***Annex 5***

**NOTIFICATION REGARDING THE ON-SITE VISIT PERFORMANCE**

**Registration No: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Priority axis: |  |
| Intervention area: |  |
| The project code : |  |
| The project title: |  |
| The beneficiary’s name: |  |
| The complete address: |  |
| Telephone: |  |
| Fax: |  |

The controllers have the obligation of performing on-site visits in order to check if the products and the works subcontracted by the beneficiary have been provided, if the expenditures declared by the beneficiary of the project have been spent and the Statute of the Commission and the national legislation in force have been complied with.

As a consequence, we inform you that in the period <\_\_\_\_\_>, FLCU will perform on-site visits for the following projects:

From First Level Control Unit, the following persons will be attending:

Thus, we ask you to take the necessary measures for the participation of the project manager and of the personnel involved in the implementation of the project in the on-site visit, as well as for the provision of the support documents for the entire period reported.

**Drawn up by,**

**Controller**

**<Surname, name>**

**\_\_\_\_\_\_\_\_\_**

**Signature**

**Date**