Grant Contract Number [insert year + project ID]

Project acronym: SEAS

T2I – TRASFERIMENTO TECNOLOGICO E INNOVAZIONE SCARL, acting as the Project Partner (PP),

TECHNOLOGY TRANSFER AND INNOVATION S.C.A.R.L.;

Piazza delle Istituzioni 34/a, 31100 Treviso, Italy,

represented by [**Name, Surname, title**]

and

[**Final Recipient**]**,** acting as the Final Recipient [insert Number of Final Recipient] in Small Project [insert Small Project Name],

[insert address, postal number city, country]

represented by

hereby conclude the following:

Legal framework

The grant was approved by a decision of the Steering and Selection Committee (SC) at its meeting held on **[dd/mm/gggg].**

The provisions of this Grant Contract are based on the following EU legislation, Programme rules and guidelines and national legislation:

2021-2027 key European legislation

- Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021, laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund, and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy, and repealing Council Regulation (EC) No 1303/2013 and any amendment;

- Regulation (EU) No 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund, and repealing Regulation (EC) No 1301/2013, and any amendment;

- Regulation (EU) No 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial goal (Interreg) supported by the European Regional Development Fund and external financing instruments, and repealing Regulation (EC) No 1299/2013, and any amendment;

- Commission Delegated Regulation (EU) No 240/2014 of 7 January 2014 on the European code of conduct on partnership in the framework of the European Structural and Investment Funds;

- Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union;

- Commission Decision C 2019 (3452) of 14/05/2019 laying down the guidelines for determining financial corrections to be made to expenditure financed by the Union for non-compliance with the rules on public procurement;

- Articles 107 and 108 of the Treaty on the Functioning of the European Union; Commission Regulation (EU) 2023/2831 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid; Commission Regulation (EU) No 717/2014 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European

Union to de minimis aid in the fishery and aquaculture sector; Commission Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (General Block Exemption Regulation – GBER) and its amendments, in particular Commission Regulation (EU) 2021/1237 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty; Delegated and Implementing acts, as well as all applicable decisions and rulings in the field of state aid;

- All other EU legislation and the underlying principles applicable to the Lead Partner (hereinafter referred to as LP) and its Project Partners including the legislation laying down provisions on public procurement, on competition and entry into the markets, the protection of the environment, the equal opportunities between men and women.

Programme documents

- The Interreg VI A IT-HR Italy-Croatia CBC Programme adopted by the European Commission on 10th August 2022, Decision C (2022) 5935 final (CCI 2021TC16RFCB038) and further amendments;
- All manuals, guidelines and any other documents relevant for project implementation (e.g. PIM) in their latest version as published on the Programme official website or provided by the Programme bodies to the LP/PP directly during the project implementation;
- The Operations of Strategic Importance (OSIs Call for Proposal of the Interreg V-A Italy-Croatia CBC Programme as approved by MC during the 6th meeting held in Roma on 24th June 2024 and published in the official Programme website).

National laws and regulations

- Decision n. 78 of 22th December 2021 of the Italian Interministerial Committee for Economic Programming and Sustainable Development (CIPESS) "2021-2027 Cohesion Policy Programming - Approval of the 2021-2027 partnership agreement proposal and definition of national public co-financing criteria for European programs for the 2021-2027 programming cycle";
- Italian Law n. 241, 7th of August 1990 "The Italian Administrative Procedure Act", and subsequent modifications and supplements;
- National laws applicable to the LP and PP and their activities.

In case of amendments of the above-mentioned regulations and/or rules, the latest version shall apply.

Article 1
Subject of the Grant Contract

1. The purpose of the Grant Contract (hereinafter the Contract) is the award of a grant by the Project Partner of the Interreg VI-A Italy-Croatia 2021-2027 SEAS project (hereinafter referred to as PP) to the Final Recipient (hereinafter referred to as FR), a Italian SME participating as a partner in the Small Project, for the implementation of the following Small Project:

Small Project Title	
Small Project Acronym	
Small Project ID	
Final Recipient	
Start date of the Small Project	
End date of the Small Project	

2. The FR accepts the grant awarded and assumes the responsibility to coordinate the implementation of its part of Small Project activities of the Small Project with other FR/FRs in due time according to the provisions of the Contract.

