

FORM FOR REQUESTING THE WAIVER OF A RECOVERY ORDER BY THE COMMISSION

1. BACKGROUND DATA

- a. National agency :
- b. Programme concerned:
- c. Reference of the COM-NA agreement concerned:
- d. LLP Sectoral programme/action – SocratesII - LdVII action or YiA action concerned:
- e. Case-handler in the National Agency :
 - i. Name:
 - ii. Position:
 - iii. Postal address:
 - iv. E-mail address:
 - v. Phone N°:

2. DATA ON THE WAIVER REQUESTED

- a. Contract reference of the decentralised action project concerned:
- b. Name of debtor:
- c. Original amount of the recovery order: €
- d. Amount of the proposed waiver: €

3. REASONS FOR THE PROPOSED WAIVER

- ☐ recovery impossible (inexistent or insolvent debtor)
- ☐ cost-effectiveness principle

Justification (explain):

Supporting documents (list the documents sent in annex):

4. STEPS OF THE RECOVERY PROCEDURE

- a. Date of the formal notification letter sent to the debtor and result:

- b. Date of the first reminder sent to the debtor and result:
- c. Date of the second reminder (registered letter) sent to the debtor and result:
- d. Further actions undertaken (if applicable):
 - i. Research in the commercial register:
 - ii. Research through databases:
 - iii. Research through Internet :
 - iv. Other:

5. LIST OF SUPPORTING DOCUMENTS

A copy of at least the following supporting documents has to be annexed to this request:

- a. Grant agreement and any amendments thereto signed between the NA and the beneficiary
- b. Proof of payments by the NA to the beneficiary
- c. Final report (*if applicable*)
- d. Formal notification letter sent to the debtor
- e. First reminder sent to the debtor
- f. Second reminder (registered letter) sent to the debtor
- g. Proof of the research undertaken by the NA (cf. copy/printout of documents in relation to 4.d. above)

Date:

Name of the legal representative of the NA:

Signature: