

**DFID** Department for  
International  
Development

Leading the British Government's fight against world poverty

Mr Rob Donnelly  
Head of Africa Programmes  
Traidcraft Exchange  
Kingsway  
Team Valley Trading Estate  
Gateshead  
Tyne and Wear  
NE11 0NE



Abercrombie House, Eaglesham Road  
East Kilbride, Glasgow G75 8EA

04 January 2013

Dear Mr Donnelly

**Proposal IMP-02-PL-1195 (now Project GPAF-IMP-060)**

Beekeepers Economic Empowerment Tanzania (BEET) - Improving the productivity and profitability of 2,760 bee-keepers in Tanzania

I am pleased to confirm that this project has been successful under the Global Poverty Action Fund (GPAF) Impact window. Please note the project number above is the GPAF project reference which should be quoted on all future correspondence.

I attach two copies of the Grant Arrangement. Please read this document carefully as it forms the basis of the arrangement between your organisation and DFID. Please confirm your acceptance of the terms and conditions contained within this Grant Arrangement by signing both copies, and returning one copy **within 30 days of receipt to:**

**The GPAF Administrator,  
Triple Line Consulting Ltd,  
3 Princeton Court,  
55 Felsham Road,  
LONDON SW15 1AZ, UK**

When you return the Grant Arrangement, please also submit the following document which you would have previously submitted by scanned email:

1. A signed letter confirming your bank details. This is in addition to completing the bank details section of the Grant Arrangement. Where your receiving bank account is outside the UK, please ensure that you included details of your routing or other international Transfer Codes as applicable.

Triple Line will confirm receipt of your Grant Arrangement and if applicable whether or not your request to claim funding in advance has been approved. If everything is in order Triple Line will email a copy of the grant claim form and instructions on how to submit your first claim for the project. However, if your GA has been incorrectly



Switchboard +44 (0) 1355 844000  
Fax +44 (0) 1355 844099  
[www.dfid.gov.uk](http://www.dfid.gov.uk)

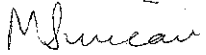
NOT PROTECTIVELY MARKED

completed or if there are issues with any other documents, these issues will have to be resolved before any grant claims can be processed.

If you have any queries regarding this letter or the enclosed grant arrangement, please contact Triple Line Consulting Ltd direct on 0208 788 4680 or email [gpaf@tripleline.com](mailto:gpaf@tripleline.com)

Good luck with the project.

Yours sincerely,



 Rachel Grant  
GPAF Programme Manager  
Civil Society Department, DFID

NOT PROTECTIVELY MARKED

## GLOBAL POVERTY ACTION FUND IMPACT GRANT

### Grant Arrangement between the Department for International Development and Traidcraft Exchange

**Project Title:** Beekeepers Economic Empowerment Tanzania (BEET) -  
Improving the productivity and profitability of 2,760 bee-  
keepers in Tanzania

**Country:** Tanzania

**GPAF Ref:** GPAF-IMP-060 (this **MUST** be quoted in **ALL** correspondence)

1. The Department for International Development (DFID) is prepared to make a grant not exceeding **£510,705** (five hundred and ten thousand, seven hundred and five pounds sterling) to **Traidcraft Exchange** in connection with the project identified above.
2. The grant will start on 01 January 2013 and end on 31 December 2015.

### FUNDING UNDER THE ARRANGEMENT

3. The maximum funding set for each year of this project is:

Year 1	01 January 2013 – 31 March 2013	£38,702.00
Year 2	01 April 2013 – 31 March 2014	£144,621.00
Year 3	01 April 2013 – 31 March 2015	£206,528.00
Year 4	01 April 2015 – 31 December 2015	£120,854.00

### PROVISIONS

4. The provision of the grant is subject to the following:
  - a. Your organisation is registered as a not for profit organisation and has the capacity to comply with the requirements set out in this Grant Arrangement. If not previously provided, the organisation must provide evidence of their status;

