

# Procedures for submitting a claim for Property Compensation



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## 1. What is the compensation scheme?

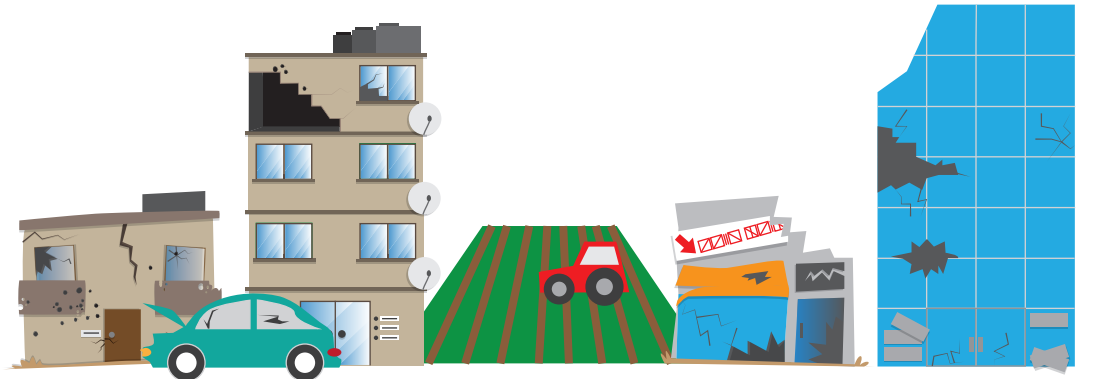
Iraqi Compensation Scheme is based on Law 20 of 2009, Law 57 of 2015 (first amendment) and Law 2 of 2020 (second amendment) which aims to compensate all war-affected victims, including compensation for damaged/destroyed property.

There are five categories eligible for compensation as per Law 20 of 2009, Law 57 of 2015 and Law 2 of 2020 are:

- 1) Martyrdom, missing, kidnapping, citation, loss or injury person;
- 2) Persons with disabilities as a result of war;
- 3) Injuries that require medical treatment;
- 4) Damaged property;**
- 5) Disadvantages relevant to job or education.

## 2. What property can I file a claim for?

Based on the above-mentioned laws, you are entitled to compensation for the following properties: house, land, farming land, shops, company or vehicle.

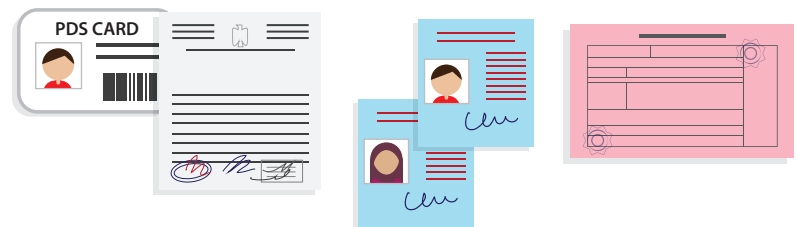


## 3. Am I eligible to be compensated for my property?

If you are the owner of any of the above property categories or a member of his/her family (spouse, heirs, siblings, parents or any person with legal authority), you are eligible to the Iraqi Compensation Scheme based on Article 1 of Law 57.

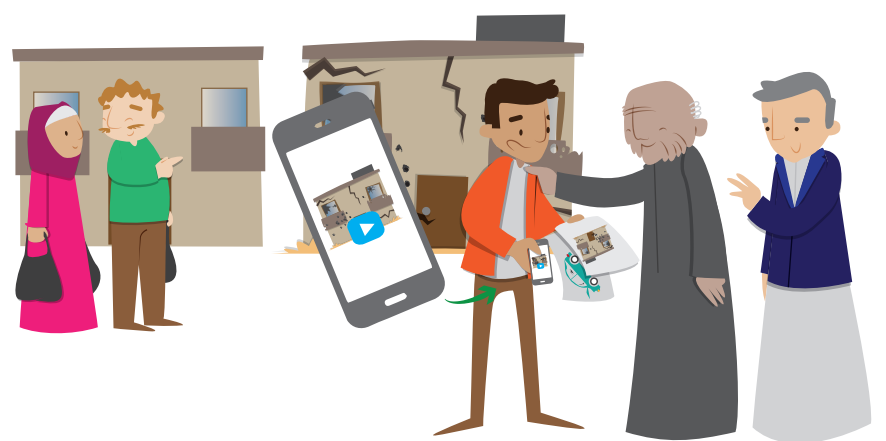
## 4. What documents are needed to submit the claim?

- **Any of the following identification documents**
  - National Identification Card, Unified Card, Civil Status Card, Certificate of Citizenship
  - Residence Certificate Card



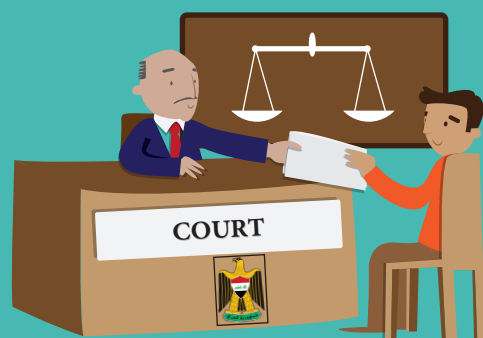
- **Evidence to prove the damage on the property, including any of the following items:**

- Pictures, Video, Narrative or evaluation report of the damages issued by humanitarian actors, Mukhtar's report on the damages, Neighbour's statement as a witness of the damage



## 5. Where can I submit the compensation claim for my property?

There are many compensation offices established across the governorates (usually located at the court premises our governorate offices).



## 6. What is the procedure to submit the claim for property compensation?

**6.1) Obtain and fill in the application form (Property Proof Form). The Property Proof Form should explain details when, what and nature of damages along with evidence and proof of damages.**



**6.2) Proof Form, you will be asked to submit a copy of your ID and property ownership documents (tapoo/title deed) to prove your ownership of the said property.**



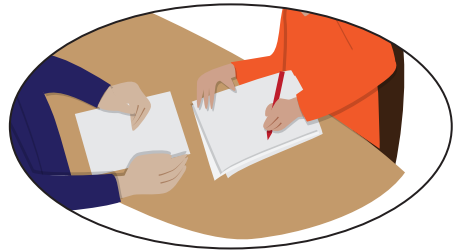
**6.3) Your application will be forwarded to the police station so that they can investigate and verify your statement related to property damages. The police station may contact you during this process to set up an appointment for security clearance.**



**6.4)** Your case will be forwarded to the Evaluation Expert to assess/evaluate your damages/destruction to your property and then Evaluation Expert will let you know about the visit to your property.



**6.5)** You will be provided with the Damage Count Form. Prior to finalizing and submitting the Damage Count Form, you will have to sign a document stating that you did not submit any request for compensation previously related to your property, which will be offered to you by Compensation Sub-committee.



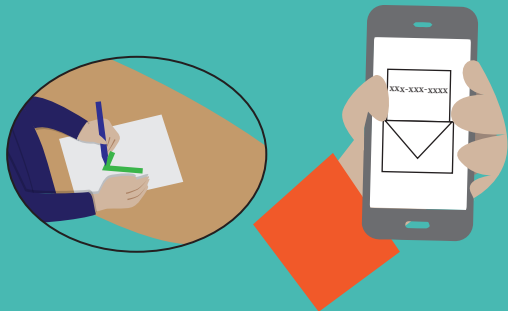
**6.6)** A Judicial Expert will assess the Damage Count Form and will submit the Form to the administrative office of the Compensation Sub-committee.

**6.7)** After a full review of your case, the administrative office will forward your completed file to Compensation Sub-committee to certify the above and issue a recommendation (if your claim is successful and indicate the corresponding value in the decision.

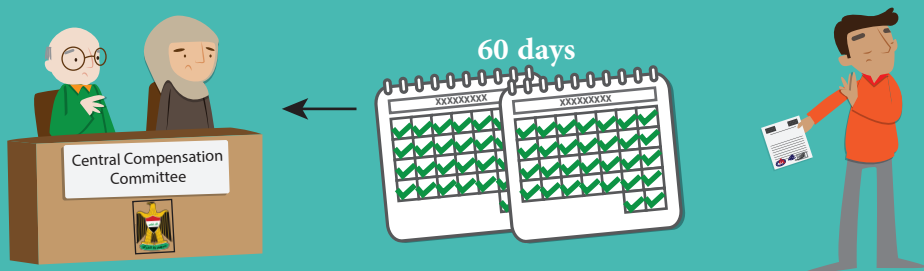


**6.8)** If you are satisfied with the decision regarding the amount your case will be forwarded to the Central Compensation Committee for final approval.

**6.9)** Once your claim is approved, you will receive a letter with a reference claim number stating that you are eligible for compensation of your property.



**6.10)** Should you not be satisfied with the amount of money to be compensated, you have 60 days to appeal to the Central Compensation Committee to challenge their initial decision by submitting an appealing form to the Central Compensation Committee.



**6.11)** Central Compensation Committee will review the additional evidence or explanation provided by you and will decide accordingly.



**6.12)** If you are not satisfied with the second decision, you can appeal to the Supreme Administrative Court by filing an appeal form, within 30 days from the date of notification of the decision. The decision made by the Supreme Administrative Court will be the final decision and you will not be able to appeal further.



**6.13)** When all legal remedies are consumed, your case will be forwarded to Ministry of Finance for financial disbursement, once the funds are dispersed.



**7. How will the damages/destruction of my property be verified?**

Once your claim has been submitted, an Evaluation Expert will be assigned by the Compensation Sub-Committee to assess damages of your property.



**8. Can I seek legal aid to submit the claim for compensation?**

HLP partners have specialized lawyers on housing, land and property rights, who are ready to help you to submit your claim for compensation.



**9. How much would legal aid cost me?**

HLP partners will provide all legal services to you for free. You will not be charged for any legal services provided to you through HLP partners.

**10. When can I initiate the procedures?**

You can start your procedures immediately. We can put you in contact with the organizations that provide legal services and they will guide you on how to initiate your case.

**11. Where and how can I contact them?**

You may contact them in the below phone numbers, email or you can directly visit them to the office.

**Iraq Information Center (IIC)**

**Telephone (toll free): 80069999**

**UN-Habitat (Mosul only)**

**Khulood Hussein (Legal Advisor)**

**Mobile: 07704161808**

