**Annex G: Request for payment**

**Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures**

 [*…/…/……..*]

**To: Dr. Nabil Al Sharif, Executive Director**

Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures

Conference Center, Bibliotheca Alexandrina,

El Shatby, Alexandria 21111

Egypt

**Reference number of the Grant Contract:**

**Title of the Project:**

**Name and address of the beneficiary:**

Request for □ final payment (balance)

Dear Sir/ Madam,

I hereby request the …….. payment under the Contract mentioned above. The amount requested is ………………….. Euro.

Please find attached the following supporting documents:

* Final narrative, financial reports, audit certificate, transaction and a copy of the supporting documents.
* Expenditure verification.
* Transaction and supporting documents **(hard and soft copy**).

The payment should be made to the following bank account:

**Name of the account holder: …………**

**Account #: ……………**

**IBAN: ………………...**

**Swift Code: …………...**

***Declaration of 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,

< Name > < Signature >

< Stamp if applicable>