

# TERMS & CONDITIONS FOR REIMBURSEMENT FOR STATE FEE FOR AN E-RESIDENT'S DIGITAL IDENTITY CARD

## 1. Campaign information

**1.1.** The state fee reimbursement campaign (hereinafter the Campaign) for Ukrainian citizens has been launched to financially support Ukrainian citizens to deal with the consequences of war and to promote the development of the Ukrainian and Estonian economies.

**1.2.** The Ukrainian citizen (hereinafter Participant) who has been granted e-Residency status from February 24, 2022 and has registered a company in Estonia before December 31, 2024, could be reimbursed for the state fee of applying for an e-resident's digital identity card.

**1.3.** The Campaign is organized by the e-Residency program of Estonia (email: [e-resident@gov.ee](mailto:e-resident@gov.ee)) on behalf of Ettevõtluse ja Innovatsiooni Sihtasutus (in English Estonian Business and Innovation Agency, registry code: 90006012, address: Sepise 7, 11415, Tallinn, Estonia) (hereinafter the Organizer). State fees shall be reimbursed in cooperation with the Organizer and the eligible service providers (hereinafter the Service Provider):

**1.3.1.** The Organizer reimburses the state for an e-resident's digital identity card in the amount of up to 120 EUR (max). Reimbursement is based on a refund application submitted by the Service Provider.

**1.3.2.** Service Providers reimburse the state fee for registering a company.

**1.3.3.** Additional service fees charged by external issuing partners will not be reimbursed.

**1.4.** These terms and conditions determine only the terms and conditions for reimbursement of the state fee for applying for an e-resident's digital identity card. The Organizer does not reimburse the company registration state fee. The contract between Service Provider and Participant may include additional eligibility conditions. The Organizer is not responsible for the activities of the Service Provider.

## 2. Campaign duration

**2.1.** The campaign period is from April 4, 2022, until December 31, 2024 (hereinafter the Campaign Period).

**2.2.** The Organizer reserves the right to change the conditions of the Campaign and extend the Campaign Period or end the Campaign before December 31, 2024. The Organizer notifies about a change in the campaign period at least 30 days in advance.

## 3. Eligibility of the Participant

**3.1.** To be eligible for the Campaign, the Participant must:

**3.1.1.** be a citizen of Ukraine at the time of applying for e-Residency;

**3.1.2.** have been granted e-Residency status from February 24, 2022;

**3.1.3.** have registered a new company (OÜ, AS) in Estonia as an Estonian e-resident before December 31, 2024;

**3.1.4.** not own a company registered in Estonia or have control over (including being a member of a company's Board or a shareholder) any other Estonian registered company or companies before February 24, 2022;

**3.1.5.** be accepted as a client by an eligible Service Provider (see article 4). Please note that Service Providers are free to choose with whom they will enter into a contract. The Organizer cannot guarantee an agreement between the Participant and the preferred Service Provider.

**3.2.** The Participant will only be reimbursed once during the Campaign.

**3.3.** The Organizer or Service Provider will not reimburse the state fee for applying for an e-resident's digital identity card if the issuance of the e-resident's digital card is refused by Estonian Police and Border Guard. Refusal of e-Residency status is considered as a risk of the Participant.

## **4. Eligible service providers**

**4.1.** To be eligible to take part in the Campaign, the Service Provider must:

**4.1.1.** be a member of the [e-Residency Marketplace](#);

**4.1.2.** sign and adhere to the Terms & Conditions to confirm that the Service Provider agrees either to reimburse the Participant or pay on behalf of Participant the state fee for starting a company;

**4.1.3.** submit a refund application for reimbursement of the costs of the state fee for applying for an e-resident's digital identity on behalf of the Participant pursuant to the procedure specified in article 5;

**4.1.4.** coordinate with the Organizer all campaign materials and communication messages related to the Campaign. It should be clearly indicated that the cost of the state fee for applying for an e-resident's digital identity card will be reimbursed by the Organizer.

**4.1.5.** ensure and, if necessary, prove to the Organizer that the Participant is a citizen of Ukraine.

**4.2.** List of eligible Service Providers is available on the e-Residency website [here](#).

**4.3.** The Service Provider is obliged to adjust its data processing procedures in accordance with GDPR and requirements under this Campaign.

## **5. Reimbursement process**

**5.1.** After establishing the Participant's company and reimbursement of the state fee to the Participant, the Service Provider submits a refund application for reimbursement of the state fee for applying an e-resident's digital identity in the amount of up to 120 EUR on behalf of the Participant. Additional documentation will be added to the application as proof of eligibility of the Participant and company establishment.

**5.2.** The Service Provider submits a refund application to the Organizer once a month for the previous calendar month.

**5.3.** The refund application shall comply with all requirements established by relevant legislation and should indicate at least the following information:

**5.3.1.** full legal name and Estonian personal identification (ID) code of the Participant;

**5.3.2.** business name and registry code of the company which has been established for the Participant;

**5.3.3.** account number of the Service Provider for the reimbursement transfer;

**5.3.4.** no value added tax is added to the reimbursement amount.

**5.4.** Together with the refund application, the Service Provider will submit:

**5.4.1.** the Payment order proving that the Service Provider has reimbursed the state fee for applying for the e-resident's digital identity card (up to 120 EUR) for the Participant. If the name of the recipient of funds differs from that of the Participant's full legal name, an additional signed document must be submitted verifying the Participant has received the reimbursement;

**5.4.2.** the Payment order proving that the Service Provider has reimbursed the state fee for starting a company for the Participant. If the name of the recipient of funds differs from that of the Participant's full legal name, an additional signed document must be submitted verifying the Participant has received the reimbursement;

**5.4.3.** the written consent of the Participant to the processing and transmission of the data to the Organizer. Participant has to agree to the processing of personal data for the purposes of reimbursement for the state fee for an e-resident's digital identity card. Participants personal data will not be processed in any other way than described in Campaign Terms and Conditions. If the Participant does not consent to the processing of personal data that is necessary to participate in the Campaign, the person cannot participate in the Campaign.

**5.5.** The Organizer checks and confirms the Participant's compliance with the conditions set out in article 3 and makes the respective decision. If a refund application and documents are compliant, the Organizer reimburses the state fee no later than 30 days after submitting the refund application.

**5.6.** In case of non-compliance (e.g. missing payment order), the application is rejected and the Service Provider must resubmit it with corrections. If the non-compliance cannot be corrected (e.g. Participant or Service Provider is not eligible), the state fee will not be reimbursed because of non-compliance with the Campaign Terms & Conditions. The Organizer is not required to reimburse non-compliant refund applications and such costs shall be borne by the Service Providers.

**5.7.** The refund application form is available on the e-Residency website [here](#).

**5.8.** The Organizer has the right to unilaterally change Campaign Terms & Conditions as necessary. The Organizer will inform the Participant about the changes. The Participant has the right to withdraw from the Campaign within 30 days of receiving the relevant notification from the Organizer.

## **6. Privacy Policy**

**6.1.** Processing of data is based on and in accordance with European Union and Estonian respective legislation. E-Residency Privacy Policy can be found [here](#).

**6.2.** The Organizer processes data that is presented in the refund application only for the purposes of this Campaign, including verifying the compliance with the conditions of the Campaign and contacting the Service Provider to provide necessary information related to the Campaign.

**6.3.** The Organizer processes data as described in article 5.3, as a controller in order to evaluate and decide the Participant's eligibility to take part in the Campaign. Service Provider is the separate controller of personal data related to the provision of the service to the Participant. The legal basis for processing Participants' data is based on the Participant's consent. The Organizer will keep the personal data of the Participant for 1 (one) year after the end of the Campaign.

**6.4.** Should a Service Provider want to remove some or all personal data that the Organizer has obtained through the Service Provider refund application, please contact the support ([e-resident@gov.ee](mailto:e-resident@gov.ee)) or Organizer's data protection officer ([andmekaitse@eas.ee](mailto:andmekaitse@eas.ee)). The withdrawal of the consent does not affect the lawfulness of the processing based on consent before its withdrawal.