

ANNEX V

**Request for payment for grant Contract
European Community external actions**

[Date of the request for payment]

For the attention of

[address of the Contracting Authority]

[Financial unit indicated in the Contract]¹

Reference number of the grant Contract: ...

Title of the grant Contract: ...

Name and address of the Beneficiary: ...

Request for payment number: ...

Period covered by the request for payment: ...

Dear Sir/Madam,

I hereby request [a *pre-financing payment*/a *further pre-financing payment/payment of the balance*]² under the Contract mentioned above.

The amount requested is [as indicated in Article 4(2) of the Special Conditions of the Contract/the following: ...].³

Please find attached the following supporting documents:

- *signed Contract (for the first pre-financing payment)*
- *audit report if required by Article 15.6 of the General Conditions of the Contract*
- *financial guarantee if required by Article 15.7 of the General Conditions of the Contract*
- *technical and financial interim report (for further pre-financing payments)*
- *final implementation report (for payment of the balance).*⁴

The amount certified by the audit report to be deducted from the sum total of pre-financing under the contract is the following: ...

The payment should be made to the following bank account: ...⁵

Yours faithfully,

[signature]

¹ if the Contracting Authority is a headquarters service of the European Commission. Please do not forget to send a copy of this letter to the management unit and if appropriate to the Commission delegation mentioned in Article 5(1) of the Special Conditions of the Contract.

² Delete the two options which do not apply.

³ Delete the option which does not apply.

⁴ Delete the items which do not apply.

⁵ Give the account number shown on the financial identification form annexed to the Contract.

N.B.: Intermediate and final payments are subject to the approval of the corresponding report (see Article 15(1) of the General Conditions of contract).

ANNEX VI
Audit certificate for Grant Contract
European Community external operations

To be completed on the auditor's headed paper

[Date of audit certificate]

To
[address of Contracting Authority]

Reference number of grant Contract: ...
Title of grant Contract: ...
Name and address of Beneficiary: ...
Period covered by the audit certificate: ...

Dear Sir/Madam,

We have been appointed by the Beneficiary to audit the grant Contract referred to above in order to certify the accounts for the Action in accordance with Article 15(6) of the Contract. We confirm that we belong to an internationally-recognised supervisory body for statutory auditing. We have conducted out our audit in accordance with international auditing standards and the provisions of the Contract.

We hereby certify that the operation's accounts (income and expenditure) are faithful, reliable and supported by the appropriate supporting documents and that eligible expenditure, totalling ... (indicated in the annex to the certificate), has been incurred in accordance with the provisions of the Contract.

< Attach to the audit certificate a schedule based on the Budget for the Action, setting out for each item the initial budget, any amounts certified by earlier certificates, the amounts certified under this certificate and the total amount certified at the date of the certificate. >

Payment of the following costs was requested but their amount is not certified in this certificate ¹ :

Description	Amount < EUR >	Reason for non certification

[Name and signature]

¹ This paragraph will be inserted, where applicable, only in the audit certificates relating to the payment of the balance.

NB: Any new pre-financing payments and payment of the balance are subject to approval of the relevant report (see Article 15(1) of the General Conditions of the Contract).

ANNEX VII

Specimen financial guarantee for the repayment of pre-financing

To be completed on paper bearing the letterhead of the financial institution

For the attention of
 [Address of the Contracting Authority]
 [Financial Unit mentioned in the Contract]
 referred to below as the "Contracting Authority"

Subject: Guarantee No ...
 Financial guarantee for the repayment of pre-financing payable under Grant
 Contract [Contract number and title] (please quote number and title in all
 correspondence)

We the undersigned, [name and address of financial institution] hereby irrevocably declare that we guarantee as primary obligor, and not merely as a surety, on behalf of [name and address of the Beneficiary], hereinafter referred to as "the Beneficiary", payment to the Contracting Authority of [amount of the pre-financing in euros], this amount representing the guarantee referred to in Article 15(7) of the grant contract [Contract number and title] concluded between the Beneficiary and the Contracting Authority, hereinafter referred to as "the Contract".

Payment shall be made without objection or legal proceedings of any kind, upon receipt of your first written claim (sent by registered letter with confirmation of receipt) stating that the Beneficiary has not repaid the pre-financing on request or that the Contract has been terminated for any reason whatsoever. We shall not delay the payment, nor shall we oppose it for any reason whatsoever. We shall inform you in writing as soon as payment has been made.

We accept notably that no amendment to the terms of the Contract agreed between the Contracting Authority and the Beneficiary can release us from our obligation under this guarantee. We waive the right to be informed of any change, addition or amendment to the Contract.

We note that the guarantee will be released 45 days at the latest after the first of the following events:

- when the sum total of pre-financing under the Contract, after any clearance in accordance with Article 15(6) of the General Conditions of the Contract, is once again less than EUR 1 million;
- when the balance provided for in the Contract has been paid.

The law applicable to this guarantee shall be that of [name of the Member State of the European Union in which the financial institution issuing the guarantee is established]. Any dispute arising out of or in connection with this guarantee shall be referred to the courts of Brussels.

This guarantee shall come into force and shall take effect upon its signature.

.....
 (Date a place of signing)

.....
 (Signature)¹

¹ The name(s) and position(s) of the persons signing on behalf of the guarantor must be shown in printed characters.