**Agreement No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**with an Individual for the Provision of Teaching Services (hereinafter the “Services”)**

Nizhny Novgorod \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_20\_\_

National Research University Higher School of Economics (hereinafter “HSE University” or the “Client”), represented by position and full name of the signatory on behalf of HSE University, acting pursuant to Power of Attorney details of power of attorney,on the one hand, and Mr./Mrs. the Contractor’s last name, first name, middle name/patronymic, who is a citizen of \_\_\_\_\_\_\_ (hereinafter the “Contractor”), on the other hand, hereinafter jointly referred to as the “Parties”, have entered into this Agreement (hereinafter the “Agreement”) on the basis of select respective subclause of the Regulations on Acquisition of Goods, Works and Services: 8, 13, 18, 24 of clause 12.10.1., or, if procurement is planned with the use of funds of grants provided by the Russian Science Foundation or the Russian Foundation for Basic Research, provide a link to the respective grant agreement and clause 1.3.2 of the Regulations on Acquisition of Goods, Works and Services of the Regulations on Acquisition of Goods, Works and Services Required by HSE University, as follows:

1. **Subject of Agreement:**

1.1. The Contractor is hereby obliged to provide the Services in line with the Client’s Statement of Works (Annex 1), which is an integral part of this Agreement.

1.2. The location for the provision of the Services is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If the Services are provided by the Contractor outside of the Russian Federation, the condition on the location for the provision of the Services is material.

1.3. Lists, volume, characteristics, and outcomes of the Services, terms on the distribution of intellectual rights for the outcomes of the Services, timeframes for the provision of the Services, quality criteria for the Services, the Contractor’s remuneration and/or payment calculation procedures under the Agreement shall be specified in the Client’s Statement of Works.

The Parties may establish further criteria as to the quality of the Services in addendums to the Agreement.

1. Payment Procedures:

2.1. The Client is obliged to pay the Contractor’s remuneration as per the Certificate/Report for the Delivery / Acceptance of Services (or stages thereof), signed by the Parties (hereinafter the “Acceptance Certificate/Report”) (Annex 1 to the Statement of Works), within 30 working days after the Parties sign the Acceptance Certificate/Report.

2.2. The Client shall make payment under the Agreement by transferring funds to the Contractor’s bank account, where operations are performed with the use of a card connected to the MIR payment system and whose details are specified in the Agreement. The Acceptance Certificate/Report shall serve as grounds for settlements of payment for the Services rendered (or stages thereof).

If the Contractor is a foreign citizen, the payment under the Agreement shall be made by the Client by non-cash transfer of funds to the Contractor’s current account, whose details are specified in the Agreement.

2.3. The contractual prices, as stated in the Statement of Works (hereinafter “SoW”), shall serve as the maximum price under the Agreement.

2.4. Payments under the Agreement shall be made for the actual volume of the Services, as provided under the Agreement and specified in the Acceptance Certificate/Report, without the need to draw up an addendum hereto. The actual volume of the Services provided under the Agreement cannot exceed total hours, as stated in the SoW. Payments for the actual volume of the Services provided under the Agreement shall be calculated based on the cost for 1 (one) hour for the provision of the Services, as stated in the SoW.

2.5. The Contractor’s remuneration shall include all expenses, charges and costs incurred by the Contractor in order to carry out their obligations under this Agreement, including expenses borne due to the transfer / receipt from the Contractor of any documents necessary to sign the Agreement, as well as those drafted during its execution. In turn, the Client shall bear the costs for transferring the funds to the Contactor’s account (including bank charges).

2.6. If the Contractor provides Services outside of the Russian Federation, envelopes of the Contractor’s mailed materials, thereby bearing evidence that they have crossed the border of the Russian Federation, shall be retained by Client. All costs, expenses, and postal fees charged for courier delivery of copies of all pages of a foreign passport, the Acceptance Certificate/Report, and other documentation, as well as other expenditures borne by the Contractor to carry out their obligations under the Agreement, shall be covered by the Client. However, currency conversion expenses for the purpose of transferring the funds under the Agreement must be covered by the Contractor.

