**GRANT ENTITY DATA**

**Template Letter: Principal Recipient confirmation letter for Secondary 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*** Secondary Organization Representative for Notices, only in cases where a Lead Implementer (LI)[[1]](#footnote-1) is appointed.

The Principal Recipient completes this letter (using the official PR letterhead) and ensures the letter is duly filled and signed by the authorized person. The signed letter is submitted with the change request in the Global Fund Partner Portal for both appointment of new and updates of Secondary Organization Representative for Notices.

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

1. 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.
2. 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] - [Principal Recipient official name] (the “Principal Recipient”)**

**Principal Recipient confirmation letter for appointing the Secondary 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 (each a “Grant”, and together, the “Grants”):

1. I, acting as a duly authorized representative of the Principal Recipient, hereby confirm that the person whose specimen signature appears in section 1 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:
5. the person specified in section 1 below is duly authorized to be the Secondary[[2]](#footnote-2) Organization Representative for Notices for each of the Grants on behalf of the Principal Recipient.
6. I hereby:
7. revoke, [[3]](#footnote-3) as from the date hereof, all previous confirmation letters regarding the subject matter of this letter;
8. confirm that this letter supersedes any other written agreement or communication between the parties to this letter 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. 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”);
11. 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
12. 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 an authorized representative of the Principal Recipient who is accountable and duly authorized to provide the submitted information in this letter. Evidence of the authority of the signatory of this letter shall be provided to the Global Fund upon request]*
**Title:**

**Section 1. Secondary Organization Representative for Notices[[4]](#footnote-4)**

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

[Email address]

[Name of the LI Organization]

***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***  [***Global Fund Privacy Statement***](https://www.theglobalfund.org/en/legal/privacy-statement/)***s.***

Signature of Authorized Person:

Date: ……………………..

1. LI arrangements are only applicable where a Government implementer (such as the Ministry of Health) is not mandated to sign Grant Agreements per national laws or other reasons. In such cases, the mandated Government entity (such as the Ministry of Finance or Ministry of Foreign Affairs) signs the Grant Agreement as PR with the Government implementer (such as the Ministry of Health) acting as LI. [↑](#footnote-ref-1)
2. *For the avoidance of any doubt, the appointment of any Secondary Organization Representative for Notices does not affect in any way the appointment, role, responsibilities, rights or powers of the Primary Organization Representative for Notices.*  [↑](#footnote-ref-2)
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-3)
4. *The Global Fund may request the Principal Recipient’s organizational documents or such other documentation evidencing that the person is duly authorized as stated in this letter.* [↑](#footnote-ref-4)