

**Republic of Armenia**  
**Central Bank Board**  
**Resolution**  
**No. 171-N**  
**21/06/2011**

**On Approval of Regulation 10/07 “Application Forms for Selection of Mandatory Pension Fund, Exchange of Fund’s Units and Submission Procedure thereof “**

Given that in case of participation in the mandatory funded pension component in the Republic of Armenia, selection of the mandatory pension fund, exchange of fund’s units, choosing pension program, receiving lump sum payment before pension age and/or transferring participant’s funds to foreign pension system as a lump sum payment is done by submitting application to the operator of the registrar of fund participants;

with the view to ensure simplicity of the procedure through the establishment of uniform application forms and rules of their submission, and in order to avoid ambiguity in the content through issuing guidelines on filling out the applications;

and

pursuant to Article 15, paragraph 1, clause 11, Article 38, paragraph 1, Article 40, paragraph 3, Article 54, paragraph 2, Article 55, paragraph 1, Article 60, paragraphs 2 and 5, Article 60.1, paragraph 2 of the RA law “On Fully Funded Pensions”, Article 20, paragraph “e” of the RA law “On Central Bank of Republic of Armenia” and Article 16, paragraph 1 of the RA law “On Legal Acts”,

the Board of Central Bank of Republic of Armenia hereby decides:

1. To approve Regulation 10/07 “Application forms for selection of mandatory pension fund, exchange of fund’s units submission procedure thereof” in accordance with the attached Appendix.
2. This Resolution enters into force on the tenth day after promulgation.

**Chairman of Central Bank**  
**of Republic of Armenia**

**Arthur Javadyan**

**Regulation 10/07**

**“Application Forms for Selection of Mandatory Pension Fund, Exchange of Fund’s Units and Submission Procedure thereof “**

**Chapter 1. General Provisions**

1. This regulation establishes application forms (both electronic and hard copy), as defined in Article 38, paragraph 1, Article 40, paragraph 3 of RA Law on “Funded Pensions” (hereinafter defined as the Law), for selecting a mandatory pension fund (directing future contributions to the new pension fund), exchange of fund’s units of previously selected mandatory pension fund via web-site or through intermediation of the account operator.
2. Concepts used in this Regulation have the same meanings as in the Law.
3. For the purposes of this regulation the applicant is considered as participant, natural person that has the intention to join mandatory pension component voluntarily or mandatory, or their authorized person who submits any stipulated in this Regulation;
4. Application forms stipulated in paragraph 3 of this Regulation consist of a front side- Annex 1, Annex 3 (a part to be filled out), and the back side-Annex 2, Annex 4, (guideline for filling out the application). Information on the front side of the application is filled out with the help of the guideline. In the field of clause 22 of Annex 1 and 22 and 23 of Annex 3 of this Regulation, information system of the registrar of fund participants shall insert on a daily basis the names of all operating mandatory pension funds and full corporate names of their managers in alphabetical order, that are published by that date on the official internet site of the Central Bank of the Republic of Armenia.
5. In case of submitting to the registrar of fund participants any application stipulated by paragraph 3 of this Regulation by the authorized person of the participant through intermediary of the account operator, the authorized person shall attach to the application the respective letter of attorney confirming that s/he is competent to submit the application to account operator.

**Chapter 2. Procedure of Submission of the Applications**

6. If a participant prefers to submit the application to the registrar of fund participants without mediation of the account operator, the application shall be filled out and submitted through the official website of the registrar of fund participants. Subsequently, in case of filling out and submitting the electronic application form through the website, information system of the registrar of fund participants shall provide the possibility to reproduce the electronic application as a hardcopy in the content defined by this Regulation, taking into account peculiarities of electronic application.
7. If a participant prefers to submit the application through intermediary of the account operator, the applicant shall fill out the application in a hardcopy form. Account operator shall verify the applicant by his/her personal identification document and confirm that the latter is competent to submit application, after which the account operator shall fill out the respective data in the electronic application form.

8. The electronic application form, which was filled out in accordance with the paragraph 7 of this Regulation, shall be printed out in duplicate and provided to the applicant. If the applicant agrees with the filled out electronic application form, then s/he signs them.
9. When printed applications are signed by the applicant in accordance with the paragraph 8 of this Regulation, the electronic application form, filled out in accordance with the paragraph 7 of this Regulation, is inputted into the information system of the registrar of fund participants by the account operator.
10. One example of printed applications signed by the applicant in accordance with paragraph 8 of this Regulation shall be provided to the applicant, the other one, along with the applicant's personal identification document shall be archived by the account operator.
11. The Information system of the registrar of fund participants shall reject the acceptance of any application stipulated by paragraph 3 of this Regulation, if the application was filled out not fully or with errors, or if it was not in conformity with the Law or other legal acts.

