

NDICI-GEO-NEAR/2024/458-019

Letterhead from the Beneficiary (Coordinator)

## **ANNEX V**

**Request for payment for grant contract**

**European Union external actions**

Letterhead from the Beneficiary (Coordinator)

**Request for payment for grant contract  
European Union external actions**

<Date of the payment request >

For the attention of

<address of the contracting authority>

<Financial unit/section indicated in the contract  
><sup>1</sup>

Reference number of the grant contract:

Title of the grant contract:

Name and address of the coordinator:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request [a further pre-financing payment] [payment of the balance] under the contract mentioned above.

The amount requested is <according to the option indicated in Article 4(1) of the special conditions of the contract/the following: ...>.

Please find attached the following supporting documents:

- detailed breakdown of expenditure (if required by Article 15.7 of the general conditions of the contract)
- narrative and financial interim report (for further pre-financing payments)
- a forecast budget for the subsequent reporting period (for further pre-financing payments)
- narrative and financial final report (for payment of the balance)
- expenditure verification report (for payment of the balance).

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<sup>1</sup> Please do not forget to send a copy of this letter to the entities mentioned in Article 5(1) of the special conditions of the contract, if any.

Letterhead from the Beneficiary (Coordinator)

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the contract<sup>2</sup>>

***Declaration on honour***

***I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.***

***I hereby certify that the costs declared have been incurred in accordance with this contract and that they can be considered as eligible in accordance with the contract.***

Yours faithfully,

< Signature >

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<sup>2</sup> In case a different bank account has to be used a new financial identification form has to be timely submitted.