

Information about what to do:

- Use only in case of EU Delegation Agreements (not necessary for EU Grants) as Agreements (CA)
- According to art. 21.1 of PAGO DA II General Conditions and Art. 2.2 CA
- Names and addresses of each individual must be protected - See yellow marked template.
- List every grant, local subsidy and financing agreement.
- List service contracts and procurements only if more than 15.000 Euro.
- **Do not enter contract or procurement numbers.**
- It is the responsibility of the project to fill in the form for the previous calendar year
- Name the file as follows: EU-Contract-Number_Country_GIZ-PN (10 digits)_Year
- Use only the service package number (10-digits) under which all costs of the cofin booked.
- Afterwards send the form (**as PDF**) to your Financial Management Advisor in Hea
- The Financial Management Advisor checks the form for plausibility and forwards i section 5610
- The responsible colleagues in section 5610 collect the forms and have them uplo aprox. four times a year.

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