2.7. If the Contractor applies the special tax regime “Tax on Professional Income”, in line with Federal Law No. 422-FZ “On Conducting an Experiment to Set a Special Tax Regime ‘Taxation on Professional Income’”, dated November 27, 2018 (hereinafter “Professional Activities Tax”, and “FZ No. 422”, respectively), the total remuneration shall be subject to the Professional Activities Tax, which shall be calculated by respective tax bodies and independently paid by the Contractor as per the procedures stated in FZ No. 422.

If the Contractor does not apply the special tax regime “Tax on Professional Income”, and/or if the Contractor has failed to carry out their obligations, as stated in p. 5.3 of the Agreement, within set timeframes, the overall remuneration under the Agreement shall be subject to personal income tax, which shall be calculated and paid as per the procedures established as per respective Russian legislation on taxes and duties.

If the Contractor opts to move to the special tax regime “Tax on Professional Income” during the term of the Agreement, the Contractor shall grant their consent to payment under the Agreement based on applicable taxation procedures, as at the date of the Agreement’s execution.

2.8. If the Works / Services are carried out / provided out of grant funds allocated for the field(s) of science, culture, and/or education, as provided by organizations on the list approved by Resolution of the Government of the Russian Federation No. 602, dated July 15, 2009, the Contractor’s remuneration shall not be subject to personal income tax.

 **3. Procedures for Accepting Works / Services (or stages thereof):**

3.1. A draft of the Acceptance Certificate/Report shall be generated by the Client through HSE University’s virtual learning environment, as per the SoW, and the document will be sent to the Contractor via e-mail, as specified in the Agreement.

3.2. Within 5 (five) working days after the dispatch of the draft of the Acceptance Certificate/Report, the Contractor shall sign the Acceptance Certificate/Report and transfer the original of this document in 2 (two) copies to the Client; however, if the Contractor does not agree with the contents of the Acceptance Certificate/Report, they shall forward their refusal within the specified timeframe.

3.3. Within 5 (five) working days after the Client receives the Acceptance Certificate/Report for the entire period for the provision of the Services (or stages thereof) under the Agreement, signed by the Contractor, the former shall review the generated outcomes of the Services (or stages thereof), so as to make sure that said results meet the terms of the Agreement and the SoW; if no notes in this regards are issued, the Client shall sign the Acceptance Certificate/Report and return 1 (one) copy to the Contractor.

3.4. When accepting the Services, should any deficiencies be found relating to the quality thereof, as stated in the SoW, the Client must specify the identified deficiencies in the Acceptance Certificate/Report.

3.5. If the Contractor completes the provision of the Services ahead of time, and if premature provision of the Services is possible owing to the nature of the obligations assumed by the Contractor and this does not contravene the subject of said obligations, the Client shall arrange for their early acceptance. At the same time, payment of the Contractor’s remuneration shall be made by the Client in line with this Agreement.

3.6. The Services (or stages thereof) shall be deemed accepted after the Parties sign the Acceptance Certificate/Report.

3.7. The Services and the outcomes thereof, as specified in the SoW, must meet:

* quality criteria, which are usually put in place for the stated type of the Services;
* life and health safety criteria;
* other relevant criteria (e.g., certification, safety, sanitary norms and rules, state standards, etc.), if such criteria are in line with Russian legislation and this Agreement.

**4. Intellectual Rights:**

4.1. The Contractor shall provide the Client with exclusive rights to the Services in full at no cost.

4.2. The Contractor shall provide the Client with the right to the use of outcomes of intellectual activities produced during the provision of the Services, as used by the Contractor during their provision of the Services (hereinafter “IP items”), as per the terms of a non-exclusive license under the following formats:

* + 1. reproduction of the IP items in hard copy, e-versions and other formats, including reproductions on computers, in any format, without restrictions as to the total number of copies;
		2. distribution of the IP items following the sale or another form of alienation of its original version or via copying;
		3. making the IP items public, whereby any party may access them from any place, at any time, and at one’s own will, through posting the IP items online;
		4. inclusion of the IP items in compiled or other production, e.g., electronic databases;
		5. translation or any other processing of the IP items with the option for subsequent use via any means of translation or other formats of the processed IP items (generated), and disposal of exclusive right for the derived IP;
		6. as per means specified in Art 1317 of the Civil Code of the Russian Federation (with respect to the IP items, which are hereby derived).

