



Guidelines on the transfer of INTAS funds to Young Scientist Research Fellows

Always use the most up to date payment information & request forms. These can be downloaded from the INTAS website <http://www.intas.be>.

- **Grants, allowances, travel costs** are paid directly to the Young Scientist in accordance with the payment instalments specified in the document on the Award of the Young Scientist Fellowship.

Requesting funds: how and when?

- There are two options for receiving funds:
 - 1) through your own bank account
 - 2) cash over the counter, in which case you must use one of the banks in the attached 'List of banks INTAS has entered into agreement with'
- Please fill in the payment request form and send the completed form to INTAS (c/o Finance Manager), which approves the request and forwards it to the INTAS Bank for execution. INTAS only accepts **original forms** (not faxes or photocopies!).
- Bank fees are charged to the recipients and are therefore deducted from the final amount.
- INTAS will inform you when the payment has been transferred to the bank mentioned on the request.

Collaborative Calls with NIS:

- The NIS co-funding partner will transfer its co-funding contribution in national currency directly to your NIS bank account in accordance with the agreed grant instalments (payments will be made usually each 3 months. No payment requests shall be submitted for this part of your grant to INTAS.

Please check your document on the Award of a Young Scientist Fellowship for further information.

LIST OF BANKS INTAS HAS ENTERED INTO AGREEMENT WITH

Please note that all transfers authorised by INTAS are executed by the FORTIS Bank in Belgium, which charges for executing international transfers. These charges are not included in the bank charges levied by the NIS banks as commission.

1 RUSSIA

1.1 Vneshtorgbank

A Central office:

Additional office N° 14
Kuznetsky Most 16
103031 Moscow

Contact persons:

Mrs L. Lemberskaya phone: + 7 095 101 10 31
Mrs T. Protasova phone: + 7 095 101 11 13

In order to find out if the remittance has been received by our bank, the beneficiary may contact us by telephone numbers: + 7 095 101 10 31, + 7 095 101 11 13.

Bank charges: 1.5 %

B Regional branches:

City	Street	Contact person	Phone - fax
Astrakhanj	22 Bogdan Khmeljnitsky Street Astrakhanj 414024		Phone: + 7 851 2 345 500 Fax: + 7 851 2 341 400
Belgorod	35 Frunze Street Belgorod 308600	Ms Olga Dontzova	Phone: + 7 0722 326 669 Fax: + 7 0722 326 672
Blagovschensk	65/1 Sovetskyi Pereulok Amurskaya Oblast Blagoveschensk 675005	Ms Galina Kutzenko	Phone: + 7 4162 421 047 Fax: + 7 4162 427 207
Ekaterinburg	16 Stephan Razin Street Ekaterinburg 620142		Phone: + 7 343 2 223 141 Fax: + 7 343 2 225 309
Ioshkar-Ola	40 Sadovaya Street Ioshkar-Ola 424028 Marij El Republic	Ms Galina Mokshina	Phone: + 7 8362 731410 Fax: + 7 8362 731 646
Irkutsk	40 Sverdlova Street Irkutsk 664 003	Ms Tatyana Voronova	Phone: + 7 3952 243 938 Fax: + 7 3952 241 780
Izhevsk	367 Pushkinskaya Street Izhevsk 426011	Mr Nikolai Kopisov	Phone: + 7 3412 297 500 Fax: + 7 3412 294 577
Kaliningrad	5 Bolnichnaya Street Kaliningrad 236040	Mr Vyacheslav Aleksandrov	Phone: + 7 0112 350 101 Fax: + 7 0112 350 180
Kostroma	20 Lenin Street Kostroma 156024	Mr Oleg Ivschenko	Phone: + 7 0942 317 646 Fax: + 7 0942 576 197
Krasnodar	214 Stavropolskaya Street Krasnodar 350001	Ms Saida Emikova	Phone: + 7 8612 390 290 Fax: + 7 8612 338 109
Krasnoyarsk	3b Krasnaya Plotshadj Krasnoyarsk 660021	Ms Emilia Popova	Phone: + 7 3912 218 249 Fax: + 7 3912 218 473
Magadan	33/15 K. Marx Street Magadan 685000	Mr Konstantin Philippov	Phone: + 7 41322 29618 Fax: + 7 41322 24480