- b. Your organisation allows access by DFID or its representatives to project sites and to relevant records for the purposes of monitoring, evaluation and audit;
- c. Your organisation will ensure that those benefiting from the project are not harmed in any way through contact with the project. The organisation will take all reasonable steps within their power to ensure that this does not happen. The organisation will familiarise itself with the relevant laws and comply with them where required and adopt best practice where this is available from an authoritative source;
- d. Your organisation complies with the following specific terms and conditions:
  - i. The Grantee should develop and implement a foreign exchange policy, by 31 March 2013, in order to further clarify both its and its partner's responsibilities and liabilities around foreign exchange risks.
  - ii. The Grantee should develop their Monitoring & Evaluation procedures by incorporating a formal checking and sign off procedure which considers the quality of the reporting data from their partners. This should be undertaken in conjunction with the refinement of the project logframe and implementation of the baseline survey during the three-month project induction period.
  - iii. Any other specific conditions arising from a previous due diligence check and which form part of a previous CSCF or GPAF grant arrangement are also applicable to this grant.
- e. Funds provided by DFID will not be used to meet the cost of import or customs duties or any similar fees imposed by the Government of Tanzania on goods and services provided, except where specifically agreed with and allowed for by DFID;
- f. If at any stage your organisation should become aware of, or suspect, any misappropriation or diversion of funds or possible fraud or corruption relating to the project/ programme activities funded by the DFID grant, you must report the matter immediately to the Fund Manager acting on behalf of DFID;
- g. Your organisation will have, and in the case of a partner your organisation will ensure that the partner will have and will keep in place adequate procedures for dealing with any conflicts of interest arising in the provision of goods and services (such as when providing grants, microloans or livestock to beneficiaries ) required to deliver the project;
- h. Your organisation will provide progress reports to the Fund Manager acting on behalf of DFID as detailed in paragraphs 34 to 44 below;

- i. Continuation of the project in subsequent financial years will be dependent upon satisfactory progress being achieved each year. The issue of what is satisfactory progress will be a matter for DFID's sole discretion;
- j. Your organisation will tell DFID of any offer of funding for the project from anyone else which duplicates the DFID grant, or any part of it;
- k. Your organisation will provide an independent evaluation and a project completion report to the Fund Manager acting on behalf of DFID three months after the end of the funding period. The Fund Manager will provide details of the required reporting formats;
- l. Your organisation will not in any circumstances claim against DFID or hold DFID out as being responsible for the acts or omissions of any person (individual person or otherwise) engaged by your organisation or its partners pursuant to this grant arrangement and shall in no circumstances claim against DFID or otherwise hold DFID out as liable for any claims, costs or losses incurred by your organisation or its partners in terminating the engagement of any such persons. Your organisation indemnifies DFID for any costs incurred by DFID as a result of any such claim whether made by your organisation any of your partners or any persons engaged pursuant to this grant arrangement;
- m. DFID funding is not used for any awareness raising activities in the UK;
- n. If any changes occur which, in DFID's opinion, impair significantly the developmental value of the project, the Fund Manager acting on behalf of DFID may at DFID's request consult with your organisation at the earliest opportunity to establish if any measures can be adopted to resolve the position to DFID's satisfaction. In the event that they cannot then the provisions of paragraph 62 shall at DFID's discretion apply;
- o. Your organisation commits to taking appropriate steps to ensure that funds provided by the United Kingdom Government are not used to provide assistance to, or otherwise support, terrorists or terrorist organisations. No such funds, other financial assets and economic resources will be made available, directly or indirectly, to, or for the benefit of, a natural or legal person, group or entity associated with terrorism consistent with relevant United Nations resolutions, European Union measures and other international standards, such as those of the Financial Action Task Force, relating to counter terrorism in particular the financing of terrorism;
- p. Your organisation works towards applying transparency standards in line with the UKaid Transparency Guarantee to the funds received from DFID. Within three months of the commencement of the grant, your organisation must publish information about DFID funded projects in line with relevant categories of the International Aid Transparency Initiative (IATI) standards;

- q. With each quarterly payment claim you will provide a statement of compliance with the terms and conditions of this Grant Arrangement by completing and signing the form provided for this purpose;