## Application for Selection of Mandatory Pension Fund

### A. Personal Data of Participant

1. Social Security Card number or number of the statement on non-holding of a social security card		2. Name		3. Surname	
4. Date of birth	5. Sex	6. Type of personal ID		7. ID number	
8. Citizenship	9. Center of Vital Interests		10. State registration number of Sole Entrepreneur		11. TIN

### B. Preferred means of receiving information

12. Method of receiving		13. Language			
12.1. Mail	12.2. E-mail	13.1. Armenian	13.2. Russian	13.3. English	

### C. Contact information of participant

14. Postal index	15. Country	16. Administrative entity	17. County (administrative division)	18. Settlement, street, house (building), apartment	
19. Phone number		20. Mobile phone number		21. E-mail	

### D. Selected pension fund and pension fund manager

22. Selected pension fund					
<b>Manager's Name</b>					
<i>Fund Name</i>					
<i>Fund Name</i>					
<i>Fund Name</i>					
<b>Manager's Name</b>					
<i>Fund Name</i>					
<i>Fund Name</i>					
<i>Fund Name</i>					

23. Hidden code of fund

***Hereby, I state that I am aware of my liability to make contributions to mandatory funded pension fund, I agree to receive the information from registrar of fund participants by preferred means and address stated in this application, I guarantee to notify the registrar of fund participants about changes in preferred means and contact information as well as in personal data provided in t this application. I state that I made the selection in my right mind without any delusion or constrictive influence. I agree with the rules of the fund and the management fee of the pension fund manager selected by me.***

24. Date	25. Participant's signature	26. Authorized person's name, surname	27. Authorized person's signature
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**For filling out the application use the guideline on the reverse side of the application →→→→→**

