Annex 7: Model Payment Request

**Payment Request**

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| Cooperation Development Support Agreement No. | | |  | | |
| 1. **Information on the Beneficiary (as per the registration document)** | | | | | |
| Full name of Beneficiary | | |  | | |
| NIP - Polish Tax Identification Number (PL) /  Organisation Number (NOR) | | |  | | |
| Predominant PKD code (PL) /  Predominant NACE code (NOR) | | |  | | |
| Country of registration | | | * the Republic of Poland * The Kingdom of Norway | | |
| City/Town/Locality | | |  | | |
| Street and building/premises no. | | |  | | |
| Postal code and post office | | |  | | |
| Website | | |  | | |
| 1. **Contact person** | | | | | |
| Full name | | |  | | |
| E-mail | | |  | | |
| Mobile phone | | |  | | |
| 1. **Financial data** | | | | | |
| Lump sum requested for payment in accordance with the actual number of trade missions organised (1,800 EUR or 3,600 EUR) | | | \_\_\_\_\_ EUR | | |
| The requested amount of actually incurred costs of admission tickets to the trade fair or fees for participation in the conference (up to the limit of 200 EUR for each completed trade mission)[[1]](#footnote-1) | | | for first trade mission: | | for second trade mission: |
| \_\_\_\_\_ EUR | | \_\_\_\_\_ EUR |
| I declare that the requested amount of actually incurred costs of admission tickets to the trade fair or fees for participation in the conference [[2]](#footnote-2): | | | * includes VAT, which constitutes an eligible expenditure in 100%, | | |
| * includes a part of VAT which constitutes an eligible expenditure in ... % (please type in the proper part), | | |
| * does not include VAT, which constitutes an ineligible expenditure. | | |
| I declare that the ineligible costs and costs exceeding the support limits set out in Clause 3.1 of the Cooperation Development Support Agreement have been covered from own resources. | | | | | |
| **Requested amount in total:** | | | **\_\_\_\_\_ EUR** | | |
| 1. **Information on Beneficiary bank account** | | | | | |
| Bank name | | |  | | |
| Bank account number | | |  | | |
| IBAN | | |  | | |
| BIC/SWIFT | | |  | | |
| 1. **Scope of activities executed** | | | | | |
| Subject areas of support to which cooperation development planned refers[[3]](#footnote-3) | | | * environmentally friendly technologies * innovation in marine or inland waters * technologies improving quality of life | | |
| Achieved objectives and results arising from participation in the trade mission.  Based on the description in part III of the Proposal for Cooperation Development Support, describe the activities:  a) the Meetings - at least 2;  b) contacts established; and  C) expected long-term effects, e.g. declarations of cooperation and indication of ways in which this cooperation will be continued in the indicated thematic area of support.  Please, provide the dates and formats (online / on-site) of participation in the trade fair or conference and the Event and the dates of the Meetings.  If any possible inconsistencies with the plans included in part III of the Proposal for Cooperation Development Support have arisen, their scope and causes as well as the remedial actions taken should be described. | | | | | |
| No. | Date | Name of the trade fairs or conference according to Annex 2 to the Call for Proposals | | | |
| 1 |  |  | | | |
| Description of activities carried out within the trade mission No. 1: | | | | |
|  | | | | |
| *If the Support is provided and 2 trade missions have been carried out, another, similar line (No. 2) should be added and similar information should be provided, i.e. the date and name of the trade fairs or conference and a description of the activities carried out.* | | | | | |
| 1. **In what form and with what communication tools did the Beneficiary inform the target groups of its information and promotion activities about the Cooperation Development Support received?** | | | |  | |
| 1. **Annexes to the payment request:** | | | | | |
| Boarding passes or other documents proving for each of the planned trade missions the fact that the business trip abroad (dates, route, destination) was made by persons travelling on behalf of the Beneficiary | | | | *Number of boarding passes / equivalent documents:* | |
| Copies of accounting documents (invoices or documents of equivalent probative value) together with proofs of payment confirming the actual costs of admission tickets to the trade fair or fees for participation in conferences (if applicable) | | | | *Number of accounting documents:* | |
| Beneficiary Trade Mission Participation Confirmations in accordance with the model included in Annex 8 to the Call for Proposals | | | | *Number of participation confirmations:* | |
| Other annexes or materials documenting the Meetings carried out (please indicate which ones): | | | | *Number of annexes:* | |
| *If additional annexes are needed, add another line.* | | | | | |

**I am applying for the Cooperation Development Support in the amount specified in section III of this payment request regarding the cooperation development, and I declare that the information contained in this payment request is consistent with the factual and legal status. At the same time, I confirm that the participants of the Meetings on the part of the Beneficiary acted on behalf of the Beneficiary.**

|  |  |
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| **Full name of the person authorised to represent the Beneficiary, function** |  |
| **Signature** |  |
| **Date** |  |

1. In the case of submitting accounting documents issued in a currency other than EUR, the Beneficiary will convert the value into EUR according to the monthly exchange rate of the European Commission applicable on the date when the cost was actually incurred, published on the InforEuro website (<ec.europa.eu/budg/inforeuro/index#!/convertor>). The risk of exchange rate differences is borne by the Beneficiary. [↑](#footnote-ref-1)
2. Please, leave one option that applies to the actual situation of the Beneficiary and strike through the others. [↑](#footnote-ref-2)
3. Strike through inappropriate options. [↑](#footnote-ref-3)