

## ANNEX VI –PART 1

### Model Financial statement Request for payment

Date of the request for payment <.....>

For the attention of  
<Address of the Contracting Authority Art. I.7.2>

Reference number of the Agreement: ...

Title of the Agreement: ...

Name and address of the Coordinator: ...

Request for payment number: ...

Period covered by the request for payment: ...

Dear Sir/Madam,

I hereby request payment of a second pre-financing/interim payment/balance<sup>1</sup> under the Agreement mentioned above.

The amount requested is [in accordance with Articles I.3 & I.5 of the Special Conditions of the Agreement/the following: ...]<sup>2</sup>

Please find attached the following supporting documents:

- a narrative progress report on the implementation of the *action* and a statement on the amount of the previous pre-financing instalment used to cover costs of the *action* (for second pre-financing )
- a narrative progress report on implementation of the action and an interim financial statement - for the period and consolidated over elapsed periods (for interim payments )
- a final narrative report on implementation of the action and a final financial statement - for the period and consolidated over the full duration of the action (for payment of the balance)
- a certificate on the financial statements and underlying accounts (for interim and or payment of the balance)<sup>3</sup>

The payment should be made to the following bank account:...<sup>4</sup>

Please when making the payment indicate the following communication: ...

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<sup>1</sup> Delete the option which does not apply.

<sup>2</sup> Delete the option which does not apply.

<sup>3</sup> Delete the items which do not apply.

<sup>4</sup> Indicate the account number as per Article I.6 of the Special Conditions of the Agreement. In the event of change of bank account, please request an amendment to the Agreement and complete a new identification form.

N.B.: 2<sup>nd</sup> pre-financing, Instalments of interim payments and final payments shall be made upon approval of the request for payment accompanied by a progress or final report (see Articles I.4 and I.5 of the Special Conditions of the Agreement).

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I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

<signature>

N.B.: 2<sup>nd</sup> pre-financing, Instalments of interim payments and final payments shall be made upon approval of the request for payment accompanied by a progress or final report (see Articles I.4 and I.5 of the Special Conditions of the Agreement).