Annex 3k Direct Payment Procedure

**Request for Disbursement / Advance payments**

The recipient’s address:

Contact Person: E-Mail:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH Friedrich-Ebert-Allee 36

53113 Bonn Germany

We declare that the attached invoices relating to Supplies and Services have not already been financed from other subsidies or long-term-loans.

Required attachments:

* Scan of the invoice **(before delivery)** of Supplies and Services or request from 3rd party recipient
* Confirmation of bank details (supplier and/or 3rd party recipient - annex 3h)
* Plus additional documents agreed on base of the Grant Agreement / Financing Agreement

**Name of the authorized representative / electronic Signature** of the Recipient *confirming the accuracy of the given data and the accordance with the contractual conditions.*

**Name of the AV-GIZ / electronic signature***confirming the accuracy of the given and the correctness of disbursement request*

**Request for Disbursement (Advance payment)**

We request the transfer of EUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the credit of

Company/ Name:

Account No:

Bank:

Bank Code:  
Swift:

IBAN:

Project Processing No: Agreement No:

Date: