



RECEIPT

KASIKORNBANK PUBLIC COMPANY LIMITED  
INTERNATIONAL TRADE AND FACTORING PROCESSING DEPARTMENT  
1 SOI RATBURANA 27/1,  
RATBURANA ROAD,  
BANGKOK 10140, THAILAND.

TAX ID: 0107536000315

DATE:16-Feb-18

TRANSACTION REF: ORI8067674  
MESSRS: ASIAN INSTITUTE OF TECHNOLOGY  
59 MOO 9, PAHOLYOTHIN RD., KM 42,  
KLONG 1, KLONG LUANG,  
PATHUMTHANI 12120, THAILAND.  
REMIT PROCEEDS TO: BRD - GROUPE SOCIETE GENERALE SA  
FOR SETTLEMENT OF: RO78BRDE410SV96219344100  
UNIVERSITATEA POLITEHNICA DIN  
BUCURESTI  
SPL. INDEPENDENTEI NR 313, 060042  
SECTOR 6, BUCURESTI ROMANIA  
TT AMOUNT: EUR 21,832.80  
DETAIL OF PAYMENT: 1ST INSTALLMENT FOR SECTION 5.3 OF  
THE PARTNERSHIP AGREEMENT-MEMO  
JAN 25, 2018  
WE HAVE RECEIVED PAYMENT BY DEBIT ACCOUNT  
A/C NO.: 3812046666  
A/C NAME: ASIAN INSTITUTE OF TECHNOLOGY

COPY

DETAILS AS FOLLOWS:

DESCRIPTION	CCY	AMOUNT	RATE	FX REF. NO.	CCY	AMOUNT
Principal Amount	EUR	21,832.80	39.46	66162475	THB	861,522.29
SWIFT/TELEX CHARGES***					THB	400.00
REMITTANCE & AMEND COMM. THB***					THB	100.00
FBC PAY IN FULL TXN=EUR FEE=THB***					THB	1,200.00
<b>TOTAL AMOUNT</b>					<b>THB</b>	<b>863,222.29</b>

KASIKORNBANK PUBLIC COMPANY LIMITED

~~THIS RECEIPT DOES NOT REQUIRE AN AUTHORIZED SIGNATURE.~~

ACCORDING TO REVENUE DEPARTMENT ORDER POR 112/2545  
YOU ARE OBLIGED TO DEDUCT 3% INCOME TAX UP FRONT FROM PAYMENT OF FEES AND OTHER SERVICES,  
AND SUBMIT TO REVENUE DEPARTMENT WITHIN 7<sup>TH</sup> DAY OF THE FOLLOWING MONTH  
\*\*\* TOTAL FEE FROM 1,000 BAHT AFTER COUPON DEDUCTION (IF ANY) PER TRANSACTION CAN BE USED FOR  
REFUNDING TAX 3%



## Chirapar P.

---

**From:** Pornpun Pugsawade <pornpun@ait.asia>  
**Sent:** Wednesday, February 14, 2018 10:42 AM  
**To:** orawan  
**Cc:** chirapar; pisut; Duangthida Ayutthaya; Duangthida Hussadintorn Na Ayutthaya  
**Subject:** EU Project

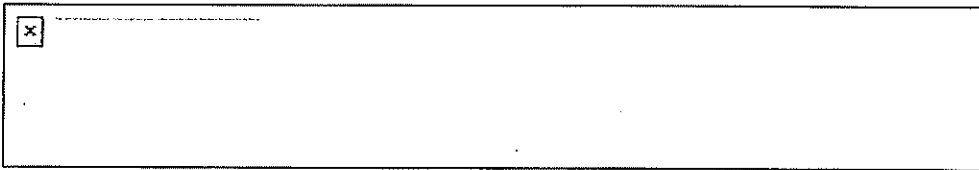
Dear Khun Oranwan

I would like to inform you about open project form A,B,C and D are still wanting for VPAA approval and now we have to transfer of the first installment to University of Politechnica of Bucharest, Romania at the amount EURO 21,832.80

and Dr. Pisut requested me to send this email on behalf of him for requesting to charge it from sundry creditor account and we will return it once EU Project Account are created.

Thanks & Best regards.

