



Effective date 25 Dec. 2019

## **Mir Payment System Regulations.**

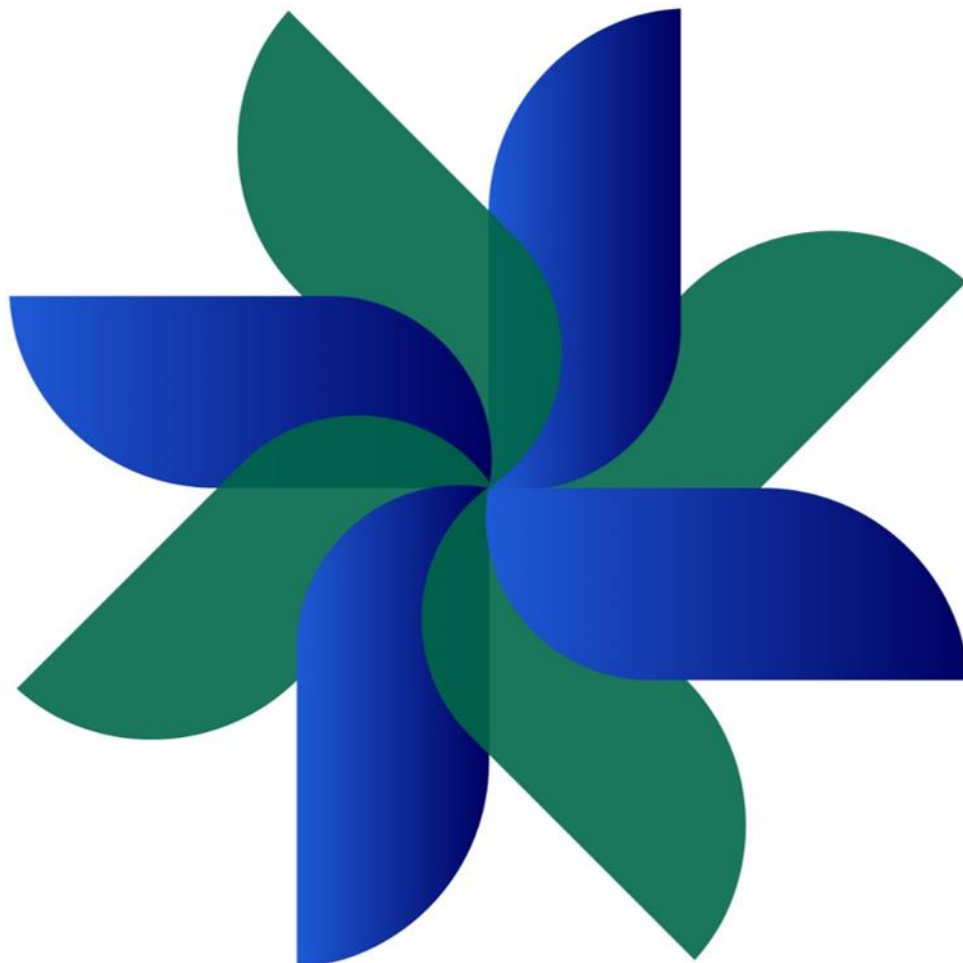
### **Appendix 2. Accession to the Mir Payment System Regulations. Application Form**

**MIR.05.141.0-20.00.00-2**

#### **Version 3.1**

*The official language of the "Mir Payment System Regulations. Appendix 2. Accession to the Mir Payment System Regulations. Application Form" (Version 3.1, Moscow 2019) is Russian. This English language text is not an official translation and is provided for information purposes only.*

*In the event of any discrepancies between the English version and the Russian original, the Russian original shall prevail. The recipient is solely responsible for the use of the information contained herein.*



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# 1. Form 1. Application for Accession to the Mir Payment System Regulations

(to be executed on the organization's letterhead)

## Application for Accession to the Mir Payment System Regulations

(for organizations established in accordance with the laws of the Russian Federation: credit organizations, VEB.RF, payment systems)

(city) \_\_\_\_\_ 201\_\_

(full name of the organization acceding to the Mir Payment System Regulations)

represented by \_\_\_\_\_,

(authorized person's title and name)

acting under \_\_\_\_\_,

(ground for the authorized person's powers)

pursuant to Art. 428, of the Civil Code of the Russian Federation and Part 7, Art. 20, of Federal Law No. 161-FZ *On the National Payment System* dated 27.06.2011, hereby accedes to the Mir Payment System Regulations as:

<input type="checkbox"/> <b>Direct Participant</b>	
Tick at least one of the below Mir participation criteria which the credit organization meets:	
<input type="checkbox"/>	Credit organization recognized by the Bank of Russia as important at the payment service market
<input type="checkbox"/>	Activity (operations) of the credit organization or of its affiliates restricted or prohibited outside of the Russian Federation due to statutory instruments or other acts adopted by foreign countries or their associations
<input type="checkbox"/>	Credit organization capable of ensuring the Card Issuance volume specified in Section 6.1 of the Mir Regulations
<input type="checkbox"/>	Credit organization capable of building up a Card Acceptance Network as specified in Section 6.1 of the Mir Regulations
<b>Activity Type:</b>	
<input type="checkbox"/> Type A	Issuing, Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type B	Issuing, Acquiring: Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type C	Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change

<input type="checkbox"/> <b>Direct Participant</b>
--

<b>Activity Type:</b>	
<input type="checkbox"/> Type D	Funds transfer using the Instant Payment Service of the payment system of the Bank of Russia

<input type="checkbox"/> <b>Indirect Participant</b> (sponsored)	
_____ (full company name and the Sponsor's ID)	

<b>Activity Type:</b>	
<input type="checkbox"/> Type A	Issuing, Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type B	Issuing, Acquiring: Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type C	Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change

<input type="checkbox"/> <b>Participant Payment System</b>	
<b>Activity Type:</b>	
<input type="checkbox"/> Type A	Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type B	Acquiring: Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change

<input type="checkbox"/> <b>Participant Payment System's Participant</b>	
_____ (full name of the payment system and the Participant Payment System's ID)	
<b>Activity Type:</b>	
<input type="checkbox"/> Type A	Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type B	Acquiring: Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change

and confirms its consent to the interchange fees for Card Transactions and transactions in the Card Acceptance Network in accordance with the System Standard *Mir Payment System Interchange Fees*.

**Additional Information:**

**Contact information:**

telephone number: \_\_\_\_\_.

fax number: \_\_\_\_\_.

e-mail address: \_\_\_\_\_.

official web site address or the address of another web site on which the Participant posts the information being disclosed in accordance with the requirements of the laws of the Russian Federation on the disclosure of information: \_\_\_\_\_.

**Attachments:** (all documents attached for review, with consideration of Appendix 1 and Appendix 2, and an inventory of all documents shall be listed).

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name of authorized person of the credit organization  
acceding to the Mir Payment System Regulations)

L.S.

**Sponsor's Approval:**

(city) \_\_\_\_\_ (date) \_\_\_\_\_

\_\_\_\_\_  
(full name of the entity acting as a Sponsor for organization acceding to the Mir Payment System Regulations)

hereby notifies and confirms to the Mir Payment System Operator that it is the Sponsor for the Indirect Participant

\_\_\_\_\_  
(full name of the organization acceding to the Mir Payment System Regulations)

in the Mir Payment System by virtue of

\_\_\_\_\_  
(specify document details)

\_\_\_\_\_  
(full name of the entity acting as a Sponsor for organization acceding to the Mir Payment System Regulations)

guarantees to the Mir Payment System Operator that the Indirect Participant will comply with the Mir Payment System Regulations.

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name of Sponsor's authorized person)

L.S.

**Participant Payment System's Approval:**

(city) \_\_\_\_\_ (date) \_\_\_\_\_

\_\_\_\_\_  
(full name of the Participant Payment System)

hereby notifies and confirms to the Mir Payment System Operator that

\_\_\_\_\_  
(full name of organization participating in the Participant Payment System)

is a participant in

\_\_\_\_\_  
(name of the Participant Payment System)

and guarantees to the Mir Payment System Operator that this Participant will comply with the Mir Payment System Regulations.

