

#### Annex 4 “Reporting and payments”

- (a) timely manner – **when to submit reports to the to the Programme Operator** in connection with the payment claims, in compliance with the Programme Agreement and the Project Contract so as to meet the payment deadlines towards the Project Partner as stipulated in this Agreement: **progress reports every 6 months, final reports after the project end. The dates will be specified in advance.**
- (b) transfer to the Project Partner’s nominated bank account all payments in **10 working days after the payment is made from the Programme Operator to the Project Promoter** provide the Project Promoter with all information necessary for the preparation of within the deadlines and according to the reporting forms set by the Project Promoter: **DATUM: 31. 10. each year**
- (c) Interim payments shall be paid based on the base of claim expenditure form the Project Promoter. Payment claims shall be submitted to the Project Promoter with frequency once a year, with the deadline **31. 10. each year**, along with a confirmation from responsible person that the claimed expenditures are in accordance with the principles and rules set forth in this Agreement.
- (d) The claim expenditure form has a form of an official letter and attachments.
- (e) Attachments of the claim expenditure letter are: copy of receipted invoices, or alternatively by accounting documents of equivalent probative value (Article 8.12.1 of the Regulation), it means e.g., copy of the receipted invoices, payroll extracts, timesheets and other on demand of Programme Operator. Project Partner must be able to show original documents on demand of control or audit.
- (f) Interim payments to the Project Partner shall, subject to Article be paid in **30 days after the claim expenditure form is finally accepted by the Project Promoter.**
- (g) Payment of the **final balance shall be made in 10 working days after the final payment is made from the Programme Operator to the Project Promoter.**
- (h) All amounts shall be denominated in CZK.
- (i) Payments to the Project Partner shall be made to the Project Partner’s bank account:  
Bank: ČSOB  
Address: Květnové náměstí 73, 252 43 Průhonice  
Account holder: Botanický ústav AV ČR, v.v.i.  
Account number: 131 407 492/0300  
IBAN: CZ35 0300 0000 0001 3140 7492  
SWIFT: CEKOCZPP  
Currency: CZK
- (j) Payments shall be deemed to have been made on the date on which the Project Promoter’s account is debited.
- (k) Indirect costs claimed do not need to be supported by accounting documents.

#### Annex 5 “Contact persons”

Project Promoter

Institution: ČSOP Vlašim

Project Manager of the Project Promoter: *Ing. Karel Kříž*, [karel.kriz@csop.cz](mailto:karel.kriz@csop.cz), +420 777800458

Financial Manager of the Project Promoter: *Matěj Vácha*, [matej.vacha@csop.cz](mailto:matej.vacha@csop.cz), +420 608381602

Project Partner 1

Institution: Institute of Botany, CAS

Project Manager of the Project Partner1: *Hana Pánková, hana.pankova@ibot.cas.cz*

Financial Manager of the Project Partner1: *Iva Kašpárková, iva.kasparkova@ibot.cas.cz*