**ΑNNEX D**

**INCENTIVE SCHEME TOWARDS THE ORGANISATION**

 **OF FAMILIARISATION TRIPS TO CYPRUS**

**FOR MEETING AND INCENTIVE TRAVEL**

**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**

**REQUIRED DOCUMENTATION FOR THE PAYMENT OF THE AMOUNT OF FINANCIAL SUPPORT**

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 familiarization trip, at the latest**. **Any delay leads to the loss of the financial support**.

**After the completion of the familiarization trip** the following documentation **must be submitted to the CTO by e-mail**:

1. A letter from the beneficiary on the company’s official letterhead which will include a brief report on the outcome of the familiarization trip organized and will request the payment of the financial support against actual expenses incurred.
2. The final rooming list of the group of participants, as printed from the reservation system of the hotel/s of stay.
3. Copies of the tax invoices of the contracting parties, based on the analytical expense budget which has been approved. It is provided that, for the purposes of the relevant CTO Scheme, contracting parties are considered to be the suppliers of goods/services classified as eligible expenses. Acceptable tax invoices are considered to be those printed by the accounting system of the invoice supplier or from official printed invoice blocks. Tax invoices must include the VAT registration number of the supplier and / or the tax ID number should no VAT registration number exist. Tax invoices should also include all the information required by law (*and be issued to the name of the beneficiary?)* No other documents will be accepted as proof apart from eligible tax invoices.
4. The CTO questionnaires completed by each participant **(Annex B).**
5. Photographic material with the participants during the familiarization trip to Cyprus.
6. The hospitality programme as distributed to the participants, wherein the Cyprus Tourism Organisation / Cyprus Convention Bureau shall appear as the main sponsors of the familiarization trip and their logos shall be featured.
7. The Personal Declaration duly signed by the beneficiary **(Annex D)**

The amount of financial support will be paid to the beneficiary only after all the aforementioned documentation has been submitted and pursuant to the compliance with all the terms and conditions of the Scheme. In the case where the required documentation submitted is not complete, the payment procedure shall be discontinued.