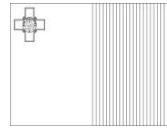


Annex 2 – Invoice Status Certificate (sample)

Invoice Status Certificate – ISC



EEA / Norway Grants 2009-2014

Project Details

Name
Code

Contract Information

Comm. Level No.

Contract Code

Contract Date

Description

Financial Component

Initial
(€)

Allocation
(€)

Disposal
(€)

Private Eligible
Public Eligible
VAT Not Eligible [payable]
Remarks

Guarantees

Date / Remarks

Type

Reference

Executed

Amount (€)

Invoice Details

Certificate Date

Invoice No.

Invoice Date

Trade Name

VAT No.

Address

Account Holder

Account No.

Bank

Invoice Description

Remarks

Financial Component

Allocation (€)

Public Eligible
Public Non-eligible [payable]
VAT Non-eligible [payable]
Total

Financial Details

Financial Component

Financial Source

Percentage (%)

Amount (€)

Public Eligible
Public Non-eligible [payable]
VAT Non-eligible [payable]

Notes / Remarks:

Annex 2 – Invoice Status Certificate (sample)**Checklist – Certify Work_Beneficiary**

- | | | |
|---|-----|----|
| - Is the original invoice and/or request for reimbursement and any other required documents attached? | Yes | No |
|---|-----|----|

Validation of Documents

- | | | |
|---|-----|----|
| - Is the expenditure being claimed in line with the Programme Agreement / Project Contract / TA Agreement*? | Yes | No |
| - Is the line item on the invoice eligible? | Yes | No |
| - Is the invoice / request for reimbursement based on a valid contract? | Yes | No |
| - Does the invoice reflect the schedule of payments in the respective Contract? | Yes | No |
| - Are the following details on the Invoice and / or request for reimbursement all correct: date, line item, quantity, amount, contractor's details (including bank account name and number) and / or entity's details, VAT element? | Yes | No |

Delivery of supplies / works / services

- | | | |
|---|-----|----|
| - Unless the invoice is for an advance payment, have the works/supplies/services been delivered according to contract specifications? | Yes | No |
|---|-----|----|
- Advance Payment*

Compliance with National legislation and Rules and Procedures

- | | | |
|---|-----|----|
| - Have relevant National legislation (including Public Contracts Regulations) been complied with? [1] | Yes | No |
|---|-----|----|

Compliance with the Regulations on the Implementation of the EEA and Norwegian Financial Mechanisms 2009-2014

- | | | |
|--|-----|----|
| - Have the Regulations on the Implementation of the EEA and Norwegian Financial Mechanisms 2009-2014 been complied with? | Yes | No |
|--|-----|----|

[1] NGOs and/or private organisations benefiting from the funds under the EEA and Norwegian Financial Mechanisms are expected to follow the principles of sound procurement processes, in the same way as other public entities.

* Please delete as applicable

Signature and Rubber Stamp (Project Promoter/Beneficiary)

Date

Checklist – Confirmation_LM

This role is confirmed by the Line Ministry / Director Programme Implementation

Ensuring that the Project Promoter carried out the required checks:

- | | | |
|---|-----|----|
| - Has the Project Promoter carried out the required checks and completed the Invoice Status Certificate as required in the EEA and Norwegian Financial Mechanisms Computerised Accounting Records System? | Yes | No |
| - Have the National legislation including Public Contracts Regulations been complied with? | Yes | No |
| - Has the Project Promoter uploaded the invoice or equivalent into the EEA and Norwegian Financial Mechanisms Computerised Accounting Records System? | Yes | No |
| - Does the payment correspond to a valid contract? | Yes | No |
| - Is the amount requested arithmetically accurate? | Yes | No |
| - Have the Regulations on the Implementation of the EEA and Norwegian Financial Mechanisms been complied with? | Yes | No |
| - Has the Project Promoter confirmed the status of the <i>Insertion of Invoice</i> and <i>Certify Work</i> as complete on the Database? | Yes | No |

Raising the Commitment (Debit Advice)

- | | | |
|--|-----|----|
| - Has the correct commitment been raised through the DAS by the respective Accounting Officer of the relevant Ministry? | Yes | No |
| - Does the commitment and the invoice have common recipient names, common corresponding VAT identification numbers and analogous amounts? | Yes | No |
| - Upon confirmation of the above, has the Line Ministry confirmed the status of Confirmation by Line Ministry as complete in the Computerised Accounting Records System? | Yes | No |

Annex 2 – Invoice Status Certificate (sample)

Signature and Rubber Stamp (Line Ministry)

Date

Checklist – Acceptance_Treasury

Checking the Invoice and ISC

- Have the Project Promoter and the Line Ministry completed, checked and signed the ISC? Yes No

Confirming the commitment

- Is the commitment issued by the Accounting Officer in the Line Ministry accurate? Yes No

- Has the commitment been produced out of the correct incidence of charge – budget line? Yes No

- Is the invoice or equivalent in line with national rules? Yes No

EEA and Norwegian Financial Mechanisms Computerised Accounting Records System

- Have the Project Promoter and the Line Ministry marked the status of the ISC as complete in the relevant section of the EEA and Norwegian Financial Mechanisms Computerised Accounting Records System? Yes No

Instructing CBM to transfer funds

- Were the required payment documents prepared and forwarded to the CBM for payment execution? Yes No

Uploading the ISC

- Has the complete ISC with all signatures been uploaded onto the Computerised Accounting Records System by the Treasury? Yes No

Signature and Rubber Stamp (Treasury)

Date