Tuu



### Sign-In

Username : [     ]

Password : [     ]

[Log In]



Agency, on condition that the beneficiary has provided the requested necessary documentation and materials on the performed activities to the coordinator within the foreseen deadline.

Necessary documentation and materials on the performed activities are: proofs of expenditure/activity covering the amount already transferred, including requested supporting documentation for the justification of costs; proofs that the activities have been actually and properly implemented and/or that the expected output(s) have been produced; reports requested by the Executive Agency, as well as internal reports on implementation of the project.

5.3 The beneficiary is obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiary will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the beneficiary responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5 The costs of financial transfers shall be borne by the beneficiary. These expenditures will be deducted from the next instalment to the beneficiary.

## Article 6 Reporting

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiary commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The beneficiary is responsible for submitting an internal report to the coordinator at least 10 working days prior to each of the six regular Project Executive Committee (PEC) meetings to inform the coordinator about the technical progress on institutional implementation of the project and partners' financial reports with declaration of expenses incurred accompanied with necessary supporting documents. The technical reports will be the base for preparation of Intermediary report (at half of the project implementation period) and Final Report (at the end of the project) that will be delivered to EACEA by the Project Coordinator. Verification of expenditures declared in partner financial reports are linked to the transfer of the part of Erasmus plus grant to partners from the Coordinator.

6.3 In case the beneficiary does not provide all required reports with appropriate and accurate information therein, together with financial statements and copies of supporting documents in time, the coordinator will inform the beneficiary's project manager about this in written form, with the beneficiary's legal representative in carbon copy. Failure to provide all requested documents and information within 10 working days from the date of coordinator's notice will result in suspending further instalments of the Erasmus+ grant contribution to the beneficiary. The coordinator reserves the right to consult the Executive Agency if the activities declared by beneficiary and/or delivered outputs are questionable.

6.4 The coordinator shall provide the beneficiary with the appropriate reporting forms for the declaration of expenses/activities and the respective financial statements.






**JOURNAL VOUCHER**

**NOTE: Post to Jan 2018 and reverse in Feb 2018**

JV NO: JV-RV - DAN-002

ACCOUNTS							DEBIT (Baht)	CREDIT (Baht)	DESCRIPTIONS
10	1	111	000	00000	206	9999	26,152,398.33		Jan'18 : Unidentified money deposit to SCB-C/A
10	2	214	000	00000	029	9999		26,152,398.33	Jan'18 : Unidentified money deposit to SCB-C/A
<b>TOTAL</b>							26,152,398.33	26,152,398.33	

Prepared by:  Checked by:  Approved by: 

