

Mr. Fahrettin POYRAZ
General Manager
Agricultural Credit Cooperative – Central Union
Yukarı Bahçelievler Mahallesi
Wilhelm Thomsen Caddesi No: 7
Çankaya / Ankara
Turkey

**Re: European Commission Development Fund Grant No. TF0B4378
(Agricultural Employment Support for Refugees and Turkish Citizens through Enhanced Market
Linkages Project - Facility for Refugees in Turkey)
Additional Instructions: Disbursement and Financial Information Letter**

Dear Mr. Poyraz:

I refer to the Grant Agreement (“Agreement”) between the Agricultural Credit Cooperatives of Turkey Central Union (“Recipient”) and the International Bank for Reconstruction and Development (“Bank”), acting as administrator of the European Commission Development Fund, for the above-referenced project. The Standard Conditions, as defined in the Grant Agreement, provide that the Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF0B4378 (“Grant”), and may set out Project specific financial reporting requirements. This letter (“Disbursement and Financial Information Letter”), as revised from time to time, constitutes such additional instructions.

I. Disbursement Arrangements and Withdrawal of Grant Funds

The *World Bank Disbursement Guidelines for Projects* dated February 1, 2017, (“Disbursement Guidelines”) are available in the Bank's public website at <https://www.worldbank.org>, and are an integral part of the Disbursement and Financial Information Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Grant is specified below. Sections and subsections in parentheses below refer to the relevant sections and subsections in the Disbursement Guidelines and, unless otherwise defined in this letter, the capitalized terms used have the meanings ascribed to them in the Disbursement Guidelines.

(i) Disbursement Arrangements

The table in **Schedule 1** provides 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 advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

(ii) Withdrawal of Grant Funds (Electronic Delivery) Section 7.01 (c) of the Standard Conditions.

The Recipient shall deliver Withdrawal Applications (with supporting documents) electronically through the Bank’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 shall 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 Bank 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 Recipient encounters legal limitations), and which were previously agreed with the Bank. By designating officials to use SIDC and 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 Bank’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 Section 2.07 (a) and (b) of the Standard Conditions.

(i) Financial Reports.

The Recipient shall prepare and furnish to the Bank not later than forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports (“IFR”) for the Project covering the quarter.

(ii) Audits.

Each audit of the Project 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 (a) furnished to the Bank not later than six (6) months after the end of such period and (b) made publicly available in a timely fashion and in a manner acceptable to the Bank.

III. Other Important Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Bank’s website (<http://www.worldbank.org>) and “Client Connection”. The Bank 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 Grant, 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 Bank by email at AskLoans@WorldBank.org using the above reference.

Yours sincerely,



Auguste Kouame
Country Director
Turkey Country Unit
Europe and Central Asia Region

Attachments

1. Form of Authorized Signatory Letter (ASL)
2. Form of Statement of Expenditure (SOE) for Category 1
3. Form of SOE for Small Grants for Category 2

Schedule 1 - Disbursement Provisions

Basic Information			
Grant Number	TF0B4378	Country	Republic of Turkey
		Recipient	Agricultural Credit Cooperatives of Turkey Central Union
		Name of the Project	Agricultural Employment Support for Refugees and Turkish Citizens through Enhanced Market Linkages Project - Facility for Refugees in Turkey
		Closing Date	Section III.B.2 of Schedule 2 to the Grant Agreement
		Disbursement Deadline Date <i>Subsection 3.7**</i>	Four (4) months after the closing date
Disbursement Methods, and Supporting Documentation			
Disbursement Methods <i>Section 2**</i>	Methods Available	Supporting Documentation <i>Subsections 4.3 and 4.4**</i>	
Direct Payment	Yes	Copy of Records	
Reimbursement	Yes	Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL for Category 1; SOE in the format provided in Attachment 3 of the DFIL for Small Grants for Category 2.	
Advance (into a Designated Account)	Yes	Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL for Category 1; SOE in the format provided in Attachment 3 of the DFIL for Small Grants for Category 2.	
Special Commitments	Yes	Copy of Letter of Credit	
Designated Account (Section 5 and 6)			
Type	Segregated – a new, separate Designated Account to be opened for the Grant by the ACC-CU		Ceiling
Financial Institution - Name	Turkiye Cumhuriyet Ziraat Bankasi		Currency
Frequency of Reporting, Subsection 6.3**	Monthly		Amount
			Fixed
			Euro
			7,000,000
Minimum Value of Applications (subsection 3.5)			
The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is Euro 1,000,000 equivalent.			
Authorized Signatures (Subsection 3.1 and 3.2**) The form for Authorized Signatories Letter is provided in Attachment 1 of this letter Withdrawal and Documentation Applications (Subsection 3.3 and 3.4**)			
Authorized Signatures (subsection 3.1). A letter in the Form attached (Attachment 1) should be furnished to the Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:			
<p>The World Bank 1818 H Street, N.W. Washington, DC 20433 United States of America Attention: Auguste Kouame, Country Director</p>			

