



**Cour  
Pénale  
Internationale**

**International  
Criminal  
Court**

# Application Form for Organisations

## Request for Participation in Proceedings and Reparations at the ICC For Victims that are Organisations or Institutions

### PART A

#### INFORMATION ABOUT THE ORGANISATION OR INSTITUTION

1. Has the organisation or institution already submitted an application for participation or for reparations to the ICC?

☐ Yes ☐ No

2. If yes and the organisation or institution has a registration number, please indicate it here:

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3. Name(s) of the organisation or institution:

\_\_\_\_\_

4. Current Address of the organisation or institution:

Village / City / Town: \_\_\_\_\_

County / District / Province: \_\_\_\_\_

Country: \_\_\_\_\_

5. Date and place of incorporation, establishment and/or registration, if applicable, of the organisation or institution:

Date of incorporation, establishment and/or registration:

\_\_\_\_\_

Place of incorporation, establishment and/or registration:

\_\_\_\_\_

6. What was the legal status of the organisation or institution on the date that the event(s) occurred?

*Please provide proof of the incorporation, establishment and/or registration of the organisation or institution, if applicable, at the date the event(s) occurred (such as certificate of incorporation or registration).*

- ☐ Non-governmental charitable or non-profit organisation (organisation established to provide voluntary services including religious, artistic, scientific, social or charitable services to the community or any part of it)
- ☐ Statutory body (such as a governmental organisation, public school, public hospital, etc)
- ☐ Corporation or company (such as educational company, media or communications company, private hospital or clinic, etc)
- ☐ Institution for the benefit of members of a community (such as a cooperative society, building society or micro-finance institution)
- ☐ Partnership
- ☐ Other - please specify: \_\_\_\_\_

7. Name(s) of the person submitting the application on behalf of the organisation or institution:

*Please give all names, as completely as possible*

\_\_\_\_\_

8. Nationality of the person submitting the application:

\_\_\_\_\_

9. How can the person submitting the application be contacted?

*Please complete all that apply*

Telephone Number(s): \_\_\_\_\_

Street: \_\_\_\_\_ Number/Plot: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Sector/Cell/Zone: \_\_\_\_\_

Village / City / Town / Camp: \_\_\_\_\_

Sub-county / Parish: \_\_\_\_\_

County / District / Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_

10. Occupation and job title of the person submitting the application:

\_\_\_\_\_

11. What proof of identity is the person submitting the application providing?

*Please specify*

11. It is a requirement that the person submitting the application provide proof of identity. This can include, for example, national identity card, birth certificate, voting card, passport, driver's licence, student or employee card, letter from a local authority, camp registration card, card from a humanitarian agency, tax document or other document identifying the victim.

12. In what capacity is the person acting for the organisation or institution?

*Please provide proof of this capacity*

- ☐ Authorised representative of the organisation or institution (such as company director, president)
- ☐ Legal representative
- ☐ Other - *please specify*: \_\_\_\_\_

13. What language(s) does the person submitting the application speak?

14. Is someone assisting the person submitting the application to fill in this form?

☐ Yes ☐ No

15. If yes, what is that person's name and organisation (if any)?

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

\_\_\_\_\_  
(organisation)

16. Is an interpreter assisting with the filling in of this form?

☐ Yes ☐ No

## PART B

### INFORMATION ABOUT THE ALLEGED CRIME(S)

17. What happened to the organisation or institution? Describe the event(s) in as much detail as possible.

*If more space is needed, please attach answers to this question on a separate sheet of paper*

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18. When did these event(s) occur?

*If possible, please specify day(s), month(s) and year(s) or where the exact dates are not known please provide any information that will enable us to identify the dates*

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19. Where did these event(s) take place?

*If necessary, attach a drawing or a map of the location*

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19. Please be as specific as possible, and also, if possible, please refer to the district/province or the nearest town/city.

20. Who does the organisation or institution believe is responsible for the event(s)? If possible, explain why the organisation or institution believes this.

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## PART C

### INFORMATION ABOUT THE INJURY, HARM OR LOSS SUFFERED

21. The property that was harmed was dedicated to:

*Please tick one or more boxes as appropriate*

- ☐ Religion
- ☐ Education
- ☐ Art
- ☐ Science
- ☐ Charitable purposes
- ☐ Historical monument
- ☐ Hospital
- ☐ Humanitarian purposes
- ☐ Other - *please specify*: \_\_\_\_\_

22. What direct harm to the property resulted from the event(s)?

*If more space is needed, please attach answers to this question on a separate sheet of paper*

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22. This may include, for example, damage to land, buildings, movable property (eg materials or equipment), monuments or cemeteries, or environmental resources (eg water sources).

## PART D

### PARTICIPATION IN THE PROCEEDINGS

23. Does the organisation or institution want to present its views and concerns in ICC proceedings?

☐ Yes    ☐ No

24. If yes, why does the organisation or institution want to participate in the proceedings?

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23. Usually the organisation or institution would present its views and concerns through a lawyer who represents it in The Hague. In a small number of cases there may be an opportunity for victims (including organisations or institutions) to be involved in person, but this is not a requirement.

## PART E

### REPARATIONS

25. Would the organisation or institution like to apply for reparations?  
*i.e. Does the organisation or institution want something to be done for what it suffered?*

☐ Yes ☐ No

26. If yes, what would the organisation or institution want?

25/26. What is the organisation or institution expecting if the accused person is found guilty? Reparations can be anything which can help the organisation or institution to repair the harm suffered. This can include compensation, various forms of assistance, receiving back lost land or property, and/or symbolic or moral measures such as apologies and monuments. Please list any measures which the organisation or institution would like.

27. Who does the organisation or institution want the benefit to go to?

*Tick more than one box, if necessary*

- ☐ The organisation or institution  
☐ Other (*please specify*)

## PART F

### LEGAL REPRESENTATION

28. Does the organisation or institution have a lawyer?

☐ Yes ☐ No

29. If no, would the organisation or institution like assistance from the ICC to find a lawyer?

☐ Yes ☐ No

28. In order to represent victims before the ICC, a lawyer must be on the ICC list of counsel. Lawyers not on the list may apply for inclusion.

30. Until the organisation or institution has a lawyer, would it like to be represented by the Court's lawyers for victims (the Office of Public Counsel for Victims)?

☐ Yes ☐ No

30. The OPCV is an independent office within the Court which looks after the legal interests of victims and which represents victims free of charge.

31. If the organisation or institution has a lawyer, please provide the lawyer's contact details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone number(s): \_\_\_\_\_

## PART G

### COMMUNICATION OF IDENTITY

Please note that the present application will be given to the defence (the accused person and his/her lawyers) and to the ICC Prosecutor. When this happens, the Judges may decide not to reveal the identity of the organisation or institution and of the person submitting the application.

32. Would the person submitting the application have any reason to be concerned about his or her security, well-being, dignity or privacy or that of any other person if his or her identity, or that of the organisation or institution, were to be revealed to the defence or the ICC Prosecutor?

☐ Yes ☐ No

If yes, what are the reasons? \_\_\_\_\_

\_\_\_\_\_

32. The person submitting the application may have concerns not only about physical danger but also about harm to his or her psychological well-being, reputation, privacy and/or dignity or those of his or her family. The identity of the organisation/institution or the person submitting the application will not be revealed to the public while the application is being considered. If the application is accepted, the organisation or institution may be asked again about disclosure of information.

## PART H

### SIGNATURES

#### SIGNATURE OF THE PERSON SUBMITTING THIS APPLICATION

I hereby declare that:

- To the best of my knowledge and belief, the information I have given in the present Application Form is correct

Signature, thumbprint or other mark of the person submitting the application

Date: \_\_\_\_\_ Location: \_\_\_\_\_  
(day) (month) (year)

#### REMINDER:

THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THIS APPLICATION FORM

For the organisation or institution:

- ☐ Photocopy of proof of the incorporation, establishment and/or registration of the organisation or institution (REQUIRED)

For the person submitting the application:

- ☐ Photocopy of proof of identity (REQUIRED)  
☐ Photocopy of proof of capacity to represent the organisation or institution (REQUIRED)

#### NOTE:

This Application Form and the process of applying are free of charge.

The ICC does not charge any fee at any stage of the application process.