



INSTRUCTION TO OLYMPIC/PARALYMPIC FAMILY MEMBERS

HOW TO NOTIFY ON THE CONTRACTORS TO BE INCLUDED INTO THE LIST OF ORGANIZATIONS AUTHORIZED FOR SOCHI 2014 CUSTOMS PROCEDURE

In order to have your contractors included in the list of the organizations authorized to use the Sochi 2014 customs procedure you should send to Sochi 2014 Organizing Committee the **letter informing about the contractor(s)**. The letter should be addressed to the Sochi 2014 Organizing Committee and should clearly state that

- a particular company(ies) is the contractor of your organization (supplier of the goods for your organization),
- it will import the goods for the purpose of organizing and staging the Sochi 2014 Olympic Games and/or Paralympic Games,
- your organization has a contract with this contractor which provides for responsibility of the contractor to import the goods for the Games or rendering the services with the use of the imported goods (depending on the type of the contract),
- type (categories) of the goods to be imported by each of the contractor (supplier) – please, define the types of the goods in such a way that all goods imported by your supplier fall within the provided type (categories),
- you ask Sochi 2014 Organizing Committee to include your suppliers (contractors) into the List of the organizations authorized to use the special customs procedure.

The letter should

- be on a letterhead of your organization, if any,
- contain number and date, name/position and signature of the authorized person and a stamp, if any.

Please send

- (1) original (hard copy) to 40/3 Bolshaya Ordynka St., 119017, Moscow, Russia (119017, Россия, Москва, ул. Большая Ордынка, д. 40, корп. 3) to the attention of Ms. Anastasia Laguta and
- (2) scan copy to the e-mail customs@sochi2014.com.

Sochi 2014 Organizing Committee will be able to include your supplier(s) in the list of the organizations authorized to use the special customs procedure on condition that the original (hard copy) of the letter is received by us. As soon as the contractor (supplier) is on this list you will receive the e-mail confirmation.

The list of organizations authorized to use the Sochi 2014 customs procedure is published at Sochi 2014 web site <http://www.sochi2014.com/en/logistic/>.