

CHANGE SHEET no.

PROJECT UNDER THE PROGRAMME

.....
(please enter the name of the NAWA Programme under which the Project is being implemented)

Agreement number	
Name of the Beneficiary	

Information on changes to the Agreement

Changes to the Agreement are made on the basis of a written request, the so-called Change Sheet, signed by the Beneficiary’s legal representative or a person authorized by the Beneficiary. The Beneficiary should obtain NAWA’s approval of the proposed changes to the Project prior to their occurrence. If it is necessary to prepare an annex to the provisions of the Agreement, the change will be effective upon signing the Annex to the Agreement by the other party (NAWA). After completing this Change Sheet, please print, sign and mail it to NAWA at the following address:

**The Polish National Agency for Academic Exchange
PPI Division
ul. Polna 40
00-635 Warszawa**

This Change Sheet applies to one or more of the following items (please check as appropriate):

<input type="checkbox"/>	1. Change in the legal form/name of the Beneficiary/legal representative of the Beneficiary, etc.
<input type="checkbox"/>	2. Change of the bank account designated for Project implementation
<input type="checkbox"/>	3. Change of the content-related scope of Project activities
<input type="checkbox"/>	4. Changes in the budget
<input type="checkbox"/>	5. Other

1. Change in the legal form/name of the Beneficiary/legal representative of the Beneficiary, etc.
(fill in if applicable)

Name of the institution	
NIP (Tax Identification Number)	
REGON (Statistical Number)	
City/town	
Street	
House number	
Apartment number	
Postcode	
Beneficiary's representative authorized to represent the Beneficiary	
Name	
Surname	
Position	
Appendices – documents confirming the right to representation	
Contact person for matters related to the Project in terms of content-related matters	
Name	
Surname	
Position	
Institutional email address	
Phone number	
Mobile number	

2. Change of the bank account designated for Project implementation *(fill in if applicable)*

Bank account holder:	
Name of the bank:	
Bank account number:	
SWIFT number of the bank:	

3. Change of the content-related scope of Project activities *(fill in if applicable)*

Indicate the field in the application to which the change applies:	
Description of the change (previously/now):	
Justification:	

The above lines should be duplicated as many times as there are changes in the content-related description of the Application

4. Changes in the budget *(fill in if applicable)*

Indicate the item in the Application to which the change applies (number and name):	Previously:	Now:
	<i>(The amount or text if the change involves descriptions)</i>	<i>(The amount or text if the change involves descriptions)</i>
<i>(Justification)</i>		

The above lines should be duplicated as many times as there are changes in the content-related description of the Application

5. Other *(fill in if applicable)*

Indicate the field in the application to which the change applies:	
Description of the change (previously/now):	
Justification:	



STATEMENT

I, the undersigned, hereby state that the information provided in this Change Sheet is true and reflects the legal and factual status existing at the moment when this Change Sheet is submitted. At the same time, I confirm that all statements, data and information included in the documents submitted to NAWA by the Beneficiary in connection with the request for the acceptance of changes to the Agreement, in particular concerning the Beneficiary's legal status, method of representation and powers of attorney granted, are up-to-date, true, binding and valid at the moment of signing the Annex to the Agreement (if necessary). I undertake to inform NAWA immediately in writing of any changes in the statements, data and information referred to above and to submit, upon NAWA's request, relevant documents confirming the changes.

.....

Place and date

.....

Name of the Beneficiary's legal representative