

GARANT INFORMATION AND LEGAL SUPPORT SYSTEM

GARANT System: Regularly updated personal information and legal set generated by the user from the common databank more than 2.5 million documents in volume.

Operative information on the changes in legislation: Personal daily news-reel PRIME, hot documents and news of the bodies of power at www.garant.ru.

On-Line legal support:

User support Hot Line: Operative solving of problems of work with the system, finding rare legal acts to personal requests.

Legal advice: Advice in writing on legal issues through GARANT System interface.

All-Russia on-line workshops: Opportunity to participate while being in your own city in a workshop of a leading specialist transmitted from Moscow, get replies to the questions of interest for you.

Publications for clients: Reviews of legislation, legal advice, useful information on GARANT System products and services on the pages of *Vesti Garanta*, *Grani Garanta* and *Grani Garanta. Sovety Razrabotchika*.

Professional journals: Subscription to the journals published by the company: *Actualnaya Bukhalteriya*, *Arbitrazhnoe Pravosudie v Rossii*, *Zakonodatelstvo*, heralds of the federal arbitration courts of districts.

Learning: Advice and methodology materials on efficient use of GARANT System permitting to get the professional user certificate.

Technical support: Solving technical problems of operation of GARANT System.

GARANT SYSTEM PLATFORM F1 EXPERT

SOLVING PRACTICAL TASKS.

RUSSIAN ASSOCIATION OF LEGAL INFORMATION GARANT

Hot Line
+7 495 647 6238



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DEAR USER!

Thank you for the use of GARANT System Platform F1 EXPERT in your work!

This booklet will be your good assistant when you look for answers to questions of interest for you and master the main tips of work with legal information.

It will help you master the features of GARANT System Platform F1 EXPERT and will be useful to both experienced users and beginners.

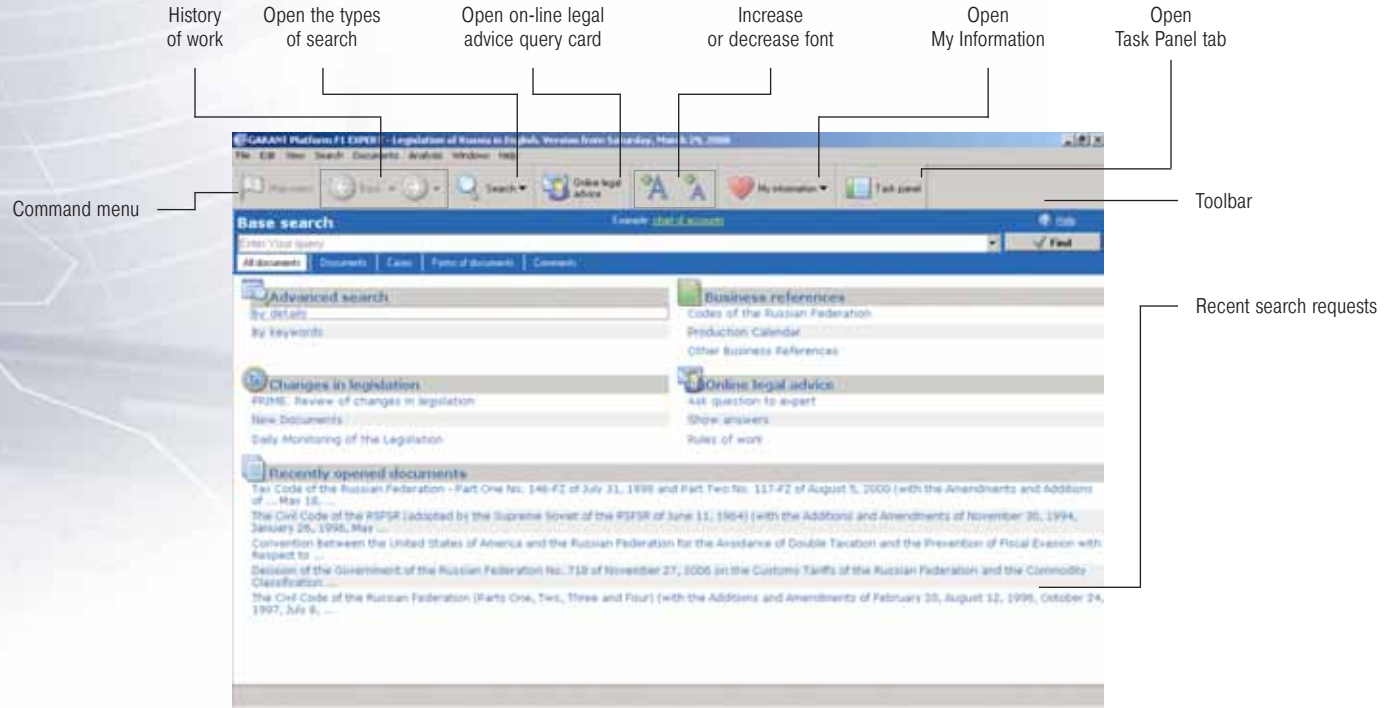
It describes in detail practical situations you often encounter in your work with legal information.