Article 2
Duration of the Contract

1. The Contract shall enter into force on the day on which the last party signs the Contract.

2. The Contract shall cover the whole implementation period of the Small Project and shall be valid until all the obligations related to the implementation of its part of Small Project activities of the Small Project are fulfilled between the parties.

Article 3
Financing of the Small Project

1. The total budget of the FR for its part of Small Project consists of Grant contribution and its private co-financing as presented below:

	Total FR budget (EUR)	**Grant contribution (EUR)**	**Private co-financing (EUR)**
Small project			

2. The PP awards a maximum amount of **<....> EUR**, which represents up to 80% of the FR's total budget for its part of the Small Project.

3. The final amount of the Gran contribution will be calculated based on certified expenditures only. The maximum amount paid by the PP to the FR cannot exceed the amount of Grant contribution as defined in paragraph 2 of this Article.

4. Funds awarded under this Contract must be used only to finance the Small Project activities. The Small Project cannot receive any additional public co-financing for the same eligible costs and cannot be cumulated with other State aid or de minimis aid for the same eligible costs.

5. Each payment by the PP to the FR shall consist of the certified and eligible costs for Small Projects.

Article 4
Responsibilities of the Final Recipient

1. Each FR separately and in coordination with all FRs within a Small Project shall:
   a) Assume the overall legal and financial responsibility for ensuring the implementation of the Small Project and ensure the professional management of the Small Project;
   b) coordinate the start, implementation and closure of the Small Project according to the time schedule as indicated in the latest approved version of the Application;
   c) ensure that all reported expenditures have been incurred for the purpose of Small Project implementation, and correspond to the activities as indicated in the latest approved version of the Application, and in accordance with this Contract;
   d) reimburse, in whole or in part, the funds received where further checks and verifications carried out by the competent national and Programme Authorities identify irregularities in the use of the funds, including any amounts unduly received. The FR shall repay the sums unduly received within 30 (thirty) calendar days from the date of receipt of the formal request for recovery issued by the competent Authority, and shall cooperate fully with PP and such Authorities for the purpose of the recovery of any sums unduly disbursed, in accordance with applicable national and European Union rules and procedures
   e) ensure that all costs reported within the eligibility period of the Small Project have been verified by the PP;
   f) support the PP and the Programme in its communication activities;

g) inform the PP immediately about all circumstances that delay, hinder or make impossible the realisation of the Small Project, as well as all circumstances that may cause minor and major changes to the Contract (if and when necessary);

h) provide any information regarding the implementation of the Small Project upon request of the PP, or take the necessary steps requested by the PP within the set deadlines;

i) use the SEAS web platform for reporting and exchanging information (including the relevant supporting documentation) with PP;

2. FR within the Small Project shall receive support from SEAS Project Partner to implement the Small Project within Interreg Italy-Croatia VI-A 2021-2027 Programme.

3. In addition, the FR shall:

(a) appoint a project manager who has the operational responsibility for the implementation of the overall Small Project;
(b) ensure the fulfilment of all conditions, set by the PP by the approval of the Small Project;
(c) provide access to the premises, documents and information, irrespective of the medium in which they are stored, for verifications by the Audit Authority (hereinafter referred to as AA), authorised representatives of the European Commission (hereinafter referred to as EC), the European Anti-Fraud Office, the European Court of Auditors, the Group of Auditors and any external auditor authorised by these institutions or bodies. These verifications may take place up to 3 years starting from 31 December of the year of the final payment from the programme to the FR. The FR must ensure that all original documents, or their certified copies, in line with the national legislation related to the implementation of the Small Project, are made available until the above final date of possible verifications, and until any ongoing audit, verification, appeal, litigation or pursuit of claim has been completed;
(d) guarantee the access to the databases and documents to all representatives of the PP in charge of controls and "on-the-spot";
(e) guarantee to the PP the access to the place where the Small Project has been implemented and to the headquarters of all FRs in order to implement the foreseen "on-the-spot" checks within the activity of control of the Small Project;
(f) react promptly to any request made by the PP or Programme bodies;
(g) be accountable for the implementation of its part the operation and keep at its level all supporting documents required for the audit trail in accordance with Annex XIII to Regulation (EU) 2021/1060; and
(h) make sure to comply with the transparency and communication requirements stipulated in Article 36 of the Interreg Regulation.