City	Street	Contact person	Phone - fax
Nakhodka	19 Shkolnaya Street Nakhodka 692904	Ms Taradina Valentina	Phone: + 7 4232 646204 Fax: + 7 4236 645859
Nizhni Novgorod	4 Reshetnikovskaya Street Nizhni Novgorod 603600	Ms Tatyana Korobova	Phone: + 7 8312 352 727 Fax: + 7 8312 370 444
Novorossiysk	6 Karl Marks Street Novorossiysk 353900	Ms Irina Riko	Phone: + 7 8617 252 329 Fax: + 7 8613 457 029
Penza	9 Moskovskaya Street Penza 440600	Mr Andrei Andreev	Phone: + 7 8412 520 353 Fax: + 7 8412 520 353
Permj	49/24 Ostrovskij Street Permj 614000		Phone: + 7 342 2 161 473 Fax: + 7 342 2 161 473
Rostov-on-Don	119/80 Suvorov Street Rostov-on-Don 344022		Phone: + 7 863 535 400 Fax: + 7 863 2 530 784
Samara	11 Novo-Sadovaya Samara 443002	Mr Sergei Alaev	Phone: + 7 8462 355 801 Fax: + 7 8462 356 481
Saratov	50, let Octyabrya 128"A" Saratov 410052		Phone: + 7 845 2 33 14 77
Stavropol	7 Kominterna Street Stavropol 355000	Ms Olga Zharikova	Phone: + 7 8652 260 792 Fax: + 7 8652 260 995
Sochi	10 k. Liebknecht Street Sochi 354000	Ms Valentina Bolonkina	Phone: + 7 8622 926 014 Fax: + 7 8622 928 675
St Petersburg	29 Bolshaya Morskaya Street St Petersburg 190000	Ms Nadezhda Tikhomirova	Phone: + 7 812 314 6043 Fax: + 7 812 312 7818
Tchita	41 Amurskaya Street Tchita 672010	Ms Valentina Portnova	Phone: + 7 3022 267 577 Fax: + 7 3022 268 702
Tsheboksari	80-a K. Ivanova Street Tsheboksari 428018	Mr Stanislav Ruditch	Phone: +7 8352 420 402 Fax: +7 8352 420 917
Tula	77-a Demonstratsii Street Tula 300034	Mr Alexandr Zakhvatov	Phone: + 7 0872 368 555 Fax: + 7 0872 360 025
Tumenj	61 Respublika Street Tumenj 625000		Phone: + 7 345 2 462 103 Fax: + 7 345 2 390 057
Vladimir	3 Vokzalnaja Street Vladimir 600020	Mr Dmitri Panov	Phone: +7 0922 344 088 Fax: +7 0922 227 854
Volgograd	30a Raboche- Krestjanskaya Street Volgograd 400074		Phone: + 7 844 2 930 969 Fax: + 7 844 2 930 986
Voronej	58 Prospect Revolutsii Voronej 394000		Phone: + 7 073 2 533 265 Fax: + 7 073 2 531 926
Vyborg	16 Krepostnaya Street Vyborg 188900	Ms Irina Akolzina	Phone: + 7 81278 21709 Fax: + 7 81278 21856
Khabarovsk	7 Moskovskaya Street Khabarovsk 680000	Ms Evheniya Oskolskaya	Phone: + 7 4212 713 960 Fax: + 7 4212 713 357
Novosibirsk "Novosibirsk- vneshtorgbank"	44 Kirova Street Novosibirsk 630102		Phone: + 7 3832 103024 Fax: + 7 3832 101513

2 UKRAINE

2.1 First Ukrainian International Bank (FUIB)

A Central office & Kiev branch:

Prorizna str., 8
252034 Kiev

Contact person:

Mr Alexander Shishko phone: + 380-44-2242187
 fax: + 380-44-2296668

Bank charges: 1 %

B Regional branches:

City	Street	Phone - fax
Donetsk	167 Chelyuskintsev st. Donetsk 340015	Phone: + 380-622-377287
Dnepropetrovsk	23 Dzerzhinsky st. Dnipropetrovsk 320600	Phone: + 380-562-452057 Fax: + 380-562-452395
Odessa	92/94 Velyka Arnautska st. Odessa 270045	Phone: + 380-482-220589 Fax: + 380-482-266778
Mykolaev	67, pr. Lenina Mykoayiv 327017	Phone: + 380-512-374319 Fax: + 380-512-706221
Kharkov	25 Myronosyska str., Metallistov prt. 310002 Kharkiv	Phone: + 380-572-433040 Fax: + 380-572-432801
Zaporozhe	23 Matrosova st. Zaporizhya 330057	Phone: + 380-612-345714 Fax: + 380-612-130204

3 BELARUS

3.1 Belvnesheconombank

A Central office:

ul. Zaslavskaya 10
Minsk 220004

Contact persons:

Liudmila Grushevskaya (grant payments to individuals) phone: + 375-17-2269078
Igor Romanovskiy (grant payments to legal entities) phone: + 375-17-2381244

Bank charges: 1 %

B Regional banks:

City	Address	Contact person	Phone
Brest branch	ul. Pushkinskaya 16/1 Brest 224005	Svetlana Timchenko	Phone: + 375-162-234519
Vitebsk branch	Ul. Zamkovaya 4 210602 Vitebsk	Vladislava Nikolaenko	Phone: + 375-212-369772
Gomel branch	ul. Gagarina, 55 Gomel 246050	Evgeniya Abramechuk	Phone: + 375-232-538349
Grodno branch	pl. Sovetskaya, 1 Grodno 230025	Tatyana Shein	Phone: + 375-152-446063
Mogilev branch	ul. Pionerskaya, 26 212030 Mogilev	Igor Bazelev	Phone: + 375-222-229368

C Branches:

City	Address	Contact person	Phone
Minsk -1	ul M. Bogdanovicha 153 Minsk 220040	Dmitriy Aparovich	Phone: + 375-17-2693671
Minsk 2	Ul. Kulman 2 Minsk 220013	Vladimir Likhodiyevskiy	Phone: + 375-17-2326081
Minsk 3	ul. Serova 4 Minsk 220024	Irina Lomako	Phone: + 375-17-2755826
Minsk 4	ul. Yakubova 24 Minsk 220101	Dmitriy Miiko	Phone: + 375-17-2389441
Amkodorbank	ul. Skyganova 6 Minsk 220713	Vitaliy Zhukov	Phone: + 375-17-2591861
Baranovichi	Ul. Kirova 43 Baranovichi 225320	Tamara Kristopchuk	Phone: + 375-634-70290
Bobruisk	ul. Internationalnaya 49 Bobruisk 213819	Dmitriy Kniga	Phone: + 375-2251-68383
Borisov	ul. Gorkogo 135 Borisov 222120	Andrei Korolko	Phone: + 375-277-34624
Kobrin	ul. Dzerzhinskogo 61 Kobrin 225860	Aleksandr Yurenaya	Phone: + 375-1642-25588
Lida	Ul. Mitakevicha 23 Lida 231300	Valeriy Genyush	Phone: + 375-1561-32075
Molodechno	ul. Vilenskaya 10 Molodechno 222310	Alla Samachkevich	Phone: + 375-273-71963
Mozyr	ul. Leninskaya 6 Mozyr 247760	Tamara Murashko	Phone: + 375-2351-20040
Novopolotsk	ul. Ya. Kolasa 48 Novopolotsk 211440	Galina Myasoyedova	Phone: + 375-2144-28778
Orsha	ul. Mira 11 Orsha 211030	Aleksandr Kovrigo	Phone: + 375-2161-23154
Pinsk	ul. Sovetskaya 27 Pinsk 225710	Olga Raichuk	Phone: + 375-1653-22880
Rechitsa	ul.10 Let Oktyabrya 6 Rechitsa 247500	Tatyana Chpurina	Phone: + 375-2340-20272
Svetlogorsk	ul. Lenina 45a Svetlogorsk 247400	Gahna Akulich	Phone: + 375-2342-21793
Volkovysk	ul. Lelina 37 Volkovysk 231900	Tatyana Zhamoida	Phone: + 375-1512-27665