To master your work with GARANT System Platform F1 EXPERT on a professional basis and improve productivity of your work, we suggest that you undergo a course of training.

On the issues of work with GARANT System Platform F1 EXPERT, apply to your servicing organisation.

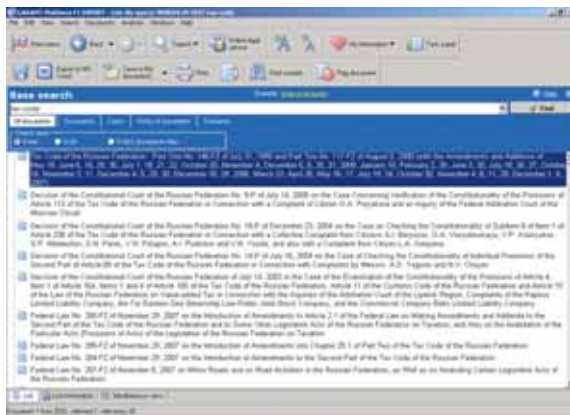
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MAIN ELEMENTS OF THE INTERFACE





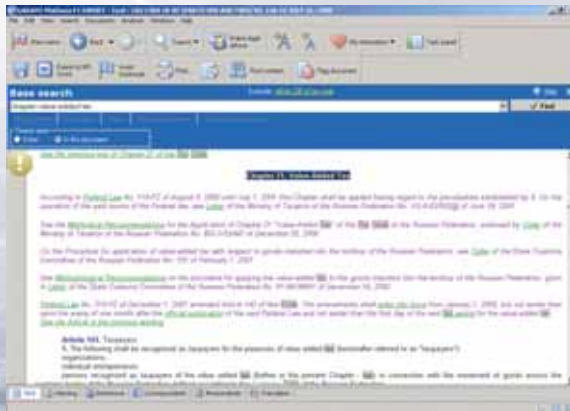
FINDING QUICKLY DOCUMENTS BY FILLING ONLY ONE LINE

To find documents quickly and easily,
use GARANT System **Base Search**.



EXAMPLE 1 LET US FIND THE TAX CODE

1. Open the Main Menu by pressing the button  on the toolbar.
2. In the **Base Search** field, enter *tax code*.
3. Press the button .
4. The first document of the obtained list will meet your request.



EXAMPLE 2

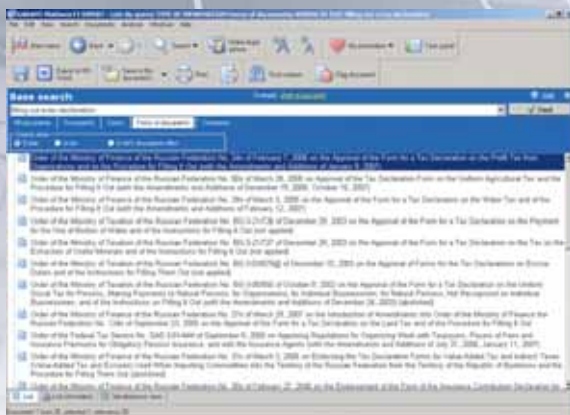
LET US FIND CHAPTER OF THE TAX CODE OF THE RUSSIAN FEDERATION PERTAINING TO THE VALUE ADDED TAX

1. Open the Tax Code.
2. In the **Base Search** field, enter *chapter value added tax*.
3. Select the tab **In this document** under the search string and press the button .

Enter words and expressions completely, without abbreviations. To your request, you will find documents containing an exact match of the word you entered.

To find all words beginning with the characters you entered, add an asterisk in the end. For example, if you enter "tax*", you will find documents containing the words "taxes", "taxation", "taxable".