## **PAYMENT OF FUNDS**

5. We will make funds available at quarterly intervals in arrears.
6. If you wish to claim funds in advance you must provide written justification for your request when returning the signed copy of this arrangement. If your request is approved, all payments must be transferred to the project immediately and not held in any interest bearing account.
7. The DFID grant is to be used in respect of the project detailed in the project proposal submitted on 10 January 2012, the grant set-up form, logframe and final budget, plus any subsequent amendments which have been approved by the Fund Manager acting on behalf of DFID in writing.
8. When submitting a request for funds, you must use the GPAF Innovation claim form. The Finance Officer or a responsible officer in your organisation is required to certify the request for funds and any accompanying detailed statements of expenditure and/or projected expenditure statement.
9. Statements so certified will be accepted as a proper discharge for the funds provided from the DFID grant. Further documentary evidence of the various payments made by your organisation will not normally be required for the processing of claims. However, DFID and the Fund Manager acting on behalf of DFID reserve the right to call for and examine such evidence prior to making any payments under the DFID grant.
10. Your organisation is required to keep, for seven years after the end of the project, documentary evidence (such as receipts, invoices) of all the expenses that form part of any claim form that it puts to DFID and such documentary evidence should be available to the Fund Manager upon request.
11. The UK's National Audit Office may carry out examinations into the economy, efficiency and effectiveness with which your organisation has used its resources in discharging its functions under the grant.
12. It is a condition of the DFID grant that additional funds for projects in excess of the DFID grant are in place prior to the commencement of each funding year. Any difficulties which arise in securing additional funding must be reported to the Fund Manager acting on behalf of DFID immediately. In signing this arrangement you are declaring that these additional funds are:
  - a. in place: which will mean that the additional funds are held in an account in your name or are committed to you irrevocably and unconditionally (or

subject to conditions acceptable to DFID) for this project and are expected to be forthcoming for the subsequent years of the project;

- b. free funds unencumbered by any obligation to any third party to repay;
  - c. not derived from funds paid by DFID to another organisation;
13. Any difficulties that may materialise with additional funding must be reported immediately to the Fund Manager acting on behalf of DFID.
  14. You are required to draw up and agree project-specific MoUs with all project partners who are administering project funding. The MoUs must be approved by the Fund Manager prior to signature. The MoUs must be agreed and signed by all parties prior to any transfer of funds to the partners. The MoU should include reference to the terms and conditions included in this Grant Arrangement between DFID and yourselves, and clarify that those relating to DFID access to staff and records apply equally to the partner. It should clarify roles and responsibilities in terms of project management, financial and narrative reporting and record keeping; include provisions for conflict resolution and if necessary, dissolution of the partnership (and return of assets and unspent funds). There must be clear arrangements for financial accountability controls (including reference to anti-bribery, corruption and fraud policies); payment processes and conditions; recognition of DFID funding; developmental outcomes; and value for money.
  15. Even though your organisation may delegate aspects of the project to partner organisations, or to other third party representatives acting on your or your partners' behalf, it is understood that your organisation remains solely accountable for delivering the project and for compliance with these terms and conditions.
  16. Your organisation will ensure that partner organisations also comply with these terms and conditions and all relevant laws and regulations in the country where they operate.
  17. Your organisation will ensure that partner organisations are aware of and follow the DFID branding and publicity guidelines, wherever appropriate.

#### **EMPLOYMENT OF PROJECT STAFF**

18. Your organisation will ensure that it, and its partners, have appropriate employment policies and procedures in place relevant to the country of operation and ensure appropriate consideration of equal opportunities in the recruitment and selection of project staff. The issue of what is appropriate will be a matter for DFID's sole discretion.
19. If the grant is (in whole or in part) to enable your organisation or a partner of your organisation to fund a new post, your organisation will ensure the vacancy, and in the event of a partner your organisation will ensure the partner ensures that the vacancy is advertised externally, using appropriate

media (including media that could attract disadvantaged groups). Your organisation, and in the case of a partner your organisation will ensure the partner, will make sure every advertisement is in accordance with current best practice and will acknowledge that DFID has provided funds to your organisation in support of the objectives to be achieved by your organisations intention to employ the person for the post advertised. This applies to any re-advertisement. Records of the job descriptions, lists of the publications where the advertisements were placed and copies of the letters of appointment must be maintained and your organisation is responsible for ensuring that such information is obtained from any of your partners concerned. The issue of what is current best practice will be a matter for DFID's sole discretion'

20. Your organisation will maintain records of staff your organisation and/or its partners' recruits pursuant to this grant arrangement including their names, their salaries and their start, and, if appropriate, end dates and give the Fund Manager this information, if requested.
21. Your organisation will maintain all financial records including personnel and payroll records for the staff for seven years after this grant arrangement has ended. Your organisation will ensure its partner organisations employing staff referred to in paragraph 20 above also meet this requirement.

