



28th April 2014

EDUCATION GROUP STUDENTS INTERNATIONAL

308, 20, Schipok st.,
Moscow, 115054,
Russia

I am pleased to inform you that your application for registration as an accredited intermediary with the Embassy of the Republic of Malta in Moscow (henceforth referred to as "the Embassy") has been accepted.

Registration as an accredited intermediary gives entitlement to:

1. Collect visa applications signed by applicants as well as supporting documents and relative application fees as established by the Embassy
2. Deliver and file applications and relative documents at the visa section of the Embassy or any other location determined by the Embassy and pay the relative fees
3. Collect from the visa section of the Embassy applicants' passports, documents and receipts and deliver them to their owners without delay

Registration is made subject to the following conditions:

1. That the intermediary performs his functions as accredited intermediary according to best practices of his trade and in conformity with the law of the Russian Federation
2. That the fees charged by the intermediary to visa applicants for services rendered in connection with visa applications are fair and reasonable and that the visa fee is clearly distinguished from any other charge imposed by the intermediary
3. That each visa application collected by the intermediary is accompanied by a power of attorney signed by the applicant empowering the intermediary to collect and file applications and passports and to deliver them back to applicant
4. That the intermediary ensures that visa applications, powers of attorney and other documents are signed personally by applicant
5. That the intermediary assumes full responsibility for passports and all relative documents and money entrusted to him by visa applicants while they are in his possession

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6. That visa applications and documents collected by the intermediary are delivered to the visa section of the Embassy (according to instructions given by the Consulate of Malta from time to time) or to another location determined by the Embassy within a reasonable time after collection and as soon as possible. In this regard, a list of current employees authorised to carry out services on behalf of the intermediary is to be provided to the Embassy at regular intervals;
7. That the intermediary bears full responsibility for incumbent employees, having authorization to act on its behalf, including courier services and provisions as follows:
 - a. authorization documents for intermediary authorized representatives (hereinafter "Courier cards") are the property of the Embassy;
 - b. the documents submitted by the intermediary pending issuance of Courier cards consist of list of incumbent authorized employees (no more than 3), copy of internal passport for each of the courier and two recent colour photos of the couriers (3.5 x 4.5 cm) with a light background stapled to the copies of their passports (surname of the courier & name of the agency should be marked at the back side of each photo);
 - c. the intermediary is fully liable for informing the Embassy of any changes in the list of authorized employees;
 - d. the intermediary is obliged not to transmit to third persons or organizations and not to make any modifications to the Courier cards;
 - e. in case of dismissal or redundancy of the courier the intermediary should return back Courier cards to the Consulate of Malta as soon as possible;
 - f. validity of the Courier cards coincides with the period of accreditation of the accredited intermediary;
 - g. in case of non-compliance with points a to f above, the Embassy reserves the right to permanently terminate the accreditation.
8. That the intermediary strictly observes the following data protection requirements:
 - a. personal data collected for the issuance of visa purposes shall not be used for any other purpose
 - b. information on the visa application shall not be disclosed to any third party without the prior written consent of the Embassy/ Government of Malta
 - c. the intermediary shall prevent at all times any unauthorised reading, copying, modification or deletion of data contained in visa applications, in particular during their transmission to the Embassy or any other location determined by the Embassy;
 - d. applications shall be transmitted in a secured manner as acceptable to the Embassy
 - e. all records held by the intermediary relating to the visa application shall be deleted immediately after the passport has been transmitted to its rightful holder
 - f. the intermediary shall ensure all the technical and organisational security measures required to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, especially during the transmission of data and all other unlawful forms of processing personal data
 - g. the applicants shall be provided with all the information normally provided by the Embassy to the data subjects regarding their rights to information as per Article 37 of the VIS Regulation (EC Regulation 767/2008).
9. That any irregularities which may come to the intermediary's attention in connection with any visa application, including changes in the purpose which visas are issued for, are immediately brought to the attention of the Embassy

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10. That the intermediary assumes full responsibility for any damages in tort arising in connection with visa applications collected by him that may be due as a result of negligence on his part
11. That the Embassy may withdraw registration as accredited intermediary at any time at its sole discretion
12. That registration as an accredited intermediary becomes effective from the date of this letter and is valid till the expiry date of the official License issued by The Federal Tourism Agency
13. That the registration as an accredited intermediary may be automatically prolonged with the submission of the link or copy of the License, mentioned in par.12, till the expiry date of the said License.

Should these conditions not be acceptable to you, please inform the Embassy accordingly so that your registration as accredited intermediary will henceforth be withdrawn.


Dr Carmel Brincat
Ambassador



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INFORMATION LETTER

The Embassy of the Republic of Malta congratulates Your company with the successful completion of the accreditation process as an accredited intermediary and has the honour to present a shortened version of guidelines, indicating some procedural aspects for your kind attention.

With the reference to and in compliance with the Accreditation Letter from th of April 2014, the Embassy kindly solicits to note:

1. That the validity of accreditation strictly correlates with the expiratory date of official License issued by The Federal Tourism Agency. The Accreditation may be automatically prolonged for one year upon the submission to the Embassy an official e-mail, indicating the Internet link on the company's profile in official Registry of tour operators at the Official website of Federal Agency for Tourism (under Ministry for Culture of the Russian Federation) or the notarized copy of prolonged official License.
2. That by acceptance of the Accreditation Letter and respective rights and obligations, the intermediary ensures to submit to the Embassy:
 - a. the List of current Couriers, including the package of documents, stipulated under par. 7(b) of the Letter of Accreditation;
 - b. the Courier Cards of those Couriers who are no longer authorized to handle visa applications,

upon receipt of the present Letter.

3. That in case the Company fails to comply with the aforementioned conditions, the Embassy reserves the right to permanently terminate the accreditation.

