Application for an allocation[1]
from Federal Foreign Office funds – Division/mission abroad
to fund the project

Please note:
This application or the granting of an earlier start date for the measure does not give rise to ANY right to an allocation from the Federal Foreign Office/the mission abroad.

Please send your applicationvia email
to wi-100@kara.auswaertiges-amt.de and also
as a hard copy[2], signed by two authorised persons, by post to
German Consulate Karachi, 92-A/7, Block 5 Cliftron, Karachi

1. Applicant organisation/person (delete as appropriate)

Name:	**Project contact person**
Address:	Surname:
Phone/mobile:	Forename(s):
Fax:	Position:
Email:	Extension no.:
Website:	Email:
Legal status/official registration:	
Person(s) entitled to represent the organisation: , Proof of entitlement to represent the organisation: .	
Bank account details:	

Implementing organisation(s)/partner organisation(s)

Name:
Address:
Website:
Legal status/official registration:

2. Brief overview of the application

Short title of the project:	
Objective of the project (intended impact of project):	
Planned measures (what is to be done in concrete terms?):	
Project country and location (where is the project to be implemented?):	
Desired duration: **Please note:** The duration is determined by the start and end date of the planned measures. If the objective of the project is not achieved until after the conclusion of the measures, this date must also be specified.	
Total expenditure in (local currency),	

broken down into calendar years in the case of multi-year projects:	
Total expenditure in euro, broken down into calendar years in the case of multi-year projects:	
Amount of funding applied for in (local currency):	
Amount of funding applied for in euro:	
Available third-party funding in (local currency), with names of third-party donors, if applicable:	yes ☐ no ☐
Available third-party funding in euro, with names of third-party donors, if applicable:	yes ☐ no ☐
Own financial resources in (local currency):	yes ☐ no ☐
Own financial resources in euro:	yes ☐ no ☐
<u>Only for projects extending into the next year</u> Breakdown of annual totals applied for:	2025: 2026: 2027: 2028:
Other own contributions (e.g. use of existing infrastructure or voluntary work on the part of members): **Please note:** Non-cash own contributions are not considered "own resources" as defined by the Federal Budget Code and may therefore not be given a (where applicable calculated) "price" and declared as own financial resources. By using infrastructure already available, the applicant is showing their own interest in the project. If the applicant is only implementing the project at the request of the Federal Foreign Office/the mission abroad, an allocation is generally not permitted.	yes ☐ no ☐ If yes, please give details:
Revenue expected from the project (for example, entrance fees, donations, sales, etc.) in (local currency):	
Revenue expected from the project (for example, entrance fees, donations, sales, etc.) in euro:	
Proportion of a) entrance fees b) donations for a specific purpose c) general donations in the revenue expected from the project in (local currency):	a) b) c)
Proportion of d) entrance fees e) donations for a specific purpose f) general donations in the revenue expected from the project in euro:	d) e) f)

Is the total expenditure for the project covered, including follow-up expenditure to maintain the project objectives?	yes ☐ no ☐
Is this an application for initial or for follow-up funding?	
Have you previously received allocations from the Federal Foreign Office (FFO) or other German public authorities or EU funds? If yes: please indicate the donor and its reference number, the authorised period, the amount of funding and the focus of the project:	yes ☐ no ☐
Has the project already started? **Please note:** Preparatory work that is not directly part of the project and is not included in the total expenditure of the project does not count as the start of the measure. What preparatory work, if any, has already been carried out?	I hereby confirm that the project has not yet begun: yes ☐ no ☐
Are goods or services being exchanged (Part 1.1 of the VAT Application Ordinance) for the benefit of the Federal Foreign Office?	yes ☐ no ☐ If yes, in which context?
Applicant's interest in project implementation?	

3. Profile of the applicant organisation and, if applicable, the partner organisation

a.) Please describe your organisation and, if applicable, your partner organisation: 1. structure, 2. fields of operation, 3. previous activities and 4. funding of your organisation and activities to date.	1. 2. 3. 4.
(b) Since when has your organisation been active in the partner country?	
(c) Have you carried out similar projects there before?	
(d) How are your staff qualified for this project?	
(e) Have you already cooperated with this partner organisation?	yes ☐ no ☐
(f) How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)?	
(g) Have you or your organisation or the implementing organisation ever been investigated by the public prosecution office, in particular for property offences relating to public budgets?	yes ☐ no ☐ If yes, please provide evidence of the current status or outcome of the investigations.