#### **PROJECT BUDGET MANAGEMENT REQUIREMENTS**

22. You are responsible for ensuring that your project expenditure is in line with the project budget in place at the time of this arrangement.
23. All Government Departments are required to forecast their cash requirements to HM Treasury on a monthly basis. To ensure DFID can meet its targets and avoid charges applied by Treasury for poor forecasting, your organisation must provide budget/payment forecasts to the Fund Manager on a quarterly basis, as part of the quarterly grant claim process.
24. Up to 10% can be transferred between budget lines within each budget sub-heading (i.e. capital, activities, staffing, administration and monitoring and evaluation) during the course of any financial year. However any virement over 10% within a budget sub-heading, or between budget sub-headings, must be approved in advance by the Fund Manager acting on behalf of DFID.
25. You must inform the Fund Manager acting on behalf of DFID as soon as possible (or on request) if it appears likely that there will be an under spend in the agreed annual allocation for the project. We cannot guarantee that funds will be available to accommodate any carry forwards into the subsequent financial years. Any requests to carry forward funds into subsequent financial years will only be processed as part of a year-end procedure. The Fund Manager will advise on deadline dates for submission. Late notification of under spends may result in funds being lost.



26. You are responsible for submitting a revised budget (in the same format as your original agreed budget) to the Fund Manager acting on behalf of DFID for approval. You should also provide an explanation of the changes you have made to the budget, why these changes are necessary and what impact these will have on the project. When the requested budget changes have impact on project outputs and activities, you must also submit a revised logframe.
27. Should your revised budget be acceptable you will be issued with a revised Grant Arrangement setting out the new annual allocations for the project. This must be signed and returned to the Fund Manager acting on behalf of DFID within 30 days of receipt. Please note you cannot begin to report against your new budget until the Fund Manager acting on behalf of DFID is in receipt of your signed revised Grant Arrangement.

### **UNSPENT FUNDS**

28. A statement of all DFID funds received and expenditure incurred must be received by DFID within one month of the end of the funding period. Where any DFID-supplied funds remain unspent, and/or where interest has accrued as a result of unspent funds, these must be returned to DFID.
29. Your organisation is required to advise the Fund Manager acting on behalf of DFID in advance, and return the unspent funds and/or accrued interest to DFID.

### **ANNUAL AUDITED ACCOUNTS**

30. Your organisation is required to submit Annual Audited Accounts for each of the financial years covered by any part of the DFID grant. Annual Audited Accounts must be signed by the Finance Officer on behalf of your organisation and be certified by your organisation's auditors as being a true reflection of your organisation's finances for the appropriate period.
31. The Annual Audited Accounts for your organisation must show the DFID grant as a separate item of income and the associated expenditure. Where you hold more than one DFID grant you must show each one separately.
32. On the basis that the Annual Audited Accounts for your organisation cannot show the DFID grant as a separate item of income, your organisation must supply a separate auditors' certificate confirming the total income and expenditure in respect of the DFID grant, together with the Annual Audited Accounts, prepared as set out above.
33. One copy of the Annual Audited Accounts, bearing original signatures, together with any necessary certificates, must be submitted to the Fund Manager acting on behalf of DFID by 31 July each year.

## NARRATIVE REPORTING REQUIREMENTS

34. Within three months of the date of signing this Grant Arrangement you must complete the baseline survey and use the baseline data to prepare an up to date version of your project logframe. The Fund Manager will provide feedback and support to refine the logframe. This process will lead to an agreed version of the logical framework which will become the key reference document for project monitoring and evaluation and will be reviewed on an annual basis.
35. You are responsible for ensuring that progress reports on this project are provided every 12 months along with material for case studies (from year 2 onwards). At the end of the project, an independent evaluation report and a project completion report must be provided.
36. The annual progress report must cover reporting periods corresponding to the grant funding year (or part-year) ending 31<sup>st</sup> March, and all must be submitted by the deadline of 30<sup>th</sup> April each year.
37. The first annual report must include a separate management response addressing all of the recommendations contained within the due diligence report (section 4: findings and recommendations) related to this grant, including those not specifically mentioned as conditions of this grant in paragraph 4d.
38. An independent evaluation and a project completion report must be submitted to the Fund Manager acting on behalf of DFID three months after the end of the funding period. The Fund Manager will provide details of the required reporting formats.
39. Your expenditure for each year must be reported against the most recent detailed budget agreed by DFID or the Fund Manager acting on behalf of DFID and not the summary budget used for expenditure claims. The Fund Manager will provide details of the required financial reporting formats.
40. If narrative progress or financial reports are not received within the set deadlines, a detailed explanation will be required. Where valid justification is not received, suspension of funding may result, and future DFID funding to your organisation may be jeopardised.
41. Where a report is considered to be inadequate, resubmission may be required.
42. DFID will withhold £10,000 (ten thousand pounds sterling) from the final year of your grant until a satisfactory project completion report has been received and all project closure administration is completed.
43. It is essential that you keep the Fund Manager acting on behalf of DFID informed of any changes to the project, including changes to partner

organisations or key staff positions. Any significant changes should be reported as soon as possible and not be left until the end of the project.

44. It is essential that you keep the Fund Manager acting on behalf of DFID informed of any significant changes to your organisation. Your organisation must inform the Fund Manager acting on behalf of DFID before:
- a. Changing your governing document, particularly concerning your organisation's aims, payments to members and members of the governing body, the sharing out of the organisation's assets;
  - b. Transferring of your organisation's assets to, or merging or amalgamating with, any other body, including a company set up by your organisation;
  - c. Changing your organisation's governance composition or structure;
  - d. If any legal claims are made or threatened against your organisation or its partner organisation/s which could adversely affect the delivery of the project during the period of the grant (including any claims made against members of our governing body or staff);
  - e. If your organisation or its partners are the subject of an investigation concerning your organisation, (or partner organisations), trustees, directors, employees or volunteers, carried out by the Police, Charity Commission, the Office of the Scottish Charity Regulator, HM Revenue and Customs or any other regulatory body operating in the country where the project is being delivered;
  - f. If your organisation's governing body falls below three members.

## **PROCUREMENT**

45. Your organisation must ensure that any procurement using grant funds meets international good practice, demonstrates optimum value for money, is untied and free of narrow national self-interest, using transparent processes, transparently fair and open competition, and good contract management, including prevention of malpractice.
46. Your organisation should source goods and services from suppliers that clearly offer value for money, and whose work place practices meet corporate social responsibility standards. If your organisation is unable to source goods that in total cost above £100,000, DFID has three accredited procurement agents, who should normally be used to source goods. Please contact the Fund Manager acting on behalf of DFID who will advise on the process to follow.

47. Your organisation will establish and maintain an inventory of all items of equipment purchased (above £500) under the grant, using the form supplied at Annex 1. An up to date version of the inventory must be supplied to the Fund Manager acting on behalf of DFID not less than annually for review, and accompany submission of the annual progress reports.
48. Assets (as defined in paragraph 47) purchased with DFID grant funds remain as the property of DFID. Any disposal of items shown on the inventory will be subject to agreement by the Fund Manager acting on behalf of DFID.

## **SECURITY**

49. Traidcraft Exchange will be responsible for all security arrangements and Her Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling in connection with the Project.
50. Traidcraft Exchange will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified DFID in respect of:
  - a. Any loss, damage or claim, howsoever arising out of, or relating to negligence by Traidcraft Exchange, or by any person employed or otherwise engaged by Traidcraft Exchange, in connection with the performance of the project;
  - b. Any claim, howsoever arising, by any person employed or otherwise engaged by Traidcraft Exchange.
51. Traidcraft Exchange will ensure that such insurance arrangements as are made in respect of any person employed or otherwise engaged by Traidcraft Exchange are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.
52. The costs of any insurance specifically taken out by Traidcraft Exchange to support the performance of this project may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.
53. DFID and the Fund Manager acting on behalf of DFID may require your organisation to provide written evidence of its insurance details (including policies and relevant renewal receipts).

## **INTELLECTUAL PROPERTY RIGHTS**

54. All intellectual property rights in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by your organisation or its personnel, members or representatives in the course

of undertaking this project ("the Material") will be the property of your organisation.

55. In signing this Grant Arrangement, your organisation hereby grants to DFID a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where the term "use" shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property rights therein, including the reproduction and sale of the Material and products incorporating the same for use by any person or for sale or other dealing anywhere in the world.

## **COMMUNICATIONS**

56. Your organisation will give appropriate recognition to the provision of the grant by DFID in any press release or other contact with the media. The nature of such recognition will be decided in advance with the Fund Manager acting on behalf of DFID.
57. Your organisation will provide representatives of DFID's Press Office with any necessary assistance required to formulate its own approach to the media in relation to the project.
58. Your organisation commits to collaborate with DFID to explicitly acknowledge DFID's support through use of DFID's UKaid logo in all communications with the public or third parties about this project, unless otherwise agreed [in advance]. Your organisation also commits to collaborate with DFID on other awareness raising activities where feasible and appropriate, in the UK and overseas, to profile the partnership and the results it is delivering. In line with DFID's Transparency arrangements, Traidcraft Exchange gives consent for this Arrangement (and any subsequent amendments) to be published on DFID's website.

## **COMPLIANCE AND TERMINATION**

59. Failure to comply with any of the terms and conditions set out in this grant arrangement may result in DFID taking action which may include but is not limited to withholding payment of grant funds.
60. DFID or your organisation may terminate this grant arrangement at any time by giving 3 months' notice in writing. In such an event your organisation may claim all costs properly and necessarily incurred directly pursuant to the grant arrangement in connection with the project prior to the date of the notice of termination.
61. Your organisation must use best endeavours to minimise the costs referred to in paragraph 60.
62. DFID may terminate this grant arrangement immediately and will be under no obligation to pay any funds pursuant to this grant arrangement (or otherwise)

and may, at its discretion, be entitled to the refund by your organisation of all or any part of the funds paid under this grant arrangement if:

- a. your organisation directly or through your partners either repeatedly fails to comply with any of the terms of this grant arrangement or is in material breach of the terms and conditions of this grant arrangement or of the terms and conditions of any other DFID grant arrangement (whether currently or previously in place);
- b. DFID believes that fraud or serious mismanagement has occurred;
- c. your organisation at any time during the performance of the project goes into liquidation administration or other similar process, is dissolved or enters into any arrangements with its creditors;
- d. your organisation or any partner concerned, without the prior consent in writing of DFID assigns or transfers, or purports to assign or transfer, or causes to be assigned or transferred, any interest in this grant arrangement or any part, share or interest therein;
- e. there is a change in identity or character of your organisation (such assessment to be made at DFID's sole discretion) or that of any partner concerned including, but not limited to, through the take-over, merger, change of ownership or control;
- f. in the even the project ceases to be pursued for any reason other than by way of successful completion;
- g. your organisation uses the funds provided under this or any DFID grant arrangement for any purpose other than the purpose provided for; or
- h. funding required in excess of the funds under this grant arrangement are not available.

## **SIGNATURE**

63. If the arrangements set out above and in the attached guidance are acceptable to Traidcraft Exchange, this letter will place on record the understanding of our two organisations and will come into operation on the date of signature.
64. If the event of any material changes to the content of this Arrangement or revisions to the project, an Amendment Letter will be issued for signature.
65. Please sign two copies of the original, one copy is for your retention with the second to be returned to the Fund Manager acting on behalf of DFID, along with your payment request / request for funds.

Signed on behalf of DFID:

*M. Sineau*  
**Name:** *pp* Rachel Grant  
**Title:** GPAF Programme Manager  
**Department:** Civil Society Department, DFID  
**Date:** 4/1/13

Signed on Behalf of Traidcraft Exchange:

**Name:** *P.G. Chandler* PAUL CHANDLER  
**Title:** CHIEF EXECUTIVE  
**Date:** 15 January 2013

**Please complete the following details:**

**Bank Accounts**

Payments will be made into Traidcraft Exchange's bank account as follows:

Bank Name:	
Bank Postal Address:	
Name of Account:	
Bank Account Number:	
Sort Code:	
Currency of Bank Account:	
IBAN number: <small>[required for bank accounts within Europe]</small>	
SWIFT number:	
ABA or BIC Number: <small>[BIC required for bank accounts within Europe]</small>	

In the event of any changes to the details shown in the paragraph above, DFID must be notified immediately on Traidcraft Exchange's official letter heading, signed by the Financial Officer. The notification must be in the form of an original document; faxed, copied or scanned documents will not be accepted.



