 

**Request for Payment**

**Identification details**

Project registration number:

Project title:

Request for Payment serial number:

Name of beneficiary:

Account number:

**Financial details**

|  |  |
| --- | --- |
| Eligible expenditure claimed – direct |  |
| Expenditure claimed on a flat-rate basis |  |
| Eligible expenditure claimed – **total** |  |
| Amount of 30% advance |  |

**Statutory declarations**

Declaration where no insolvency proceedings have been instituted against the beneficiary:

The governing body, or the person authorised to act on behalf of the applicant (hereinafter referred to as the “governing body”), certifies that:

- the project is implemented in accordance with the legal act on the provision of support from the Swiss-Czech Cooperation Programme (PŠČS), including compliance with the relevant legislation of the Czech Republic in the course of project implementation;

- for expenditure for which financing from the contribution of the PŠČS or the state budget of the Czech Republic is envisaged under this Request for Payment, the beneficiary/partner providing a financial contribution has not drawn on and does not claim resources from any other financial instrument, such as from the EU or from other national public sources;

- only that part of VAT for which the right to deduct input VAT from the tax administration cannot be exercised is included in this Request for Payment;

- all transactions are duly recorded in the accounts, and copies of the accounting documents recorded in the list and attached to it correspond to the originals of the accounting documents, which are available and accessible for inspection at the beneficiary (except for those transactions/documents financed using one of the simplified cost options);

- the beneficiary/partner providing a financial contribution has no recorded tax arrears and no arrears in contributions or penalties relating to public health insurance, social security, or contributions to the state employment policy (note: the condition of being free of arrears is deemed to be fulfilled if the taxpayer has been granted deferral of tax or payment of tax in instalments under Section 156 of Act No 280/2009, the Tax Code, or payment of insurance contributions and penalties in instalments under Section 20a of Act No 589/1992 on social security insurance contributions and contributions to the state employment policy);

- the beneficiary/partner providing a financial contribution has not been fined for facilitating illegal employment in the last three years under Section 5(e) of Act No 435/2004 on employment, as amended;

- no criminal proceedings have been instituted or conducted against the governing body of the beneficiary/partner providing a financial contribution or any of its members, or against the beneficiary/partner providing a financial contribution, for a criminal offence related to the subject of the organisation’s activities, or for an economic offence or an offence against property;

- no suspicion under Section 179b of the Code of Criminal Procedure has been communicated to the governing body of the beneficiary/partner providing a financial contribution or any of its members, or to the beneficiary/partner providing a financial contribution, for a criminal offence related to the subject of the organisation’s activities, or for an economic offence or an offence against property;

- the governing body of the beneficiary/partner providing a financial contribution, its members, and the beneficiary/partner providing a financial contribution itself have not been convicted of a criminal offence related to the subject of the organisation’s activities, or of an economic offence or an offence against property;

- no penalty order under Section 314e of the Code of Criminal Procedure has been issued against the governing body of the applicant/partner providing a financial contribution or any of its members, or against the applicant/partner providing a financial contribution, for a criminal offence related to the subject of the organisation’s activities, or for an economic offence or an offence against property, other than penalty orders under Section 314e(6)(a) or (b) of the Code of Criminal Procedure;

- the beneficiary is not in liquidation within the meaning of Act No 89/2012, the Civil Code, is not insolvent or facing imminent insolvency, and no insolvency proceedings have been instituted against them under Act No 182/2006 on bankruptcy and the management thereof (Insolvency Act);

- they have familiarised themselves with the content of the Request for Payment; all information in the Request for Payment, including its annexes, is true and complete, and they are aware of the possible consequences and sanctions arising from providing false or incomplete data.

**State aid scheme:**

**Annexes:**

List of Human Resources – Annex 2A to the Guide for Applicants and Beneficiaries, Call 1