Text, letter

Description automatically generated

**Change in Project Leader Notification Template**

**Version 1.2**

**6th September 2022**



**MANAGING AUTHORITY (EAFRD)**

Funds and Programmes Division,

The Oaks Business Centre,

Block B, Farsons Street,

Ħamrun HMR 1321, Malta

Telephone: (+356) 2555 2634

Email: [**rdd.mefl@gov.mt**](mailto:rdd.mefl@gov.mt)



**Scope**

Beneficiaries of measures funded through the Rural Development Programme (excluding AECM and ANC) are requested to use the below template when notifying the Managing Authority of a change in Project Leader.

**Instructions**

Beneficiaries should use the latest version of the Change in Project Leader Notification Template for download from the MA website.

Kindy use the below text as a template and replace the ***text in bold and italics*** with the necessary information.The text below should be presented in the form of a letter, printed on the beneficiary organisation letterhead.

The letter, signed by the necessary parties together with a copy of the new Project Leader ID card, should be delivered to the:

The Oaks Business Centre,

Block B, Farsons Street,

Ħamrun HMR 1321, Malta

A scanned copy must also be sent via email on: [rdd.mefl@gov.mt](mailto:rdd.mefl@gov.mt)

More information regarding the Rural Development Programme 2014-2020 can be found on the websites of the Managing Authority at [www.eufunds.gov.mt](http://www.eufunds.gov.mt) and www.[eufundsmalta](http://www.eufundsmalta.gov.mt/).gov.mt

Change in Project Leader Notification Version 1.0

Director General

The Oaks Business Centre,

Block B, Farsons Street,

Ħamrun HMR 1321, Malta

Through Permanent Secretary/Legal Representative of the organisation

***DATE***

Re: Change in Project Leader for (***insert project reference number and title of project***)

Dear Inġ Camilleri,

With reference to the above mentioned project, kindly note that (***insert name of new project leader***) who holds the position of (***function/title/position of new project leader within beneficiary organisation***) within (***inert name of the beneficiary organisation***), has accepted to take the responsibility on all matters related to this EU co-financed project as Project Leader, replacing (***insert name of outgoing project leader***).

This change will come into effect as of (***date of transfer of responsibilities***). The Beneficiary also declares that the outgoing Project Leader has handed over to the best of his/her knowledge all the documentation and information related to the project, to the new Project Leader who has accepted and acknowledges such fact.

Delegated by:

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

Name of Outgoing Project Leader Signature

Accepted by:

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

Name of new Project Leader Signature

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

Name of CEO/Mayor Signature

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

Name of Permanent Secretary Signature

(In case of Public Service and Public Entities only)