4. The FR shall take full responsibility for the damages caused to third parties during the implementation of its part of the Small Project.

Article 5
Responsibilities of the PP

1. The PP shall:
   a) support the FR by providing the necessary information and clarifications related to the implementation of the Small Project;
   b) ensure that the FR receives the total amount of eligible expenditure due in full and no later than 80 days from the date of submission of the Small Project Report to the PP;
   c) inform the FR regarding the reports, conclusions and recommendations made by the European Commission and other Programme bodies, which may affect the implementation of the Contract and the Small Project; and
   d) ensure that the FR has access to the SEAS web platform, as well as instructions on usage of the SEAS web platform.
2. The PP is also responsible for:
   a) providing guidance for FR during the application and implementation phase;
   b) management verification of FR's expenditures based on real costs;
   c) checking the proper application of simplified cost options by FR;
   d) issuing certificates confirming the amount of approved eligible costs;
   e) checking of deliveries, outputs and results of Small Projects;
   f) controls and on-site visits;
   g) recording and storing, at its level, the information about Small Projects, including the expenditure incurred by the FR.
3. In case one or more obligations of the FR are not fulfilled, the PP reserves the right to execute the Contract. If this is the case, the PP shall notify the FR of the decision and next legal steps.

Article 6
Reporting obligations

1. In order to receive the reimbursement of funds, the FR shall submit a Small Project Report declaring the costs for the relevant reporting period.

2. The Small Project Reports shall be submitted through the SEAS web platform and its purpose is to ensure monitoring of the implementation of Small Project activities and achievement of Small Project specific objective(s), outputs and results, as described in the Application. The Small Project Report shall serve as a payment claim.

3. The FR is responsible for submission of the Small Project Report to the PP within 10 days from the end of the relevant reporting period, with the exception of the final report within 30 days.

Relevant reporting periods are as follows:

	Duration	Reporting deadline
1st reporting period		
2nd reporting period		
3rd reporting period		

4. After the Small Project Report has been submitted, the PP shall perform the verification of the Small Project Report.

5. The PP shall issue a Certificate on the eligible and validated costs to the FR

6. The FR shall receive a total amount of eligible costs due in full within 100 days from the date of submission of the Small Project Report/payment claim to the PP.

7. The FR must request payments in accordance with the latest approved budget in the Application.

8. Specific details regarding preparation, content of the Small Project Reports and other reporting obligations are given in Implementation and reporting manual for FRs.

Article 7
Payment arrangements and use of euro

1. All payments by the PP to the FR shall be made in EUR and transferred to the account indicated in the Application, in line with applicable national legislation.

2. In case of any delay in the repayment, the amount to be paid shall be subject to interest on late payment, starting on the due date and ending on the actual date of repayment. The rate of such interest shall be calculated following the national rules applicable to the Republic of Italy.

Article 8
Suspension of payments

1. Any unjustified delay in reporting or the clarification process of the Small Project Report may lead to the suspension of payments or financial corrections.
2. The payment deadline may be interrupted by the PP in either of the following duly justified cases:
   a) information submitted by the FR does not allow the PP to establish whether the amount is due;
   b) an investigation has been initiated in relation to a possible irregularity affecting the expenditure concerned.

   The FR shall be informed in writing of the interruption.
3. In addition, the PP may also suspend payments as a precautionary measure without prior notice, prior to, or instead of, terminating this Contract as indicated in Article 19 of this Contract.

Article 9
Project performance and corrective measures

1. As a general rule, the PP may apply a financial correction in case one or more obligation stated in this Contract is not respected by the FR.
2. The FR is responsible for ensuring that a minimal 90% (except in cases where activities are delayed due to "force majeure") of its part out of total Small Project budget is reported to the PP.
3. The FR is responsible for ensuring that Small Project outputs, deliverables and results are achieved as planned in the SPA and reported to the PP.
4. In case the Small Project fails to achieve one or more planned outputs and/or results contributing to Programme indicators, the PP reserves the right to apply a financial correction of max 65% of the planned target value to the Small Project.
5. In case the Small Project fails to achieve one or more planned deliverables; the PP reserves the right to apply a financial correction to the Small Project by reducing the Small Project budget by a maximum of 10%.

Article 10
Eligibility of expenditures

1. The expenditure related to the Small Project is eligible only if they are in accordance with the relevant EU legislation, Programme rules, national legislation and other relevant SEAS Project documentation, and if they are in line with the terms and conditions stipulated in the Contract.

2. Eligible costs must fulfil all the following criteria as described in the Guidelines for SMEs as Final Recipients for relevant Call.

3. Eligible costs must be incurred during the eligibility period of the SP, i.e., starting from the date when SP application is officially submitted until the end of the SP's implementation.

4. Grant contribution rate (as stipulated in Article 3) shall be applied to each eligible cost under all cost categories.

Article 11
Procurement rules

1. For the award of service or goods contracts, the FR shall apply the procurement rules according to rules aligned with SEAS Procurement Guidelines.

Article 12
Irregularities and recoveries

1. Irregularities may be detected (during implementation and after Small Project closure) by any authority/person involved in SEAS project management and/or implementation, whistle-blowers or other bodies and individuals, including anonymous ones.

2. If the irregularity is confirmed during the Small Project implementation, the financial correction may be applied to the next payment claim(s), if applicable.

3. If the financial correction cannot be applied on the next payment claim or the irregularity is confirmed after the final payment has been made to the Small Project, the PP shall request the recovery of amounts unduly paid from the FR.

4. The FR is obliged to ensure the recovery of the amounts unduly paid to its part of Small Project activities of the Small Project within 30 calendar days upon receipt of the request for recovery by the PP.

5. The PP may request the recovery of funds unduly paid of FR part of Small Project activities in case of termination of the Small Project.

6. In case of delay in the recovery of funds by the FR, the PP may claim interest, in line with Article 7, paragraph 2 of this Contract.

Article 13
Visibility, communication and use of Project results

1. The FR shall ensure that it's part of Small Project activities complies with all publicity, communication, and branding obligations (e.g. on the use of the programme logo, information requirements and organisation of events) as further specified in the Guidelines for SMEs as Final Recipients and/or any other instructions issued by the PP.

2. Any notice or publication by the FR, in whatever form and whatever medium, including the Internet, shall specify that it is the sole responsibility of its author and that the PP, Programme bodies and the European Union are not liable for any use that may be made of the information contained therein.

3. The FR shall be authorised to publish, in whatever form and on or by whatever medium, including the Internet, the following information:

   (a) SEAS logo;

   (b) Name of the LP/PP;

   (c) Name of the Small Project and name of Final Recipients working on the Small Project;

   (d) Description of the Small Project, including its aims, results, expected achievements, outputs, activities, etc;

   (e) Total Small Project budget (in EUR);

   (f) The amount of Grant Contribution (in EUR);

   (g) Duration of the Small Project [dd/mm/yyyy. – dd/mm/yyyy];

   (h) the location of the Small Project and the countries concerned;

   (i) A reference to the SEAS Small Project website (for example, as a hyperlink on the SEAS logo);

   (j) A reference to relevant Funds as described in visibility guidelines for the FR;

   (k) Disclaimer, as described in visibility and communication guidelines for the FR.

4. The description outcomes and results of the Small Project have to be made available to the general public free of charge.

5. The FR shall ensure that it has all rights to use any pre-existing intellectual property rights if necessary for its part of the Small Project implementation.

6. At the request of the PP, the FR shall send a short description of the SP and the achieved results for the publication of the good stories of the SEAS project (e.g. brochure, Facebook, etc.)

7. The FR shall respond and participate at the request of the PP with their SP in making videos or presenting at events.

8. The PP shall be authorised to publish, in whatever form and on or by whatever medium, including the Internet, (parts of) the project data in order to fulfil its own reporting, communication and visibility obligations in line with the GDPR.

9. Any personal data under the grant contract shall be processed by the PP or other relevant programme bodies in accordance with Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural person with regard to the processing of personal data and on the free movement of such data (General Dana Protection Regulation/ GDPR)

10. The PP, other programme bodies and the Commission shall be allowed to process personal data where necessary for the purpose of carrying out their respective obligations under the body of rules and regulations, in particular for monitoring, reporting, communication, publication, evaluation, financial management, verifications and audits and, where applicable, for determining the eligibility of participants.

11. The PP may transfer project and /or personal data to relevant programme bodies and national authorities for the same purposes as listed in paragraph 10 of this article.

12. Detailed information for Small Project visibility and communication are given in Visibility and communication guidelines for the Final Recipient's under SEAS project.

Article 14
Audits and audit trail

1. The responsible EU audit bodies and, within their responsibility, the Audit Authority and the are entitled to audit the use of funds by the FR or to arrange for such an audit to be carried out by authorised persons.

2. The FR must provide all documents required for the audit, as well as all necessary information and give access to its business premises.

3. The FR is obliged to ensure that all files, documents, and data related to its part of Small Project activities of the Small Project are retained for audit purposes for a three-year period from 31 December of the year in which the last payment by the PP is made.

   Documents shall be kept either in the form of the originals, or certified true copies of the originals, or on commonly accepted data carriers including electronic versions of original documents or documents existing in electronic version only. Where electronic versions exist, no originals shall be required where such documents meet the applicable legal requirements in order to be considered equivalent to originals and to be relied on for audit purposes.

Article 15
State Aid

1. The Grant Contribution equal to 80% of the total Small Project budget will be granted under the General Block Exemption Regulation (GBER).
2. The PP is responsible for ensuring that Final Recipients comply with the General Block Exemption Regulation (GBER) – Article 20.

Article 16
Durability

1. A Small Project comprising investment in equipment shall repay the Grant contribution if within three (3) years of the final payment to the FR, it is subject to any of the following:

   a. a cessation or transfer of a productive activity outside the Programme area;

   b. a change in ownership of an item of equipment which gives a firm an undue advantage;

   c. a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives.

2. The PP is obliged to conduct a durability check at least once in the period of three (3) years after the final payment.

Article 17
Conflict of interests

1. If any conflict of interest arises or may arise during the Small Project implementation, the FR shall immediately take all necessary steps to resolve it and notify the PP in writing.

2. The PP may verify the measures taken to resolve the conflict of interests and may require additional measures to be taken, if necessary. In case the PP establishes that the proposed

measures have not been implemented, the PP reserves the right to terminate the Contract in line with Article 19 of this Contract.

Article 18
Modifications of the Project

1. Any modification of the Small Project shall be submitted to the PP by the FRs on joint level via e-mail. The Small Project can be modified only during its implementation period only once.
2. The modifications of the Small Project cannot affect the basic purpose of the Small Project and the grant award decision.
3. The following modifications are considered major modifications of the Small Project and require written approval by the PP:
   a) prolongation of the Small Project implementation period;
   b) changes related to indicators.
4. Detailed procedures and deadlines for Small Project modifications are given in SEAS Reporting manual.
5. In case of Small Project modifications affecting the content of the Contract, an Addendum to the Contract shall be issued.

Article 19
Termination of the Contract

1. The PP may terminate the Contract and demand the repayment of Grant contribution in full or in part, by giving a 30-day written notice and without paying compensation of any kind, if:
   a) the FR provide false or incomplete information required in the selection procedure or in the implementation of the Small Project;
   b) the FR fails to fulfil any condition or obligation resulting from the Contract;
   c) the FR becomes insolvent, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject to bankruptcy proceedings or proceedings concerning those matters or is in any other analogous situation;

d) the FR, or any related person[1], have committed fraud or are involved in any illegal activity detrimental to the European Union's financial interests;

e) a change in the FR status or any other FRs statuses which substantially affects the implementation of the Small Project or puts into question the award decision;

f) the Small Project has not been or cannot be fully implemented, or it has not been or cannot be implemented in due time;

g) the Small Project significantly failed to reach objectives, results and outputs planned in the Application, unless duly justified;

h) the FR has failed to submit required reports, proofs, or necessary information requested by the PP within the set deadline, provided that the FR has received at least one written reminder setting the deadline and specifying the legal consequences of a failure to comply with the requirements;

i) the implementation of the Small Project is affected by one of the FRs without the knowledge/participation of the other FRs (e.g. replacement of the FR or expulsion of only one FR with activities and budget taken over by the other FRs);

j) the Grant contribution has been partially or entirely misapplied for purposes other than those agreed upon;

k) the FR has impeded or prevented the auditing of its part of the Small Project or failed to retain its part of the Small Project documentation required for the audit;

l) the FR has failed to immediately report events delaying or preventing the implementation of its part of the Small Project, or any circumstances leading to its modification;

m) EU legislation and/or national legislation has been violated;

n) if the Contract has not given rise to any payment within one year of its signature.

2. Upon termination of this Contract by the PP, the FR and other FRs on the Small Project shall receive a written notice with necessary instructions regarding the closure of the Small Project.

3. In cases of termination of the Contract specified in points a), d), e),i), j) and m) of paragraph 1 of this Article, the PP may request full or partial repayment of amounts already paid from the

[1] Any related person means any physical person with powers of representation, decision-making or control in relation to the FRs.

grant, in proportion to the gravity of the irregularity in question after allowing the FR to submit its clarification.

4. In the cases of force majeure, i.e., if the exceptional circumstances make implementation of the Small Project excessively difficult or dangerous, and if the Contract can no longer be executed effectively and appropriately, the Parties may terminate the Contract by serving a 30-day written notice, without being required to pay indemnity. The PP may reimburse the unavoidable residual expenditures incurred during the notice period (only for activities and expenditures that have been properly executed).

5. The FR shall be entitled to request payments from the PP only for the part of the Small Project carried out and activities completed before termination of the Contract that contribute to Programme indicators.

6. If the European Commission fails to make the funds available or takes the decision to interrupt or totally to suspend the funds, the PP is entitled to terminate the Contract. In this case, the PP is not obliged to pay any indemnity to the FR.

7. The Contract may be terminated by written mutual agreement between the FR and PP.

Article 20
Payment instruments

To ensure the orderly fulfilment of contractual obligations, the FR undertakes to deliver to the PP:

- 1 (one) bank or insurance guarantee (fideiussione) of the FR, up to the full amount of the FR's requested Grant Contribution valid six months after the end date of the Small Project.

The FR and the guarantor allow the PP, in case of non-fulfilment of contractual obligations, to fill out a blank enforceable debenture and submit it for collection to the Financial Agency or any other financial institution that is responsible for its payment.

Article 21
Final Provisions

1. All official correspondence between the FR and the PP shall be in writing and in English language.
2. In case of legal succession any of the Parties, the Party involved is obliged to transfer all the obligations under this Contract to its legal successor.

3. This Contract shall be governed in accordance with the laws of the Republic of Italy. In case of differences that are not ruled by this Contract, the Parties agree to find an amicable and mutually acceptable solution. In the absence of an amicable settlement, the Parties will submit themselves to the exclusive competence of the competent court in Treviso.
4. If a provision of this Contract is or becomes invalid or if this Contract contains unintentional gaps or misprints, this will not affect the validity of the other provisions of this Contract. The Parties will replace any invalid provision with a valid provision that is as close as possible to the purpose and intent of the invalid provision. The Parties will fill any unintentional gap or misprint by a provision that better suits the purpose and intent of this Contract, in compliance with the rules applicable.
5. The Contract shall be signed in two (2) original copies. One copy shall be kept by the FR and one copy shall be returned to the PP.

For the Final Recipient	For the PP:
Name:	Name:
Title:	Title:
Signature and stamp:	Signature and stamp:
Date:	Date: