acting on behalf can simply reply "not known" in the box provided.

6. What type of direct harm did the events cause to the organization/institution? *Proof of harm should be included if possible*

In order to be authorized to participate to judicial proceedings before ICC and/or benefit from reparations, the organization/institution in question **must have sustained direct harm to any of its property (that was damaged, stolen or destroyed) dedicated to religion, education, art or science or charitable purposes, or which is an historic monument, hospital or other place or object dedicated to a humanitarian purpose.**

Thus, information should be provided about the exact nature of the loss or damage to property sustained by the organization/institution has directly experienced as a result of the actions or events described in Question 2.

Please describe any ongoing impact of the harm. If the harm has affected the wider community, please give some details.

If you have documentation detailing the purposes of the property damaged and detailing the harm inflicted on the organization/institution, please attach copies of these documents to this application. For example this could include proof of economic loss, proof of damage to property or any other document proving the harm caused as described. If the person acting on behalf of the organization/institution is unable to obtain or produce documents of the type referred to above, he/she can present a declaration signed by two persons (the declarants) who know the organization/institution at the date on which the incident(s) occurred and can attest of the property loss/damage. The declaration must be accompanied by proof of the identity of these two declarants.

DOES THE ORGANIZATION/INSTITUTION CONSENT TO PROVIDING THE INFORMATION CONTAINED IN THIS APPLICATION FORM TO THE ICC'S TRUST FUND FOR VICTIMS?

YES NO

**In case of a conviction, reparations may be dispersed through the ICC's Trust Fund for Victims (TFV)*

Please note that by ticking the "Yes" box, the information provided in this form may be transmitted to the ICC's Trust Fund for Victims so that they may consider how best to use their resources to conduct assistance-related activities or facilitate reparations awards in the event of a conviction. The Trust Fund for Victims is also bound by duties of confidentiality.

Trust Fund For Victims

To complement the Court's work on reparation, an independent Trust Fund for Victims was established. The ICC judges may ask the Trust Fund to help to carry out its orders of reparations against a convicted person. In addition, the Fund can use the contributions it receives to finance projects for the benefit of victims and their family members.

For more information, please consult the Trust Fund For Victims [website](#)

IN SUBMITTING THIS APPLICATION I ACKNOWLEDGE WITH MY SIGNATURE THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND SHOULD BE CONSIDERED FOR THE TRUTH OF ITS CONTENT

Details of person submitting the form on behalf of the organization/institution:

Please provide **copies of proof of identity of the person acting on behalf of the organization/institution**

Surname _____ First name _____ Date of birth/age _____

Signature of the victim/person acting on behalf of the organization/institution *Date* *Location*

SIGNATURES: It is very important that this form is signed in the signature box on the bottom of Page 1 by the person acting on behalf of the organization/institution.

By signing the form, the person acting on behalf of the organization/institution is verifying the authenticity of the application. This serves to demonstrate that the organization/institution is taking responsibility for the content of the information given in the form and its accuracy, even if someone else has actually written it down. By signing, the organization/institution, through the person acting on behalf, also confirms its intention to submit an application to participate in judicial proceedings before the ICC and/or request reparations.

Before signing the form, the person acting on behalf of the organization/institution should either read the form in its entirety/ or have the person assisting in filling in the form read it back to him/her to ensure the accuracy of the information provided.

After the form is signed by the person acting on behalf of the organization/institution, the form should not be altered in any way (for example, by adding or removing information). If the organization/institution wishes to modify its declaration, the person acting on its behalf should contact the VPRS which will provide specific guidance to that effect.

PAGE 2: ORGANIZATION/INSTITUTION INFORMATION

7. If applicable, why does the organization/institution want to participate in ICC proceedings? _____

If applicable, please explain the reasons that motivate the organization/institution to participate in the ICC proceedings. For example, “to help establish the truth”; “to obtain justice”; “to obtain reparations”, etc.

