**New Supplier Form**

**Biodiversity Challenge Funds: Darwin Initiative, IWT Challenge Fund and Darwin Plus**

**This form is used when your project is awarded to confirm the bank details we should make payments to.**

**The same form is used if you need to change your bank details. Please indicate which applies here:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New award:**  | **Choose an item.** |  | **Revised details:**  | **Choose an item.** |

**Submit to:** **BCF-Finance@niras.com** **including your project reference in the subject line of the email**

1. **Project Details**

|  |  |
| --- | --- |
| Project Reference No: *This should be the project reference and* ***not*** *your application reference* |  |
| Project Title: |  |
| Grantee Organisation: |  |
| Organisation address: |  |
| Billing address if different: |  |
| Date: |  |

1. **Bank Details**

|  |  |
| --- | --- |
| Name of Bank: |  |
| Bank Address: |  |
| Payee Name on bank account: |  |
| Sort Code (for UK banks): |  |
| Bank Account/IBAN Number: |  |
| Bank BIC/Swift Code:  |  |
| Intermediary bank details: |  |
| Payments will be made in GBP by default. Please let us know if your account cannot accept GBP and we can either pay in EUR or USD. **Please confirm currency for payment**:  |  |

1. **Certification.**

In my capacity as Project Leader/existing signatory, I confirm that the bank details provided above are correct for the Grantee Organisation.

\*Signed:       \*Signed:

Role within project:       Role within project:

Date:       Date:

**\*To be completed by all signatories authorised on the original Grant Acceptance Form or notified to the Department thereafter.**

**3b.** If two signatories are not available, please clearly explain why to ensure we can accept these details:

1. **Finance contact details:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Email: |  |
| Telephone: |  |

|  |
| --- |
| FOR INTERNAL USE ONLY |
| Received date: |  |
| Checked date: |  |
| Reason for any significant difference above:  |  |
| Uploaded to Sage: |  |
| UK payment / Foreign payment: |  |