**ΑNNEX D**

**INCENTIVE SCHEME FOR SUPPORTING PROSPECTIVE CONFERENCE AND INCENTIVE TRIP CUSTOMERS TOWARDS THE EXECUTION OF INSPECTION VISITS**

**PERSONAL DECLARATION**

Ref. No.: 01.14.003

Date:

To:

Director of Tourism

Strategy Department

Cyprus Tourism Organisation

I hereby declare that all the data and documentation I am submitting towards the payment of the financial support are true and correct and all the necessary documentation is submitted as mentioned in the checklist below, in accordance with the terms and conditions of the Scheme.

Signature: ………………………..……….…………….……………….

Name in full: …………………..…………………………………

Position: …………………………………………………………………….

Name and stamp of the beneficiary

……………………….……………………………………………………..

**CYPRUS CONVENTION BUREAU**

**ΚΥΠΡΙΑΚΟΣ ΟΡΓΑΝΙΣΜΟΣ ΤΟΥΡΙΣΜΟΥ**

**REQUIRED DOCUMENTATION FOR THE PAYMENT OF THE APPROVED AMOUNT OF HOSPITALITY AGAINST ACTUAL EXPENSES INCURRED**

All the claims for the payment of the amount of financial support must be received by the CTO **one month following the completion of the inspection visit, at the latest**. **Any delay leads to the loss of the financial support**.

Following the completion of the inspection visit, the following documentation will have to be submitted by the applicant to the CTO by e-mail:

1. A letter from the beneficiary on official letterhead, including:
	1. A brief report on the outcome of the inspection visit conducted (impressions on the destination, evaluation of whether the destination satisfies the requirements of the proposed conference, meeting, incentive trip or conference tourism event intended to be hosted, suggestions and recommendations on the product, any problems which may have arisen.)
	2. Request for the payment of the financial support against actual expenses incurred.
2. The final rooming list of the prospective customers which have been approved for the provision of financial support within the framework of the inspection visit which was conducted, as printed from the reservation system of the hotel/s of stay.
3. Copies of the invoice and the payment of the airline ticket and relevant receipt. All the documents to be submitted must have been issued to the name of the applicant.
4. The Personal Declaration in Annex D duly signed by the beneficiary.

The amount of the financial support will be paid to the beneficiaries only after all the aforementioned documentation has been submitted and pursuant to the compliance with the terms and conditions of this Incentive Scheme.

In case the required documentation submitted is not complete, the payment procedure will be discontinued.