Transactions have not issued receipts in January 2018

Account Number	Deposit Date	Time	Transaction Code	Channel	Credit Amount	Description
4680463012	3/1/2018	8:29	XD	FRCI	11,101.50	22802JS801030053 B/O EBSCO INTERNATI
4680463012	4/1/2018	10:06	QD	TELL	5,960.00	เอ็กเซน ทาวเวอร์
4680463012	4/1/2018	8:23	XD	FRCI	11,077.00	22802JS801040021 B/O EBSCO INTERNATI
4680463012	6/1/2018	12:57	CD	TELL	100,000.00	เซ็นทรัลพลาซ่า เชียงราย
4680463012	8/1/2018	13:14	XD	FRCI	7,336.45	22802JS801080251 B/O FRANCIS MARCHAN
4680463012	9/1/2018	15:16	CD	TELL	22,745.00	จุฬาลงกรณ์มหาวิทยาลัย
4680463012	10/1/2018	11:05	XD	IFT	19,695.30	BNT MD RAHMAN SCBLTHBX 43172BN801101239
4680463012	12/1/2018	2:12	XD	ATS	257,512.00	MCL 00127966001 00017
4680463012	18/01/2018	14:47	CD	TELL	1,000.00	เจริญกรุง ซอย 72
4680463012	18/01/2018	14:59	XD	FRCI	1,589.50	22802JS801180282 B/O SEPAKAT SETIA P
4680463012	18/01/2018	10:14	XD	FRCI	645,243.00	22802JE801180047 B/O UNDP
4680463012	19/01/2018	10:07	XD	IFT	391,603.39	BNT AKADEMI S KASITHBK 43172BN801190676
4680463012	19/01/2018	15:12	XD	FRCI	19,043,083.20	22802JE801190808 B/O COMMISSION DES
4680463012	20/01/2018	12:55	CD	TELL	31,500.00	ตลาดไท
4680463012	22/01/2018	8:27	XD	FRCI	5,195.80	22802JS801220028 B/O EBSCO INTERNATI
4680463012	23/01/2018	8:30	XD	FRCI	3,440.90	22802JS801230035 B/O G P GEOTECHNICS
4680463012	24/01/2018	14:49	XD	FRCI	67,790.25	22802JE801240901 B/O THIVE SOPHEA
4680463012	25/01/2018	11:25	CD	TELL	20,000.00	เทสโก้ โลตัส สงขลา
4680463012	26/01/2018	11:18	CP	TELL	800.00	มหาวิทยาลัยมหิดล
4680463012	26/01/2018	2:35	XD	ATS	91,192.00	MCL 00910054477 00002
4680463012	29/01/2018	11:49	XD	FRCI	77,925.00	22802JE801290852 B/O ERIA
4680463012	29/01/2018	2:09	XD	ATS	4,500.00	MCL 01647676330 00031
4680463012	30/01/2018	2:43	XD	ATS	42,000.00	MCL 00803000017 00002
4680463012	30/01/2018	18:56	CD	TELL	202,400.00	ฟิวเจอร์ พาร์ค รังสิต
4680463012	30/01/2018	11:08	QD	TELL	309,000.00	โรงพยาบาลธรรมศาสตร์เฉลิมพระเกียรติ
4680463012	31/01/2018	14:14	XD	BCMS	3,200.00	DCP 4680577196 YONGHOUSE CO.,LTD.
4680463012	31/01/2018	15:09	CD	TELL	27,000.00	ถนนประชาสงเคราะห์
4680463012	31/01/2018	11:02	XD	IFT	583,217.46	BNT ASIAN DEV CITITHBX 43172BN801311340
4680463012	31/01/2018	10:58	XD	IFT	4,165,290.58	BNT ASIAN DEV CITITHBX 43172BN801311317
<b>Total</b>					<b>26,152,398.33</b>	



Pornpun Pugsawade <pornpun@ait.asia>

490,814 from BELGIUM Refer.Dr.Piput Koomsap

sages

Prateep Chouychod <prateep@ait.asia>  
Pornpun Pugsawade <pornpun@ait.asia>

Fri, Jan 19, 2018 at 4:00 PM

----- Forwarded message -----

From: Chirapar P. <chirapar@ait.asia>  
Date: Fri, Jan 19, 2018 at 3:42 PM  
Subject: FW: Advice for customer : Inward Remittance JAN 19,2018  
To: prateep <prateep@ait.asia>, rungrudee Kamkhuntod <rungrudee@ait.asia>

-----Original Message-----

From: SCB Inward & MoneyGram [mailto:scbinward@scb.co.th]  
Sent: Friday, January 19, 2018 3:13 PM  
To: chirapar@ait.asia  
Subject: Advice for customer : Inward Remittance JAN 19,2018

To ASIAN INSTITUTE OF TECHNOLOGY

We refer to your application for Inward Remittance Notifying Service through Electronic Mail. We would like to inform you that we have received an amount of inward remittance transferred into your deposit account and, therefore, would like to send you the Credit Advice in respect of such inward remittance via E-mail as per attached file which you may view or print out.

We, the Siam Commercial Bank Public Company Limited, would like to take this opportunity to deliver our thankfulness to you for your continuing use of our services and hope to have a chance to provide our services to you in the future.

If there is any inaccuracy or any inquiry in respect of the attached file, please feel free to contact [the Inward Remittance and MoneyGram] at tel: 2256-1846-54 or E-mail: scbinward@scb.co.th

Regards,  
[the Inward Remittance and MoneyGram]  
[Payments and Settlements Division]  
The Siam Commercial Bank Public Company Limited  
Tel: [0-2256-1846-54]

DISCLAIMER:

This e-mail is intended solely for the recipient(s) name above. If you are not the intended recipient, any type of your use is prohibited. Any information, comment or statement contained in this e-mail, including any attachments (if any) are those of the author and are not necessarily endorsed by the Bank. The Bank shall, therefore, not be liable or responsible for any of such contents, including damages resulting from any virus transmitted by this e-mail.

