**LOGO ORGANISATION**

**ANNEX V**

**REQUEST FOR PAYMENT**

*Date of the request for payment:* xx/xx/xxxx

*For the attention of (Contracting Authority):*

Expertise France
73 rue de Vaugirard, 57006 Paris
FRANCE

***Reference number of the Agreement:*** **N°XXXXXXXXXXXXXX**

***Title of the Agreement:*** **Strengthening Resilience of Refugee Hosting Countries in Response to the Syrian and Iraqi Crisis**

*Name and address of the Organisation*:
Name of the organisation
Adresse of the organisation

*Request for payment number:* 1 (first pre-financing instalment)

Dear Sir/Madam,

I hereby request payment of the first pre-financing instalment under the Agreement mentioned above.

The amount requested is (as indicated in Article 4(1) of the Special Conditions of the Grant Agreement): USD xxxxx

Please find attached the following supporting documents:

- Agreement signed by both parties

The payment should be made to the following bank account:

*Account holder*: xxxxx
*Address of the account holder*: xxxxx
*Name of the Bank*: xxxxx
*International Bank Account Number (IBAN):* xxxxx
*Bank Identifier Code (BIC):* xxxxx

Please when making the payment indicate the following communication: *inception phase QUDRA 2* - 19SSE0C039

I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

NAME, Surname
Function
Signature

**LOGO ORGANISATION**

**Schedule of financial requirements for the entire term of the contract from to**

*Please enter the financial requirements as agreed under article 4.1 of the contract in the contract currency*

| **Budgetline**<br>(according to Annex III of the contract) | **Financial requirements**<br>**Month 1**<br>**€** | **Financial requirements**<br>**Month 2**<br>**€** | **Financial requirements**<br>**Month 3**<br>**€** | **Financial requirements**<br>**Month 4**<br>**€** | **Financial requirements**<br>**Month 5**<br>**€** | **Financial requirements**<br>**Month 6**<br>**€** |
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| **Total financial requirements €** | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |

Date and signature of the Recipient

**LOGO ORGANISATION**

## WORKPLAN

| | ACTIVITIES | RISK | MILESTONES | FORECAST | | | | | | INDICATORS | amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | | currency |
| 1. | | | | | | | | | | | |
| 1.1. | | | | | | | | | | | |
| 1.2. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 2.1. | | | | | | | | | | | |
| 2.2. | | | | | | | | | | | |