4.3. The Client’s use of the IP items is permissible throughout the world during the entire period of the exclusive rights thereto, without the need to provide the Contractor with reporting on the use of the IP items. In turn, the Client bears the right to grant rights to use the IP items to other parties (i.e., through signing sub-licensing agreements) without the Contractor’s consent.

4.4. The Contractor shall guarantee the Client, in line with p. 1 Art 1265 of the Civil Code of the Russian Federation, the option for the latter to use the results of the Services and the IP items under the Contractor’s name, as specified in the Agreement, or without specifying the Contractor (i.e., anonymously), at the Client’s own discretion, in line with p. 1 Art. 1266 of the Civil Code of the Russian Federation, and their consent for the inclusion in the outcomes of the Services/IP items of abbreviations and additional information, as well as supplementing it with illustrations, prefaces, afterwords, commentaries and/or others explanations and captions thereto.

**5. Rights and Obligations of the Parties:**

5.1. The Contractor undertakes to:

5.1.1. appropriately provide the Services in line with the Client’s SoW, while also meeting the terms, as established by Russian legislation, bylaws in the sphere of education, this Agreement, e.g., quality criteria for the Services and the outcomes thereof;

5.1.2. observe requirements of documents regulating the educational process and available in the Contractor’s personal account;

5.1.3. possess all necessary permits, certification, licensing and attestation, if respective requirements to have them in order to carry out the Works / provide the Services are established by Russian legislation;

5.1.4. within 2 (two) working days, inform the Client about changes in any information provided by the Customer, specified in section 8 "Assurances about the circumstances", as well as about changes in the bank details for payments of the Contractor’s remuneration;

5.1.5. present the outcomes of the Services (in instances if the transfer of the Services’ outcomes is specified in the SoW) and the documents to the Client, in line with the Agreement;

5.1.6. if their tax status changes (tax resident / non-resident) as at the date for the completion of the provision of the Services (or stages thereof), as well as after the transfer to the Client of the Acceptance Certificate/Report signed by the Contractor, but prior to the receipt of remuneration, as compared to what is held by the Contractor as at the moment of the Agreement’s signing, the Contractor is obliged to transfer to the Client, along with the Acceptance Certificate/Report, a confirmation of their tax status with copies of all passport pages attached thereto featuring stamps of the border control authorities confirming their crossing of the border of the Russian Federation; said documentation shall be exchanged between the Parties via e-mail, as well as through post or courier delivery services;

5.1.7. not to cause harm to HSE University’s business reputation;

5.1.8. when making public presentations, either verbally or in writing, at Russian or international events, with a focus on the activities of the Client, related to the execution of the Agreement, list their affiliation with HSE University.

If public presentations, e.g., in the media and online, cover issues, which may cause considerable controversy in society and go beyond the objective description of the results of the Agreement’s execution, refrain from mentioning HSE University, as well as recommend that interviewers and other individuals covering such events refrain from citing the University’s designation;

5.1.9. when publishing monographs, articles and other professional academic papers, drawn up with the application of results generated in the course of the Agreement’s execution, cite HSE University as a home base for the ongoing (completed) research; unless otherwise is stated by the Client, when citing or referring to HSE University, use the following designations for the University:

* in Russian «Национальный исследовательский университет «Высшая школа экономики»;
* in English: “HSE University”.

5.1.10. use the Client’s corporate information systems, applications, services, and resources in line with the rules and instructions as established by the latter and to the extent considered necessary to effectively carry out the obligations under the Agreement.

A list of the Client’s corporate information systems, applications, resources and services, which the Contractor shall use, is specified in the Agreement (e.g., the “SoW”) and as per the Client’s instructions, provided during the Agreement’s execution;

5.1.11. use, for the provision of Services, corporate accounts on videoconference platforms (e.g., Webinar, etc.), whereby access shall be provided to the Contractor by the Client, if so stipulated in the SoW and in the Client’s instructions, provided during the Agreement’s execution;

5.1.12. adhere to the course timetable, as devised by the Client (Moscow time); the Client shall determine the specific class timetable and approve it, along with the Contractor, no later than 5 (five) calendar days prior to the start of classes;

5.1.13. register with HSE University’s Learning Management System (LMS) and use the LMS with respect to the provision of Services in line with the operational requirements of this system;