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This email has been checked for viruses by AVG.

<http://www.avg.com>

Advice for Customer

Customer Id : 0000006300  
Name : ASIAN INSTITUTE OF TECHNOLOGY  
58 MOO 9 KM42 PAHOLYOTHIN HIGHWAY,  
Address : TH 12120 PATHUMTHANI

Paid Date JAN 19,2018  
Ref 22802JE801190808  
Remittance Type SWIFT

Message:-

Reference No.(20) : 3802593878  
Date, Currency, and Amount : 2018-01-19 EUR 490,814.00  
Remitting Bank : CITIBANK N.A., LONDON  
Ordering Bank : CITIBANK N.A., LONDON  
Ordering Customer : /GB59CITI18500812011050  
COMMISSION DES COMMUNAUTES  
RUE DE LA LOI 200  
B-1040 BRUSSELS  
BELGIUM  
Beneficiary Customer : /4680463012  
ASIAN INSTITUTE OF TECHNOLOGY  
58 MOO 9 KM42 PAHOLYOTHIN HIGHWAY,  
TH 12120 PATHUMTHANI  
Details of Payment : 1884000809 586137-EPP-1-2017-1-TH-E  
PPKA2-CBHE-2017-3515/001/01 PREFINA  
NCING CBHE ASIAN INSTITUTE OF TECHN  
OLOGYKOOMSAP,PISUT

Cr.Type & BenBank Account No./Chq No.	Objective Deal ID	RemCur & Amount	PayCur & Amount Rate & Rate Type	Baht Amount
IDA-SICOTH5367 4680463012	318013 / 1715 1803415	EUR 490,814.00	THB 19,043,583.20 @38.8000000 SP	19,043,583.20
Total Paid			Baht	19,043,583.20
Commission Email on Inward			THB 0.00 @1.0000000	0.00
Commission			THB 500.00 @1.0000000	500.00
Net Paid			THB 19,043,083.20	19,043,083.20

The Siam Commercial Bank PCL.,Head Office

NO AUTHORIZED SIGNATURE REQUIRED IF COMPUTER GENERATED VALIDATION IS PRINTED

Approved by : NOPPADON

Inward Remittance

Tel. 0-2256-1846 to 56

Requested by :NOPPADON

Date : JAN 19,2018 Time : 15:12:41

No of Printing : 1



Regards  
Piput  
Director/Finance Department  
Tel: 2524 5059

---

 **FRC Inward Transfer.pdf**  
163K

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**Pornpun Pugsawade** <pornpun@ait.asia>  
To: pisut <pisut@ait.asia>

Mon, Jan 22, 2018 at 9:13 AM

[Quoted text hidden]

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 **FRC Inward Transfer.pdf**  
163K



# AIT

## Asian Institute of Technology

# URGENT

Industrial Systems Engineering  
School of Engineering and Technology

Postal Address:  
P.O. Box 4  
Klong Luang  
Pathumthani 12120  
Thailand

Street Address:  
Km. 42 Paholyothin Highway  
Klong Luang  
Pathumthani 12120  
Thailand

(For local calls, dial 02  
before the tel/fax nos.)  
Tel: (66-2) 524 5675  
Fax: (66-2) 524 5697  
<http://www.ise.ait.ac.th>

### MEMORANDUM

January 25, 2018

**To:** Mr. Noppadon Rittipongshusit, Head Finance

**Through:** Prof. Sivanappan Kumar, VPAA  
Prof. Voratas Kachitvichyanukul, Dean SET

**From:** Pisut Koomsap, MSIE 4.0 project coordinator/ Head ISE

**Subject:** Request for transfer of the first instalment to University Politechnica of Bucharest, Romania

**Attachment:** Payment request from University Politechnica of Bucharest, Bank account of University Politechnica of Bucharest, Annex II of the Partnership Agreement between University Politechnica of Bucharest and AIT, Section 5.3 of the Partnership Agreement

Referring to section 5.3 of article 5 of the Partnership Agreement between University Politechnica of Bucharest (UPB), Romania and AIT, the budget allocated to UPB as indicated in Annex II of the Agreement will be arranged in five instalments.

UPB has fulfilled the requirements for the first instalment by signing the Partnership Agreement and making the first payment request of 21,832.80 EURO which is 30% of the total budget allocated to UPB according to section 5.3.1 of the Partnership Agreement. Therefore, may I request for the transfer of the amount of 21,832.80 EURO to UPB to the provided bank account.

Your kind consideration and strong support are highly appreciated.

Best regards,

COPY

26 JAN 2018

*AS*  
*VP*  
*Pisut Koomsap*

Received  
26 JAN 2018

RECEIVED  
26 JAN 2018  
VP - Academic Affairs





**Annex IV - Request for payment form**

January 18<sup>th</sup>, 2018

For the attention of  
Asian Institute of Technology  
Prof. Worsak Kanok-Nukulchai  
58 Moo 9, Km. 42, Paholyothin  
Highway, Klong Nueng, Klong  
Luang, Pathumthani, 12120, Thailand

**Grant Agreement Number:** 2017-3515/001-001  
**Project Name:** Curriculum Development of Master's Degree Program in Industrial Engineering for  
Thailand Sustainable Smart Industry (MSIE4.0)  
**Project Number:** 586137-EPP-1-2017-1-TH-EPPKA2-CBHE-JP

Name and address of beneficiary:  
Universitatea POLITEHNICA din Bucuresti  
Spl. Independentei nr 313, 060042 sector 6, Bucuresti, Romania

Request for payment number: 1 / 2018

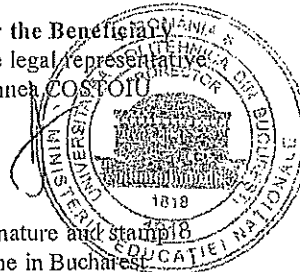
Dear Sir,

I hereby request 1<sup>st</sup> instalment of the Erasmus+ grant contribution under the Grant Agreement mentioned above, and based on the partnership agreement.

The amount requested is 21.832,80 EURO

The payment should be made to the bank account of our institution defined in the Partnership Agreement.

For the Beneficiary  
The legal representative  
Mihnea COSTOIU



Signature and stamp  
Done in Bucharest

Date 18/01/2018

COPY

**Annex III - Individual bank account of the beneficiary**

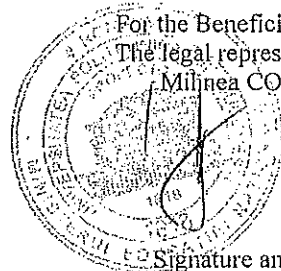
BANKING DETAILS	
ACCOUNT NAME	UPB – MSIE4EPP EUR
ACCOUNT NUMBER	96219344100
IBAN*	RO78 BRDE 410S V962 1934 4100
BIC/SWIFT CODE	BRDEROBU
BANK NAME	BRD – GROUPE SOCIETE GENERALE

ADDRESS OF BANK BRANCH	
STREET & NUMBER	AG. POLITEHNICA
	SPL. INDEPENDENTEI NR 313, SECTOR 6
TOWN/CITY	BUCHAREST
POSTCODE	060042
COUNTRY	ROMANIA

\* Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established

COPY

For the Beneficiary  
The legal representative  
Milnea COSTOIU



Signature and stamp  
Done in Bucharest

Date 18/01/2018



## Payment arrangements

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to the beneficiary using the bank account stipulated in Annex III of this Agreement.

5.2 For the purpose of transferring the part of the Erasmus+ grant contribution, the beneficiary will send Request for payment (using the Annex IV of this Agreement) to the coordinator, duly signed by the legal representative of the beneficiary, for each instalment calculated and approved by the coordinator on the basis of previous verified expenses and/or submitted outputs.

5.3 The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:

5.3.1 **First instalment of first pre-financing:** The coordinator will transfer 30% of the beneficiary's total Erasmus+ grant budget after the signing of this Agreement, deducting the funds intended for equipment purchase (if applicable) which shall be transferred on the receipt of the requisite documentation as outlined in section 5.3.3 of this agreement. This disbursement is subject to the receipt of the first pre-financing payment by the Coordinator from the Executive Agency.