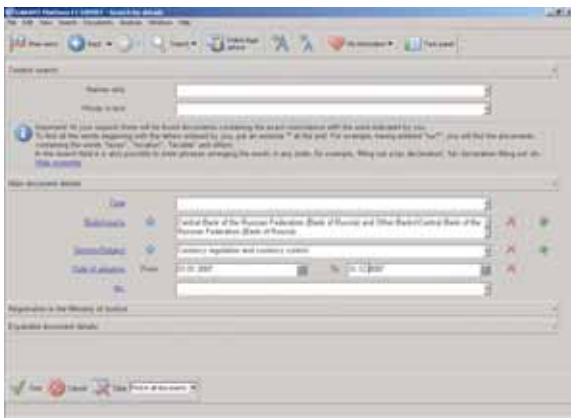
In the search field, you may enter phrases in any word order, for example, "filling out a tax declaration" etc.



NOTES

To select the type of information, press the necessary tab under the search string: **Documents, Cases or Forms of documents**.

FINDING A DOCUMENT IF YOU KNOW SOME DETAILS (NUMBER, NAME, DATE, BODY OF POWER HAVING ISSUED IT OR OTHER INFORMATION)





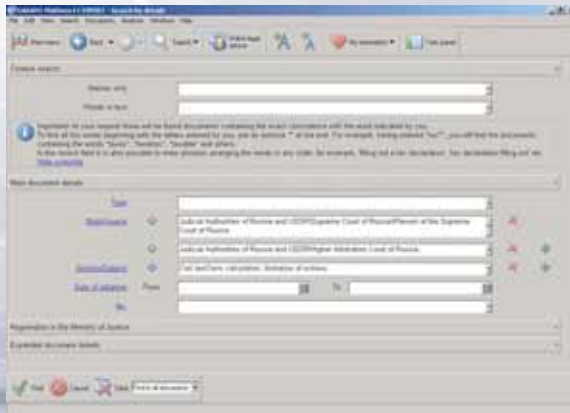
Use **Search by Details**.

Enter details you are completely sure of. For an efficient search, it is enough to fill one to three fields of the query card.

EXAMPLE 1





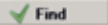
LET US FIND THE DOCUMENTS OF THE CENTRAL BANK OF THE RUSSIAN FEDERATION FOR THE YEAR 2007 PERTAINING TO CURRENCY REGULATION AND CURRENCY CONTROL

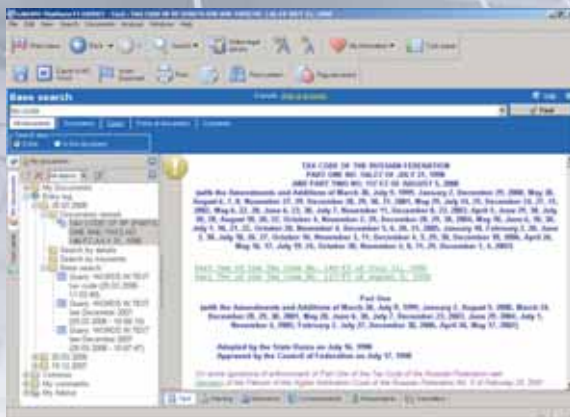
1. After pressing the button  on the toolbar, select item **Search by Details** or press the key [F7].
2. In the query card that appears, field **Body/Source**, enter **Central Bank** and select **Central Bank of the Russian Federation (Bank of Russia) and Other Banks/Central Bank of the Russian Federation (Bank of Russia)**.
3. In the field **Section/Subject**, enter **currency regulation** and choose from the list of subjects **Currency regulation and currency control**.
4. In the line Date of Adoption, field **From**, enter **010107**, in the field **To**, enter **311207** and press .
5. A list of searched documents will appear in front of you.




