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## **The recognition of victims of totalitarian regimes in the Second World War DOCUMENT SUBMISSION AND A ONE-TIME PAYMENT PROCEDURE**

- 1. Document submission procedure and regulation.**
  - Complete Fund form (in Lithuanian or English languages).
  - Lithuania residents provide the original documents and copies.
  - Fund retains only copies certified by Fund employee's, original documents are returned to the owners.
  - Applicants living abroad have to send notarized documents' copies.
  - The Fund will not reimburse documents' notary, copying and distribution cost.
  
- 2. Document review and acceptance procedure.**
  - Fund employee accepts, verifies, submits documents' compliance with the criteria and enters the information in database.
  - Fund director and observers-experts commission approved by Fund supervisory Board takes decision about applicant eligibility to criteria. The Commission includes representatives of the Union of Lithuanian ghetto. Members of the Board are informed about meetings' date and time in advance and participate in meetings on a voluntary basis as full commission members. Commission decisions are taken only by majority vote according to criteria and payment procedure.
  - Commission meets not less often than 2 times per month. Meetings are recorded.
  - Applicant for one-time payment, who gets negative response, has a right to ask the Fund's Board to review the decision. All the arguments should be submitted in written form. Fund's Board takes the final decision.
  
- 3. One-time payment order.**
  - Fund confirms one-time payment amount or its' calculation principals.
  - All victims receive one-time payment of the same amount.
  - Money is transferred only to victims' personal bank account specified in the form.
  - In case of death of applicant or other cases when applicants are not able to get the one-time payment family members or relatives are not entitled to payment.
  - One-time payment to the victims stopped when the term of payments is over. The remaining money are used for victims' social purposes only.
  
- 4. Information on Fund activity is provided by world Jewish communities.**

**REMARK:** *The Fund will not discuss (answer letters) criteria and payment procedure privately.*