5.3.2 **Second instalment of first pre-financing:** The coordinator will transfer 20% of the beneficiary's total Erasmus+ grant budget, deducted for the funds intended for equipment purchase (if applicable), after the coordinator has received and approved necessary documentation and materials on the performed activities.

5.3.3 The coordinator will transfer funds for the purchase of the equipment (equipment is intended exclusively for the Partner Country Higher Education Institutions, included in the partnership, as defined in the Programme Guide and Guidelines for the Use of the Grant) under the condition that the coordinator has received the requested documentation as proof that the appropriate procedure has been conducted and on the basis of eligible costs stipulated in contract(s) duly signed by the beneficiary and selected supplier(s), followed by corresponding invoice(s). Grant for the purchase of equipment has to be used exclusively for the purchase of equipment for the beneficiary for the purpose of the implementation of the project (equipment directly relevant to the objectives of the project). The equipment shall be the ownership of the beneficiary and must be recorded in the inventory of the institution where it is installed. All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ logo in a form of a sticker as defined by the Executive Agency. The beneficiary may not split the purchase of the equipment into smaller contracts below the threshold, in order to avoid launching a formal tendering procedure. Since the joint tendering procedure is the expression of a sound and cost-efficient management, beneficiary will inform the coordinator in a timely manner about the intention of purchase of the equipment and will not undertake any further actions related to the matter before the approval of the coordinator.

5.3.4 **First instalment of second pre-financing:** The coordinator will transfer 20% of the beneficiary's total Erasmus+ grant budget, provided that the coordinator has received the second pre-financing payment from the Executive Agency and the coordinator has received and approved necessary documentation and materials on the performed activities. In addition, the beneficiary will have to demonstrate expenditures covering at least 70% of the total amount already transferred.

5.3.5 **Second instalment of second pre-financing:** The coordinator will transfer 20% of the beneficiary's total Erasmus+ grant budget, after the coordinator has received and approved necessary documentation and materials on the performed activities. In addition, the beneficiary will have to demonstrate expenditures covering at least 70% of the total amount already transferred.

5.3.6 **Payment of the balance:** The final amount of the grant to be transferred to the beneficiary by the coordinator will be defined only once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the final report. All outstanding payments to cover actual eligible expenditures that have not been received in previous instalments will

be transferred to the beneficiary within 30 days after the receipt of final payment from the Executive Agency, on condition that the beneficiary has provided the requested necessary documentation and materials on the performed activities to the coordinator within the foreseen deadline.

Necessary documentation and materials on the performed activities are: proofs of expenditure/activity covering the amount already transferred, including requested supporting documentation for the justification of costs; proofs that the activities have been actually and properly implemented and/or that the expected output(s) have been produced; reports requested by the Executive Agency, as well as internal reports on implementation of the project.

5.3 The beneficiary is obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiary will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the beneficiary responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5 The costs of financial transfers shall be borne by the beneficiary. These expenditures will be deducted from the next instalment to the beneficiary.

#### Article 6 Reporting

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiary commit to provide the coordinator with all necessary information and copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The beneficiary is responsible for submitting an internal report to the coordinator at least 10 working days prior to each of the six regular Project Executive Committee (PEC) meetings to inform the coordinator about the technical progress on institutional implementation of the project and partners' financial reports with declaration of expenses incurred accompanied with necessary supporting documents. The technical reports will be the base for preparation of Intermediary report (at half of the project implementation period) and Final Report (at the end of the project) that will be delivered to EACEA by the Project Coordinator. Verification of expenditures declared in partner financial reports are linked to the transfer of the part of Erasmus plus grant to partners from the Coordinator.

6.3 In case the beneficiary does not provide all required reports with appropriate and accurate information therein, together with financial statements and copies of supporting documents in time, the coordinator will inform the beneficiary's project manager about this in written form, with the beneficiary's legal representative in carbon copy. Failure to provide all requested documents and information within 10 working days from the date of coordinator's notice will result in suspending further instalments of the Erasmus+ grant contribution to the beneficiary. The coordinator reserves the right to consult the Executive Agency if the activities declared by beneficiary and/or delivered outputs are questionable.

6.4 The coordinator shall provide the beneficiary with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO.