

## Annex 22 - Change in Project Leader Form

### **(FINAL BENEFICIARY/ [ORGANISATION] LETTERHEAD)**

Director General  
Funds and Programmes Division  
Parliamentary Secretariat for the EU Presidency 2017 and EU Funds  
Triq il-Kukkanja, Santa Venera, SVR 1411

Through Permanent Secretary/legal representative of the organisation

**(DATE)**

**Re: Change in Project Leader for (insert project reference number and title of project)**

Dear Ms/Mr **(surname of DG FPD)**

With reference to the above mentioned project, we would like to notify that **(name of new project leader)** who holds the position of **(function/title/position)** within the Beneficiary organisation, has accepted to take the responsibility on all matters related to the EU co-financed project **(insert reference no. and title of project)** as Project Leader, replacing **(insert name of outgoing project leader)**. This change will come into effect as of **(date of transfer of responsibilities)**. The Beneficiary also declares that the outgoing Project Leader has handed over to the best of his/her knowledge all the documentation and information related to the project, to the new Project Leader who has accepted and acknowledges such fact.

Delegated by:

\_\_\_\_\_

**(Name of outgoing Project Leader)**

\_\_\_\_\_

Signature

Acceptance by:

\_\_\_\_\_

**(Name of new Project Leader)**

\_\_\_\_\_

Signature

RA Doc. Reference No. 16

Asylum, Migration and Integration Fund

Internal Security Fund

2014-2020

Co-financing rate: 75% EU Funds; 25% Beneficiary Funds

Sustainable Management of Internal Security and Migration Flows