5.1.14. update their personal page on HSE University corporate website (portal) independently or with the assistance of the Coordinator, as specified in this Agreement as per established procedures;

5.1.15. should any circumstances arise providing a valid reason for their inability to provide the Services, or part thereof, immediately inform the Coordinator, as specified in the Agreement, about this fact;

5.1.16. make video recordings of classes as per the Client's request, as specified in the University’s internal bylaws;

5.1.17. provide the Services as approved by the Client and specified in the SoW for a specific period (e.g., days of the week, academic hours, etc.);

5.2. The Contractor hereby confirms that they have read the Code of Conduct for Staff Members at HSE University in full, as posted on the Client’s official website at: https://www.hse.ru/our/news/376333150.html, and is hereby obliged, in their implementation of this Agreement, not to act in violation of the provisions stated in the Code of Conduct; should the Contractor be in violation of this point, the Client reserves the right to terminate the Agreement unilaterally.

5.3 If the Contractor applies the special tax regime “Professional Activities Tax”:

5.3.1 no later than the Agreement’s signing date on their part, provide the Client, either in hard copy or electronically, with a document confirming the application of the Professional Activities Tax, generated in the “My Taxes” app as at the date of the Contractor’s signing of the Agreement;

5.3.2 within 3 (three) days after the receipt of remuneration under the Agreement, but no later than the ninth day of the month following the month for the settlement of the payment, provide the Client with a hard copy or electronic receipt, generated using the “My Taxes” app; the receipt’s content must be in line with p. 6 art. 14 FZ No. 422;

5.3.3 confirm the application of the Professional Activities Tax regime when accepting the outcomes from the provision of the Services;

5.3.4 inform the Client about the application of the special tax regime “Professional Activities Tax” and/or suspension of the special tax regime “Professional Activities Tax” on the day following the onset of this move, during the Agreement’s execution.

5.4. If visiting the Client’s premises during the Agreement’s execution, the Client bears the right to request that the Contractor present certificates on preventive vaccination against COVID-19, or provide information about the results of a PCR test for СOVID-19.

5.5. The Parties bear other rights and obligations, as stipulated by the civil legislation of the Russian Federation, e.g., chapters 37 and 39 of the Civil Code of the Russian Federation.

5.6. The Client shall appoint a Coordinator (an individual from a subdivision responsible for the acceptance of the Services, oversight of the execution of the Agreement by the Contractor and operational contacts with them). The Coordinator shall act as a contact person concerning issues related to the execution of the Agreement on the part of the Client.

5.7. The Client bears the right to unilaterally and amicably withdraw from the Agreement if the Contractor is deemed a foreign agent. The Agreement shall be considered terminated as at the date when the Contractor receives a notification from the Client on its unilateral withdrawal from the Agreement, if another date is not stated in said notification.[[1]](#footnote-1)

**6. Obligations of the Parties:**

6.1. For failure to fulfill, or inadequate fulfilment of the obligations hereunder, the Parties shall bear liability in line with the civil legislation of the Russian Federation.

6.2. If the Client identifies deficiencies in the Services provided or deviations from the Agreement’s terms, the Client shall be entitled to, at their own discretion:

* + 1. reduce the cost of the Services under the Agreement for the cost of the Services, provided with flaws;
		2. demand that the identified deficiencies be rectified within a reasonable timeframe;
		3. demand compensation for the rectification of said deficiencies.

If the identified deficiencies in the Services’ outcomes are not rectified within the timeframe established by the Client or they cannot be rectified, the Client shall then bear the right to unilaterally and, as per out-of-court procedure, withdraw from the Agreement and refuse to pay for the Services.

6.3. The Client does not bear responsibility if the Contractor does not receive remuneration under the Agreement or does not receive it in due time if the latter has specified inaccurate bank details in the Agreement or did not promptly notify the Client about any changes to said bank details.

6.4. The Contractor is obliged to compensate the Client for the latter’s losses, incurred by failure to fulfil, or improper fulfilment, of their obligations hereunder, e.g., by undertaking all necessary steps to rule out the occurrence of expenses with the Client (or, ensuring the compensation of those already inflicted), with respect to complaints of third parties due to the Client’s use of the outcomes of the Services (or stages thereof) under the terms stipulated in the Agreement.