4 ARMENIA

4.1 Armimpex Bank

A Central office:

2, Nalbandian str.
Yerevan 375010

Contact Person:

Mr R. Sarkissian phone: + 374-2-589927
fax: + 374-2-565958

Bank charges: 1%

B Branches:

City	Address	Phone
Yerevan	46 Komitas Str. Yevevan 375051 RA	Phone: + 374-2-253001
Yerevan	77 Nar-Dos Str. Yevevan 375070 RA	Phone: + 374-2-571425
Yerevan	38 Bagratunyants Str. Yevevan 375106 RA	Phone: + 374-2-481511
Yerevan	6 David Malian Str. Yevevan 375095 RA	Phone:+ 374-2-628630
Ararat	13 Shahumian Str. Ararat 378333 RA	Phone:+ 374-41050
Artashat	26 Kharazian Str. Artashat 378240 RA	Phone:+ 374-43-23085
Gyumri	169 Shirakatsu Str. Gyumri 377518 RA	Phone:+ 374-37044
Sevan	8 Gortsaranayin Str. Sevan 378610 RA	Phone:+ 374-760-21937
Stepanakert	21 Yerevanian Str. Stepanakert 374430	Phone:+ 374-51663
Vanadzor	20 Tigran Mets Str. Vanadzor 378200 RA	Phone: + 374-21937

5 KAZAKHSTAN

5.1 Halyk Savings Bank of Kazakhstan

A Almaty branch

26 Masanchi str
Almaty 80083

Contact person: Mrs Saule Dgoldybaeva

phone: + 7.3272.5..377
fax: + 7.3272.509994

Bank charges: 0.5 %

6 GEORGIA

6.1 Bank of Georgia

A Central office

Pushkin str. 3
Tbilisi 380007

phone: + 7 8832 98 32 59 or 98 32 68

Bank charges: 0.9 %

B Branches:

City	Address	Contact person	Phone/Fax
Publ. Serv. Dept. n° 1	Leselidze str. 7 Tbilisi 380007	David Bezhiashvili	Phone: + 7 8832 99 92 47 Fax: + 7 8832 99 50 47
Publ. Serv. Dept. n° 2	Leselidze str. 22 Tbilisi 380007	Merab Akhvlediani	Phone: + 7 8832 996391/985941 Fax: + 7 8832 98 59 41
Publ.Serv.Dept.n°3	Rustaveli ave. 8 Parliament	Lasha Chichinadze	Phone: + 7 8832 92 02 67
Mtatsminda branch	Marjanishvili str. 28 Tbilisi 380002	Levan Meparishvili	Phone/Fax: + 7 8832 95 22 68
Mtatsminda branch 2	Tabukashvili str. 38 Tbilisi 380008	Georg Ukhurgunashvili	Phone: + 7 8832 98 81 67 Fax: + 7 8832 99 04 07
Chugureti branch	Akhaltzikhe str. 2 Tbilisi 380002	Nana Gagua	Phone: + 7 8832 95 13 76 Fax: + 7 8832 95 88 60
Vake branch	Nutsubidze str., 221 Tbilisi 380086	Vasili Dzotsenidze	Phone: + 7 8832 93 91 04 Fax: + 7 8832 93 91 04
Vake branch 2	Chavchavadze ave. 40 Tbilisi 380086	Michael Babunidze	Phone: + 7 8832 22 61 33
Saburtalo branch	Bulachauri str. 1a Tbilisi 380060	Tengiz Mchedlishvili	Phone: + 7 8832 37 65 97 Fax: + 7 8832 37 28 58
Isani branch	Ketevan Tsamebuli str. 90 Tbilisi 380044	Tengiz Gaboshvili	Phone: + 7 8832 74 26 38 Fax: + 7 8832 74 21 81
Gldani branch	Vekua str. Gldani 'A' m/r 48 Tbilisi 380119	David Rtveliashvili	Phone: + 7 8832 62 55 41 Fax: + 7 8832 94 31 02
Nadzaladevi branch	Chargali str. 52 Tbilisi 380092	Mamuka Sulamanidze	Phone/Fax: + 7 8832 61 88 19
Didube branch	Tsereteli ave. 140 Tbilisi 380054	Avtandil Sanikidze	Phone/Fax: + 7 8832 34 21 21
Kutaisi	Pushkin str. 13 Kutaisi 384000,	Gigla Benidze	Phone: + 7 8823 15 38 41 Fax: + 7 8823 14 20 28
Batumi	Memed Abashidze Bld 25 Batumi 384500	Irakli Kartvelishvili	Phone: + 7 8822 27 16 21 Fax: + 7 8827 16 22
Poti	26 Maisi str., 7 Poti 384690	Zaza Gvazava	Phone: + 7 8829 35 63 28
Gori	Ertoba str. 2 Gori 383500	Tamaz Maisuradze	Phone: + 7 8827 02 53 16
Rustavi	Baratashvili str. 8 Rustavi 383040	David Bolotauri	Phone: + 7 8824 12 47 02
Telavi	Kavkasioni str. 33 Telavi 383339	Lali Vardoshvili	Phone: + 7 8825 03 37 63
Zugdidi	Cheluskineli str. 1 Zugdidi 383700	Otar Jaiani	Phone: + 7 8821 52 60 24