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name of the Participant Payment System's authorized person)

L.S.

## Appendix No. 1. to Application for Accession to the Mir Payment System Regulations (Form 1)

### Profile of the organization acceding to the Mir Payment System Regulations

#### 1. General information on the organization acceding to the Mir Payment System Regulations

No.	Parameters	Information
1.1	Organization's full name (as per the Articles of Association)	
1.2	Organization's abbreviated name	
1.3	Registered address	<postcode>, <region>, <district>, <locality>, <street>, <house No.>
1.4	Postal address	<postcode>, <region>, <district>, <locality>, <street>, <house No.>
1.5	INN (TIN)	
1.6	KPP (Tax Registration Reason Code)	
1.7	OGRN (Primary State Registration Number)	
1.8	OKPO (Russian National Classifier of Businesses and Organizations)/ OKTMO (Russian Classification of Territories of Municipal Entities)	
1.9	OKATO (Russian National Classifier of Political Subdivisions)	
1.10	OKVED (Russian National Classifier of Foreign Economic Activities)	
1.11	Organization's official website	
1.12	Contact telephone number	
1.13	CEO's title	
1.14	CEO's full name	
1.15	<ul style="list-style-type: none"> <li>• Information on the license for banking operations;</li> <li>• Information on the Payment System Operator's Registration Certificate (for Participant Payment Systems)</li> </ul>	
1.16.	Constituent entities of the Russian Federation, where the organization operates	

## 2. Banking details of the organization acceding to the Mir Payment System Regulations

No.	Parameters	Details
2.1	For the Direct Participant:	
	Correspondent account with the Bank of Russia ( <i>specify the data on the Bank of Russia's branch with which the correspondent account was opened</i> )	
	BIC	
2.2	For the Indirect Participant:	
	BIC	
2.3	For the Participant Payment System, specify the information on the Participant Payment System's Settlement Centre:	
	Name of the Settlement Centre	
	Information on the license for banking operations	
	BIC	
	Correspondent account with the Bank of Russia ( <i>specify the data on the Bank of Russia's branch with which the correspondent account was opened</i> )	
2.4	For the Participant Payment System's Participant:	
	BIC	

## 3. Contact persons of the organization acceding to the Mir Payment System Regulations

No.	Division	Title	Full name	Telephone Number	Fax Number	E-mail
3.1	Supervising manager					
3.2	Organizational (general) issues					

**I HEREBY CONFIRM THAT THE INFORMATION PROVIDED IS TRUTHFUL AND CORRECT AND THE CONSENT OF THE CONTACT PERSONS TO HAVING THEIR PERSONAL DATA PROCESSED IS IN PLACE**

\_\_\_\_\_  
(title)

L.S.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)



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## **Appendix No. 2. to Application for Accession to the Mir Payment System Regulations (Form 1)**

### **List of Documents to be Submitted to the Operator by the Organization Acceding to the Mir Payment System Regulations**

1. Copy of the Certificate of Legal Entity's State Registration.
2. Copy of the Tax Authority Registration Certificate.
3. Copies of Licenses for Bank Operations.
4. Copy of the Payment System's Operator Registration Certificate (for Participant Payment Systems).
5. Copy of the Articles of Association, copies of registered amendments and alterations thereto, as well as copies of certificates on making relevant entries in the Unified State Register of Legal Entities (USRLE) and/or copies of the USRLE Amendments Entry Sheets.
6. Copy of notice by the Statistical Register of Economic Entities.
7. Copy of an extract from the Unified State Register of Legal Entities (not older than thirty (30) days from the date of issue by the authorized body).
8. Copies of accounting statements for the last four quarters and copies of financial statements for the last five quarter reporting dates<sup>1</sup>.

Submission of statements is not required if they are posted on the official web site of the organization acceding to the Mir Payment System Regulations or on the web site of the Central Bank of the Russian Federation.

9. Quarterly statements according to OKUD (All-Russia Classifier of Management Documentation) 0409813 for the last three reporting dates. Monthly reporting according to OKUD 0409101, 0409123, 0409135 for the last six reporting dates.

Statements shall be forwarded electronically (in \*.txt or \*.xls format) to: [risk@nspk.ru](mailto:risk@nspk.ru).

Submission of statements is not required if they are posted on the official web site of the organization acceding to the Mir Regulations or on the web site of the Central Bank of the Russian Federation.

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<sup>1</sup> To be submitted by the Operator of the Payment System that is not a credit organization.

10. Copies of documents confirming the election and appointment of the organization's Sole Executive Body and documents required to set the term of the Sole Executive Body of the organization acceding to the Mir Payment System Regulations.

11. Copy of the document confirming the authority of the person who signs the Application and other documents on behalf of the organization acceding to the Mir Payment System Regulations (e.g., minutes, resolution, order of appointment of the CEO, power of attorney for the signatory, etc.).

12. A document confirming the organization's compliance with PCI DSS. If the organization underwent PCI DSS Certification Assessment within a year preceding the date of the organization's submission of documents for Accession to the Regulations to the Operator, the organization shall submit the Attestation of Compliance with PCI DSS (PCI DSS AOC) executed with the use of the PCI SSC template. In the other case, the organization shall submit SAQ D-MIR executed with the use of the Operator's template. SAQ D-MIR shall be signed by an authorized representative of the organization acceding to the Mir Payment System Regulations. SAQ D-MIR shall be sent electronically (in \*.pdf format) in an encrypted archive to [mirsecurity@nspk.ru](mailto:mirsecurity@nspk.ru). The archive password shall be sent in the next email to [mirsecurity@nspk.ru](mailto:mirsecurity@nspk.ru).

13. A letter in arbitrary form describing the anti-money laundering and anti-terrorism financing measures being taken.

14. Permission to use the trademark (service mark) under the control of the rightholder (in the form specified in the *Notification and Application Forms* System Standard).

Copies of all documents, except those listed in cl. 12-14, shall be provided to the Operator by the organization acceding to the Mir Payment System Regulations in print format (as a hard copy) attested by the signature of the sole executive body of the organization acceding to the Mir Payment System Regulations or of the person performing its functions (with submission of the original or a duly certified copy of the document confirming the authority), such copies shall be affixed with the seal (if any) of the organization acceding to the Mir Payment System Regulations, or in notarized hard copies.

Originals of documents listed in cl. 13-14 shall be provided to the Operator by the organization acceding to the Mir Payment System Regulations in print format (as a hard copy) attested by the signature of the sole executive body of the organization acceding to the Mir Payment System Regulations or of the person performing its functions (with submission of the original or a duly certified copy of the document confirming the authority) and affixed with the seal (if any) of the organization acceding to the Mir Payment System Regulations.

The Operator may also request other documents in a correspondent written enquiry to the organization acceding to the Mir Payment System Regulations.

## 2. Form 2. Application for Accession to the Mir Payment System Regulations for Organizations Established in Accordance with the Laws of Foreign Countries and Located outside the Russian Federation, and International Financial Organizations

*(to be executed on the organization's letterhead)*

### Application for Accession to the Mir Payment System Regulations

*(for organizations established in accordance with the laws of foreign countries and located outside the Russian Federation, and international financial organizations)*

(city) \_\_\_\_\_ 201\_\_\_\_\_

(full name of the organization acceding to the Mir Payment System Regulations)

represented by: \_\_\_\_\_,

(authorized person's title and name)

acting under \_\_\_\_\_,

(ground for the authorized person's powers)

hereby accedes to the Mir Payment System Regulations as:

<input type="checkbox"/> <b>Direct Participant</b>	
<b>Activity Type:</b>	
<input type="checkbox"/> Type A	Issuing, Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type B	Issuing, Acquiring: Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type C	Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type C.1	Acquiring: Purchase Transaction, Cash Disbursement, Balance inquiry, PIN change

**Indirect Participant** (sponsored)

\_\_\_\_\_

(full company name and the Sponsor's ID)

**Activity Type:**

<input type="checkbox"/> Type A	Issuing, Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type B	Issuing, Acquiring: Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type C	Acquiring: Purchase Transaction, Cash Disbursement, Cash-to-Card, Card-to-Card, Balance inquiry, PIN change
<input type="checkbox"/> Type C.1	Acquiring: Purchase Transaction, Cash Disbursement, Balance inquiry, PIN change

and confirms its consent to the interchange fees for Card Transactions and transactions in the Card Acceptance Network in accordance with the *Mir Payment System Interchange Fees System Standard*.

**Additional Information:**

**Contact information:**

telephone number: \_\_\_\_\_.

fax number: \_\_\_\_\_.

e-mail address: \_\_\_\_\_.

official web site address or the address of another web site on which the Participant posts the information being disclosed in accordance with the requirements of the laws of the Russian Federation on the disclosure of information: \_\_\_\_\_.

**Attachments:** (all documents attached for review, with consideration of Appendix 1 and Appendix 2, and an inventory of all documents shall be listed).

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name of authorized person of the credit organization  
accessing to the Mir Payment System Regulations)

L.S.

**Sponsor's Approval:**

(city) \_\_\_\_\_ (year) \_\_\_\_\_

\_\_\_\_\_  
(full name of the entity acting as a Sponsor for organization acceding to the Mir Payment System Regulations)

hereby notifies and confirms to the Mir Payment System Operator that it is the Sponsor for the Indirect Participant

\_\_\_\_\_  
(full name of the organization acceding to the Mir Payment System Regulations)

in the Mir Payment System by virtue of

\_\_\_\_\_  
(specify document details)

\_\_\_\_\_  
(full name of the entity acting as a Sponsor for organization acceding to the Mir Payment System Regulations)

guarantees to the Mir Payment System Operator that the Indirect Participant will comply with the Mir Payment System Regulations.

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name of Sponsor's authorized person)

L.S.

## Appendix No. 1. to Application for Accession to the Mir Payment System Regulations (Form 2)

### Profile of the Organization Acceding to the Mir Payment System Regulations

*(for organizations established in accordance with the laws of foreign countries and located outside the Russian Federation, and international financial organizations)*

#### 1. General information on the organization acceding to the Mir Payment System Regulations

No.	Parameters	Information
1.1	Organization's full name	
1.2	Organization's abbreviated name	
1.3	Registered address	
1.4	Business address	
1.5	Registration number (Trade Register Number)	
1.6	Country of registration (incorporation)	
1.7	Name of the Registration Body	
1.8	Date of the state registration	
1.9	Taxpayer ID	
1.10	Organization's official website	
1.11	Contact telephone number	
1.12	CEO's title	
1.13	CEO's full name	
1.14	Information on the licenses (permissions) for operations if such licenses (permissions) are required in compliance with the laws of the organization's country of residence, if such licenses are pertinent to the legal entity's capability to accede the Mir Payment System Regulations and to fulfil the rights and obligations set forth by the Mir Regulations	

**2. Bank details of the organization acceding to the Mir Payment System Regulations**

No.	Parameters	Details
2.1	For the Direct Participant:	
2.1.1	Name of the Mir Settlement Centre with which a bank account is planned to be or is opened	
2.1.2	Bank account with the Mir Settlement Centre (if any)	
2.1.3	BIN	
2.2	For the Indirect Participant:	
2.2.1	BIN	

**3. Contact persons of the organization acceding to the Mir Payment System Regulations**

No.	Division	Title	Full name	Telephone No.	Fax No.	E-mail
3.1	Supervising manager					
3.2	Organizational (general) issues					

**I HEREBY CONFIRM THAT THE INFORMATION PROVIDED IS TRUTHFUL AND CORRECT AND THE CONSENT OF THE CONTACT PERSONS TO HAVING THEIR PERSONAL DATA PROCESSED IS IN PLACE**

_____	_____	_____
(title)	(signature)	(printed name)

L.S.

