



To: **INTERREG VB North Sea Region Programme**

Toldboden 3, st. E

DK-8800 Viborg

Denmark

Subject: **Appointment of authorised signatory**

Contact details of the authorised signatory

Full name: Bård Sandal	
Title: Director of regional development	
Organisation: County of Hordaland	Bård Sandal
Postal address PO box 7900, 5020 BERGEN (street, post code, city and country):	, ,
E-mail:	bard.sandal@hfk.no
Telephone: +47 97 05 17 16	

Signature of the authorised signatory

I confirm that I am aware of my role and responsibilities as an authorised signatory (enclosure 1). This means that I am entitled to (digitally) sign all formal documents between the project(s) I represent and the North Sea Region Programme.

Date ____ 12/02/2018

Signature _____



For the person appointing the authorised signatory

I declare that I have the legal authority to appoint the authorised signatory (presented above) on behalf of our organisation. The authorised signatory is a person with the legal authority to sign on behalf of our organisation as part of our participation in a North Sea Region Programme project(s).

Full name: Kate Clarke
Title: Advisor
Organisation: County of Hordaland

Telephone: + 47 93 46 76 45

Signature of the person appointing the authorised signatory

Date 12/02/2018

Signature


Enclosure 1**ROLES AND RESPONSIBILITIES OF THE AUTHORISED SIGNATORY****What is an authorised signatory**

For organisations (i.e. not individuals), this is a person formally appointed by the legal authority of the organisation to perform certain tasks on behalf of his/her organisation, as part of its participation in EU funded grants.

Signing and submitting documents happens electronically through the online monitoring system.

Both lead beneficiaries and beneficiaries must have an authorised signatory. Depending on whether you represent the lead beneficiary or a beneficiary in a project, please pay close attention to the following roles and responsibilities of the authorised signatory.

As the authorised signatory of the lead beneficiary, you:

- are the body which has overall administrative responsibility on project level;
- sign the project contract with the Managing Authority on behalf of the partnership;
- ensure that expenditure presented by all beneficiaries has been incurred in implementing the project and corresponds to the activities agreed upon;
- sign the partnership agreement with all beneficiaries (see Fact Sheet 14);
- submit compiled reports and supporting documentation via the online monitoring system and ensuring that all expenditure reported at beneficiary level has been verified by the beneficiary's designated first level controller and authorised signatory;
- ensure implementation of the entire operation and delivering project outputs;
- ensure overall project management.

As the authorised signatory of the beneficiary, you:

- are the body which has administrative responsibility for your organisation's participation as beneficiary in the project;
- act as the direct link between your organisation and the lead beneficiary organisation;
- ensure that expenditure presented by your organisation has been incurred in implementing the project and corresponds to the activities agreed upon.

Security!

Please note that as the authorised signatory you must not at any point distribute or share your account information including the password. If you think the privacy of your user account has been violated, you are obliged to request a new password.