**7. Processing of Personal Data:**

7.1. The processing of Contractor’s personal data shall be carried out by the Client to the extent and for the purposes necessary in order to sign and carry out the Agreement, and, after its termination, - within 5 (five) years, in line with respective legislation on tax reporting and accounting. This processing shall be implemented, among other things, with respect to the last name, first name, middle name/patronymic, registration address, permanent residence address, date and place of birth, passport details, information on qualifications and skills (i.e., education, academic degrees and titles, job experience), personal photos, voice, appearance, photo- and video images, and other details, which must be submitted in order to sign and execute the Agreement, e.g., via automated processing of such data.

7.2. If the Contractor is the creator of intellectual property (IP) during this Agreement’s execution, their personal data shall be processed by HSE University during the validity period for the exclusive right to the respective IP items, so that the Client may exercise their exclusive rights thereto or their right of use in this regard.

7.3. The Contractor’s personal data may be processed with a view to meeting Client’s obligations in accordance with Resolution of the Government of the Russian Federation No. 1132 “On procedures for keeping registers of agreements, signed by clients in a result of procurement”, dated October 31, 2014, as well as other obligations to provide information about the Contractor following lawful requests from state bodies.

7.4. If the Contractor takes part in research work, their data will be uploaded to the Unified State Information System for Records on Research, R&D and S&T Works for Civilian Designation, to the extent, determined by legal acts valid as at the moment of data transmission, e.g., Resolution of the Government of the Russian Federation No. 327 “On the unified state information system for records on research, R&D and S&T works for civilian designation” (in conjunction with the “Provisions on the unified state information system for records on research, R&D and S&T works for civilian designation”), as well as sublegal acts adopted based thereupon.

7.5. The Contractor hereby consents to the anonymization, blocking, deletion and destruction of their specified personal data in instances, where this is necessary and/or possible during the provision of specified objectives.

**8. Warranties and Representations:**

8.1. Pursuant to art. 431.2 of the Civil Code of the Russian Federation, the Contractor hereby warrants and represents to the Client as follows:

8.1.1. within the past 2 (two) years, the Contractor has held / has not held office in a state or municipal body: [if they have held such a position, specify the name of the body/institution and position; if not, leave strikethrough (“\_”)][[2]](#footnote-2);

8.1.2. implements the Services under the Agreement at the location [specify the location for the provision of the Services];

8.1.3. *[does not have foreign citizenship along with Russian citizenship / along with Russian citizenship, has citizenship of [specify foreign citizenship]*;

8.1.4. [*does not hold / holds*] status of a tax resident in the Russian Federation as at the moment when the Agreement is signed;

8.1.5. in addition, the Contractor warrants and represents to the Client with respect to the circumstances, which are listed in the Warranties and Representations posted on the Client’s official website at: <https://hr.hse.ru/gph?_r=37952711664285731.424&__t=7086700&__r=OK>; the Contractor hereby confirms that, prior to signing the Agreement, they have read the Warranties and Representations, as indicated in this point;

8.1.6. if the Contractor applies the special tax regime “Tax on Professional Activities”, in line with FZ No. 422, the Contractor further warrants and represents as follows:

* he/she bears respective legal capacity, and, in equal measure, all rights and powers, which are necessary and sufficient for entering into and executing this Agreement; he/she has followed all procedures and obtained all permits necessary for entering into and implementing the Agreement;
* he/she meets the criteria for individuals who are entitled to apply the special tax regime “Tax on Professional Activities”, as introduced in art. 4 FZ No. 422;
* he/she carries out the provision of the Services under the Agreement in a Russian region, where the special tax regime “Tax on Professional Activities” is in effect;
* he/she is a good-faith taxpayer and does not undertake, nor will he/she undertake, during the Agreement’s term, any actions aimed at obtaining unjustifiable tax benefits;
* he/she does not hire, nor will he/she hire, contractors under employment agreements for the provision of the Services hereunder;
* within the past 2 (two) years, from the date of the signing of the Agreement and during the Agreement’s term, he/she has not been, nor will he/she be, in labour relations with the Client;
* there are no restrictions, set by part 2 art. 6 of FZ No. 422, to recognize remuneration hereunder as activities, which are taxable under the special tax regime “Tax on Professional Activities”;
* provision of the Services under the Agreement is aligned with the type(s) of activities, specified by the Contractor when registering as a taxpayer under the special tax regime “Tax on Professional Activities”.

8.2. If warranties and representations, specified in p. 8.1 of the Agreement, are not true, and in equal measure, when the Contractor inappropriately fulfils the provisions of Russian legislation on taxes and duties, e.g., with respect to the timely declaration and payment of taxes, submission of authentic tax reporting and undertaking of other obligations stipulated by applicable legislation, the Contractor must, in full measure, compensate the Client for all losses, inflicted through the misrepresentation of such warranties and representations, e.g., compensate the Client for their expenses arising owing to refusal to deduct / reimburse all tax amounts due and payable to the Client, as well as resulting from the charging of further taxes, application of fees and imposition of fines.

8.3. Losses, indicated in p. 8.2 of the Agreement, e.g., expenses, are subject to payment by the Contractor within 10 working days after the Client’s submission of respective written request.

9. Other Terms:

9.1. Changes of the Agreement’s terms are possible upon the mutual consent of the Parties, in instances and as per procedures, stipulated by the Client’s internal bylaws, or following a court decision, as per procedures and grounds, provided for in the Civil Code of the Russian Federation.

9.2. The Agreement may be terminated as per a written agreement between the Parties, court order or resulting from unilateral withdrawal of the Client from the Agreement as per grounds, provided for in the Civil Code of the Russian Federation and this Agreement. A notice on the Client’s unilateral withdrawal from the Agreement shall be sent by the Client to the Contractor in writing via those means, stipulated in the Agreement. In the instance of a unilateral refusal on the part of the Client to implement the Agreement, this document shall be deemed terminated as from the date, specified in the Client’s notice on its unilateral withdrawal from the Agreement.

9.3. With respect to all other matters, not covered by the Agreement, the Parties shall be guided by civil legislation of the Russian Federation.

9.4. The Agreement shall come in effect as at the moment of its signing on the part of the Parties and remain effective until the Parties fulfil their obligations hereunder in full measure.

9.5. All messages, warnings, notifications, requests and other legally meaningful messages (hereinafter “messages”) exchanged between the Parties during the execution of the Agreement shall be sent by the Parties in writing, either by e-mail or via post, with registered delivery against a signature, to the addresses specified in the Agreement.

9.6. The Agreement may be signed with the application of a handwritten signature, or with the application of electronic or other technical means, thus allowing for intact reproduction of the Agreement’s content on a physical medium; furthermore, the requirement for the placement of the signature shall be deemed satisfied if any means is used, thereby allowing for unmistakably identifying each of the Parties, e.g., with the use of the e-signature in HSE University’s corporate information system, as per procedures established by an electronic communications agreement between the Parties and the Client’s internal bylaws as an operator of the respective corporate information system. The means for signing the Agreement shall be determined by the Client.

The Client shall determine the format for signing the Agreement.

The Parties shall recognize electronic documents, signed with the application of simple e-signatures, as the equivalent to hard copy documents, signed with handwritten signatures.

If the Agreement is signed with the use of handwritten signatures on the part of both Parties, the Agreement shall be issued with 2 (two) original copies, with 1 (one) copy going to each Party.

If the Agreement is signed with the use of electronic or other technical means, the Client shall ensure that each Party bears the option to retrieve the electronic copy of the Agreement from the corporate information system, as well as issue to the Contractor, at the latter’s request, a certified Agreement’s copy, which was signed electronically, in hard copy.

Electronic document shall be deemed signed with a simple electronic signature by the Contractor, if it is sent from the Contractor’s e-mail to the Client’s or the Coordinator’s e-mail, as specified in the Agreement.

Each Party is obliged to ensure the access of individuals authorized to sign e-documents on their behalf to a simple e-signature (e-mail addresses, as indicated in the Agreement) solely through the use of codes and/or passwords. At the same time, the Parties shall be obliged to keep (and ensure the maintenance of) confidentiality of keys to simple e-signatures and specified codes and/or passwords.

9.7. Attached to the Agreement is Annex 1 – Statement of Work, which constitutes an integral part hereof.

**10. The Parties’ Addresses and Bank Details:**

|  |  |
| --- | --- |
| **CONTRACTOR:** *[last name, first name, middle name/patronymic]*Date of birth: *[date of birth]*Place of birth: *[place of birth]*Status as a foreign citizen: *[select as applicable: permanent resident (if holding residence permit), temporary resident (if holding permit for temporary residence), temporary visitor (if holding a migration card, but not holding permits for temporary or permanent residence), non-resident (for remote workers)]*Registration address (according to passport): *[registration address of the Contractor (country, city, street,building]*Residential address:*[actual residence address of the Contractor (country, city, street, building)]*Residential address of a foreign citizen: *[address where the Contractor is registered in Russia if they do not hold a permit for temporary or permanent residence; if the Contractor holds either type of residence permit, the address should coincide with the one stated in the “Residential address” field]*Passport No.: *[passport series and No. of the Contractor]*Issued by: *[name of issuing authority]*Date of issue: *[date of issue]*Subdivision’s code: *[subdivision’s code]*No. of insurance pension certificate: *[SNILS No.].*  INN: *[INN No.].* Contact tel.:*[contact number of the Contractor]*Е-mail: *[Contractor’s e-mail]***Bank details** *[select as applicable]***:** **of a Russian citizen:**Bank: *[bank name of the Contractor]*Bank’s INN/KPP:*[INN and KPP of the Contractor’s bank]*Bank’s BIC:*[Contractor's bank 9-digit BIC]*Settlement account: *[Contractor’s 20-digit account]*Correspondent account: *[Contractor’s 20-digit correspondent account]*Recipient’s account:*[Contractor’s account]***of a foreign citizen:**Bank: *[Contractor’s bank name]*BIC: [*BIC*] SWIFT: [*SWIFT*] IBAN: [*IBAN*] ABA: [*ABA*] Recipient’s account:*[Contractor’s account No.]* Bank card No.:*[Contractor’s bank card No.]*Name of intermediary bank: *[intermediary bank (obligatory when making payments in roubles; for payments in currency – intermediary bank name) if applicable]* Address of intermediary bank: *[address (country, city, street, building)]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Contractor’s full name]*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[representative’s full name]* representative pursuant to power of attorney, dated \_\_\_\_\_\_\_\_\_\_\_\_, and registered in the register of the notary of the city of \_\_\_\_\_\_\_\_\_ notary’s full name under No.\_\_\_\_\_\_\_\_\_[[3]](#footnote-3) | **CLIENT:**National Research University Higher School of EconomicsLocation: \_\_\_\_\_\_\_, Moscow,  \_\_\_\_\_\_\_\_\_\_\_\_\_ulitsaINN 7714030726KPP \_\_\_\_\_\_\_\_\_\_**Bank details:**Account*[HSE University’s 20-digit settlement account]*Bank: *[HSE University’s bank name]*Correspondent account *[HSE University’s 20-digit correspondent account]*BIC *[BIC of HSE University’s bank]* OKPO *[OKPO]*OKATO *[OKATO]*OKTMO *[OKTMO]*Coordinator: *[full name of coordinator from the host subdivision, hiring the Contractor]* Tel.: *[coordinator’s contact number]*E-mail: *[coordinator’s e-mail]**[position of the signatory on behalf of HSE University]*\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[initials and last name of the signatory on behalf of HSE University]* |

1. This term shall not apply if the Contractor is an individual, who, in line with Federal Law No. 255-FZ “On Controlling Activities of Parties Subject to Foreign Influence”, dated July 14, 2022, cannot be recognized a foreign agent. [↑](#footnote-ref-1)
2. With respect to adhering to the requirements stipulated in Resolution of the Government of the Russian Federation No. 29 “On approving rules for employers’ notifications on signing employment agreements and individual contractor (service) agreements with individuals who held appointments in state or municipal services, the list of which is established by normative legal acts of the Russian Federation”, dated January 21, 2015, in line with article 12 of Federal Law No. 27-FZ “On Combatting Corruption”, dated December 25, 2008, HSE University is obliged to send a notification on signing the Agreement to the Contractor’s most recent employer from among public administration bodies. [↑](#footnote-ref-2)
3. Applicable if the Agreement is signed by a representative pursuant to a power of attorney. [↑](#footnote-ref-3)