4. Current situation

a) Please give a brief outline of the current situation in the project area (with a project-related problem analysis where appropriate).	

Where available, please include data sources and proof:	
b) If you have already implemented projects in the partner country, please outline their objectives, funding (if federal funds were used), the partner organisations involved and the outcomes:	
c) Is the project connected to activities being carried out by other governmental or non-governmental organisations? Are these actors carrying out similar projects in the area, and does that entail a risk of duplication or offer opportunities to exploit synergies? If there are opportunities to exploit synergies with other projects, please outline planned implementation:	
d) Is the project connected to activities previously funded by the Federal Foreign Office or other public institutions? If yes, please provide the name of the previously funded project, the authorised period, the donor and the donor's file reference.	☐ yes, please provide details. ☐ no

5. Project planning

a) **Project objectives** (outcome, objective = future status): Describe the concrete objective that your project aims to achieve. Which specific changes to the current situation described in question 4a is the project intended to bring about?	
b) **Measures and activities:** Which concrete project measures are to be implemented in order to achieve the project objective? Please set out all measures individually in the form of a plan with a clear timeline (arranged according to date):	
c) **Indicators:** • What criteria (quantitative and qualitative) are to be used to measure the success of the project? • What sources and proof are used as evidence that the project objectives described in question 5a have been achieved? • How is the success of the project measured with the respective indicators? **Please note:** Indicators must not solely document the implementation of the measures (see question 5b). They must be SMART – specific, measurable, attainable, realistic, time-bound.	
d) **Impact of measures and activities:** What specific impact is intended to be achieved with the measures and activities described in question 5(b); how can this impact be measured?	
e) **Impact:** What changes is the project expected to bring about as a whole? How is the	

sustainability of the respective outcomes after the conclusion of the project being ensured?	
f) **Key actors:** Which individuals or groups do you primarily cooperate with to facilitate the desired changes? Is the project being coordinated with the authorities or other competent local organisations?	
g) **Target persons/groups:** What people or groups are the target of your project? Why?	
h) **Feminist foreign policy[3]:** What is the situation on the ground with regard to women's, girls' and marginalised groups' rights, participation and access to resources? How are gender-specific and intersectional risks, needs and interests systematically considered and covered in the project? If applicable: to what extent does the project objective to tackle the structural causes of discrimination and bias or to empower women, girls and marginalised groups?	
i) **Sustainability of individual measures:** Are any local structures or effects being created that will continue beyond the project duration? What are they? How will this be funded after the conclusion of the project?	
j) **Ecological, social, economic sustainability of the measures:** Do sustainability aspects (e.g. environmental protection and climate action) play a role in the project measures? If yes, what aspects? How does this affect project expenditure (type and amount)?	
k) **Risks:** What risks and undesirable side-effects could obstruct the objective and long-term impact of the project? How can these risks be minimised?	

6. Management, progress reviews, evaluation

The Federal Foreign Office/mission abroad carries out progress reviews of all the projects it funds. For overarching objectives, particularly outstanding projects (for example, those of a political nature) and projects that last more than 2 years, are subject to ongoing (management) and final progress reviews. For this purpose, the following information must be submitted at the application stage:

a) How will you ensure that the project is constantly managed (including monitoring, if applicable) so that you can respond swiftly to changing conditions?	
b) Please detail how you intend to monitor internally whether objectives are being achieved, how much of an impact is being made and how cost-effective the measures undertaken are. Is an external evaluation envisaged?	

In the event that you are commissioning a third party to conduct an evaluation of the project, please include the planned performance specifications and, if available, model performance specifications for a previous evaluation.

Please note:
When necessary, the Federal Foreign Office evaluates projects and programmes it has provided with funding. The evaluation is carried out by staff from FFO headquarters in Berlin or the competent German mission abroad or by third parties.

7. Public relations

What are you planning to do to generate publicity and ensure awareness of the project and Germany's contribution?	

8. Financial plan

The financial plan must consist of a detailed list of the anticipated revenue and expenditure involved in achieving the intended purpose of the allocation for which you are applying. It must be structured in a way that can be easily understood by outside parties, and expenditure items must be defined in detail.

