



21 October, 2021

H.E. Mr. Bounchom Ubonpaseuth  
Minister of Finance  
Ministry of Finance  
23rd Singha Road  
Saysettha District  
Vientiane, Lao PDR

**Re: Enhancing Systematic Land Registration Project  
IDA-6982-LA  
TF0B6525**

**Additional Instructions: Disbursement and Financial Information Letter**

Excellency,

I refer to the Financing Agreement between the Lao People's Democratic Republic (the "Recipient") and the International Development Association ("Association") and Co-financing Grant Agreement between the Recipient and the Association ("Bank") acting as administrator of a trust fund from the Swiss Agency for Development and Cooperation for the above-referenced Project. The General Conditions and Standard Conditions, as defined in the Financing Agreement and Co-financing Grant Agreement, provide that the Recipient may from time to time request withdrawals of Credit and Grant amounts from the Credit and Grant Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Association may specify from time to time by notice to the Recipient. The General Conditions and Standard Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter ("DFIL"), and may be revised from time to time.

**I. Disbursement Arrangements, Withdrawal of Credit and Grant Funds, and Reporting of Uses of Credit and Grant Funds.**

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017, ("Disbursement Guidelines") are available in the Association's public website at <https://www.worldbank.org> and its secure website "Client Connection" at <https://clientconnection.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the Disbursement Guidelines apply to the Credit is specified below.

**(i) Disbursement Arrangements,**

The table in Schedule 1 sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatures/, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

**(ii) Electronic Delivery.**

The Recipient will deliver Withdrawal Applications (with supporting documents) electronically through the Association's web-based portal "Client Connection" at <https://clientconnection.worldbank.org>. This option will be effected after the officials designated in writing by the Recipient who are authorized to sign and deliver Withdrawal Applications have registered as users of "Client Connection". The designated officials will deliver Applications electronically by completing the Form 2380, which is accessible through "Client Connection". By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Association by electronic means. The Recipient may exercise the option of preparing and delivering Withdrawal Applications in paper form on exceptional cases (including those where the Borrower encounters legal limitations), and which were previously agreed with the Association. By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation, available in the Association's public website at <https://worldbank.org> and "Client Connection"; and (b) to cause such official to abide by those terms and conditions.


**II. Financial Reports and Audits.**

- (i) **Financial Reports.** The Recipient must prepare and furnish to the Association not later than forty-five (45) days after the end of each semester, interim unaudited financial reports ("IFR") for the Project covering the semester .
- (ii) **Audits.** Each audit of the Financial Statements must cover the period of one fiscal year of the Recipient, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished to the Association not later than six (6) months after the end of such period.

**III. Other Information.**

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Association's website (<http://www.worldbank.org/>) and "Client Connection". The Association recommends that you register as a user of "Client Connection". From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the Credit, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, or if you have any queries in relation to the above, please contact the Association by email at [AskLoans@WorldBank.org](mailto:AskLoans@WorldBank.org) using the above reference.

Your Sincerely,



Alexander Kremer  
Country Manager, Lao PDR  
East Asia and Pacific Region

**Attachments**

1. Statement of Expenditure (SOE)
2. Form of Authorized Signatory Letter

With copies:

H.E. Mme. Bounkham Vorachit, Minister, Ministry of Natural Resources and Environment, Vientiane Capital, Lao PDR

H.E. Dr. Xaynakhone Inthavong, Vice Minister, Ministry of Natural Resources and Environment, Vientiane Capital, Lao PDR. Email: [sayankhone@gmail.com](mailto:sayankhone@gmail.com)

H.E. Mr. Phouvong Loungxaysana, Vice Minister, Ministry of Natural Resources and Environment, Vientiane Capital, Lao PDR. Email: [phouvongl@hotmail.com](mailto:phouvongl@hotmail.com)

Mr. Soulivath Souvannachoumklam, Director General, Department of External Finance and Debt Management, Ministry of Finance. Email: [soulivath@gmail.com](mailto:soulivath@gmail.com)

Mme. Sisomboun Ounavong, Director General, Department of International and Cooperation, Ministry of Planning and Investment, Vientiane Capital. Email: [osisomboun@yahoo.com](mailto:osisomboun@yahoo.com)

Mr. Anongsone Phommachanh, Director General, Department of Land, Ministry of Natural Resources and Environment, Vientiane Capital, Lao PDR. Email: [anongsone@hotmail.com](mailto:anongsone@hotmail.com)

**Schedule 1: Disbursement Provisions**

<b>Basic Information</b>			
<b>Credit/ Trust Fund Number</b>	<b>IDA-6982-LA TF0B6525</b>	<b>Country Recipient</b>	<b>Section III.B.2. of Schedule 2 to the Financing Agreement and Co-financing Grant Agreement</b>
		Lao People's Democratic Republic Lao People's Democratic Republic	Four months after the closing date.
		<b>Name of the Project</b>	<b>Closing Date</b>
		Enhancing Systematic Land Registration Project	<b>Disbursement Deadline Date</b> <i>Subsection 3.7 **</i>
<b>Disbursement Methods and Supporting Documentation</b>			
<b>Disbursement Methods</b> <i>Section 2 (**)</i>		<b>Supporting Documentation</b> <i>Subsections 4.3 and 4.4 (**)</i>	
Direct Payment	Yes	Copy of records	
Reimbursement	Yes	Statement of Expenditure (SOE) (Attachment 1)	
Advance (Designated Account)	Yes	Statement of Expenditure (SOE) (Attachment 1)	
Special Commitments	Yes	Copy of Letter of Credit	
<b>Designated Account (Sections 5 and 6 **)</b>			
<b>Type</b>	Pooled - The same designated account, which has been used for Project Preparation Advance V2890 will be used for IDA ___ and TF	<b>Ceiling</b>	Variable
<b>Financial Institution</b>	Bank of Lao PDR	<b>Currency</b>	United States Dollar (USD)
<b>Frequency of Reporting Subsection 6.3 (**)</b>	Quarterly	<b>Amount</b>	Based on 6 months disbursement forecast acceptable by the Association
<b>Minimum Value of Applications (subsection 3.5)</b>			
The minimum value of applications for Reimbursement, Direct Payment, and Special Commitment is \$200,000 equivalent			
<b>Authorized Signatures (Subsection 3.1 and 3.2 **) The form for Authorized Signatories Letter is provided in Attachment 2 to this letter Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 **)</b>			
Authorized Signatures – The blank authorized signature letter signed by Deputy Prime Minister, Minister of Finance dated July 24, 2020 and as amended will be used for IDA-6982-LA and TF0B6525.		Withdrawal Applications (WAs)- All WAs and its supporting documentation will be electronically sent through the Bank's system <i>ClientConnection</i> .	
In case of submission of paper form application, please send the applications and its supporting documents to the following address:			
The World Bank 26 <sup>th</sup> Floor, One Global Place			

5<sup>th</sup> Avenue corner 25<sup>th</sup> Street  
Bonifacio Global Taguig  
Philippines  
Attention: Loan Department

**Additional Instructions**

- Further advances from the DA to other account(s) of the Project is allowed, as long as these further advances are accounted for within a reasonable period of time or not to exceed 90 days.
- **Disbursement under category 4 – Emergency Expenditures under Part 5:** This Disbursement and Financial Information Letter (DFIL) may not be fully adapted to the disbursement of funds allocated from time to time to Category 4 of the disbursement table included in Section III. A of Schedule 2 to the Financing Agreement. The DFIL will be revised, or a supplemental letter will be issued, if needed, when funds are allocated to Category 4
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**Notes**

\*\* Sections and subsections relate to the "Disbursement Guidelines for Investment Project Financing", dated February 2017.

### Attachment 1 - Statement of Expenditures

	Credit and Grant #
	Application #
	Category #
	Page #

	Yes	No
	Yes	No

Payment made during the period from  to

The following expenditures have been incurred during the retroactive financing period (please tick)  
 The following expenditures have been incurred during before the closing date of the credit (please tick)

1 Item No	2 Service provider / Supplier / Payee's Name	3 Brief Description of the expenditure	4 Prior Review Contract ? (YES or NO)	5 Contract # (Client Connection # for Prior Review contracts)	6 Contract current amount (original + amendment)	7 Invoice number	8 Date of payment	9 Total amount of invoice covered by Application (net of retention)	10 % Finance d by the Bank	11 Expenditure Amount Eligible for Financing	12 Amount claimed	In case of DA payments	
												13 Amount paid from Designated Account (which should be equal to #11)	14 Remarks
<b>TOTAL</b>													

Supporting documents for this SOE retained at: (insert location) \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Authorized Representative: \_\_\_\_\_  
 \* A separate form should be used for retroactive financing

## Attachment 2 – Form of Authorized Signatory Letter

[Letterhead]  
Ministry of Finance  
[Street address]  
[City] [Country]

[DATE]

The World Bank  
Xieng Ngeun Village, Chao Fa Ngum Road  
Chanthabouly District  
Vientiane, Lao PDR

Attention: Country Manager

**Re: Credit No. 6982-LA  
TF0B6525**  
(Enhancing Systematic Land Registration Project)

I refer to the Financing Agreement between the Lao People's Democratic Republic (the Recipient) and the International Development Association (the "Association") and the Co-financing Grant Agreement between the Recipient and the Association ("Bank"), acting as administrator for trust fund from Swiss Agency for Development and Cooperation, providing the above Credit and Grant. For the purposes of Section 2.03 of the General Conditions and 3.04(b) of the Standard Conditions as defined in the Agreements, any <sup>1</sup>[one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal and applications for a special commitment under these Credit and Grant.

For the purpose of delivering Applications to the Association, including by electronic means, <sup>2</sup>[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting <sup>3</sup>[individually] <sup>4</sup>[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Association

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<sup>1</sup> Instruction to the Recipient: stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. *Please delete this footnote in final letter that is sent to the Association.*

<sup>2</sup> Instruction to the Recipient: stipulate if more than one person needs to *jointly* sign Applications, if so, please indicate the actual number. *Please delete this footnote in final letter that is sent to the Association.*

<sup>3</sup> Instruction to the Recipient: use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Association.*

<sup>4</sup> Instruction to the Recipient: use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Association.*

by electronic means. In full recognition that the Association shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in the *Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation* ("Terms and Conditions of Use of SIDC"), the Recipient represents and warrants to the Association that it will cause such persons to abide by those terms and conditions. This Authorization replaces and supersedes any Authorization currently in the Association records with respect to this Agreement.

[Name], [position]                      Specimen Signature: \_\_\_\_\_

[Name], [position]                      Specimen Signature: \_\_\_\_\_

[Name], [position]                      Specimen Signature: \_\_\_\_\_

Yours truly,

/ signed /

\_\_\_\_\_