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## **Appendix No. 2. to Application for Accession to the Mir Payment System Regulations (Form 2)**

### **List of Documents to be Submitted to the Operator by the Organization Acceding to the Mir Payment System Regulations**

*(for organizations established in accordance with the laws of foreign countries and located outside the Russian Federation, and international financial organizations)*

Documents shall be submitted, if they are available in accordance with the laws of the country where the organization acceding to the Mir Regulations is established.

1. An extract or a copy of an extract from the Trade Register of the company's country of residence or any equivalent document (*Incumbency Certificate*), or a copy of such document confirming the legal status of the organization acceding to the Mir Regulations, containing the information on the organizational and legal form of the legal entity and its legal capacity, as well as the information on a person authorized by the legal entity to acquire civil rights and assume civil obligations, on a person authorized by the legal entity to grant powers of attorney and represent its interests in court.

2. Copy of a Tax Registration Certificate (if any).

3. Copies of Licenses (permissions) if such are required in accordance with the laws of the country where the organization acceding to the Mir Regulations is established, if such licenses are directly relevant to the legal capacity of the legal entity to accede to the Mir Regulations and to fulfil the obligations set forth by the Mir Payment System Regulations.

4. Power of Attorney or any other document giving the right to sign an agreement on (application for) the accession to the Mir Payment System Regulations and/or other documents on behalf of the organization, duly issued in accordance with the established procedure, if the agreement (application) and/or other documents are signed on behalf of the organization by a representative acting pursuant to a power of attorney.

5. Copy of the most recent version of the Articles of Association (Memorandum) adopted and registered in accordance with the established procedure and copies of all registered addenda and amendments thereto (if any).

6. Auditor's report on the annual financial statements (accounting and tax).

7. Financial (accounting and tax) statements prepared in accordance with the International financial reporting standards or the national bookkeeping and tax accounting rules for the last four reporting dates. Financial statements shall be submitted on a quarterly basis.



8. Copies of documents confirming the election or appointment of the organization's Sole Executive Body (if any).

9. Documents confirming the authority of the persons whom the organization acceding to the Mir Payment System Regulations granted the right to:

- work with symmetric encryption keys;
- work with electronic documents the information in which is protected by data encryption tools;
- interact with the NSPK Certification Centre.

10. Document confirming the organization's compliance with PCI DSS requirements. If the organization underwent PCI DSS Certification Assessment within a year preceding the date of the organization's submission of documents for Accession to the Regulations to the Operator, the organization shall submit the Attestation of Compliance with PCI DSS (PCI DSS AOC) executed with the use of the PCI SSC template. In the other case, the organization shall submit Self-Assessment Questionnaire D and Attestation of Compliance for Service Providers – SAQ D Service Provider executed in Russian or English with the use of the PCI SSC template (SAQ D Service Provider available at [https://www.pcisecuritystandards.org/document\\_library](https://www.pcisecuritystandards.org/document_library)). SAQ D shall be signed by an authorized representative of the organization acceding to the Mir Payment System Regulations. SAQ D shall be sent electronically (in \*.pdf format) in an encrypted archive to [mirsecurity@nspk.ru](mailto:mirsecurity@nspk.ru). The archive password shall be sent in the next email to [mirsecurity@nspk.ru](mailto:mirsecurity@nspk.ru).

11. Document confirming the compliance of the organization acceding to the Mir Regulations with the anti-money laundering and anti-terrorism financing laws.

Copies of the above documents shall be legalized in accordance with the established procedure and accompanied by a notarized translation into Russian<sup>2</sup>. Legalization of the above documents shall not be required, if this is envisaged by international agreements of the Russian Federation.

The Operator may also request other documents (if required) in a written enquiry to the organization acceding to the Mir Payment System Regulations.

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<sup>2</sup> For documents executed in English a notarized translation shall not be required.