EXAMPLE 2

LET US FIND JOINT DECISIONS OF THE PLENUM OF THE SUPREME COURT OF RUSSIA AND THE HIGHER ARBITRATION COURT OF RUSSIA ON THE PERIOD OF LIMITATION

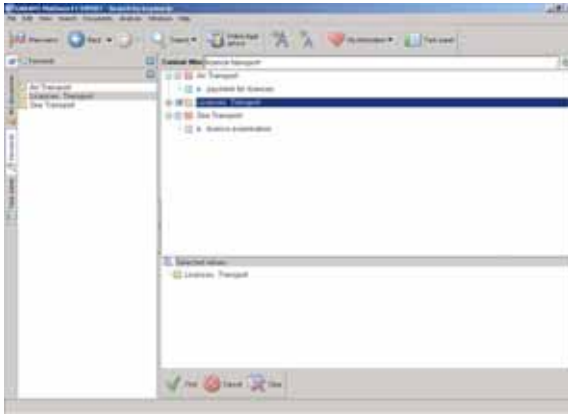
1. After pressing the button  on the toolbar, select item **Search by Details** or press the key [F7].
2. In the field **Body/Source**, enter *Plenum supreme* and select **Judicial Authorities of Russia and USSR\Supreme Court of Russia\Plenum of the Supreme Court of Russia**.
3. On the right of the field **Body/Source**, press .
4. In the field that appears, enter *Higher Arbitration* and select **Judicial Authorities of Russia and USSR\Higher Arbitration Court of Russia**.
5. With a click of the mouse on the sign  on the left of the field **Body/Source**, set the logical condition **AND** .
6. In the field **Section/Subject**, enter *limitation of actions* and select the subject **Civil law\Term calculation, limitation of actions** and press .



NOTES

You can use the **Work Log** for a quick access to the earlier opened documents and available search requests. It saves viewed documents and search requests for the recent 10 days of your work with GARANT System by default. To open the **Work Log**, press the button  and select the necessary item.




WHAT TO DO IF YOU DO NOT KNOW WHICH DOCUMENTS CONTAIN ANSWERS TO YOUR QUESTIONS

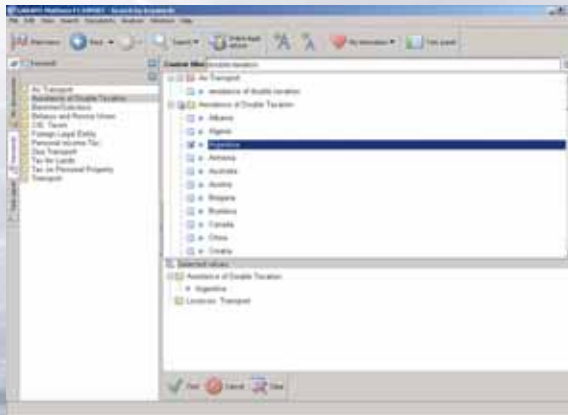


Use **Search by Keywords**. Use usual terms to formulate the questions and enter the beginnings of the words in the context filter field in any word order. As a result, all situations with the names matching the entered text will be present in the system Main Window.

EXAMPLE 1




LET US FIND DOCUMENTS PERTAINING TO LICENSING IN THE SPHERE OF TRANSPORT

1. In the Main Menu  section **Advanced Search**, select item **By keywords** or press the key [F5].
2. In the field , enter *license transport*.
3. Mark with the sign pertinent situation as shown in the picture and press the button .
4. With the double click of the mouse, open the necessary document from the available list. You will see the text fragment containing the answer to your request.




EXAMPLE 2

LET US FIND AGREEMENTS ON AVOIDANCE OF DOUBLE TAXATION CONCLUDED BY THE RUSSIAN FEDERATION

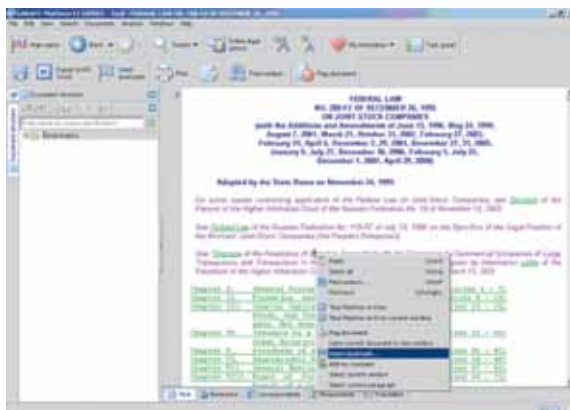
1. After pressing the button  on the toolbar, select item **Search by Keywords** or press the key [F5].
2. In the context filter field , enter *double taxation*.
3. Open folder **Avoidance of Double Taxation**. Mark with the sign the country you need.
4. Press the button .

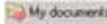


NOTES

While working with lists, you can use the tab  **Simultaneous view** to view the texts and references for the documents available in the Additional Window.




FINDING INSTANTLY DOCUMENTS AND LISTS YOU USE OFTEN IN YOUR WORK

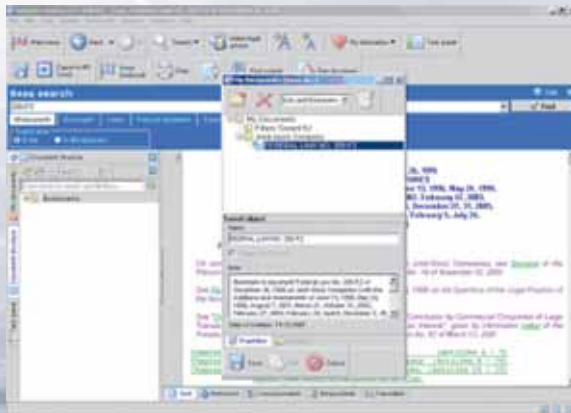


To provide quick access to documents and lists you need, save them in folder  of GARANT System. Use bookmarks in any part of the document, as well as save document lists. The saved bookmarks and document lists may be supplied with own remarks.

EXAMPLE 1

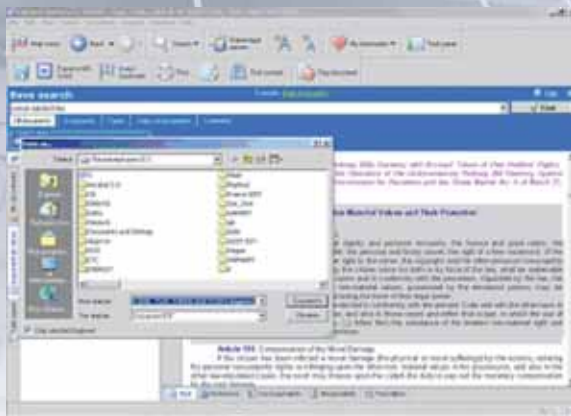
LET US SAVE THE FEDERAL LAW NO. 208-FZ OF DECEMBER 26, 1995 ON JOINT-STOCK COMPANIES

1. After pressing the button  on the toolbar, select item **Base Search** or press the key [F4].
2. In the **Base Search** field, enter **208-FZ** and press .
3. Open the Federal Law No. 208-FZ of December 26, 1995 on joint-stock companies.
4. Insert bookmark in the opened document by pressing the button  on the toolbar or select **Insert Bookmark** in the shortcut menu opened with the click of the right mouse button.




5. In the window that appears, create new folder by pressing the button , name it **Joint-stock Company** and press the button .
6. In the window **My documents (Save as...)**, field **Name**, enter **Federal law No. 208-FZ** and press the button .
7. In folder , you will have an enclosed folder **Joint-stock Company** containing the saved bookmark **Federal law No. 208-FZ**. Open this document with the double click of the mouse on the bookmark. The bookmark sign  will appear on the margins of the document text.

Folder  is also used to save requests, filters and document lists.



NOTES

To save document fragment in file, select it with your mouse and press the button  on the toolbar. In the window that appears, indicate the directory to save the document.


ANALYSING QUICKLY THE LINKS OF THE DOCUMENT OR PART THEREOF WITH THE REST OF THE LEGISLATION

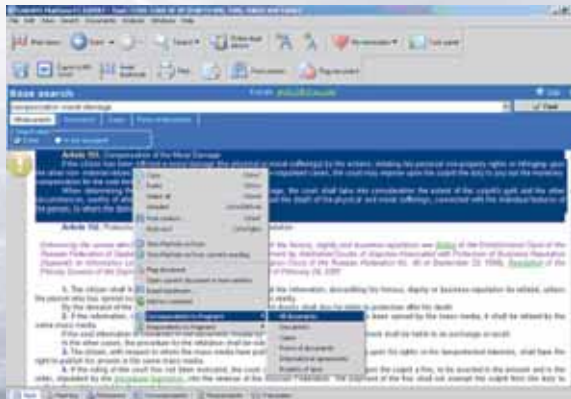


Use the functions of **Respondents** and **Correspondents** to generate the links of the opened document. You can build these lists to the entire document and a fragment selected in it with a detailed view by such types of legal information as judicial practices, normative acts of the bodies of power, document forms and international treaties.

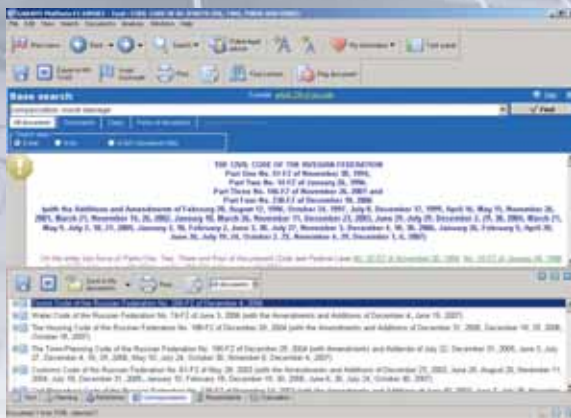
EXAMPLE 1

LET US FIND DOCUMENTS PERTAINING TO REIMBURSEMENT OF MORAL DAMAGE

1. In the **Base Search** field, enter *compensation moral damage* and press the button .
2. The first document of the obtained list will meet your request. Open the Civil Code of the Russian Federation.



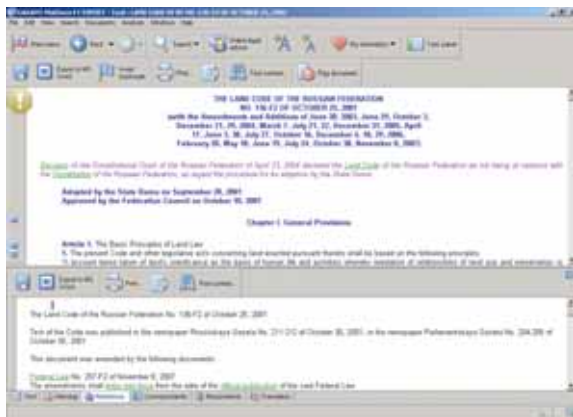
3. Select Article 151 of the Civil Code and press the right mouse button. In the menu that appears, select item **Correspondents to fragment**, and then item **All documents**.
4. All found documents contain references to Article 151 of the Civil Code.



NOTES

To build the links to the whole document, not only fragment, open the tab **Correspondents** at the bottom of the window with the document text.


FINDING OUT ABOUT AMENDMENTS TO THE DOCUMENT AND OPENING IT IN THE RUSSIAN LANGUAGE

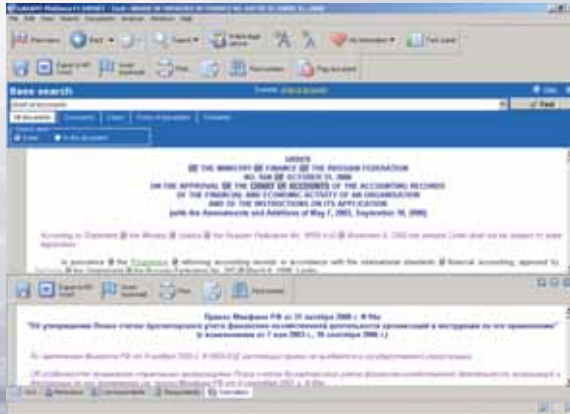


Each normative document is supplied with a **Reference**. It reports where and when the given document was published officially, what amendments were made to it, provides other information on the document powers. For opening the Russian text click tab **Translation** at the bottom of the window with the document text.

EXAMPLE 1


ОПРЕДЕЛИМ, В КАКОМ ПОРЯДКЕ ИСЧИСЛЯЛСЯ СРЕДНИЙ ЗАРАБОТОК В МАЕ 2006 ГОДА

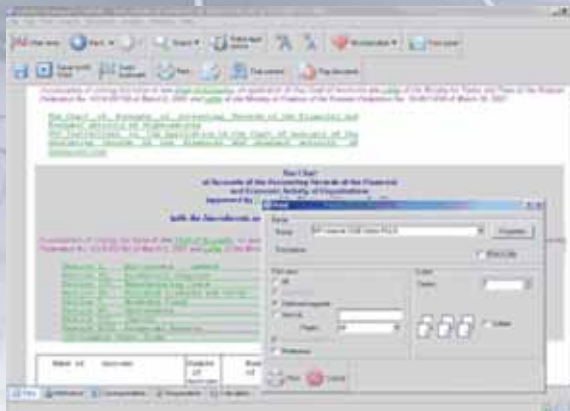
1. In the **Base Search** field, enter *land code* and press the button .
2. Open the Land Code of the Russian Federation.
3. HOpen the tab Reference at the bottom of the window with the document text and select section This document was amended by the following documents:




EXAMPLE 2

LET US FIND THE CHART OF ACCOUNTS IN THE RUSSIAN LANGUAGE

1. In the **Base Search** field, enter *chart of accounts* and press the button .
2. In the list that appears, select the Order of the Ministry of Finance of the Russian Federation No. 94n of October 31, 2000 on the endorsement of the chart of accounts of financial and economic activities of organisations and its application instruction. Open this document with the double click of the mouse.
3. Open the tab **Translation** at the bottom of the window with the document text.

