

# Public offer for participation

The present agreement (in accordance with article 437 of the Civil Code of the Russian Federation) constitutes a public offer of RTM Ltd (hereinafter referred to as Contractor) addressed to an individual entity (hereinafter referred to as Customer) for mediation to make an invitation letter by a customer's require (hereinafter referred to as Agreement).

In accordance with article 438, paragraph 3 of the Civil Code of the Russian Federation, the present offer is considered accepted once the following actions have been performed by the Customer:

To familiarize with the conditions of the present offer;

To make payment for services;

The agreement shall be deemed to have been made all the actions mentioned above have been accurately performed.

## 1. Definitions

The following terms, whenever used in this agreement, shall have the following meaning:

- **Offer** – public Contractor's offer addressed any individual to conclude the service agreement based on the conditions in this agreement including all its supplement.
- **Customer** – an individual, who made Acceptance, whereby the agreement is considered concluded between this individual and RTM Ltd for the purpose of visa support of the Customer.
- **Contractor** – RTM Ltd (TRN 7840045698 PSRN 1167847074416).
- **Acceptance** – full and unconditional adoption of the Offer's terms and conditions of the Agreement. By making payment and making an application in accordance with paragraph 3.1 of the Agreement Customer shows a full and absolute acceptance of the present offer.
- **Service** - mediation service for visa support processing by Customer's request and for his payment. The visa support contains a confirmation and a voucher required by the Russian consulate to obtain a Russian entry visa by a foreign citizen. The Contractor issues invitations exclusively for citizens of the countries listed in supplement 1. Invitations for citizens which countries are not listed in supplement 1 can be issued only by additional agreement.
- **Order** – completed and paid by a Customer application in accordance with paragraph 3.1 of the Agreement, accepted by Contractor.
- **Passport** – citizen's passport of a foreign country.
- **Personal data** – any information as defined in Federal law №152 “About personal data” from 27.06.2006 (hereinafter referred to as Federal law “About personal data”) indirectly related to an identified individual or an identifiable individual (subject of personal data), including the Customer's personal data.

## 2. Subject of the Agreement

The subject to this Agreement shall be providing the mediation service by Contractor for visa support processing by Customer's request and his payment, such as confirmation and voucher required by the Russian consulate to obtain a Russian entry visa by a foreign citizen.

## 3. Order processing

3.1. The applications for visa support services drawn up by filling in relevant forms on the web page <http://russia.russian-visas.net>. The invitation for a Russian visa contains the following information about the Customer: (1) Full name, (2) sex, (3) Citizenship / Nationality, (4) Date of Birth, (5) Passport Number and Entry / Exit dates, (6) the dates of stay in Russian Federation, (7) cities of visit, (8) accommodation and (9) contact information: e-mail and phone number, first name and surname of a contact person.

3.2. In case of impossibility of the service, the Contractor has the right to offer an alternative variant or deny service to the Customer with the return of the whole amount of prepayment.

3.3. Customer's payment of a confirmed order means acceptance of the Customer to the terms of this Agreement. The date of payment is deemed the date of conclusion of the Agreement between the Customer and the Contractor.

## 4. The Terms of providing Services

The service shall be deemed provided after sending a copy of a voucher by Contractor to Customer's e-mail, mentioned in the application (paragraph 3.1 of this Agreement). The service can't be canceled after payment. In case the Customer refuses the Service, funds are not returned.

## 5. Terms of Payment

5.1. Settlements between the Contractor and the Customer for services rendered are produced in rubles by bank transfer.

5.2. Cost of visa support service per one foreign person is (include VAT):

- 500 Rubles – invitation for a single entry;
- 750 Rubles – invitation for a double entry.

5.3. In case of changes in prices for orders, the Contractor undertakes to notify the Customer as soon as possible. In this case, the Customer has the right to confirm or cancel the order.

## 6. Rights and Liabilities of the Parties

6.1. In accordance with the conditions of this Agreement the Contractor agrees to:

- Provide quality Services to the Customer provided that the payment was made;
- Provide quality advisory support on the site's work of the Contractor;
- Apply legal and objective methods and tools during the process;
- In case of impossibility of the service to inform the Customer;
- Not to disclose the information about the Customer in connection with the conclusion and performance of the Agreement to any third Parties;

6.2. In accordance with conditions of this Agreement the Customer agrees to:

- Pay for the work performed by the Contractor;
- Promptly provide all the necessary and relevant information and copy of original documents sufficient for rendering Services about himself/herself and about any other individual, for whom the Service are to be provided;
- Inform the migration authorities of their arrival to Russian Federation in accordance with Russian Federation Government Decree №310 from 10.05.2010 or/and Russian Federation Government Decree №42 from 20.03.2011

6.3. The Contractor shall not, in any case, be liable for:

- The content or accuracy of any information provided by the Customer;
- A foreign citizen in case of insured events, incidents, crimes against a tourist or his property, in the event of transport, financial, or other problems related to the organization of a trip on the territory of the Russian Federation;
- Any direct or indirect damage and/or non-pecuniary damages in the following cases: In case of withholding of Visa issuance, increased terms of examination of queries delayed Visa issuance of the consular body sole discretion and without any fault of the Contractor; In case of any activities of migration service of Russia or any other country and/or any activities of any other governmental authorities of Russia or any other country leading to any obstacle for Customer's trip with issued Visa.

6.4. The Customer entrusts the Contractor with the personal data processing specified in paragraph 3.1 of the Agreement

## **7. Confidentiality**

7.1. The Contractor shall not use the information received under the contract for the purposes directly or indirectly causing damage to the Customer and/or to obtain any advantages and benefits during the term of the contract.

7.2. Confidential information does not include information that is classified as open by the existing legislation and the disclosure of which is required by the Customer.

7.3. The Parties are responsible for the losses incurred from the disclosure of confidential information in accordance with the current legislation.

## **8. Consent on personal data processing**

I hereby, the Customer, make a decision on the provision of my personal data and give consent to the processing thereof freely, in accordance with my will and in my interest to RTM Ltd (TRN 7840045698 PSRN 1167847074416, address: Russia, Saint-Petersburg, Bankovsky per., 3B, office 22H). Processing of personal data for the following purposes: Visa support Services (based on the Agreement with a personal data operator (RTM Ltd) concluded by the acceptance of this offer by me. The visa support contains a confirmation and a voucher required by the Russian consulate to obtain a Russian entry visa by a foreign citizen.

The list of personal data, for the processing of which I hereby consent: (1) Full name, (2) sex, (3) Citizenship / Nationality, (4) Date of Birth, (5) Passport Number and Entry / Exit dates, (6) the dates of stay in Russian Federation, (7) cities of visit, (8) accommodation and (9) contact information: e-mail and phone number, first name and surname of a contact person.

The list of actions with personal data to which I express my consent, the general description of the used methods for personal data processing, both using automation tools and without using them: personal data processing will be carried out by mixed processing of personal data (collection, systematization, accumulation, storage, clarification (update, change), transfer (including cross-border transfer), depersonalization, blocking, destruction of personal data). The general description of the above-mentioned data processing methods is provided in Federal law "About personal data".

The period for which my consent of the personal data subject is valid, and the method of its withdrawal unless otherwise provided for by federal law is: Personal data shall be stored within the term established by the legislation of the Russian Federation. Upon the achievement of the purposes of the personal data processing period, the Customer's personal data shall be erased; On the basis of a written request by the personal data subject seeking the cessation of processing of his/her personal data, the operator shall cease processing of the subject's personal data within three (3) working days, notifying the personal data subject thereof in writing within ten (10) working days. The subject of personal data has the right to receive information concerning the processing of his personal data (in accordance with article 14, paragraph 4 of the Federal law "About personal data").

**Acceptance of this offer is a confirmation and proof of my consent to the processing of the personal data specified in paragraph 3.1 of the agreement, transferred by me to the Contractor, on the terms and in accordance with the provisions of this section.**

## **9. Other terms and conditions**

The Parties are responsible for non-performance or improper performance of their obligations as stated in the present Agreement in accordance with the current legislation of the Russian Federation. Any dispute, which may arise out of or in connection with the present Agreement shall be resolved mutually and in good faith by the Parties. Any dispute arising under this Agreement that is not settled by direct negotiations of the Parties may be settled by the Arbitration court of St. Petersburg and Leningradsky region in accordance with the current legislation of the Russian Federation.

**CONTRACTOR**

**Limited liability company “RTM”**

TRN: 7840045698 RGS: 784001001 PSRN: 1167847074416

A/C 40702810601200001478

At PETROVSKY BRANCH OF “FC Otkritie” Bank

BIC 044030795

Legal address: 191023, St. Petersburg, Bankovsky lane, 3, B / C "Nordburg" office 2.1

Phone/fax: +7 (812) 243-11-20, +7 905 223-24-44,

e-mail: mail@russian-visas.net

**Supplement 1 to Public offer for participation**

**The cost of visa support is set for the citizens of the following countries:**

Australia

Austria

Andorra

Argentina

Bahamas

Belgium

Bulgaria

Bolivia

Bosnia and Herzegovina

Brazil

British Indian Ocean Territory

Hungary

Virgin Islands

British Virgin Islands USA

Germany

Grenada

Greenland

Greece

Denmark

Dominican Republic

Irish

Iceland

Spain Italy

Canada

Cyprus

Colombia

Latvian

Liechtenstein

Lithuania

Luxembourg

Mauritius

Madagascar

Small Pacific Remote Islands of the United States

Maldives

Malta

Martinique

Marshall Islands

Mexico

Monaco

Netherlands Antilles

Netherlands

New Zealand

Norway

Norfolk Island  
Christmas Island  
The Papal See (Vatican City)  
Peru  
Poland  
Portugal  
Republic of Macedonia  
Romania  
Serbia  
Seychelles  
United Kingdom  
United States  
Finland  
France  
French Guiana  
French Polynesia  
French Southern Territories  
Croatia  
Montenegro  
Czech Republic  
Chile Switzerland  
Sweden  
Svalbard and Jan Mayen  
Estonia  
Japan