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Form to be used to report on progress of the project and/or achievement of a result (All results, except for the final result).

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**Annex 3c: MODEL ADVANCE PAYMENT REQUEST**Form to be used to request an advance payment for hardware or for the achievement of a result (no longer obligatory).

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| **Annex 3a: MODEL PROGRESS REPORT** |

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| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Original project duration:** | ………. − ………. |

***Instructions:***

* *This report presents a brief summary of the progress of the project and the result(s) achieved so far.*
* *All Progress Reports and attached documents must be in English.*
* *Send a copy by e-mail to* [*PSI@rvo.nl*](mailto:PSI@rvo.nl)*. Note: if this document is larger than 10MB (with a maximum of 25MB), please send it to* [*TD@rvo.nl*](https://onedrive.ez.cloud-wp.nl/personal/janssenb1/Documents/Downloads/TD@rvo.nl)*.*
* *The Agency / PSI should receive a Progress Report within four (4) weeks after achievement of a result or four (4) weeks after a six (6) months period in case the time between two results is longer than six (6) months.*
* *The Progress Report should be signed by both Applicant and Local Partner (not being the Applicant).*
* *Please focus on the news and events that occurred in this reporting period.*

|  |  |
| --- | --- |
| **A. General** | |
| Result number or six (6) month period | ………. from ………. until ………. |
| Name and address of Joint Venture/Joint project (when already available) | Name company: Street, City: Tel: Email: Website: Other links with information about the project (e.g. video on YouTube): |
| Summary | *Please summarise the progress of the project so far.* |
| **B. Progress of project and result(s) achieved** | |
| Progress in project/result(s) achieved | *Please describe the specific activities carried out in order to realise the result(s) and sub results. Also refer to the corresponding MoVs. Please describe the cooperation between the project partners.* |
| Changes in relation to the project | *Please describe all changes in the project in relation to the Results described in the Administrative Decision.* |
| **C. Update work plan and project duration** | |
| Update work plan | *Please describe the progress (or changes) in the work plan with regard to the remaining project results.* |
| Changes in relation to the original project period | *Please indicate whether the completion date has to be changed. In case of change please give a detailed motivation.* |
| **D. External factors, investment climate and economic sustainability** | |

|  |  |  |
| --- | --- | --- |
| External factors and problems | *Please describe any external factors and problems affecting the project, and how these problems have been or will be resolved.* | |
| Investment climate | *Please report on problems and risks (e.g. with local government, customs etc) that interfere with doing business in the PSI country and would hamper a successful continuation of the project. Please describe the measures taken to solve these issues.* | |
| Follow-up financing | *Please describe prospects for external follow-up financing after implementation of the project, and discussions with banks or other financial institutions on this subject. If no discussions took place, why not?* | |
| **E. Impact** | | |
|  | According to Administrative Decision (NB: these figures remain unchanged) | Realised already (if applicable) |
| Annual turnover project (EUR) | ………. | ………. |
| Follow-up investments (EUR) | ………. | ………. |
| Total number of jobs created basic-level\* | ………. | ………. |
| Total number of jobs created medium-/high-level | ………. | ………. |
| Total number of jobs created for women:  of whom on management positions: | ……….  ………. | ……….  ………. |
| Total number of outgrowers involved | ………. | ………. |
| Knowledge transfer (number of people trained): basic-level: medium-/high-level: outgrowers: | ……….  ……….  ……….  ………. | (with reference to training logbook)  ……….  ……….  ……….  ………. |
| Primary working conditions | 1. *What effect has the project on the income of the personnel employed in the project (compared to their prior income)?* 2. *What effect has the project on the income position of outgrowers involved in the project (if applicable)?* | |
| Secondary working conditions and benefits | *Please describe the working conditions and benefits which are being offered to the personnel of the PSI project.* | |
| Environment | *Please state what you have done with regard to the environmental impact of the project.* | |
| Chain effects | *Please state how many local companies and other parties have been or are being contracted as subcontractors and/or clients and what the impact on their income and employment is.* | |
| Corporate Social Responsibility | *Please describe your efforts with regard to CSR aspects (such as certification, social standards, gender policy, chain responsibility, measures to prevent corruption, labour policy, participation of employees in labour unions, relation with local population).* | |
| Child labour / forced labour verification | *What measures have you taken to prevent child and/or forced labour at the project company and its first essential supplier and how did you ascertain that no child labour / forced labour is taking place?* | |
| Other Impact | *Please describe your other activities with regard to the improvement of the living conditions (e.g. healthcare, education, childcare, sports etc).* | |
| **F. List of annexes** | | |
| 1. *……….* | | |
| 1. *……….* | | |
| *Etc.* | | |

\* Basic-level employees are production workers operating machines, agricultural workers for planting and harvesting, drivers, cleaners, security guards, waiters, cooks and the like.

**For Result 1 only:**

**As Result 1 has been finalised according to the Administrative Decision, project partners request the written permission of the Netherlands Enterprise Agency / PSI to continue with the further implementation of the project.**

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| --- | --- | --- | --- |
| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3b: MODEL REQUEST TO PURCHASE GOODS AND SERVICES (RPGS)** |

|  |  |
| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Contact person and direct dial:** | ………. |
| **Request-number (1, 2, 3):** | ………. |
| **Reference to item(s) on project budget:** | ………. |

***Instructions:***

*Per project no more than three (3) 'Requests to Purchase Goods and Services' (RPGS) are allowed. When the requested goods and directly related services on a RPGS have a combined value of more than EUR 25,000, the Netherlands Enterprise Agency / PSI (hereafter: the Agency / PSI) will check the Market Conformity of the goods through an independent valuation organisation. The Market Conformity of second hand goods will always be checked independent of their value. In some cases the Market Conformity of services not directly related to goods can also be checked.*

Applicant, acting in conformity with the Administrative Decision and having taken notice of the PSI Administrative Rules, herewith requests the permission of the Agency / PSI to purchase the following goods and services.

**Applicant declares to supply sufficiently specified information on the goods and services requested, such as photocopies of suppliers offers or otherwise, to enable a thorough and prompt evaluation on Market Conformity.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Price**  **(EUR)** | **Supplier** | **Description** | **Second**  **hand**\* | **Amount EUR** |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. | ………. | ………. |
|  |  |  |  | **Total EUR** |  |  |

\* Please mark the second hand goods on this request.

|  |  |
| --- | --- |
| **For Applicant** | |
| **Name:** | ………. |
| **Position:** | ………. |
| **Signature:** | |
| **Date:** | ………. |

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| **Annex 3c: MODEL ADVANCE PAYMENT REQUEST** |

**This form is no longer obligatory**

|  |  |
| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Bank account number / IBAN:** | ………. |
| **BIC / SWIFT code:** | ………. |
| **Request number:** | ………. |
| **Requested amount:**   * **Technical assistance** * **Hardware**   **Total** | EUR ……….  EUR ……….  EUR ………. |
| **The advance payment has reference to:**   * **Result no.** * **Request to Purchase Goods and Services no. (1, 2, 3)** * **Bank Guarantee** | ……….  ……….  ………. (yes or no) |
| **This Advance Payment is requested under the terms of the Administrative Decision governing the implementation of this project.** | |

|  |  |
| --- | --- |
| **For Applicant** | |
| **Name:** | ………. |
| **Position:** | ………. |
| **Signature:** | |
| **Date:** | ………. |

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| **Annex 3d: MODEL PROTOCOL OF RECEIPT** |

|  |  |
| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Local Partner:** | ………. |
| **Bill of Lading number:** | ………. |
| **Packing list:** | ………. |
| **Date of this Protocol:** | ………. |

**Applicant and Local Partner herewith state to:**

* have received at the project site the following goods and related services asspecified below; delivered in the framework of the Private Sector Investment programme (PSI);
* have checked these goods upon delivery against the Bill of Lading and state that all goods mentioned therein have been delivered;
* have received goods which appeared to be in good order;
* ensure the correct installation and taking into operation of the goods;
* use the goods exclusively and solely for the implementation of the project and for the project's objectives;
* have arranged guarantees, which at least comply with accepted standard practices;
* accept full responsibility for these goods and to be liable for their secure storage and maintenance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Unit** | **Quantity** | **Supplier** | **Description** |
| ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. |
| ………. | ………. | ………. | ………. | ………. |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| --- |
| **Annex 3e: MODEL PROTOCOL OF PRODUCTION** |

|  |  |
| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Date of Protocol of Receipt:** | ………. |
| **Date of this Protocol:** | ………. |

###### Project partners herewith state that:

* the following production and/or sales volume have been realised by the project in the period **[day month year]** until **[day month year].** This production and/or sales volume correspond(s) with the production and/or sales targets mentioned in the Administrative Decision;
* for proof of these results, please refer to the document(s), signed by Local Partner and Applicant, in the annex.