#### **Guideline for filling out the application**

- The applicant must indicate in Box 1. “Social Security Card Number or the number of the statement on non-holding of a social security card ” the social security card number of a participant, while in case of the absence of social security card, the number of the statement on non-holding of a social security card shall be provided (when filling out this box, boxes 2 to 5 will be automatically filled out, if the information system of the registrar of fund participants enables the latter);
- The applicant must indicate in Box 2. “Name” the participant’s name as provided in his/her person identification document;
- The applicant must indicate in Box 3. “Surname” the participant’s surname as provided in his/her person identification document;
- The applicant must indicate in Box 4. “Date of birth” the participant’s date of birth (in day/month/year format) as provided in his/her person identification document, e.g. 13/12/1990;
- The applicant must indicate in Box 5. “Sex” the sex of the participant, as provided in his/her person identification document, e.g. F- female, M-male,
- The applicant must indicate in Box 6. “Type of personal ID” the type of the effective document identifying the person as defined by the Republic of Armenia Government Decree No 767, dated December 22, 1999;
- The applicant must indicate in Box 7. “ID number” serial number and number of participant’s effective passport, or identification number of the other effective identification document, if the Box 6. “Type of Personal ID” indicates other document than the passport as defined by the Republic of Armenia Government Decree No 767, dated December 22, 1999, or in case the participant is a foreign citizen, then his/her passport’s or other identification document’s number;
- The applicant must indicate in Box 8. “Citizenship” participant’s citizenship as provided in his/her person identification document, in case the participant does not have Citizenship, “A person with no Citizenship” should be filled out.
- The applicant must indicate in Box 9. “Center of Vital Interests” the foreign participant’s center of vital interests (center of vital interests is the place where family or economic interests of a person are concentrated. Family or economic interest is the place where residential house (apartment) of a person is situated, where the person or his/her family reside (place of residence is the place, where the person permanently or mainly lives) and where his/her or his/her family’s main personal/family assets are located, or the place of carrying out his/her main business (professional) activities);
- The applicant must indicate in Box 10. “State registration number of sole entrepreneur” state registration number of a participant who is a sole entrepreneur;
- The applicant must indicate in Box 11. “TIN” taxpayer identification number if the participant is a sole entrepreneur;
- The applicant shall tick with a “V” sign on the left side of the Box 12. “Method of receiving” in order to choose the method of receiving information on pension account from the registrar of fund participants in accordance with the terms and provisions provided by Article 12 of the Law, only one of the options can be chosen: 12.1 “mail” or 12.2 “E-mail”. First time the information in a hardcopy will be mailed to the participant to the address indicated in boxes 14-18 of this application, or if no address is available in this application, the registrar of fund participants will mail the letter to the participant’s address indicated in the state register of residence. The second and consecutive provision of information to the participant is done by means indicated by the participant in this application. In case of providing information in a hardcopy more than once a year or providing any additional information, the registrar of fund participants may charge fee from the participant.
- The applicant shall tick with a “V” sign on the left side of the Box 13. “Language” the preferable language of receiving information from the registrar of fund participants, choosing only one of the options: Box 13.1. “Armenian”, Box 13.2 “Russian” or Box 13.3 “English”. If no language is selected, the information will be provided in Armenian;
- The applicant shall indicate in Box 14. “Postal Index” postal index of the participant’s place of residence;
- The applicant shall indicate in Box 15. “Country” participant’s country of residence;
- The applicant shall indicate in Box 16. “Administrative entity” name of the Marz, or in case of Yerevan county “Yerevan” shall be filled out (in case of foreign address the name of foreign Administrative entity shall be filled out) where the participant resides,
- The applicant shall indicate in Box 17. “county (administrative division)” name of the rural or urban county within marz, or administrative division within Yerevan county (in case of foreign address the name of foreign county should be filled out), where the participant resides,
- The applicant shall indicate in Box 18. “Settlement, Street, House (Building), Apartment“ the Settlement name (if any), the street, the house (building) and the apartment, where the participant resides;
- Box 19 “Phone number” shall indicate international phone codes and numbers (home, office, mobile) by which the participant can be contacted;
- Box 20 “Mobile phone number” shall indicate international phone codes and mobile numbers by which the participant can be contacted;
- The applicant must indicate in Box 21. “E-mail” the E-mail address of the participant, on which s/he prefers to receive information about his/her pension account from the registrar of fund participants, if Box 12.2 “E-mail” was filled out;
- The applicant must tick with a “V” sign on the left side of Box 22. “Selected Pension Fund”, to confirm any selected mandatory pension fund: the participant can choose only one fund of one pension fund manager which are listed by alphabetical order in that field (selection of two or more pension funds is prohibited);
- If the participant chooses to keep confidential the pension fund and pension fund manager s/he has preferred, then, instead of selecting Box 22, respective code of one preferred pension fund indicated in the code list provided to the applicant (participant) must be filled out in Box 23.
- The applicant must indicate in Box 24. “Date” the date of submission of the application in a day/month/year format, e.g. 13/12/2014;
- The participant must indicate in Box 25. “participant’s signature” his/her signature, if the participant submits the application to the account operator in a hardcopy, while if the application is filled out and submitted by the authorized person, the box shall not be filled out;
- The authorized person must indicate in Box 26. “Authorized person’s name, surname” his/her name and surname, if the application was provided in a hardcopy to the account operator by the authorized person;
- The authorized person must indicate in Box 27. “Authorized person’s signature” his/her signature, if the application was provided in a hardcopy to the account operator by the authorized person.



#### Guideline for filling out the application

- The applicant must indicate in Box 1. “Social Security Card Number or the number of the statement on non-holding of a social security card ” the social security card number of a participant, while in case of the absence of social security card, the number of the statement on non-holding of a social security card shall be provided (when filling out this box, boxes 2 to 5 will be automatically filled out, if the information system of the registrar of fund participants enables the latter);
- The applicant must indicate in Box 2. “Name” the participant’s name as provided in his/her person identification document;
- The applicant must indicate in Box 3. “Surname” the participant’s surname as provided in his/her person identification document;
- The applicant must indicate in Box 4. “Date of birth” the participant’s date of birth (in day/month/year format) as provided in his/her person identification document, e.g. 13/12/1990;
- The applicant must indicate in Box 5. “Sex” the sex of the participant, as provided in his/her person identification document, e.g. F- female, M-male,
- The applicant must indicate in Box 6. “Type of personal ID” the type of the effective document identifying the person as defined by the Republic of Armenia Government Decree No 767, dated December 22, 1999;
- The applicant must indicate in Box 7. “ID number” serial number and number of participant’s effective passport, or identification number of the other effective identification document, if the Box 6. “Type of Personal ID” indicates other document than the passport as defined by the Republic of Armenia Government Decree No 767, dated December 22, 1999, or in case the participant is a foreign citizen, then his/her passport’s or other identification document’s number;
- The applicant must indicate in Box 8. “Citizenship” participant’s citizenship as provided in his/her person identification document, in case the participant does not have Citizenship, “A person with no Citizenship” should be filled out.
- The applicant must indicate in Box 9. “Center of Vital Interests” the foreign participant’s center of vital interests (center of vital interests is the place where family or economic interests of a person are concentrated. Family or economic interest is the place where residential house (apartment) of a person is situated, where the person or his/her family reside (place of residence is the place, where the person permanently or mainly lives) and where his/her or his/her family’s main personal/family assets are located, or the place of carrying out his/her main business (professional) activities);
- The applicant must indicate in Box 10. “State registration number of sole entrepreneur” state registration number of a participant who is a sole entrepreneur;
- The applicant must indicate in Box 11. “TIN” taxpayer identification number if the participant is a sole entrepreneur;
- The applicant shall tick with a “V” sign on the left side of the Box 12. “Method of receiving” in order to choose the method of receiving information on pension account from the registrar of fund participants in accordance with the terms and provisions provided by Article 12 of the Law, only one of the options can be chosen: 12.1 “mail” or 12.2 “E-mail”. First time the information in a hardcopy will be mailed to the participant to the address indicated in boxes 14-18 of this application, or if no address is available in this application, the registrar of fund participants will mail the letter to the participant’s address indicated in the state register of residence. The second and consecutive provision of information to the participant is done by means indicated by the participant in this application. In case of providing information in a hardcopy more than once a year or providing any additional information, the registrar of fund participants may charge fee from the participant.
- The applicant shall tick with a “V” sign on the left side of the Box 13. “Language” the preferable language of receiving information from the registrar of fund participants, choosing only one of the options: Box 13.1. “Armenian”, Box 13.2 “Russian” or Box 13.3 “English”. If no language is selected, the information will be provided in Armenian;
- The applicant shall indicate in Box 14. “Postal Index” postal index of the participant’s place of residence;
- The applicant shall indicate in Box 15. “Country” participant’s country of residence;
- The applicant shall indicate in Box 16. “Administrative entity” name of the Marz, or in case of Yerevan county “Yerevan” shall be filled out (in case of foreign address the name of foreign Administrative entity shall be filled out) where the participant resides,
- The applicant shall indicate in Box 17. “county (administrative division)” name of the rural or urban county within marz, or administrative division within Yerevan county (in case of foreign address the name of foreign county should be filled out), where the participant resides,
- The applicant shall indicate in Box 18. “Settlement, Street, House (Building), Apartment“ the Settlement name (if any), the street, the house (building) and the apartment, where the participant resides;
- Box 19 “Phone number” shall indicate international phone codes and numbers (home, office, mobile) by which the participant can be contacted;
- Box 20 “Mobile phone number” shall indicate international phone codes and mobile numbers by which the participant can be contacted;
- The applicant must indicate in Box 21. “E-mail” the E-mail address of the participant, on which s/he prefers to receive information about his/her pension account from the registrar of fund participants, if Box 12.2 “E-mail” was filled out;
- The applicant must tick with a “V” sign on the left side of Box 22. “Mandatory pension fund the shares of which the participant wants to redeem as a result of exchange”, to confirm the pension fund the shares of which he/she wants to redeem as a result of exchange: the participant can choose only one fund of one pension fund manager which are listed by alphabetical order in that field (selection of two or more pension funds is prohibited);
- The applicant must tick with a “V” sign on the left side of Box 23. “Mandatory pension fund the shares of which the participant wants to acquire as a result of exchange”, to confirm the pension fund the shares of which he/she wants to acquire as a result of exchange: the participant can choose only one fund of one pension fund manager which are listed by alphabetical order in that field (selection of two or more pension funds is prohibited);
- If the participant chooses to keep confidential the pension fund and pension fund manager the shares of which he/she wants to redeem, then, instead of selecting Box 22, respective code of one preferred pension fund indicated in the code list provided to the applicant (participant) must be filled out in Box 24.
- If the participant chooses to keep confidential the pension fund and pension fund manager the shares of which he/she wants to acquire, then, instead of selecting Box 23, respective code of one preferred pension fund indicated in the code list provided to the applicant (participant) must be filled out in Box 25.
- The applicant must indicate in Box 26 “Number of shares the participant wants to redeem as a result of exchange” the number of shares he/she wants to redeem as a result of exchange.
- The applicant must indicate in Box 27. “Date” the date of submission of the application in a day/month/year format, e.g. 13/12/2014;
- The participant must indicate in Box 28. “participant’s signature” his/her signature, if the participant submits the application to the account operator in a hardcopy, while if the application is filled out and submitted by the authorized person, the box shall not be filled out;
- The authorized person must indicate in Box 29. “Authorized person’s name, surname” his/her name and surname, if the application was provided in a hardcopy to the account operator by the authorized person;
- The authorized person must indicate in Box 30. “Authorized person’s signature” his/her signature, if the application was provided in a hardcopy to the account operator by the authorized person.