

## **Appendix IV - Reports and Documents to be Submitted by the UN Agency**

The UN Agency is required to regularly submit financial reports on all project activities including annual financial statements. Furthermore, it is required to submit a copy of the auditor's report, IFRs and Statement of Expenditures

### **Interim Un-Audited Financial Reports (IFR)**

A much easier to implement IFRs would be prepared to provide information useful to the Client and to the Bank to establish whether:

- Funds disbursed to projects are being used for purpose intended;
- Project implementation is on track; and
- Budgeted costs will not be exceeded.

IFRs are expected to include the following:

- Statement of Cash Receipts & Payments
- Uses of Funds by Project Activities & Variance Analysis
- Beginning & Ending Cash Balances
- Cash Forecasts

IFRs should include:

- Cumulative amounts advanced to the Pooled Account up to the end of the reporting period, and cumulative expenditures reported by the Government up to the end of the preceding reporting period;
- Projected cash requirements for the next two reporting periods where a project is funded jointly by the Bank and other donors.

**Appendix V - Services, Facilities and property of the Client**

**NOT USED**

### Appendix VI - Counterpart Personnel

Name	Title	Tel
<i>Ministry of Health and Medical Industry, SES</i>		
Ms. Gurbangul Ovlyakulova	<b>Project Coordinator</b> , Deputy Head of severe infectious diseases department	400598
Ms. Maral Jumayeva	Chief specialist of severe infectious diseases department	400600
<i>Experimental Training Center of the State Sanitary Epidemiological Service</i>		
Mr. Amanmurad Yomudov	Director	908002
Ms. Svetlana Milchenkova	Chief Accountant	908002
<i>SES Laboratory</i>		
Mr. Ashirmurat Klychev	Head of viral lab	
<i>National Veterinary Union/Service</i>		
Mr. Akmurad Yazhanov	Deputy Director	908533
Mr. Nurmuhamet Baigeldyev	Chief Specialist	908006
<i>Central Veterinary Lab</i>		
Bahar Jumanazarova	Head of serology department	908006
<i>Ministry of Nature Protection</i>		
Mr. Juma Saparmuradov	Deputy minister	
	Head of Investment projects department	398585

**Appendix VII - Estimate of Cost of Services**

Not used

*[Handwritten mark]*

## Appendix VIII - Form of Withdrawal Application

Applications for withdrawal will be submitted directly to LOA either in one of the regional processing centers, country offices (to be further forwarded to the processing centre or HQ) or directly to HQ. Information on withdrawal applications and electronic withdrawal application forms are available in the Client Connection<sup>1</sup> webpage on the World Bank's website.

Withdrawal application electronic forms can be used only after registration with Client Connection is complete.<sup>2</sup> Until electronic submission of withdrawal application is available, electronic form of withdrawal application should be filled out on-line and printed for submission.<sup>3</sup>

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<sup>1</sup> <https://clientconnection.worldbank.org/servlet/main?menuPK=234032&pagePK=232663&piPK=234033>.

<sup>2</sup> Please contact the Office of the Director (LOADR) (Office of the VP & Controller – CTRVP) for registration process.

<sup>3</sup> If necessary, LOA will prepare a disbursement letter that provides information to the recipient on submission of withdrawal applications. The disbursement letter usually stipulates to where the withdrawal applications should be submitted and may include the following: a Client Connection registration kit; sample withdrawal application form; the specimen signature template (if not part of grant agreement). LOA service standard between the receipt of a withdrawal application at LOA and approval/release of application is 5 working days, assuming all information or documentation required for approval/release is available and complete.

## Appendix IX - Form of Payment Request

*(Request for Payment under Blanket Application)*

1. Name of Project: \_\_\_\_\_ IBRD Grant No. xxxxx
2. Reference number:
3. Application number:
4. Please pay ..... (currency name) ..... (amount to be paid in figures)

We apply for this withdrawal from the account opened under the grant agreement, and hereby certify and agree as follows:

- A. The undersigned has not previously withdrawn from the account to meet these expenditures. The undersigned has not and does not intend to obtain funds for this purpose out of the proceeds of any other loan credit or grant.
- B. The goods and services covered by this application have been or are being purchased in accordance with the terms of the Agreement.
- C. The expenditures have been made or are being made only for goods or services from eligible sources.
- D. For those items where reimbursement is being claimed on the basis of a statement of expenditure, all documentation authenticating these expenditures will be made available for review by auditors and IBRD missions upon request. These documents have been retained at the location shown on the attached SOE sheet.
- E. In the event that all or part of the funds withdrawn from the account pursuant to this application are returned to IBRD, the undersigned hereby authorizes IBRD to apply the current value of such funds as a credit to the account; or if the amount is small, apply such funds to the borrower's next payment due for interest, commitment charges, service charges or principal.

Details of Expenditure	Payment Instructions
5. Name and address of contractor or supplier	8. Name and address of payee's bank and account number
6. Procurement details (a) Contract or purchase order number and date  (b) date of procurement no objection notice	9. Payee name and address

<p>© Brief description of goods, works or services</p> <p>(d) Currency and total amount of contract</p> <p>(e) Total amount of invoices covered by this application</p>	<p>10. If payee's bank is not located in the country whose currency is claimed, enter the name and address of their bank's correspondent in the country whose currency is to be paid.</p>
<p>7. Withdrawal details</p> <p>(a) Category or subproject number.</p> <p>(b) Percentage of expenditures to be financed.</p>	<p>11. Special payment instructions and invoice references</p>
<p>12. By (Name of borrower)</p>	<p>14. Signature of authorized representative</p>
<p>13. Date</p>	<p>15. Print name and title of authorized representative</p>
<p>For IBRD use only:</p>	

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**Appendix X - Working Hours and Holidays for Subconsultants**

NOT USED



**Appendix XI - UN Agency's Procedures for Disbursements for  
Fellowships and Training**

**NOT USED**

