

## Commercial and legal eligibility on potential recipients

<b>Potential recipient (name and address)</b>	
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### Information on recipient

(Please summarise key information here and attach any explanatory notes as an appendix)

Eligibility criteria	Assessment
<p><b>Legal form of the institution/organisation</b></p> <p>What is the <u>legal form</u> of the institution/organisation? How is the institution/organisation <u>registered</u>? Evidence of legal form and registration in accordance with the legal provisions that apply in the country in which the institution/organisation is based. Please attach extracts from the appropriate register. / Formation documents showing the location of the institution/organisation's registered office and the year of formation (if not shown in the register entry) / Tax number or other forms of substantiating documentation generally required in the country.</p>	
<p><b>Public-benefit status</b></p> <p>Does the institution/organisation have <u>public-benefit status</u>? Does it have non-profit status under the partner country's legislation? Submit <u>articles of association and register entry or comparable documents</u> if the partner country's legal system recognises the status of 'public-benefit institute'.</p> <p>Are the institution/organisation's <u>usual activities located within the 'public-benefit sector'</u>? Information from institution/organisation/website.</p> <p>Is the intention (according to the project proposal) to <u>use the funds provided</u> under the project for <u>tax-privileged purposes</u>?</p>	
<p><b>Accounting</b></p> <p>The eligibility check must determine whether there is an appropriate <u>accounting system</u> with <u>qualified personnel</u>. As a <u>minimum requirement</u>, this system must meet <u>national standards</u>, and where <u>larger sums</u> are involved possibly also <u>international accounting standards</u>.</p> <p>(Required information: annual budget and properly drawn up annual financial statements, annual sales figures and implemented budgets for the past three years, comparison with level of planned financing.)</p>	
<p><b>Contract award procedures</b></p> <p>Are there <u>rules</u> which meet <u>national legislation and international standards</u>? Are they <u>verifiably applied</u>?</p> <p>(Applicable contract award legislation, implementation, results of checks)</p>	

<p><b>Internal and external controls</b>  Existence, mandate, quality of <u>internal control bodies</u>.  <u>External audit bodies and audit reports</u>, including those of other donors.</p>	
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<p><b>Previous experience</b>  Extent of previous experience, quality of <u>technical and administrative implementation of previous financing arrangements</u>, including funds provided by other donors.</p>	
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<p><b>Anti-corruption</b>  Are there any allegations of corruption or investigations into possible corruption involving senior employees or managers?</p>	
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<p><b>Forwarding of funds by the recipient to third parties</b></p> <p>If funds are to be forwarded by the recipient to third parties (final recipients), this must be mentioned in the description of the measure. This does not refer to purchases of materials/equipment or services.</p> <p>In this context, the identity of the final recipient must be checked and documented before the contract is signed, and the same guidelines apply in relation to commercial and legal eligibility checks. The documentation covers at least the legal-personality and public-benefit criteria.</p> <p>If the final recipient has not been confirmed prior to the signature of a contract, the potential final recipients must be made known to GIZ in writing, and GIZ's approval obtained before the funds are forwarded.</p> <p>Will funds be channelled onwards to third parties under an potential financing arrangement?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Attach eligibility checks (legal personality and public-benefit nature) for final recipient)</p>
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**We hereby confirm that the details provided above are complete and true.**

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(Date)

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(Stamp and Signature of Applicant)