**Change in Contact Person Details Notification Template**

**Version 1.4**

**27th January 2025**

**Scope**

Beneficiaries of interventions funded through the Common Agricultural Programme – Strategic Plan for Malta 2023-2027 are requested to use the below template when notifying the Managing Authority of a notification of a contact person or a change in Contact Person. This Form applies to **Private Beneficiaries & Local Councils** who hold the role of Project Leader themselves but would like to either introduce or change the Contact Person for communication purposes.

A Contact Person provides a link of communication between the Managing Authority and the Beneficiary. The contact details are only required if the Contact Person is not the Beneficiary or Project Leader and are contacted by the Managing Authority when sending notifications or requesting information.

The type of communication can be related to, for example but not limited to, admissibility checks upon submission of application, eligibility requirements and evaluation of application during selection process, monitoring of Project during implementation, decisions about change requests and any other notifications issued by the Managing Authority.

If the same beneficiary has multiple projects, then a separate Change in Contact Person Details Notification shall be submitted for **each project**.

**Instructions**

Beneficiaries should use the latest version of the Change in Contact Person Notification Template available for download from www.fondi.eu

Kindy use the below text as a template and replace the ***text in bold and italics*** with the necessary information.The text below should be presented in the form of a letter in electronic format (i.e. not handwritten). Where available, it should be printed on the beneficiary organisation letterhead.

The letter, signed by the necessary parties and scanned is to be sent via email to: rdd.opm-ees@gov.mt

More information regarding the Common Agricultural Programme – Strategic Plan for Malta 2023-2027 can be found on the [www.fondi.eu](http://www.fondi.eu)

Change in Contact Person Details Notification Version 1.4

Director General

Funds and Programmes Division

The Oaks Business Centre,

The Oaks Business Centre

Block B, Farsons Street

Hamrun Through ***Legal Representative of the organisation (where applicable)***

***DATE***

Re: Change in Contact Person for (***insert project reference number and title of project***)

Attn. Head of the Managing Authority

With reference to the above-mentioned project, kindly note that (***insert name of new contact person***), is being granted permission to act as Contact Person, replacing (***insert name of outgoing contact person or cross out if not applicable***).

**Details of new Contact Person:**

|  |  |
| --- | --- |
| Title:  (Mr/Ms/Dr/other please state) |  |
| First Name and Surname |  |
| Organisation |  |
| ID Card/Passport Number |  |
| Mobile Telephone Number |  |
| **E**mail Address |  |

The above contact person may also represent the Beneficiary in the case of meetings/information sessions organised by the Managing Authority with the Beneficiary.

The Managing Authority is not responsible for any information or communication that does not reach the Beneficiary or Project Leader as long as it has proof it has dispatched such communication by either email or mail.

This change will come into effect as of (***date of granting of permission***).

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Name of Beneficiary/Project Leader Signature

*(delete as appropriate)*

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Name of new Contact Person Signature