**This table should be filled in and annexed to the Cover letter introducing your amendment request.**

Please note that the evaluation of your request may only commence if the package complies with all the elements in this receivability check. The evaluation will be stopped if any obligatory elements are missing.

|  |  |
| --- | --- |
| **Package completeness and correctness tick box** | |
| **Obligatory elements** | **✓ or N/A** |
| Cover letter from the coordinating beneficiary signed by the legal representative / contact person as mentioned in the grant agreement or in case those persons have been modified, CINEA should be (have been) notified by email prior to sending the amendment request  *Preferred: electronic version signed with a Qualified Electronic Signature (QES information on the link:* <https://ec.europa.eu/digital-building-blocks/wikis/display/DIGITAL/eSignature+Overview>)  *Otherwise: on paper (original signed and dated original) and electronic version* |  |
| Amendment request document describing and justifying the proposed modifications. In case of addition of a beneficiary, please indicate the date of entry of the new entity; otherwise, the date of entry into force of the amendment (after signatures) will apply.  *Electronic version only* |  |
| The correct set of revised documents (forms and other declarations) as specified in the amendment request beneficiary checklist[[1]](#footnote-1) for the type(s) of modification(s) proposed; original signed version in CINEA package (if relevant, e.g. forms A3 or A4 (declaration and mandates), affiliate declaration, public body declaration, etc.)  *All documents in electronic version* |  |
| All additional documents and /or supporting legal documents (e.g. letter from the withdrawing beneficiary/cofinancier or new beneficiary, Legal Entity File, Financial Identification form, statutes, annual accounts, etc.) as specified in the amendment request beneficiary checklist1 for the type(s) of modification(s) proposed  *All documents in electronic version* |  |
| Names of persons, names of entities, amounts, dates, in all the above forms and documents are correct and consistent (e.g. beneficiary information in the A2/A5 form corresponds exactly to the information in the Legal Entity File) |  |
| The table is completed - each tick box filled in – and annexed to the cover letter  *Electronic version* |  |
|  | |

1. The “LIFE amendment request beneficiary checklist” and the “LIFE amendment request for an IP Phase update beneficiary checklist” are available on the LIFE website under the [Contract and financial aspects](https://cinea.ec.europa.eu/life/contract-and-financial-aspects_en) section.

   Note that there is no checklist for a LIFE IP amendment request for merging the phases in the budget. Consult “The General guidelines for the presentation of an amendment to the grant agreement” (Part B, section 3) for the required forms. [↑](#footnote-ref-1)