**CONFIRMATION LETTER TEMPLATE – Separate Grantee Version**

This letter confirms those who are authorized to a) sign legally binding documents; b) sign requests for disbursement; or c) receive notices on behalf of their organizations.

**Template dated: [September 2023]**

This version of the confirmation letter is to be used in instances where there is a Principal Recipient and a separate Grantee, as specified in the relevant Grant Confirmation. See example below.

*This* ***Grant Confirmation*** *is made and entered into by* ***the Global Fund to Fight AIDS, Tuberculosis and Malaria*** *(the “Global Fund”) and* ***[Name of PR]*** *(****the "Principal Recipient"****) on behalf of* ***[Name of Grantee]*** *(the "Grantee"), as of the date of the last signature below and effective as of the start date of the Implementation Period (as defined below), pursuant to the Framework Agreement, dated as [date], as amended and supplemented from time to time (the "Framework Agreement"), between the Global Fund and the Grantee, to implement the Program set forth herein.*

This letter is used by the Principal Recipient (PR) ***acting*** ***on behalf of the Grantee for the appointment of new or updates to existing:***

* authorized signatories for legally binding documents;
* authorized signatories for requests for disbursement; and/or
* primary organization representative for notices.

The PR completes the letter (using the official PR letterhead) ensuring that sections 1, 2 and/or 3 (as applicable) are duly filled and signed by the authorized persons. The signed letter is then submitted with the change request in the Global Fund Partner Portal.

In preparing this letter, please take note of the following:

1. In instances where the PR is a “Global PR” (this includes a) UN organizations; b) other multilateral organizations; c) international NGOs; and d) international faith-based organizations implementing in more than one country), verify with the Country Team if a specific Global PR letter should be used. Refer to the Operational Policy Note on Grant Entity Data for further details (see link below).
2. In instances where the PR only wishes to make updates and does not wish to revoke any of the appointments made under previous confirmation letters, please consult with the relevant Country Team. In such cases, bespoke text acceptable to the Global Fund must be included in this letter.
3. The [Operational Policy Note on Grant Entity Data (“GED”)](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf) defines specific rules and requirements for the Grant Entity Data to be submitted using this template. Before completing the template, please ensure that you have read these requirements carefully and that the Grant Entity Data submitted is compliant with these requirements.
4. Additional instructions are provided in the footnotes included in the template. Please read them carefully and contact the Global Fund Country Team in case any clarifications are needed.[[1]](#footnote-2)

[Date]

To: The Global Fund to Fight AIDS, Tuberculosis and Malaria

Attn: [Fund Portfolio Manager]

Global Health Campus

Chemin du Pommier 40

1218 Grand-Saconnex, Geneva, Switzerland

Re: [**Country] (the “Country”) - [Principal Recipient official name] (the “Principal Recipient”)**

**Principal Recipient (separate entity from the Grantee) confirmation letter (the “Letter”) for (a) appointing signatories for legally binding documents and/or (b) appointing signatories for requests for disbursement; and/or (c) appointing the primary organization representative for notices**

Dear [Fund Portfolio Manager]

With respect to any legally binding document between the Principal Recipient acting on behalf of the [insert Grantee Name] (the “Grantee”) and the Global Fund, or issued by the Principal Recipient acting on behalf of the Grantee, or any other document or notice, in connection with any grant(s) between the Global Fund and the Principal Recipient on behalf of the Grantee, in [the Country], (each a “Relevant Document” and together the “Relevant Documents”):

1. I, acting as a duly authorized representative of the Principal Recipient, hereby confirm on behalf of the Principal Recipient that each person whose specimen signature appears in one or more of sections 1, 2 and 3[[2]](#footnote-3) below:
2. is authorized on behalf of the Principal Recipient for the specific purpose indicated; and
3. holds the office specified next to such person’s name and that each specimen signature included below constitutes each such person’s current and genuine signature.
4. I, acting as a duly authorized representative of the Principal Recipient, hereby confirm and represent on behalf of the Principal Recipient that:
5. the official name[[3]](#footnote-4) of the Principal Recipient is [***insert official name*** ] **[if the PR is a Ministry and its official name is not in English, please insert the following sentence: For Global Fund purposes, the Principal Recipient nominates to use [insert English translation of Ministry Principal Recipient official name] as the English equivalent of the Principal Recipient’s official name];**
6. the Principal Recipient is either a sovereign state or an entity with independent legal personality validly existing under the laws of the jurisdiction in which it was formed or registered;
7. as from the date of this Letter, all previous confirmation letters regarding the subject matter of this Letter are revoked[[4]](#footnote-5);
8. this Letter supersedes any other written agreement or communication with the Global Fund regarding its subject matter;
9. acknowledge and agree that the Global Fund may at any time require (a) further evidence of due authorization of my or any other persons’ authority to sign, represent or act on behalf of the Principal Recipient; (b) proof of identification for myself or any other person to authenticate the relevant signature provided below; and (c) further evidence supporting any matter referred to in, or in connection with this Letter
10. acknowledge and agree that this Letter is governed by the UNIDROIT Principles of International Commercial Contracts (2004) and that section 12.7 of the Global Fund Regulations (2014) shall apply mutatis mutandis to this Letter. For the purpose of this Letter, any reference in section 12.7 of the Grant Regulations to “Grant Agreement” shall be replaced with “Letter” and any reference to “Grantee” shall be replaced with “Principal Recipient”;
11. where the Principal Recipient is specified to be acting on behalf of the Grantee in a Relevant Document, the Principal Recipient: (i) has all the necessary power and, as relevant, has been duly authorized by all necessary consents, actions, approvals and authorizations to execute and deliver on behalf of the Grantee such Relevant Document, and to perform all obligations under such Relevant Document on behalf of the Grantee; and (ii) has prior to the execution of the Relevant Document by the Principal Recipient on behalf of the Grantee, the Principal Recipient has ensured that the execution, delivery and performance by the Principal Recipient on behalf of the Grantee does not violate or conflict with any applicable law, any provision of the Grantee’s or the Principal Recipient’s constitutional documents, any order or judgment of any court or any competent authority, or any contractual restriction binding on or affecting the Grantee or the Principal Recipient;
12. the Principal Recipient shall comply with: (1) the Global Fund Grant Regulations (2014, as amended from time to time); (2) the Global Fund Guidelines for Grant Budgeting (2019, as amended from time to time); (3) the Health Products Guide (2018, as amended from time to time); and (4) any other policies, procedures, regulations and guidelines which the Global Fund may communicate in writing to the Principal Recipient, from time to time;
13. each person specified in section 1 below is duly authorized to jointly and severally sign legally binding documents on behalf of the Principal Recipient acting for the Grantee;
14. each person specified in section 2, below, is duly authorized to jointly and severally sign and make requests for disbursement on behalf of the Principal Recipient acting for the Grantee; and
15. the person specified in section 3, below, is duly authorized to be the primary organization representative for notices for each of the Relevant Documents on behalf of the Principal Recipient acting for the Grantee.
16. I hereby on behalf of the Principal Recipient:
17. confirm that the Principal Recipient undertakes to comply with the [Operational Policy Note and the Operational Procedures on Grant Entity Data](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf) on the Global Fund website (as may be amended from time-to-time) (the “GED OPN”);
18. confirm that the Principal Recipient undertakes to comply with the [Global Fund Privacy Statement](https://www.theglobalfund.org/en/legal/privacy-statement/)s including the supplemental statement for Global Fund Grant Funding and Management Activities, on the Global Fund website (as may be amended from time to time) (the “Privacy Statements”); and
19. confirm that and the Principal Recipient undertakes to comply with the Global Fund [Code of Conduct for Recipients of Global Fund Resources](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf) on the Global Fund website (as may be amended from time to time) (the “Code of Conduct”).

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and Signature**

[to be signed by the head/an authorized representative of the Principal Recipient organization (e.g., Minister of Health, Country Representative etc.). Evidence of the authority of the signatory of this Letter to be provided to the Global Fund upon request]

**Title**

**Section 1. Authorized Signatories for Legally Binding Documents[[5]](#footnote-6)**

**1.1. Primary Authorized Signatory**

[Salutation, First name, Last name]  
[Official Job Title]

[Email address]

**By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with (i)** **the** [**GED OPN**](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)**; (ii)** [**the Code of Conduct**](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)**; and (iii)** [**the Privacy Statements**](https://www.theglobalfund.org/en/legal/privacy-statement/)**.**

Specimen Signature of Authorized Signatory:

Date: ……………………..

**1.2. Secondary Authorized Signatory**

[Salutation, First name, Last name]  
[Official Job Title]

[Email address]

**By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with (i) the** [**GED OPN**](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)**; (ii)** [**the Code of Conduct**](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)**; and (iii)** [**the Privacy Statements**](https://www.theglobalfund.org/en/legal/privacy-statement/)**.**

Specimen Signature of Authorized Signatory:

Date: ……………………..