The breakdown of the financial plan must, as a minimum requirement, make a distinction between personnel expenditure (staffing costs related to the project), material expenditure (including, for example, fees or contracts for deliveries and services for implementing the project) and capital expenditure (e.g. assets). In the case of personnel expenditure and fees, the respective remuneration (e.g. salary group, hourly rate) and the estimated time required must be stated.

The Federal Foreign Office/mission abroad decides on a case-by-case basis whether the relevant items are eligible for a funding allocation. **Please note:** Only expenditure that is unavoidably necessary to achieve the project objective supported by the FFO can be eligible for allocations. Expenditure that the applicant would have to fund even if the project were not carried out is generally not eligible for allocations.

You must make a binding and numerically complete declaration of the amount of own resources, third-party funding and other grants available for the project. If you are not using any resources of your own or any third-party funding, you should give detailed reasons and submit any documentation to prove why your own resources cannot (or should not) be used for the project and why no third-party funding has been/is to be/could be generated.

Note for applicants from abroad:
All amounts must be given in the currency that will be stated in the final report on expenditure of funds. To make your planning and subsequent auditing easier, you should use the same currency in all your calculations (**preferably euro**). If the financial plan is submitted in local currency, the amount in euro (based on current exchange rate or annual average) is to be added for all expenditure items for ease of reference.

Even if a financial plan is submitted in a currency other than euro, possible exchange rate losses cannot be recognised as eligible for allocations.

8.1. Questions on the prohibition of preference

a) Are you financing the total annual expenditure primarily (i.e. at least 50%) from German public sector funding (for example, Federation, municipalities, *Länder*) or EU funding?	yes ☐ no ☐
If yes: b) Do members of your regular staff receive financial benefits (e.g. salary, special payments (e.g. Christmas or holiday bonuses), health insurance assistance, separation allowance, removal expenses, canteen and travel	☐ yes no ☐

subsidies, other subsidies) higher than those laid down in the Collective Agreement for the Public Service (Federation)? If yes: c) on what basis (e.g. legal regulation, separate collective agreement, etc.)?	
d) Do members of your regular staff receive other benefits (e.g. working hours, holiday, business trips, office equipment or childcare) higher than those laid down in the Collective Agreement for the Public Service (Federation)? If yes: e) on what basis (e.g. binding legal regulation, separate collective agreement, etc.)?	☐ yes no ☐
f) How are you financing the wages of your regular staff (where applicable, list individually. Please also include personnel expenditure covered by the flat rate payment for administrative overheads provided by German public sector donors)?	
g) Does the financial plan include expenditure for the wages or part of the wages of your regular staff?	☐ yes no ☐
h) Does the financial plan include a flat rate payment to cover expenditure for the wages or part of the wages of your regular staff?	☐ yes no ☐

Personnel expenditure may only be included if it can be attributed directly to the project. General expenditure incurred through your organisation's/institution's employment of regular staff will generally not be funded.

8.1.1 Self-declaration on the prohibition of preference

a) The applicant complies with the prohibition of preference without exception:	☐ yes no ☐
b) The applicant is part of the collective agreement system of the Federation or of a Land; the Collective Agreement for the Public Service of the Federation or of a Land is directly applicable:	☐ yes no ☐
c) The applicant is supported primarily by a Land and the prohibition of preference applies under Land law:	☐ yes no ☐
d) The applicant is covered by the provisions of section 8, paragraph 2, sentence 5 of the Budget Act in conjunction with section 2 of the Academic Freedom Act (Wissenschaftsfreiheitsgesetz, WissFG). The legal budgetary and funding requirements are met:	☐ yes no ☐
e) The applicant receives allocations from another department of the federal administration and within the context of this support the Federation has issued exemptions from the prohibition of preference for all employees who have been accorded better terms and conditions:	☐ yes no ☐

If yes, please include a copy of the exemption with the application.	
Applicant (place, date, signature):	_____, _____, _____

Please note: The Federal Foreign Office/mission abroad investigates every case where there is any indication that the prohibition of preference has been breached. A breach of the prohibition of preference may lead to the application being rejected within the context of the application process. In the case of ongoing project funding, a breach may lead to the withdrawal or revocation of the approval and a demand for repayment of the allocation (see particularly sections 48 et seq. of the Administrative Procedure Act).

