Annex 7. Template of the Payment Request

**Payment Request**

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| --- | --- | --- | --- | --- | --- |
| Number of cooperation development support agreement | | |  | | |
| 1. **Information about the beneficiary (as per the registration document)** | | | | | |
| Full name of beneficiary | | |  | | |
| Organisation number (NOR) | | |  | | |
| Predominant NACE code (NOR) | | |  | | |
| Country of registration | | | * Kingdom of Norway | | |
| City/Town/Locality | | |  | | |
| Street and building/premises number | | |  | | |
| Postal code and post office | | |  | | |
| Website | | |  | | |
| 1. **Contact person** | | | | | |
| Full name | | |  | | |
| Email | | |  | | |
| Mobile phone | | |  | | |
| 1. **Financial data** | | | | | |
| Lump sum requested to be paid as per the actual number of trade missions completed (EUR 1,800 or EUR 3,600) | | | EUR \_\_\_\_\_ | | |
| Amount claimed for payment of actual trade fair admission fees or conference participation fees (up to a limit of EUR 200 for each trade mission completed)[[1]](#footnote-1) | | | for the first trade mission: | | for the second trade mission: |
| EUR \_\_\_\_\_ | | EUR \_\_\_\_\_ |
| I declare that the amount requested for payment is the actual cost of trade fair admission tickets or the conference[[2]](#footnote-2) participation fee: | | | * includes VAT which is an eligible expenditure of 100%; | | |
| * includes a proportion of VAT which is an eligible expenditure of ... % (please state in which proportion); | | |
| * does not include VAT and is a non-eligible expenditure. | | |
| I declare that non-eligible costs and costs exceeding the limits for support set in Clause 3.1 of the cooperation agreement have been covered from my own funds. | | | | | |
| **Total amount requested to be paid:** | | | **EUR \_\_\_\_\_** | | |
| 1. **Beneficiary account details** | | | | | |
| Bank name | | |  | | |
| Account number | | |  | | |
| IBAN | | |  | | |
| BIC/SWIFT | | |  | | |
| 1. **Scope of activities completed** | | | | | |
| Subject areas of support to which development cooperation relates[[3]](#footnote-3) | | | * environmentally friendly technologies (green industry innovation) * innovation in marine and inland waters (blue growth) * technologies improving quality of life (welfare technologies) | | |
| Objectives achieved and results of participation in the trade mission.  On the basis of the description in Part III of the Proposal, describe the activities of:  (a) meetings, at least 2;  (b) the contacts established; and  (c) expected long-term results, e.g. declarations of cooperation made and an indication of how this cooperation will continue in the indicated area of support.  Provide the dates and forms (online/on-site) of participation in the trade fair or conference and the event, as well as the dates of the meetings.  If any inconsistencies have arisen in relation to the plans set out in Part III of the Proposal, describe their extent and the reasons for them, as well as the remedial action taken. | | | | | |
| No | Date | Name of trade fair or conference according to Annex 2 to the Call for Proposals | | | |
| 1 |  |  | | | |
| Description of the activities completed in trade mission 1: | | | | |
|  | | | | |
| *When support was granted and 2 economic missions were completed, add a similar row (No 2) and give similar information, i.e. date and name of the trade fair or conference and description of activities completed.* | | | | | |
| 1. **What form and communication tools did the beneficiary use to inform the target groups of its information and publicity measures about support received for cooperation development?** | | | |  | |
| 1. **Annexes to the request:** | | | | | |
| Boarding passes or other documents proving, for each of the trade missions planned, the business trip abroad (dates, route and destination) by the beneficiary’s persons taking the trip | | | | *Number of boarding passes/equivalent documents:* | |
| Copies of accounting documents (invoices or documents of equivalent probative value), together with proofs of payment, confirming that the costs of trade fair admission tickets or conference participation fees were actually incurred (if applicable) | | | | *Number of accounting documents:* | |
| Confirmation of the beneficiary’s participation in the trade mission, according to the template in Annex 8 to the Call for Proposals | | | | *Number of confirmations of participation:* | |
| Other attachments or materials documenting the meetings held (please indicate which): | | | | *Number of annexes:* | |
| *If additional annexes need to be provided, add another row* | | | | | |

**I request payment of the cooperation development support in the amount set in section III hereof and declare that the information contained herein is factually and legally correct. Furthermore, I confirm that the beneficiary’s participants in the meetings acted on behalf of the beneficiary.**

|  |  |
| --- | --- |
| **Full name and title of the person authorised to represent the beneficiary** |  |
| **Signed by** |  |
| **Date** |  |

1. If accounting documents are submitted in a currency other than EUR, the beneficiary shall convert them into EUR using the monthly exchange rate of the European Commission published on InforEuro website (ec.europa.eu/budg/inforeuro/index#!/convertor) applicable on the day the costs are actually incurred. The risk of exchange rate differences shall be borne by the beneficiary. [↑](#footnote-ref-1)
2. Leave one option which relates to the actual situation of the beneficiary and delete the other options. [↑](#footnote-ref-2)
3. Delete as appropriate [↑](#footnote-ref-3)