(ii) Applications (subsections 3.2 - 3.3): All Withdrawal and Documentation Applications will be electronically delivered to the Bank, via the Bank's website Client Connection.

Additional Instructions

- For reimbursement method (including use for retroactive financing), funds will be disbursed to any bank account at the Recipient's request that is different from the Designated Account. The Designated Account is only used for receiving advances.
- **ACC-CU will submit to the World Bank all Withdrawal Applications, net of VAT.**

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

Form of Authorized Signatory Letter
[Letterhead]
Ministry of Industry and Technology
[Street address]
[City] [Country]

[DATE]

The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: *Country Director*

Re: European Commission Development Fund Grant No.TF0B4378
(Agricultural Employment Support for Refugees and Turkish Citizens
through Enhanced Market Linkages Project - Facility for Refugees in Turkey)

I refer to the Grant Agreement (“Agreement”) between the Agricultural Credit Cooperatives of Turkey Central Union (“Recipient”) and the International Bank for Reconstruction and Development (“Bank”), acting as administrator of the European Commission Development Fund, for the above-referenced project, dated _____, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [¹one] 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 this Grant.

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

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 World Bank

¹ Instruction to the Recipient when sending this letter to the World Bank: 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 World Bank/Association.*

² 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 World Bank/Association.*

³ 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 World Bank/Association.*

⁴ 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 World Bank/Association.*

by electronic means. In full recognition that the World Bank 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 [World Bank] [Association] that it will cause such persons to abide by those terms and conditions.]

This Authorization replaces and supersedes any Authorization currently in the [World Bank] [Association] records with respect to this Agreement.

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

Yours truly,

/ signed /

[Position]

Attachment 2 – Form of Statement of Expenditure

**Statement of Expenditure (SOE)
For
Wage Subsidies, Stipends, Goods, Non-Consulting, Consultants Services, Training, Operating Costs**

Payments made during the period from _____ to _____

GRANT NO.: _____
APPLICATION NO.: _____
CATEGORY NO.: _____
SOE NO.: _____

Item No.	1 Supplier's/Beneficiary's Name	2 WB Contract Number in Client Connection (for Prior Review Contracts)	3 Type of Good or Service (Wages Subsidies /Stipends/GO/NCS/CS/OP/TR) / Brief Description	4 Currency and Total Amount, and Date of Contract	5 Currency and Total Amount of Invoice Covered by Application (Inclusive of VAT)	6 VAT Amount	7 Currency and Total Amount of Invoice Covered by Application (Exclusive of VAT)	8 % Financed by TF (Exclusive of VAT)	9 Amount Eligible for Financing (7 x 8)	10 Currency and Amount Paid from Designated Account (if Applicable)	11 Exchange Rate	12 Date of PaymentRemarks	13 Remarks / No Objection Date
								100%	0.00	#DIV/0!			
Totals									0.00	#DIV/0!			

Attachment 3 – Form of Statement of Expenditure

STATEMENT OF EXPENDITURES - SOE
(No Supporting Documents)

GRANT NO.: _____
APPLICATION NO.: _____
CATEGORY NO.: _____
SOE NO.: _____

SMALL GRANTS

1	2	3	4	5	6	7	8	9	10	11	12	13
Name or Number of Grant	Name of Beneficiary	Code of Currency of Grant	Amount of Grant	Date of Grant	Amount paid (Inclusive of VAT)	VAT Amount	Amount paid (Exclusive of VAT)	% Financed by IBRD	Amount Eligible for Financing (Col 8 x 9)	Exchange Rate	Date of Withdrawal from DA	Amount withdrawn from DA
											Totals	0.00