

## **LIST OF DOCUMENTS REQUIRED FOR THE SUPPLY OF GOODS AND SERVICES**

1) invoice (original in the state language), except for cases when Supplier provides the original specification signed by both parties for effecting an advance payment;

2) (sales invoice) for the release of the Goods (original in the state language);

- copy of the electronic railway bill of lading, certified by the Supplier's signature and stamp, showing information about the Goods' owner, the Goods' sender and the Goods' recipient when delivered by rail or the waybill (original) if delivered by Supplier's truck.

3) act of the Goods' delivery – acceptance (original), drawn up in accordance with the requirements of the Contract and the Specification to this Contract;

4) quality certificate of the manufacturer of the Goods (the name of the manufacturer in the certificate must correspond with the name of the manufacturer in the specification),

5) if the Goods are subject to certification - a certificate of origin and conformity according to the UkrSEPRO certification system, a hygienic, environmental certificate, as well as other certificates in accordance with the current legislation of Ukraine (originals or duly certified copies);

6) in case of drawing up of tax invoices on a cash basis (according to paragraphs 44 and 45 of subsection 2 of section XX of the Ukraine Tax Code, in the following, when referring to this code, the term - UTC should be used) - a copy of the Supplier's statement (certified by the Supplier ) of refusal/stopping the use of the benefits provided for by paragraph 45 of subsection 2 of section XX of the UTC, and a certified copy of the receipt of acceptance of this statement by the State Tax (Fiscal) Service of Ukraine;

7) copy of an extract from the register of excise tax payers about excise tax registration certified by the Supplier (for suppliers of excisable goods);

- if the Goods are excisable goods included in the list of fuel approved by paragraph 215.3.4 of the UTC - an electronic excise invoice registered in the Unified Register of Excise Invoices for the volume of fuel supplied to the Buyer;

- if the Goods are imported excisable goods included in the list of fuel approved by paragraph 215.3.4 of the UTC - a copy of the customs declaration certified by the Supplier confirming the code of Ukrainian classification of goods of foreign economic activity and the fact of import of this Goods into the territory of Ukraine;

- if the Goods are imported - a copy of the customs declaration certified by the Supplier in the part confirming the code of Ukrainian classification of goods of foreign economic activity and the fact of import of this Goods into the territory of Ukraine;

8) in case of delivery of the Goods (machines, mechanisms, equipment of increased danger) the Supplier additionally provides the following documents:

- a copy of the permission of the State Labor Service on the use of machines, mechanisms, equipment of increased danger on the territory of Ukraine;
- technical passport for machines, mechanisms, equipment of increased danger (original - in the language of the country of manufacturer or in English, as well as a copy in the state or Russian language, duly certified);
- instructions for the operation of machines, mechanisms, equipment of increased danger (original - in the language of the country of manufacturer or in English, as well as a copy in the state or Russian language, duly certified);
- warranty card;
- a positive conclusion of the sanitary and hygienic inspection;
- UkrSEPRO certificate, issued in the state language in accordance with the requirements of paragraph 2.4 of the Regulations on documentary support of records in accounting dated 24.05.1995 No. 88 with amendments and additions.

9) The Contractor is obliged to provide the Customer by the 25th day of the month following the reporting one:

- a certified copy of the Report on the amounts of accrued wages (income, monetary allowance, benefits, compensation) of the insured persons and the amount of the accrued single contribution for compulsory state social insurance (Д4 form) with annexes for the reporting period of work performing. The report should indicate the average number of both full-time employees and those working under civil law agreements. If there are not enough full-time employees to perform the scope of work specified in the acts and persons working under civil law agreements were involved, copies of such agreements must be added;

An analysis of the data conformity stated in the act, according to the annexes, is additionally attached to the act of performed work:

- Annex 6 "Analysis of the compliance of the actual availability of the Contractor's labor resources (services) in accordance with the Act of Acceptance of Performed Works";

- Annex 7 "Analysis of the compliance of the actual costs of wages of the Contractor of works (services) in accordance with the Report on Single Social Contribution and the Act of Acceptance of Performed Works";
- Annex 8 "Analysis of the compliance of the actual availability of labor resources of the Contractor of works (services) according to information about obtaining of temporary passes and safety engineering passing."