8.2 Questions on flat rate payments:

Are you applying for a **flat rate payment**? If yes, please list standardised expenditure items and explain why consolidation into a flat rate payment is required (why can the individual expenditures included in the flat rate payment not be determined or only with considerable effort?):	yes ☐ no ☐

Template:

Type of expenditure included in the flat rate payment	Total	Basis for calculation	Reason for consolidation into a flat rate payment	Reason for necessity for project
∑	0			

8.3 Questions on the disbursement period for use of the allocation outside the EU and North America

Is an **extended disbursement period** being applied for? Please note: The maximum disbursement period must not exceed three months.	yes ☐ no ☐
If yes, please provide verifiable reasons why the extended disbursement period is necessary and state the required duration, **taking into account banking and payment structures**:	

8.4 Questions on the need for travel:

a) Are business trips by the applicant's staff necessary to achieve the desired funding objectives? If yes, please explain why they are necessary and state the scope of the planned business trips (number of travellers, duration of trips, number of trips):	yes ☐ no ☐
b) Will travel expenses be incurred for project beneficiaries? If yes, please explain why it is necessary for travel expenses to be assumed:	yes ☐ no ☐

Please note: Telephone and video conferences should be given preference over official travel and in-person events. The number of participants and the duration of official trips must be kept to the necessary minimum.

9. Miscellaneous

In addition, you are required to state the following:

1. (a) Have you enclosed/attached your binding financial plan (Annex)? (b) Is the total project expenditure covered? (c) Is follow-up expenditure covered?	yes ☐ no ☐ yes ☐ no ☐ yes ☐ no ☐
2. a) Total cost of the project	euro / local currency
b) Total of allocation being applied for c) Total of own resources and third-party funding d) Amount of expected revenue*	euro / local currency euro / local currency euro / local currency
* <u>If revenue is expected</u>: What kind of revenue do you expect:	☐ entrance fees totalling ☐ general donations totalling ☐ donations for the project totalling ☐ sales revenue totalling ☐ Rental/leasing income totalling ☐ interest on the allocation totalling ☐ other revenue (please specify) totalling
If there has been a comparable previous project: How high was the revenue for this project? Please list and provide amounts for individual revenue types:	
If parts of the allocation are to be forwarded to a project partner within the framework of a multi-level donor-recipient relationship: a) Name and organisation form of the project partner: b) Tasks of the project partner: c) Need to involve project partner: d) Total amount of funding transferred in euro: e) Does the sum to be forwarded to the project partner include flat rate payments or funding to help cover regular expenditure of the partner organisation? <u>If yes</u>, what funding and how much?	a) b) c) d) e) yes ☐ no ☐ f)
Please note: Public funding is generally only supplementary in nature (principle of subsidiarity). The applicant must do everything in their power to provide own resources. If the financial plan does not include own resources or third-party funding, detailed reasons must be given for why not. Proof must be provided in the form of documents (e.g. business reports, bank statements, tax documentation, proof of attempts to attract third-party funding, etc.):	
3. (a) The applicant/organisation is applying for initial funding ☐ or repeat funding ☐ . (b) In the event of repeat funding: o are the accounts for the previous allocation settled? o Reference number of the most recent item of correspondence received from the Federal Foreign Office/the mission abroad:	yes ☐ no ☐

○ Has an allocation for a similar project been authorised by the German public authorities in the course of the last two financial years? ▪ If yes: Who granted the allocation? What was the reference number? ▪ From when (date) to when (date) was the authorised period? ▪ What was the focus and objective of the project? ▪ How much funding was granted? What changes have evolved since then?	yes ☐ no ☐
Please note, if this is repeat funding: Applications for repeat or follow-up funding cannot generally be approved before the brief review of the most recent proof of employment of funds by the Federal Foreign Office/mission abroad or an auditing agency commissioned by them.	
4. Desired project start date: **5. Planned project end date:**	
Has the project already begun? If so, why? • What concrete measures have been started or carried out so far? • What expenditure and payment obligations have already been incurred (how much and for what measures)? • What expenditure and payment obligations have already been paid (how much and for what measures)? • The measures must start at the latest on xx.xx.xxxx because:	yes ☐ no ☐

Information for measures starting on an earlier date:

- The conclusion of a supply or service contract (e.g. purchasing contract, employment contract or work and services contract) related to implementation of the project shall as a rule signify the start of the project.
- Preparatory work that is not part of project implementation and therefore not part of the financial plan does not count as the start of the project. Insofar as supply or service contracts which count as implementation of the project contain specific reservation or termination clauses (e.g. depending on the granting of the allocation), they may be regarded as "preparatory work".
- An early start to project measures may only be authorised in justified exceptional cases. Please submit your funding applications in time and ensure they are complete in future.
- Non-cash own contributions (e.g. use of existing infrastructure) are not considered "own or third-party resources" as defined by the Federal Budget Code.
- Expenditure or payment obligations that have already been incurred prior to the grant award document/allocation agreement taking legal effect will not generally be funded/reimbursed post facto by the Federal Foreign Office.
- Expenditure pre-funded from other funds prior to the grant award document/allocation agreement taking legal effect cannot generally be funded/reimbursed by the Federal Foreign Office.
- No right to funding or reimbursement of costs can be derived from the approval of the earlier start date of the measure or from the fact that the project has already started.
- We recommend that you take care to comply with the regulations of the General Supplementary Provisions for Project Grants (ANBest-P)(only for applicants with their seat in Germany) and the

Particular Supplementary Provisions of the Federal Foreign Office on the Awarding of Grar when ordering supplies and services within the framework of the earlier start date of the measure as these will become binding supplementary provisions in the event of a possible approval of the allocation.	
6. Have you enclosed/attached your annual report and statutes? If not, please give reasons why: when will these documents be submitted?	yes ☐ no ☐
7. Do you plan to use Federal Foreign Office funds to fund the project next year as well? If yes, please state why:	yes ☐ no ☐
8. Have you explored any other possible ways of financing your project? If not, please state why: What other possible financing possibilities have you considered? Please provide proof:	yes ☐ no ☐
9. Have you already applied for or received other allocations for this project from German legal entities under public law (e.g. direct or indirect agencies of the Federation or Länder) or allocations from the EU? If yes, please provide proof: If not, please give proof/reasons:	yes ☐ no ☐
10. What is the amount of overheads for administration/regular expenditure included in the financial plan for the implementation of the project?	
11. Please describe in detail what types of overheads for administration are envisaged in the project: Please justify their necessity and the amount for implementing the project:	
12. If a flat rate payment has been earmarked for administration overheads: a) what overheads (types of expenditure) is it to cover?[4] b) Please give detailed reasons for the amount of the flat rate payment: c) Why is it not possible to make individual appropriations for the types of expenditure included in the flat rate payment?	
Information regarding flat rate payments for administration overheads:	

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Applicants that are not commercial enterprises as defined by Germany's Turnover Tax Act or local authorities, may only apply flat rate payments to types of expenditure whose amount can only be determined precisely with considerable effort. Expenditure that cannot be specifically attributed to the project is not eligible for allocations, also not flat rate payments. Imputed costs cannot be taken into account for recipients that are not commercial enterprises as defined by Germany's Turnover Tax Act.	
13. Will you use part of the funding to procure supplies, services and/or construction work? If so, please specify the amount:	yes ☐ no ☐
14. Will materials be purchased in the course of the project? • Please give details: • If yes, how do you plan to continue using them after the end of the project?	yes ☐ no ☐
15. Will costs for the employment of regular staff be incurred in the course of the project? If so, please specify the amount: Please provide detailed reasons why expenses for the regular staff in connection with the implementation of the project are necessary as well as the basis for calculating the intended amount:	yes ☐ no ☐
Please note: Costs (full or in part) for the employment of regular staff included in the proof of employment of funds can only be approved if their actual work on the project can be evidenced by timesheets for all activities of each individual member of staff.	
16. Are you entitled to deduct input tax? Are you or your institution eligible for any other form of tax concession? If yes, which?	yes ☐ no ☐
17. If part of the allocation is being forwarded to a partner organisation within the framework of a **multi-level donor-recipient relationship**: Is the partner organisation entitled to deduct input tax? Is the partner organisation eligible for any other form of tax concession? If yes, which?	yes ☐ no ☐
18. Are the persons submitting (signing) this application authorised to submit the application on behalf of the institution/organisation? Please provide proof (e.g. register excerpt or other proof):	yes ☐ no ☐
Note in the event that parts of the allocation are transferred to a partner organisation: Forwarding parts of the allocation to a project partner as part of a multi-level donor-recipient relationship is only permitted with the prior written approval of the Federal Foreign Office/mission abroad. The Federal Foreign Office/mission abroad will verify the necessity and suitability of the project partner before approving any transfer.	
19. The following documents must be submitted together with the application, otherwise the application cannot be processed. The Federal Foreign Office/mission abroad reserves the right	○ Statutes of the applicant ○ If applicable, statutes of the partner organisation(s)

