**CONTACT INFORMATION**

*Each partner and lead partner must name a contact person who will be available a minimum 6 months after the project implementation time. The Managing Authority may address the contact person for requesting clarifications regarding project implementation and reporting*

|  |  |
| --- | --- |
| **Project ID** | **KOxxxx** |
| **Project name** |  |
| **Name of organisation** |  |
| **Name of the organisation in original language** |  |
| **Phone number of the organisation** |  |
| **Email of the organisation** |  |
| **Address of the organisation** |  |
| **Website of the organisation** |  |
| Contact information of the person from whom the project documentation can be accessed: |
| **Contact person** |  |
| **Position** |  |
| **Phone number** |  |
| **Email** |  |

*Project partners and lead partners must keep all records, accounting and supporting documents related to the project for five years following the final balance payment to the Programme from European Commission. All documents must be easily accessible and filed to facilitate their examination. All supporting documents shall be available either in the original form, including in electronic form, or as a copy if the original is not available. Projects may be prepared to archive the documents at least until the end of 2031. The Managing Authority will inform the beneficiaries after the final balance payment from the European Commission to the Programme is paid.*

*For accessing the project archives, please choose / fill in the information:*

[ ]  *The project material will be archived in the records of abovementioned organisation according to the Programme requirements, and can be accessed upon request to the organization.*

[ ]  *The project material will be archived in other place, please fill in the contact details:

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

* *NOTE: In case of Norwegian partners the supporting documents related to the project must be kept up for ten years after the final balance payment.*

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_