**Production and/or sales realised**

|  |  |  |
| --- | --- | --- |
| **Description** | **Production / sales in Administrative Decision** | **Realised production / sales** |
| ………. | …….. | …….. |
| ………. | …….. | …….. |
| ………. | …….. | …….. |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3f: MODEL FINAL REPORT** |

|  |  |
| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Original project duration:** | ………. − ………. |
| **Actual project duration:** | ………. − ………. |
| **Achievement date final result:** | ………. |

***Instructions:***

* *The Final Report and all accompanying documents must be in English.*
* *Send a copy by e-mail to* [*PSI@rvo.nl*](mailto:PSI@rvo.nl)*. Note: if this document is larger than 10MB (with a maximum of 25MB), please send it to* [*TD@rvo.nl*](https://onedrive.ez.cloud-wp.nl/personal/janssenb1/Documents/Downloads/TD@rvo.nl)*.*
* *The Agency / PSI should receive the Final Report within two (2) months after achievement of the last result.*
* *The Final Report should be signed by both Applicant and Local Partner.*

|  |  |  |  |
| --- | --- | --- | --- |
| **A. General** | | | |
| Result number  Reporting period | ………. from ………. until ………. | | |
| Name and address of Joint Venture/Joint project (when already available) | Name company: Street, City: Tel: Email: Website: Other links with information about the project (e.g. video on YouTube): | | |
| Summary | *Please summarise the project results and sub-results achieved.  How was the cooperation between the project partners?* | | |
| **B. Progress of project and result(s) achieved** | | | |
| Final result | *Please describe the activities carried out in order to achieve the final result(s) with reference to the MoVs.* | | |
| Changes in relation to the original project plan | *Please describe all changes in the project in relation to the Administrative Decision.* | | |
| Future prospects | *Please describe your view on the future of the project.* | | |
| **C. External factors, investment climate and economic sustainability** | | | |
| External factors and problems | *Please describe any external factors and problems affecting the project, and how the problems have been or will be resolved.* | | |
| Investment climate | *Please report on problems and risks (e.g. with local government, customs etc) that interfered with doing business in the PSI country and hampered a successful continuation of the project. Please describe the measures taken to solve these issues.* | | |
| Follow-up financing | *Please describe prospects for external follow-up financing after implementation of the project, and discussions with banks or other financial institutions on this subject. If no discussions took place, why not?* | | |
| **D. Impact** | | | |
|  | **According to Administrative Decision (NB: these figures remain unchanged)** | **Realised** | **Expected (2 years after end of project)** |
| Turnover in the project's final year (EUR) | ……….  ……….  ………. | ……….  ……….  ………. | (turnover of second year after project completion)  ……….  ……….  ………. |
| Follow-up investments (EUR) | ………. | ………. | ………. |
| Total number of jobs created basic-level\* | ………. | ………. | ………. |
| Total number of jobs created medium-/high-level | ………. | ………. | ………. |
| Total number of jobs created for women:  of whom on management positions: | ……….  ………. | ……….  ………. | ……….  ………. |
| Total number of outgrowers involved | ………. | ………. | ………. |
| Knowledge transfer (number of people trained): basic-level: medium-/high-level: outgrowers: | ……….  ……….  ……….  ………. | ……….  ……….  ……….  ………. | (with reference to training logbook)  ……….  ……….  ……….  ………. |
| Primary working conditions | 1. *What effect has the project on the income of the personnel employed in the project (compared to their prior income)?* 2. *What effect has the project on the income position of outgrowers involved in the project (if applicable)?* | | |
| Secondary working conditions and benefits | *Please describe the working conditions and benefits which are being offered to the personnel of the PSI project.* | | |
| Environment | *Please state what you have done with regard to the environmental impact of the project.* | | |
| Chain effects | *Please state how many local companies and other parties have been or are being contracted as subcontractors and/or clients and what the impact on their income and employment is.* | | |
| Corporate Social Responsibility | *Please describe your efforts with regard to CSR aspects (such as certification, social standards, gender policy, chain responsibility, measures to prevent corruption, labour policy, participation of employees in labour unions, relation with local population).* | | |
| Child labour / forced labour verification | *What measures have you taken to prevent child labour / forced labour at the project company and its first essential supplier and how did you ascertain that no child labour / forced labour is taking place?* | | |
| Other Impact | *Please describe your other activities with regard to the improvement of the living conditions (e.g. healthcare, education, childcare, sports etc).* | | |
| **E. List of annexes** | | | |
| 1. *……….* | | | |
| 1. *……….* | | | |
| *Etc.* | | | |

\* Basic-level employees are production workers operating machines, agricultural workers for planting and harvesting, drivers, cleaners, security guards, waiters, cooks and the like.

|  |  |  |  |
| --- | --- | --- | --- |
| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3g: MODEL SPIN-OFF REPORT** |

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| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Project period:** | ………. − ………. (*Starting and ending date)* |
| **Spin-off period:**  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | ………. − ………. (*Starting and ending date)* |

***Instructions:***

* *Spin-off report and accompanying documents must be in English.*
* *Send one (1) hard copy to the postal address of the Netherlands Enterprise Agency / PSI (hereafter: the Agency / PSI), and one (1) copy by e-mail to* [*PSI@rvo.nl*](mailto:PSI@rvo.nl)*.*
* *The Agency / PSI should receive the Spin-off Report within four (4) weeks after the two (2) year spin-off period following the end of the project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **A. General** | | | |
| Name and address of Joint Venture/Joint project | *Name company: Street, City: Tel: Email: Website: Other links with information about the project (e.g. video on YouTube) when available:* | | |
| Activities and results two (2) years after completion of the project | *Please describe what activities were undertaken in the two (2) years after completion of the PSI project.  What results have been achieved so far? What changes have been made regarding scale, products, market?  How is the cooperation between the partners at this moment?* | | |
| **B. External factors, investment climate and economic sustainability** | | | |
| External factors and problems | *Please describe any external factors and problems affecting the follow-up of the project, and how the problems were handled.* | | |
| Investment climate | *Please report on problems and risks (e.g. with local authorities, customs etc) that interfered with doing business in the PSI country and hampered a successful continuation in the two (2) years after the project. Please describe these issues and the way they were handled.* | | |
| Profitability | *Please describe the financial position of the project/business. Indicate whether the project has reached the break-even point, and whether profit already has been made.* | | |
| Future prospects | *Please describe your view on the future of the project/business. What are your plans for the coming years?* | | |
| **C. Spin-off and Impact** | | | |
|  | **Realised at the end of the PSI project** | **Spin-off projections originally anticipated in administrative decision** | **Realised during the spin-off period (in the two (2) years after project completion)** |
| Annual turnover (EUR) PSI-project  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | (turnover in project's final year)  ………. | ………. | (turnover in second year after project completion)  ………. |
| Follow-up investments EUR: *When external financing has been obtained please add names of banks or financial institutions* | ……….  ……….  ………. | ……….  ……….  ………. | ……….  ……….  ………. |
| Total number of jobs created basic-level\* | ………. | ………. | ………. |
| Total number of jobs created medium-/high-level | ………. | ………. | ………. |
| Total number of jobs created for women:  of whom on management positions: | ……….  ………. | ……….  ………. | ……….  ………. |
| Total number of outgrowers (contract farmers) involved in the project | ………. | ………. | ………. |
| Knowledge transfer (number of people trained): basic-level: medium-/high-level: outgrowers: | ……….  ……….  ……….  ………. | ……….  ……….  ……….  ………. | ……….  ……….  ……….  ………. |
| Deviations | *Please elaborate on reasons for any deviation between projected figures and realised figures.* | | |
| Primary working conditions | 1. *What effect has the project on the income of the personnel employed in the project (compared to their prior income)?* 2. *What effect has the project on the income position of outgrowers involved in the project (if applicable)?* | | |
| Secondary working conditions | *Please describe the working conditions and benefits which are being offered to the personnel of the PSI project.* | | |
| Chain effects | *Please state how many local companies and other parties have been or are being contracted as subcontractors and/or clients and what the impact on their income and employment is.* | | |
| Systemic impact | *Please indicate which (indirect) broader effect your project has had on the local economy and/or sector (e.g. opening up of new markets, change in legislation, upgrading of a sector).* | | |
| Environment | *Please describe your achievements with regard to the environment.* | | |
| Corporate Social Responsibility  **NOT VALID**  **THE PROJECT OFFICER WILL CONTACT YOU ON THE SPIN-OFF** | *Please describe your efforts with regard to CSR aspects (such as certification, social standards, gender policy, chain responsibility, measures to prevent corruption, labour policy, participation of employees in labour unions, relation with local population).* | | |
| Child labour / forced labour verification | *What measures have you taken to prevent child labour / forced labour at the project company and its first essential supplier and how did you ascertain that no child labour / forced labour is taking place?* | | |
| Other Impact | *Please describe your other activities with regard to the improvement of the living conditions (e.g. healthcare, education, childcare, sports etc).* | | |
| **D. List of annexes (if applicable)** | | | |
| 1. *……….* | | | |
| 1. *……….* | | | |
| *Etc.* | | | |

\* Basic-level employees are production workers operating machines, agricultural workers for planting and harvesting, drivers, cleaners, security guards, waiters, cooks and the like.

|  |  |  |  |
| --- | --- | --- | --- |
| **For Applicant** | | **For Local Partner / JV partner**  **(not being the Applicant)** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3h: MODEL CHILD LABOUR / FORCED LABOUR STATEMENT** |

|  |  |
| --- | --- |
| **Project number:** | ………. |
| **Project title:** | ………. |
| **Applicant:** | ………. |
| **Local Partner:** | ………. |

**Applicant and Local Partner herewith state to:**

* Implement the project according to the ILO Conventions 29, 105, 138 and 182.
* Accordingly not to make use of child labour / forced labour within their own companies nor within the project company.
* Ascertain that the first essential supplier of the project does not make use of child labour / forced labour.

|  |  |  |  |
| --- | --- | --- | --- |
| **For Applicant** | | **For Local Partner** | |
| **Name:** | ………. | **Name:** | ………. |
| **Position:** | ………. | **Position:** | ………. |
| **Signature:** | | **Signature:** | |
| **Date:** | ………. | **Date:** | ………. |

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| **Annex 3i: INTERNATIONAL PAYMENT FORM FOR BENEFICIARIES** |

Please fill out the blue fields below to enable the Netherlands Enterprise Agency / PSI (hereafter: the Agency / PSI) to execute direct international payments to the Beneficiary. Also, take notice of the conditions for international payments at the bottom of the page.

|  |  |
| --- | --- |
| **Beneficiary information** | |
| Company name |  |
| Contact person |  |
| Address |  |
|  |
| City |  |
| Country |  |

|  |  |
| --- | --- |
| **Intermediary Bank information (optional)** | |
| Name Bank |  |
| Address |  |
|  |
| City |  |
| Country |  |
| Bank account number |  |
| IBAN |  |
| SWIFT / BIC code |  |
| Bank code |  |

|  |  |
| --- | --- |
| **Beneficiary Bank information** | |
| Name Bank |  |
| Address |  |
|  |
| City |  |
| Country |  |
| Bank account number |  |
| IBAN |  |
| SWIFT / BIC code |  |
| Bank code |  |

**Please take notice of the following:**

1. Before the Agency / PSI can execute international payments in accordance with the Administrative Decision, the project partners are obliged to inform the Agency / PSI in writing, signed by all project partners, on the bank account number and bank details;
2. Project partners must submit this form to the Agency / PSI, along with a letter from the Beneficiary’s bank, containing the relevant bank account details;
3. The Dutch central government as well as the Agency / PSI and his administrator will be discharged of its financial commitments as soon as the Agency / PSI has made the transfer of the amount due to the project partner(s) to the bank account number specified by the project partner(s);
4. The project partner(s) are held responsible for the provision of correct information.

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| **Annex 3j: Contact details for the Netherlands Enterprise Agency** |

The Private Sector Investment Programme (PSI) is funded by the Ministry of Foreign Affairs and executed by the Netherlands Enterprise Agency / PSI.

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| **Visiting address:** | Netherlands Enterprise Agency  Attn. PSI  Prinses Beatrixlaan 2  2595 AL THE HAGUE  The Netherlands  **T** + 31 (0)88 042 42 42  **F** + 31 (0)88 602 90 23  **E** [PSI@rvo.nl](mailto:PSI@rvo.nl)  **w** [www.rvo.nl/en/psi](http://www.rvo.nl/en/psi) |
| **Postal address:** | Netherlands Enterprise Agency  Attn. PSI  P.O. Box 93144  2509 AC THE HAGUE  The Netherlands |

