## ANNEX C17: Template for self-certification for mandated body status

*Dokument przesyła Komisji Europejskiej wyłącznie Krajowy Punkt Kontaktowy.*

<*nazwa instytucji*> requesting a mandated body hereby certifies it is eligible to the status of:

*proszę zaznaczyć jedną opcję*

* Full mandated body

* Ad hoc mandated body

* General Management body

Fulfilling the following criteria:

*proszę zaznaczyć*

* are entrusted with the delivery of public service(s) by law or government act, also laid down as a main purpose in their mandate/statute;
* are under permanent structural supervision of a public authority exercising a predominant role with regards to the management/decision making and the operation of the body/entity;
* are subject to the financial control by a public authority or by an entity appointed by a public authority;
* are subject to audit by a public authority or by an entity appointed by a public authority.

In addition to meeting the above criteria, entities applying for full mandate status will have sufficient and proportionate level of permanent staff; meaning inter alia, that the permanent staff has to be commensurate with the requirements of the project so as to avoid the need to subcontract or temporarily hire expert staff for carrying out Twinning assignments.

The entity applying for ad hoc mandated body hereby declares that it is has sufficient capacity to exercise the role foreseen with its own resources.

We, <*nazwa instytucji*> acknowledge that if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force.

We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We acknowledge that we shall inform promptly the MS NCP if we no longer comply with the criteria necessary for the status of mandated body.

Authorised person <*imię, nazwisko, funkcja*> on behalf of <*nazwa instytucji oraz akronim*>.

Date…………………….

Signature………………….

**INFORMATION TO BE PROVIDED**

**IN SUPPORT OF A BODY’S REQUEST FOR A MANDATE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Acronym** | **Name in Local Language****Address****Website link** | **Name in English** | **Legal Status** | **Holders of capital**(or of assets, if the body does not, have legal capital)If the public is majority holder of the capital and/or assets such fact could fulfil criteria 2-4).  | **Field of Activity**Identify Sector and/or area the *Union acquis*If a (General) ManagementBody identify this with the term “Management Body” | **Level of Permanent Staff** | **Supervisory Public Authority**Describe the degree of supervision/ control by Public authorities.Describe the areas of delegation of functions and powers.Describe which Public authorities appoints board members and the percentage of public authority appointed membersDescribe how financial controls are exercised and by who and the audit institution auditing the accounts of the body.   |