8. Does the person submitting the application have reasons to be concerned about security or well-being of the organization/institution, or that of any person related to this organization/institution, as a result of interaction with the ICC?

Yes No *If yes, please explain* _____

The person acting on behalf of the organization/institution can express their concerns not only about physical security but also about harm to psychological well-being, property, reputation, privacy and/or dignity of the organization/institution as a result of their relation and interaction with the ICC.

Please be aware that concerns raised about security may not prevent information in the application from being given to the ICC Judges and/or to the parties, and may not result in the ICC providing any form of protection. For more information about security in the application process please consult the [VPRS information booklet](#).

9. What is the working language of the organization/institution? _____

Please indicate which language(s) the organization/institution uses to communicate.

10. The property that was harmed is dedicated to:

Please tick one or more boxes as appropriate

- | | |
|--|--|
| <input type="checkbox"/> Religion | <input type="checkbox"/> Historic monument |
| <input type="checkbox"/> Education | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Art | <input type="checkbox"/> Humanitarian purposes |
| <input type="checkbox"/> Science Charitable purposes | <input type="checkbox"/> Other - <i>please specify</i> : _____ |

The organizations/institution which may participate in proceedings before the ICC are only organizations or institutions that, as a result of crimes within the jurisdiction of the ICC, have sustained harm (damage, loss, destruction) to property dedicated to certain purposes - religion, education, art, science or charitable - or to their historic monuments, hospitals or any other place or object dedicated to a humanitarian purposes.

The person acting on behalf of the organizations/institutions is invited to tick the box or boxes that correspond to the type(s) of use/activity to which the damaged/lost property was dedicated to. If none of the above options corresponds, the person acting on behalf of the organization/institution can tick "Other", and specify in the space provided what type(s) of use/activity the damaged/lost property was dedicated to.

11. What was the legal status of the organization/Institution on the date that the alleged harm occurred?

Please provide evidence of the incorporation, establishment or registration of the organization or institution, if appropriate, at the date the alleged harm occurred (such as certificate of incorporation or registration), if possible, certified or authenticated copies.

- Non-governmental organization (organization established to provide voluntary services, including religious, educational, artistic, scientific, social or charitable services to the community or any part of it)
- Charitable or non-profit organization
- Statutory body (such as governmental organization, public school, hospital)
- Education (private) body (such as primary school, secondary school, training college)
- Company (limited, unlimited or limited by guarantee)
- Community body (such as electronic media, the press)
- Institution for the benefit of members of a community (such as cooperative society, building society or micro-finance institution)
- Partnership
- Other - please specify: _____

The person acting on behalf of the organizations/institutions is invited to tick the box that corresponds with the type of legal status of the organization/institution on the date that the alleged harm occurred. If none of the above options corresponds, the person acting on behalf of the organization/institution can tick "Other", and specify in the space provided the specific legal status of the organization/institution.

12. LEGAL REPRESENTATION:

- I] Has the organization/institution chosen a lawyer to represent it in the proceedings before the ICC?
 Yes No If yes, please provide the name and contact details of the lawyer _____
- II] Does the organization/institution have financial resources to pay for a lawyer? Yes No
- III] Does the organization/institution have concerns being represented by a lawyer/legal team that also represents other victims in the proceedings? Yes No If yes, please explain _____
- IV] Characteristics and qualities that the organization/institution considers necessary in a lawyer representing it in the proceedings

- V] If the organization/institution is unrepresented:
 - a) Does the organization/institution wish to be represented by a lawyer from the Office of Public Counsel for Victims at the ICC (an independent office of lawyers within the ICC, representing victims in proceedings)?
 Yes No

b) Does the organization/institution wish to choose a lawyer from the ICC List of Counsel?

Yes No

I] A victim is free to choose a legal representative. In order to represent an organization/institution before the ICC, a lawyer must be on the ICC list of counsel. Lawyers who are not listed but that meet the criteria established by the ICC may apply for inclusion on the list should apply for inclusion on the list. Please consult the [VPRS information booklet](#) for more information about legal representation.

II] If the organization/institution can afford to pay for a lawyer who will represent them in the ICC proceedings, please confirm here.

III] When there are many victims participating in the proceedings, the ICC may decide to group them and appoint one lawyer, or a team of lawyers, to represent them. Please provide an explanation if the person acting on behalf of the organization/institution believes that all the victims or specific groups of victims cannot be represented by the same lawyer or team of lawyers.

IV] The organization/institution may list here any particular characteristics and qualities they prefer in a lawyer, or a team of lawyers. These preferences will be considered by the ICC if it becomes necessary to organise the representation of victims participating in the proceedings. For example, organizations/institutions may wish their lawyers to be from the same country or speak the same language.

IV] a) The organization/institution can choose to be represented in ICC proceedings by lawyers from the Office of Public Counsel for Victims (“OPCV”). Lawyers from the OPCV are paid by the Court, but they exercise their mandate fully independently from the Court. They have experience from representing victims in other cases before the ICC.

b) The ICC Registry can assist the organization/institution to choose a lawyer, notably by sharing with it the names of lawyers who are currently registered on the ICC List of Counsel and who would fit the characteristics and qualities sought by the organization/institution.

CONTACT INFORMATION OF THE PERSON SUBMITTING THE APPLICATION ON BEHALF OF THE ORGANIZATION/INSTITUTION:

Address _____

Phone number(s) or other ways to contact the person _____

Email _____

Name of interpreter, if any _____

This should be the contact information for the person acting on behalf of the organization/institution.

If the person acting on behalf of the organization/institution expects to relocate, please provide the name and address of a trusted person who would know how to contact the person acting on behalf of the organization/institution, and who is aware of the application being submitted.

Please also provide the name of the person who provided interpretation, if there was one.

Contact information of the person or organization who assisted in filling in this form (if applicable):

Surname _____ First name _____

Name of the organization (if applicable) _____

Phone number(s) and email (if applicable) _____

Address _____

This section does not request the details of the person acting *on behalf of the organization/institution*. This box should only be filled out if the person acting on behalf of the organization/institution was assisted in completing the form.

If the person acting on behalf of the organization/institution completed the form unassisted, this section should be left blank.

The following documents should be attached to this application form, as applicable. Please tick the boxes of all documents included with this application:

- Copy of proof of incorporation, establishment and/or registration of the organization/institution (*required*)
- Copy of proof of identity of the person submitting the application on behalf of the organization/institution (*required*)
- Copy of documentation that proves the capacity in which the person represents the organization institution (*required*)
- Copy of documentation that proves the relevant harm suffered by the organization/institution, including names and contacts of individuals who could corroborate the organization/institution's reparation claims (*if relevant and immediately available at no costs to the victim*)

Organizations/institutions are requested to provide **photocopies of documents** such as proof of identity (of the person acting on behalf) or proof of incorporation. **Please do not send original documents.**

Photocopies of documents not specifically requested, but that might be relevant to the application such as police or court records, photographs, films, etc. could also be attached to the application if these documents are immediately available to the organization/institution and at no cost to the organization/institution, but this is not essential for participation in the proceedings.

All documentation provided (including the pictures of documents) **should be readable.**

Names and contacts of individuals who could corroborate the reparations claims should be provided if available. Those names should be listed, together with the relevant contact details. **Please note that this information should only be provided with the consent of the individual(s) concerned.**

Please tick the boxes relevant to all supporting documentation submitted, as this will facilitate the ICC registration processes.

If any clarification is needed, please contact VPRS at:

VPRS.Information@icc-cpi.int

or via postal address:

VPRS

Po Box 19519

2500 CM, The Hague

The Netherlands

Contact telephone number: +31(0)70 515 95 55