

CERTIFICATE

This document is issued for the certification purposes as required by Article 8.12.4 of the Regulations on the implementation of the Norwegian/European Economic Area Financial Mechanisms 2014-2021 (the Regulations).

We confirm that procedures have been performed in order to provide assurance as to the relevance and conformity with the Regulations, national law and relevant national accounting practices of the costs claimed by the Project partner.

Project reference:	<i>Fill in</i>	
Project title:	<i>Fill in</i>	
Project partner:	<i>Name of project partner</i>	
Entity responsible for the certification:	<i>Name of entity</i>	
Type of entity:	<input type="checkbox"/> Auditor	<input type="checkbox"/> Competent Public Officer
Start date of incurred expenditure:	DD.MM.YYYY	
End date of incurred expenditure:	DD.MM.YYYY	
Actual expenditure incurred this period in PLN (see attached report ¹):	<i>Fill in</i>	

The [Auditor/Competent Public Officer] hereby certifies that:

- (i) The costs claimed by the Project partner are incurred in accordance with the Regulations on the EEA / Norwegian Financial Mechanisms 2014-2021.
- (ii) The cost claimed are incurred in accordance with the relevant law and national accounting practices.
- (iii) The [Auditor/Competent Public Officer] has not been involved in the preparation of the relevant financial statements and is independent of the donor project partner.

	For the Auditor/Competent Public Officer	Optional second signature
Name		
Signature		

¹ A breakdown of the costs certified should be provided with report as an annex to this certificate

Position		
Date	DD.MM.RRRR	DD.MM.RRRR

REPORT

Date of report:	<i>Fill in</i>
Name and address of audited entity:	<i>Fill in</i>
Project number:	<i>Fill in</i>
Project title:	<i>Fill in</i>
Auditor declaration about independency:	<i>Fill in</i>
Names and identification of auditors' authorisations:	<i>Fill in</i>
Objectives of the audit:	<p>The aim of the audit is to confirm that:</p> <ul style="list-style-type: none"> • The expenditures have been incurred within the eligible period and are in line with the eligibility rules; • Expenditures are related to items approved under the project contract; • Terms of the contract have been complied with and that adequate supporting documentation, including accounting records, exists.
Scope of the audit:	<p>The audit includes the verification of:</p> <ul style="list-style-type: none"> • reaching the objective of the project and compliance of project delivery with the project contract; • the correctness of accounting for expenditures incurred as part of the delivered project, their validity and method of their documenting and identifying them in accounting records; • payments of expenditures related to the project; • the reliability and promptness of project performance reports; • the promptness of the settlement of the received funds for project delivery; • the methods of monitoring the project objectives; • the methods of storing and securing project documentation; • acting in compliance with laws on accounting, public procurement and public finance, and following public finance discipline; • the operation of the internal control system in relation to project delivery; • acting in line with conclusions and recommendations from previous inspections and audits.
Date of the audit:	DD.MM.YYYY – DD.MM.YYYY
Brief description of the activities performed by audited entity, in the scope covered by the audit:	
Evaluation of the adequacy and efficiency of management and control systems, in relation to the	

scope of the audit	
Information on the selection of the audit sample size and method of selection:	
Presentation of the audit results in the areas where irregularities have been found:	
(i) reaching the objective of the project and compliance of project delivery with the project contract	
(ii) the correctness of accounting for expenditures incurred as part of the delivered project, their validity and method of their documenting and identifying them in accounting records	
(iii) payments of expenditures related to the project	
(iv) the reliability and promptness of project performance reports	
(v) the promptness of the settlement of the received funds for project delivery	
(vi) the methods of monitoring the project objectives	
(vii) the methods of storing and securing project documentation	
(viii) acting in compliance with laws on accounting, public procurement and public finance, and following public finance discipline	
(ix) the operation of the internal control system in relation to project delivery	
(x) acting in line with conclusions and	

recommendations from previous inspections and audits	
Information about identified irregularities (in details), with the analysis of their causes and effects:	
Recommendations on eliminating irregularities:	
Signatures:	