# GRANT ENTITY DATA

# Template Letter: Principal Recipient confirmation letter for (a) signing legally-binding documents and/or (b) requests for disbursement; and/or (c) primary organization representative for notices

**Template dated: [April 2021]**

**Instructions:**

This letter is used by the Principal Recipient (“PR”) for ***the appointment of new or updates to existing:***

(a) Authorized Signatories for Legally-Binding Documents;

(b) Authorized Signatories for Requests for Disbursement; and/or

(c) 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 submitted with the change request in the Global Fund Partner Portal for both appointment of new and updates of PR Authorized Signatories and Primary Organization Representative for Notices.

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

For a PR that is a “Global PR” and before using this letter template, consult with the Country Team as to whether a specific Global PR template letter must be used. “Global PRs”: refer to (i) all “United Nations” organizations, and (ii) “other Multilateral Organizations”, “International Non-Government Organizations” and “International Faith-based Organizations” implementing in more than one country or multi-country. Refer to the Operational Policy Note on Grant Entity Data for further details (see link below).

For updates to authorized signatories/representatives, the Country Team must be consulted in cases where the PR does not wish to revoke any of the appointments made under previous confirmation letters (e.g. if the PR only wishes to replace the Primary Organization Representative for Notices under this letter or an Authorized Signatory). In such cases, bespoke text acceptable to the Global Fund must be included in this letter.

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 submitted through 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.

Additional specific instructions are provided in the footnotes in the template letter. Please read them carefully.

[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 confirmation 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 to be signed between the Principal Recipient and the Global Fund to Fight AIDS, Tuberculosis and Malaria (the “Global Fund”), or issued by the Principal Recipient, or any other document or notice, in connection with any grant(s) made by the Global Fund to the Principal Recipient in the Country (each a “Grant”, and together, the “Grants”):

1. I, acting as a duly authorized representative of the Principal Recipient, hereby confirm that each person whose specimen signature appears in one or more of sections 1, 2 and 3[[1]](#footnote-2) 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 that:

(i) the official name[[2]](#footnote-3) of the Principal Recipient is [***insert official name***];

(ii) 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;

(iii) the Principal Recipient has all the necessary power and as relevant, has been duly authorized by all necessary consents, actions, approvals and authorizations to execute and deliver each legally-binding document to be signed between the Principal Recipient and the Global Fund, or issued by the Principal Recipient, or any other document or notice, in connection with any Grant made by the Global Fund to the Principal Recipient, and to perform all its obligations under such document or notice (together, the “legally-binding documents”);

(iv) each person specified in section 1 below is duly authorized to jointly and severally sign legally-binding documents on behalf of the Principal Recipient;

(v) 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; and

(iv) the person specified in section 3 below is duly authorized to be the primary organization representative for notices for each of the Grants on behalf of the Principal Recipient.

1. I hereby:
2. revoke,[[3]](#footnote-4) as from the date of this letter, all previous confirmation letters regarding the subject matter of this letter;
3. confirm that this letter supersedes any other written agreement or communication between the parties to this letter regarding its subject matter;
4. 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;
5. confirm that I have read, understand and undertake 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 maybe amended from time-to-time) (the “GED OPN”);
6. confirm that I have read, understand, and undertake 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 maybe amended from time-to-time) (the “Privacy Statements”); and
7. confirm that I have read understand, and undertake 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 shall be provided to the Global Fund upon request]*  
**Title**:

**Section 1. Authorized Signatories for Legally-Binding Documents[[4]](#footnote-5)**

1.1. Primary Authorized Signatory

[Dr/Mr/Mrs/Ms, 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 Grant Entity Data Operational Policy N***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***ote; (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

[Dr/Mr/Mrs/Ms, 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 Grant Entity Data Operational Policy N***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***ote; (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[[5]](#footnote-6)**

2.1. Primary Authorized Signatory

[Dr/Mr/Mrs/Ms, First name, Last name]  
[Official Job Title]

[Email address]

[Name of the Organization if different from PR[[6]](#footnote-7)]

***By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with; (i)*** [***the Grant Entity Data Operational Policy N***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***ote; (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

[Dr/Mr/Mrs/Ms, First name, Last name]   
[Official Job Title]

[Email address]

[Name of the Organization if different from PR6]

***By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with; (i)*** [***the Grant Entity Data Operational Policy N***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***ote; (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[[7]](#footnote-8)**

[Dr/Mr/Mrs/Ms, First name, Last name]  
[Official Job Title]

[Email address]

[Name of the Organization if different from PR6]

***By affixing his/her signature below, the authorized signatory confirms that he/she has read, understands, and undertakes to comply with; (i)*** [***the Grant Entity Data Operational Policy N***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***ote; (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. *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-2)
2. *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-3)
3. *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-4)
4. *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-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. *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-7)
7. *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-8)