

DECISION
OF THE GOVERNMENT OF THE RUSSIAN FEDERATION
NO. 696 OF JULY 3, 1998
ON THE ORGANIZATION OF THE STOCK-TAKING OF THE FEDERAL
PROPERTY AND OF THE REGISTER-KEEPING OF FEDERAL PROPERTY

In order to organize the stock-taking of federal property in conformity with the legislation of the Russian Federation, and also to improve the mechanism and disposal of this property, the Government of the Russian Federation resolves:

1. To approve the appended [Regulations](#) for the stock-taking of federal property and the register-keeping of federal property (hereinafter referred to as the Regulations).

2. To charge the Ministry of State Property of the Russian Federation with the organisation of the stock-taking of federal property and the register-keeping of federal property (hereinafter referred to as the register).

3. The State Tax Service of the Russian Federation shall be instructed to ensure the receipt by the Ministry of State Property of the Russian Federation or by its territorial agencies of quarterly data of the balance-sheets of legal entities on the federal property they hold.

4. The State Statistics Committee of the Russian Federation shall be instructed to submit to the Ministry of State Property of the Russian Federation, in the agreed order, information about the legal entities which have federal property that is contained in the Single State Register of Enterprises and Organizations.

5. The Ministry of State Property of the Russian Federation shall be obliged to prepare and confirm the composition of movable property held by legal entities and subject to registration in the register.

6. The Ministry of Natural Resources of the Russian Federation, the Ministry of Land Policy, Construction, Housing and Communal Services of the Russian Federation and the federal Forestry Service of Russia shall be instructed to draft within 3 months and to submit together with the Ministry of State Property of the Russian Federation to the Government of the Russian Federation normative legal acts determining the order of keeping the cadastres of relevant natural resources, the procedure, forms and dates of submitting renewable information about federal natural resources for its inclusion in the register.

7. Every year, before March 1 of the current year, the federal executive bodies shall be obliged to submit to the Ministry of State Property of the Russian Federation information about the state unitary enterprises and establishments under their authority, and also about public joint-stock companies in which the employees of these federal executive bodies are appointed as representatives of the Russian Federation.

8. Every year, before February 1 of the current year, federal executive bodies which are in charge of state unitary enterprises and state institutions shall submit information about the land draft plots, assigned to said legal entities, to the Ministry of Land Policy, Construction, Housing and Communal Services of Russia. before march 1 of the current year the latter Ministry shall present information needed for register-keeping to the Ministry of State Property of the Russian Federation.

9. Legal entities holding federal property and registered on the territory of the Russian Federation shall be obliged to receive certificates of the introduction of said property to the register.

10. To lay down that the stock-keeping of federal property and its register-keeping shall be financed from the resources allocated for the maintenance of the central apparatus of the Ministry of State Property of the Russian Federation and from the resources received by the Ministry from Privatization in accordance with the legislation of the Russian Federation.

11. The executive bodies of the subjects of the Russian Federation and the local self-government bodies shall be recommended to elaborate relevant provisions on the stock-taking and register-keeping of the state property of the subjects of the Russian Federation and municipal property.

**Regulations
for the Stock-taking of Federal Property
and the Register-keeping of Federal Property
(Approved by the Decision of the Government
of the Russian Federation No. 696 of July 3, 1998)**

<u>I. General Provisions</u>	<u>(Items 1 - 4)</u>
<u>II. Procedure for the Stock-taking of Federal Property</u>	<u>(Items 5 - 13)</u>
<u>III. Procedure for the Register-keeping</u>	<u>(Items 14 - 18)</u>
<u>IV. Procedure for the Submission of Information Contained in the Register</u>	<u>(Items 19 - 25)</u>
<u>V. Concluding Provisions</u>	<u>(Items 26 - 28)</u>
<u>Appendix No. 1. Certificate of the Introduction of Federal Property to the Register</u>	
<u>Appendix No. 2. The Card of Stock-taking Federal Property Held by a Legal Entity</u>	
<u>Appendix No. 3. The List of State Enterprises and Institutions Held in Federal Ownership and Placed Under the Authority of the Respective Federal Executive Body and of the Public Joint-Stock Companies in Whose Management</u>	

I. General Provisions

1. The present Regulations establish the procedure for the stock-taking of federal property and the register-keeping of federal property (hereinafter referred to as the register) in conformity with the legislation of the Russian Federation regulating relations arising when federal property is managed disposed of an when information systems are created.

2. In the present Regulations the register shall be understood to mean the federal information system which represents a totality of state databases built on uniform methodological and programmatic-technical principles containing lists of facilities of stock-taking and data on them. This system is subject to registration in the State Register of Databases.

3. Facilities of the register's stock-taking (hereinafter referred to as stock-taking facilities), located on the territory of the Russian Federation, include:

- a) land plots held in federal ownership;
- b) forest lots, mining claims, bodies of water and other natural facilities (resources) held in federal ownership;
- c) federal property secured in the right of the economic running of a state unitary enterprise or in the right of the operational management of a federal state-owned enterprise or a state institution, and also the federally owned enterprises as a whole as a property complex;
- d) federally owned shares (stakes, contributions) of economic companies and partnerships, and also their federal property that is not part of authorized (pooled) capital;
- e) other federally owned movable and immovable property, including that transferred for use, lease and in pledge and on other grounds.

4. Information that describes stock-taking facilities (the place of location, value, encumbrance, etc.) shall be data on the stock-taking facilities.

II. Procedure for the Stock-taking of Federal Property

5. The stock-taking of federal property includes the description of a stock-taking facility with an

indication of its individual features, which make it possible to distinguish it from other facilities.

6. The stock-taking of federal natural facilities (resources), located on the territory of the Russian Federation, shall be organized and effected by the corresponding federal executive bodies in the order prescribed by the legislation of the Russian Federation.

7. To keep a record of the federal property held by legal entities, registered on the territory of the Russian Federation, the legal entity (applicant) shall submit the following documents to the corresponding territorial agency of the Ministry of State Property of the Russian Federation or to the body managing state property in a subject of the Russian Federation and vested with the rights of a territorial agency of the Ministry of State Property of the Russian Federation (hereinafter referred to as the territorial agencies):

a) the application, signed by the manager of a legal entity, for the receipt of a certificate of the introduction of a stock-taking facility to the [Register](#) of federal property (hereinafter referred to as the certificate) in the form as per [Appendix No. 1](#);

b) the card of the stock-taking of federal property held by a legal entity with the list of objects of real estate (hereinafter referred to as the stock-taking card) in the form as per [Appendix No. 2](#);

c) copies of documents confirming the data on the stock-taking facility, given in the stock-taking card.

8. The territorial agency shall register the application concerned on the day of its presentation and shall carry out the expert examination of the submitted data and enter then in the state database within one month.

9. If a territorial agency expresses doubts as to the authenticity of the submitted data, it shall be obliged to discontinue the record-keeping and immediately shall inform about this the applicant, who has the right to present additional information within a month. In this case, the time of record-keeping shall be extended, but not for more than one month since the day of submitting additional information.

10. The territorial agency shall adopt a decision on the refusal to issue a certificate in the event, if:

a) it is established that the stock-taking facility concerned does not represent federal property;

b) the applicant failed to submit additional information within the fixed time after the suspension of the record-keeping;

c) submitted materials do not meet the requirements of the legislation of the Russian Federation.

11. When a decision on the refusal to issue a certificate is adopted, the message on the refusal (with an indication of its reason) shall be sent to the applicant within five days since its adoption, whereas a copy of this message with copies of the materials submitted by the applicant shall be sent to the Ministry of State Property of the Russian Federation.

The applicant shall have the right to appeal against the refusal in the procedure established by legislation with the Ministry of State Property of the Russian Federation.

12. A register number shall be awarded to the stock-taking facility that has passed the stock-taking procedure and a certificate shall be sent to the applicant within five days since the date of the awarding of the register number.

In the event of the refusal to issue a certificate on the grounds, referred to in [Subitems \(b\)](#) and [\(c\)](#) of the present Regulations, a temporary register number shall be awarded to the stock-taking facility.

13. Federal property which has not been entered in the [Register](#) may not be alienated or encumbered.

On the procedure for the adoption of decisions on the alienation and encumbrance of federal property see [Order](#) of the Ministry of the State Property of the Russian Federation No. 1409-r of October 15, 1999

III. Procedure for the Register-keeping

14. The register-keeping shall be carried out on magnetic carriers and include the keeping of state databases of federal property, formed according to territory, and their automated aggregation into a single database.

The keeping of the database of federal property means the entry in it of stock-taking facilities and data on them, the revision of data on stock-taking facilities and their exclusion from the said database in case of a change in the form of ownership or other property rights to the stock-taking facilities. The data on the stock-taking facilities, excluded from the database, shall be transferred to the record office concerned.

15. The state database of the federal property located abroad shall be kept by the Ministry of State Property of the Russian Federation.

16. The record-keeping of the state databases of the federal natural facilities (resources), located on the territory of the Russian Federation, shall be organized and carried out by the respective federal executive bodies in the order prescribed by the legislation of the Russian Federation.

17. State databases of federal property held by the legal entities, which have been registered on the territory of the Russian Federation, shall be kept by the corresponding territorial agencies in the order established by the Ministry of State Property of the Russian Federation.

The composition of the federal movable property recorded in the [Register](#) and held by the legal entities, which have been registered on the territory of the Russian Federation, shall be endorsed by the Ministry of State Property of the Russian Federation.

Legal entities which have received [certificates](#) shall be obliged to submit, every quarter and during the month succeeding the reporting quarter two months since the beginning of the current year, to the respective territorial agency the copies of balance-sheets and other documents on the changes in the data on stock-taking facilities, and also the revised stock-taking cards every year, before April 1 of the current year.

18. State databases of federal property shall be automatically aggregated into a single database by the Ministry of State Property of the Russian Federation. This Ministry shall also discharge the following functions:

a) the methodological, organisational and programmatic support for the work of keeping state databases of federal property (except for the property referred to in [Subitems \(a\)](#) and [\(b\) of Item 3](#) of the present Regulations);

b) the organisation of information protection;

c) the records of information about federal property containing a state secret, which are kept in the order provided for by the legislation of the Russian Federation on the protection of state secrets;

d) control over the keeping of state databases of federal property (except for the property referred to in [Subitems \(a\)](#) and [\(b\)](#) of the present Regulations) with the use of the lists of state federally owned enterprises and institutions, which are under the authority of the federal executive bodies and of public joint-stock companies in whose management bodies the officials of the respective federal executive body have been appointed as representatives of the Russian Federation, as of January 1 of the current year ([Appendix No. 3](#)), the lists to be presented by the federal executive bodies on magnetic carriers.

IV. Procedure for the Submission of Information Contained in the Register

19. Information about stock-taking facilities, contained in the [Register](#), shall be submitted to any interested persons in accordance with the legislation of the Russian Federation.

20. Information about stock-taking facilities (federal natural resources) shall be submitted to the state bodies of state power of the Russian Federation, to the agencies authorized by them and to the institutions of justice responsible for the state registration of rights to immovable property and of transaction with it according to a property completed inquiry by the Ministry of State Property of the Russian Federation and by the respective federal executive bodies.

21. Information about stock-taking facilities shall be submitted to the state bodies of authority in the subjects of the Russian Federation, to the local self-government bodies, to the institutions of justice responsible for the state registration of rights to immovable property and transactions with it, and to the legal entities which have certificates according to property completed inquiries by the bodies keeping state databases of federal property (information intended for legal entities shall be submitted with regard to their stock-taking facilities alone).

22. Information about stock-taking facilities shall be given to other persons by the bodies keeping state databases of federal property according to their written applications, with the production by a natural person of his identity card and by the authorized representative of a legal entity - of the documents confirming his registration.

Moreover, the body responsible for keeping a state database of federal property shall submit information about the persons who have received data on its stock-taking facility to the legal entity that has its certificate upon its inquiry.

23. Information about stock-taking facilities or a motivated decision on the refusal to submit it shall be provided within 15 days.

24. The use of information to the detriment of the interests of the legal entities possessing certificates shall entail responsibility, stipulated by the legislation of the Russian Federation.

25. Information to the persons referred to in [Item 22](#) of the present Regulations shall be given for a charge whose amount is fixed by the body responsible for keeping a state database of federal property. This charge for information about one stock-taking facility shall not exceed half of the [minimum amount of the wage or salary](#), fixed by the federal law. The charge for the submission of information shall be remitted to the federal budget.

V. Concluding Provisions

26. The Russian Federation is the owner of the [Register](#). The Government of the Russian Federation shall exercise its right of ownership of the register on behalf of the Russian Federation.

27. The Ministry of State Property of the Russian Federation and the federal executive bodies shall possess and use the appropriate state databases, and also shall discharge the powers of disposing of them within the limits set by the legislation of the Russian Federation.

28. The Ministry of State Property of the Russian Federation shall have the right to adopt decisions on the financing of the works performed by the corresponding territorial agencies with regard to the stock-taking of federal property and the keeping of state databases on the property within the limits of the monetary funds to be used for these purposes and to be placed at its disposal.

Appendix No. 1 to the [Regulations](#) for the Stock-taking of Federal Property and for the Register-keeping of Federal Property

(National Emblem of the Russian Federation)

Ministry of State Property of the Russian Federation

(the territorial agency of the Ministry of State Property of Russia

or the body for the management of state property in a subject

of the Russian Federation, vested with the rights of a territorial

agency of the Ministry of State Property of Russia)

**Certificate
of the Introduction of Federal Property to the Register**

(name of the facility of the stock-taking)

Issued to _____
(full name of the applicant)

on the basis of his application of _____ 199... and
of the stock-taking procedure
Register number _____ has been awarded to the said
facility on _____ 199...
(date)

The certificate shall be returned within five days since the date of changing the form of ownership of the stock-taking facility or of terminating the status of the applicant's legal entity or after the liquidation of this legal entity. The certificate shall be returned together with a copy of the ground for its return (contract of purchase and sale, decision on liquidation, etc.)

(seal)

(post held by the manager) (signature) (full name)

**Appendix No. 2
to the Regulations for the Stock-taking
of Federal Property and for the Register-keeping
of Federal Property**

Register number _____
of _____ 199...

**The Card of Stock-taking Federal Property
Held by a Legal Entity**

Nos	Name of data on the stock-taking facility as of January 1 of the year of _____	Characteristics of data
1	Requisites and basic data of a legal entity: Full name of a legal entity, ACEO code Legal address, <u>SOATO</u> code Higher body, SDSAB/ACEO code of the main legal entity Basic type of activity, ACBNE code Form of property, CFO code Taxpayer's identification number Authorized capital Balance cost of fixed assets Cost of net assets Average payroll	(thous.rbls.) (thous.rbls.) (thous.rbls.) (men)

- | | | |
|---|--|--|
| | Area of a land plot/cadastral (convenient) number | (hectare/No.) |
| | Special right (golden share) | (yes or no) |
| | Representatives of the Russian Federation in a joint-stock company | (full name, name of the organisation and telephone) |
| 2 | The composition of the stock-taking facility | |
| | Real estate (including real estate according to the List of its objects) | (balance cost in thous. rbls.) |
| | Shares held in federal ownership | (% of authorized capital) |
| | Shares subject to sale | (% of authorized capital) |
| | Miscellaneous movable property | (balance cost in thous.rbls.) |
| 3 | Location of shares: | |
| | held in federal ownership, | (joint-stock company, control state property administration, Ministry of State Property of Russia, etc.) |
| | subject to sale | (joint-stock company, property stock, Russian Federal Property Stock, etc.) |
| 4 | Encumbrance of a stock-taking facility: | |
| | Annual rent to be remitted to the federal budget | (thous.rbls.) |
| | Amount of pledge/date of the end of pledge | (thous.rbls./date) |
| | Miscellaneous | (thous.rbls.) |
| 5 | Possibility of the privatization of a stock-taking facility: | |
| | Application for privatization | (date and No.) |
| | Decision on privatization | (date and No.) |
| | Approval of the privatization plan | (date and No.) |
| | | оСТФп |
| | Method of privatization according to Article 16 of the Federal Law No. 123-FZ of July 21, 1997 | |
| | Period of tie for the sale of shares | (quarter or year) |
| | Limitation | (% of shares held in federal ownership or special right-"golden share") |
| | Number of shares put up for sale | (%) |
| | Starting price of shares | (thous.rbls.) |

- 6 Incomes from the use of a stock-taking facility (save encumbrance):
 Part of profit remitted to the federal budget under the statutes (thous.rbls.)
 Dividends remitted to the federal budget (thous.rbls.)
 Other incomes remitted to the federal budget (thous.rbls.)

List of Objects of Real Estate

Beginning of the Table, see the [continuation](#)

N	Name of the object of real estate (production complex, cultural and communal facility* incomplete construction, miscellaneous)	Data on the object of real estate as of January 1, 199...					
		address**/monument of history and culture (yes or no)	ground for the location of the facility in a legal entity	Inventory for the object of real estate or date and number of the certificate of the Technical Inventory Bureau	balance cost *** (thous. rbls.) or residual balance cost *** (thous. rbls.)	total area (sq.m.) or number of floors	cadastre (convention) number or area of the land plot (hectares)
1	2	3	4	5	6	7	8

Continuation of the Table, see its [beginning](#)

N	Name of the object of real estate (production complex, cultural and communal facility* incomplete construction, miscellaneous)	Data on the object of real estate as of January 1, 199...						Encumbrance*** (thous. rbls.)
		Annual rent remitted to the federal budget	amount of mortgage or date of the end of mortgage	number and date of the approval of privatization plan or method of privatization	time of sale (quarter or year)	limitation	starting price (thous. rbls.)	

| 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | |

Continuation of the Table, see its [beginning](#)

Nos	Shares held in federal ownership (% of authorized capital) or special right (golden share)/full name and telephone of representatives of the Russian Federation	Average payroll (men)	Offer on privatization			
			Method	Time (quarter or year)	Limitation	Number of shares to be sold or the starting price of shares) (thous. rbls.)
1	9	10	11	12	13	14

State unitary enterprises

Federal state-owned enterprises

State institutions

Public joint-stock companies

Total (in [columns 7, 8, 10 and 14](#)):

The list is compiled in _____ (year) _____ (full name of the compiler, telephone)

* The name of the socio-cultural and communal establishment is given in accordance with the [Decree](#) of the President of the Russian Federation No. 8 of January 10, 1993 and the Regulations, approved by the Decision of the Government of the Russian Federation No. 235 of March 7, 1995.

** The country is indicated only for the facility located abroad.

*** For the facilities located abroad the data on the current of the country where the respective facility is situated are indicated additionally in brackets.