# IRREGULARITY ALERT FORM

*<Italics in this template indicate guidance to the personnel responsible for drafting and approval. It should be deleted as appropriate during the drafting process>*

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| **Name of the Institution:**  | < *Indicate the name of the institution of the IPA I/II management and control structure body* > |
| **Responsible Irregularity Officer:** | *<Indicate the name of the responsible Irregularity Officer>* |
| **Date of preparation of Irregularity Alert Form:** | DD.MM.YYYY |

# Details on programmes, projects and contracts concerned:

*<Please note that suspected irregularities may concern more than 1 programme, project, and contract or contractor/grant beneficiary. In such cases, they should all be indicated>*

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| **Programme:** |  |
| **Project number and name:** |  |
| **Contract number and name:** |  |
| **Contract start and end dates:** |  |
| **Identification of contractor or grant beneficiary:** |  |

# Details on DETECTED IRREGULARITY:

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| **Provision(s) allegedly breached:** | *<Reference to document(s) and article(s) (or equivalent) containing the provision(s) allegedly breached>* |
| **Date(s) of occurrence of alleged breach:**  | < *Indicate a specific date and time if possible; if not, indicate to the nearest week or month. Ensure to include all dates on which the breach is alleged to have occurred (if it occurred more than once)*>: |
| **Institutions involved in the alleged breach:** | *<Include here as much information as is available on all bodies suspected of involvement – e.g. name(s), contact details>* |
| **Persons involved in the alleged breach:** | *<Include here as much information as is available on all persons suspected of involvement – e.g. name(s), title(s), position(s), contact details>* |
| **Nature of the alleged breach:** | < *What happened? Please provide the details of the alleged act of irregularity/wrongdoing. Be as precise as possible*> |
| **Amount concerned by the alleged breach in EUR (complete amount of detected irregularity):** | <*If converting from another currency into EUR, use the latest EC exchange rates>* |

# Information on detection, reporting to the Irregularity Officer, and potential evidence:

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| **Person(s) who detected the irregularity:** | <*Include here as possible – e.g. name(s), title(s), position(s), contact details of the competent staff who detected irregularity.*> |
| **Date detected irregularity/date of PACA :** |  |
| **How was alleged breach detected?** | < *e.g. during the performance of standard controls on transactions*> |
| **Documentation constituting potential evidence of the alleged breach of provisions:** | < *Include all details available on the nature of such documentation* ***>*** |
| **Location(s) of originals and/or certified copies of possibly evidentiary documentation:** | < *Indicate where such documentation can be found*> |
| **Institutions/persons in possession of originals and/or certified copies of possibly evidentiary documentation have been informed to secure such documentation:** | < *Indicate whether or not the Irregularity Officer or Head of IPA I/II management and control structure body has informed such institutions that they should secure such documentation; if originals or certified copies are already in the possession of the body, indicate also****.*>** |
| **Date alleged breach reported to the Irregularity Officer:** | <*In the case that the alleged breach was detected by the Irregularity Officer, indicate “N/A, detected by the Irregularity Officer”*> |
| **Method of reporting alleged breach to the Irregularity Officer:** | < *e.g. telephone, e-mail, letter, in person; in the that the alleged breach was detected by the Irregularity Officer, indicate “N/A, detected by the Irregularity Officer”*> |

1. **Recording by the IPA I/II management and control structure body**

*<Only for Irregularity Officers>*

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| **Irregularity has been entered into the Irregularity Register?** | **<***“Yes” should be indicated here in all cases>* |
| **An Irregularity File has been opened for the detected irregularity?** | **<***“Yes” should be indicated here in all cases* **>** |

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| **Name and position:** | <Insert as relevant> |
| **Signature:**  |  |

**Date:**