**Section 2. Authorized Signatories for Requests for Disbursement[[6]](#footnote-7)**

**2.1. Primary Authorized Signatory**

[Salutation, First name, Last name]  
[Official Job Title]

[Email address]

[Name of the Organization if different from Principal Recipient[[7]](#footnote-8)]

**By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with (i) the** [**GED OPN**](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)**; (ii)** [**the Code of Conduct**](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)**; and (iii)** [**the Privacy Statements**](https://www.theglobalfund.org/en/legal/privacy-statement/)**.**

Specimen Signature of Authorized Signatory:

Date: ……………………..

**2.2. Secondary Authorized Signatory**

[Salutation, First name, Last name]  
[Official Job Title]

[Email address]

[Name of the Organization if different from Principal Recipient6]

**By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with (i) the** [**GED OPN**](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)**; (ii)** [**the Code of Conduct**](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)**; and (iii)** [**the Privacy Statements**](https://www.theglobalfund.org/en/legal/privacy-statement/)**.**

Specimen Signature Authorized Signatory:

Date: ……………………..

**Section 3. Primary Organization Representative for Notices[[8]](#footnote-9)**

[Salutation, First name, Last name]  
[Official Job Title]

[Email address]

[Name of organization if different from Principal Recipient6]

**By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with (i) the** [**GED OPN**](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)**; (ii)** [**the Code of Conduct**](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)**; and (iii)** [**the Privacy Statements**](https://www.theglobalfund.org/en/legal/privacy-statement/)**.**

Signature of Authorized Person:

Date: ……………………..

1. Country Team Legal Counsel should be consulted if the PR wishes to appoint signatories for specific purposes, such as relating to GDF procurements. Please note that the PR may appoint specific signatories for PPM/Wambo.org purposes as part of the applicable onboarding documentation. [↑](#footnote-ref-2)
2. If requests for disbursement must be signed by more than one person to be effective, this Letter must clearly state so. If authorized signatories are divided into two groups, and the signature of a person from each group is required, this must also be clearly stated. If any authorized signatory for the purpose of signing legally binding documents will also be an authorized signatory for requests for disbursement, his or her name, title and specimen signature must also be listed in this Letter for that specific purpose. [↑](#footnote-ref-3)
3. The official name of the Principal Recipient is the name of the Principal Recipient that appears on all official or legal documents, such as registrations, constitutional documents and contracts. Please attach a copy of the document which evidences the official name of the Principal Recipient to this Letter (e.g., certificate of incorporation, articles of association, registration certificate or trust deed) or a Letter signed by an authorized person of the Principal Recipient confirming the official name of the Principal Recipient. The official name of the Principal Recipient should be specified in English. Please consult further with the Country Team, if you are proposing to specify an official name in French or Spanish. [↑](#footnote-ref-4)
4. *Please consult with the Country Team if you do not wish to revoke any of the appointments made under previous confirmation Letters relating to the subject matter of this Letter. In such cases, bespoke text acceptable to the Global Fund must be included in this Letter.* [↑](#footnote-ref-5)
5. The Global Fund may request the Principal Recipient’s organizational documents or such other documentation evidencing that the above person(s) is/are duly authorized, as stated in this Letter. [↑](#footnote-ref-6)
6. *The Global Fund may request the Principal Recipient’s organizational documents or such other documentation evidencing that the above person(s) is/are duly authorized as stated in this Letter.*  [↑](#footnote-ref-7)
7. *If the organization specified is not the same as the Principal Recipient, then the Principal Recipient must, at the request of the Global Fund, provide further details of the role of* *this organization with respect to each grant. The specification of such organization shall not change nor waive the accountability and responsibilities of the Principal Recipient with respect to each applicable grant, under the terms of the relevant grant agreement.*  [↑](#footnote-ref-8)
8. *The Global Fund may request the Principal Recipient’s organizational documents or such other documentation evidencing that the above person is duly authorized as stated in this Letter.*

   *Only if a Lead Implementer has been appointed by the Principal Recipient may the Principal Recipient appoint a person from the Lead Implementer as its Secondary Organization Representative for Notices via a separate dedicated authorization form. Please refer to the Operational Policy Note on Grant Entity Data (GED) for more details on Lead Implementers.* [↑](#footnote-ref-9)