City	Address	Contact person	Phone/Fax
Akhaltzikhe	Tabukashvili str. 40 Akhaltzikhe 383750	Nino Ptskialadze	Phone: + 7 8826 52 29 72
Gurdzhaani	Noneshvili str. 12 Gurdzhaani 383300	Amiran Gogidze	Phone: + 7 8825 32 34 60 Fax: + 7 8825 32 34 60
Khashuri	Dzneladze str. 2 Khashuri 383650	Besarion Khachidze	Phone: + 7 8826 82 01 83

6.2 United Georgian Bank Corporation

Contact persons:

Mrs Ketii Kiria
Mrs Natia Bagrationi
Mrs Lika Dzneladze

phone: + 99532 98 96 87

fax: + 99532 99 91 39

Bank charges: 0.9 %

City	Address
Tbilisi regional branch	14 G Chanturia Str. Tbilisi 380008
Isani branch	10 Ketevan Tsamebuli Str. Tbilisi 380003
Krtsanisi branch	4 K. Leselidze Str. Tbilisi 380007
Saburtalo branch	21 Vaja-Pshavela Ave. Tbilisi 380060
Didube branch	15 Tamar Mepe Str. Tbilisi 380012
Poti branch	14 Liepaia Str. Poti 384690
Mtskheta regional branch	29 D. Agmashenebeli Str. Mtskheta 383400
Rustavi regional branch	38 Rustaveli Str. 383040 Rustavi
Zugdidi regional branch	7 M. Kostava Str. Zugdidi 384700
Kutaisi regional branch	35 Z. Paliashvili Str. Kutaisi 384000
Gori regional branch	4 Stalini Str. Gori 383503
Akhalzikhe regional branch	8 Iadze Str. Akhalzikhe 383750
Gurjaani regional branch	10 Sanapiro Str. Gurjaani 383800

**Payment Request for
INTAS Young Scientist Fellowship**

Please complete the information below in English, in capital letters or with a typewriter/PC. The form must be submitted IN ORIGINAL to INTAS, Finance Manager, 58/8, avenue des Arts, B-1000 Brussels, Belgium.

Grant Reference Number:

1 Full identity of the beneficiary:

Family Name:
First Name:
Patronic Name:
Private Address:

Date of Birth:
Passport Number¹:

2 Name and address of the bank to which the transfer must be executed:

2.1 Bank account number (if applicable)²:

2.2 Amount to be transferred: _____ EUR

2.3 Currency of transfer (if other than EUR)³:

.....
(date)

.....
(signature of the grant holder)

¹ Internal passport. If you decide to use Bank Austria, please note that the bank needs the date and place of issue of your passport.

² If the Grant holder does not have an own account but wishes to have the grant transferred to the NIS, check the INTAS guidelines for the transfer of funds to the NIS. INTAS could also transfer the grant to any of the NIS banks indicated therein, whereby the respective amount might be paid "over the counter" upon presentation of the Grant holders passport. See guidelines in www.intas.be or ask for a copy.

³ Reserved to INTAS.