to request further documents and information where applicable:	○ Extract from the commercial register/register of associations/ of the applicant and, if applicable, partner organisations ○ Business report of the applicant and, if applicable, partner organisations ○ Bank statements from the past months of the applicant and, if applicable, partner organisations ○ Information on the number of employees and salary scale of the applicant and, if applicable, partner organisations ○ Information on experience in handling German funding on the part of the applicant and, if applicable, partner organisations ○ Logframe for the project presented

20.

Data protection

The applicant confirms that, pursuant to Article 7 of the EU General Data Protection Regulation, consent for the transmission of all personal data contained in the application submitted to the Federal Foreign Office has been obtained from all data subjects. The Federal Foreign Office is hereby authorised to make further internal use of the personal data.

Zusätzlich bei Anträgen von Privatpersonen und GmbH aufzunehmen:

Personal data will be processed in connection with your application. The legal basis for such processing is Article 6 (1) (e) of the General Data Protection Regulation (GDPR) in conjunction with section 3 of the Federal Data Protection Act, since we need these data in order to perform our tasks (deciding whether to grant allocations). Please refer to the enclosed data protection declaration in accordance with Article 13 of the GDPR (provision of information).

21.

Declaration on subsidy fraud

Nur bei wirtschaftlich handelnden Betrieben oder Unternehmen und wenn die Zuwendung wenigstens zum Teil der Förderung der Wirtschaft dient. Bei Zweifelsfällen sollten diese Hinweise im Antrag belassen werden. Soweit möglich, bitte die subventionserheblichen Tatsachen auf den Einzelfall bezogen konkretisieren.

I hereby declare that I have acknowledged the following information.
The First Act to Combat Economic Crime has created the offence of subsidy fraud, Section 264 of the German Criminal Code (StGB). Accordingly, it is a criminal offence, including in the event of reckless conduct, for anyone who

- furnishes an authority which is competent to approve a subsidy or another agency or person involved in the subsidy procedure (subsidy giver), for themselves or another person, with incorrect or incomplete particulars regarding facts which are advantageous for themselves or the other person, such particulars being relevant for the granting of a subsidy,
- uses an object or cash benefit the use of which is restricted by legal provisions or by the subsidy giver in relation to a subsidy contrary to that restriction,
- withholds from the subsidy giver, contrary to the legal provisions relating to grants of subsidies, facts relevant to the subsidy or
- uses a certificate of entitlement to a subsidy or about facts relevant to a subsidy which was obtained by furnishing incorrect or incomplete particulars in a subsidy procedure.

Facts relevant to a subsidy include key information such as

- purpose of use,
- legal provisions, administrative regulations and guidelines on the granting of subsidies, and
- other conditions for the granting, awarding, recovery, continuation or permission to retain a subsidy or subsidy benefit.

Pursuant to Section 30 (4) No. 3 of the Fiscal Code of Germany (Abgabenordnung, AO), I authorise the tax authority to notify the awarding authority of any facts that indicate incorrect or incomplete information on facts relevant to the subsidy.

Für Antragsteller mit Sitz in Deutschland: I hereby confirm that the information provided above is complete and true to the best of my knowledge and belief. I understand that providing incorrect or incomplete information may lead to my application being rejected or approval being withdrawn pursuant to section 48 of the Administrative Procedure Act (VwVfG). In accordance with section 49a of the VwVfG, the withdrawal of approval will lead to a claim for reimbursement of allocations already paid, plus interest at five percentage points above the base rate.

Für Antragsteller mit alleinigem Sitz im Ausland: I hereby confirm that the information provided above is complete and true to the best of my knowledge and belief. I understand that providing incorrect or incomplete information may lead to my application being rejected and, pursuant to the allocation agreement, to a claim for reimbursement of allocations already paid, plus interest at five percentage points above the base rate.

Place, date

Signature 1 ***Signature 2***