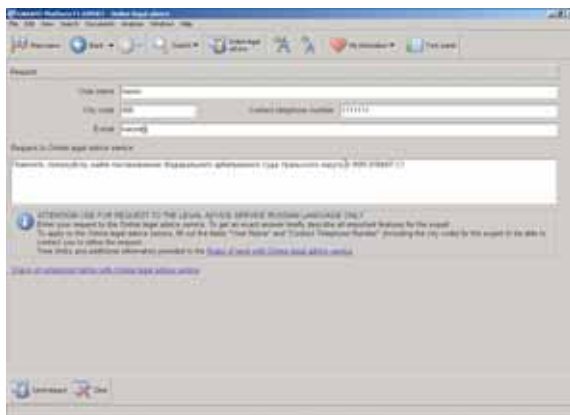


NOTES

To print document fragment, select it with the mouse and press the button  on the toolbar.



GETTING PERSONAL ADVICE ON A LEGAL ISSUE

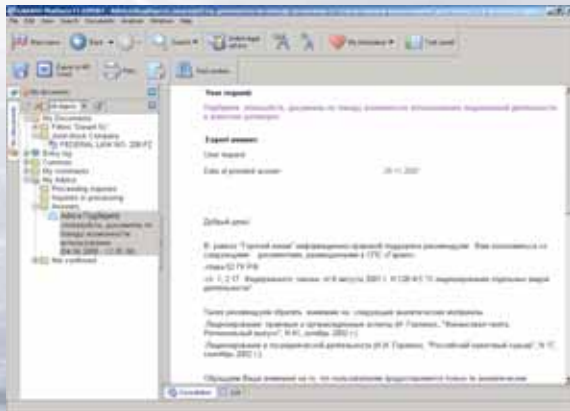
Use the **on-line legal advice** service – the feature providing access to the Hot Line of user information and legal support. In the framework of the **Hot Line**, you can get operative aid on the your work with GARANT System, as well as make a request to find rare legal acts.



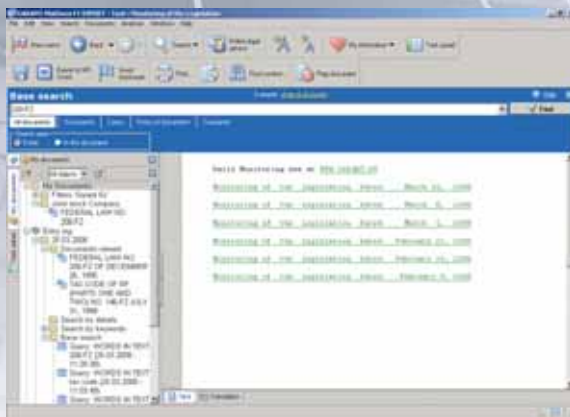
EXAMPLE 1

LET US USE THE HOT LINE SERVICE OF USER INFORMATION AND LEGAL SUPPORT


1. Open the Main Menu by pressing the button  on the toolbar.
2. Select item **Ask question to expert** of section **Online Legal Advice** or press the button  on the toolbar.
3. Fill in the fields **User name**, **City code**, **Contact telephone number** and, if you wish, e-mail.
4. Formulate the legal issue *in the Russian language* and enter it in the special window **Request to Online Legal Advice Service**.



5. The reply prepared by experts will be found in GARANT System in folder **My Advice/Answers**.
8. All requests are saved in GARANT System, and you can view your questions or expert replies any moment by opening the section **My Advice**.



NOTES

Latest changes in the legislation may be viewed in section **Changes of legislation** of the Main Menu . In this section, select item **Daily monitoring of the legislation**. In the list that opens, indicate the necessary date and open the appropriate review. To keep the track of the changes in the Russian legislation, subscribe to the free daily delivery of the monitoring by e-mail at www.garant.ru.

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