

CONFIRMATION OF WORK UNDERTAKEN

Please complete this form. It that must accompany any invoices from a lawyer and/or expert witness (es) submitted to the Ministry for payment. (Please make additional copies as necessary).

This form must be completed by someone with authority to sign on behalf of the group, preferably the signatory or witness on the Deed of Funding.

I _____ (name)

Acting in my capacity as _____ (position)

Certify that the work specified on the attached invoices is in accordance with the deed of funding completed between the Ministry for the Environment and _____ (name of group)

Please state the contract number _____ and file number to which this invoice applies: RA-PR-81-

Attached are invoices from:

1. Name of witness or legal counsel _____ of
(firm/company) _____

dated _____ for \$ _____

2. Name of witness or legal counsel _____ of
(firm/company) _____

dated _____ for \$ _____

3. Name of witness or legal counsel _____ of
(firm/company) _____

dated _____ for \$ _____

Signature

Date

P.T.O.

Please ensure that tax invoices:

1. Are made out and addressed to the Ministry for the Environment, not the applicant group
2. Include the contract number (located on the front cover of the Deed of Funding)
3. Include the name and address of the recipient
4. Include the date the tax invoice is being issued
5. Has "Tax Invoice" written on it and is dated
6. Shows the GST number (if GST registered) and the GST component
7. A description of the services supplied
8. Include the name of the legal counsel or expert witness that has completed the service
9. Is an original; we will not accept faxed or emailed versions
10. All expenses, i.e. fees *and* disbursements, to be paid are GST inclusive and if so make sure that GST component is correctly split out.

Notes:

- The Ministry for the Environment will only make payment to those people named in the Deed for Funding.
- The tax invoice is for the full amount. The Ministry for the Environment does not pay part of an invoice
- The total amount of the attached invoices does not exceed the maximum amount specified on the group's Deed of Funding
- Invoices cannot include costs incurred before the execution date shown in the Deed of Funding
- Payments are made on the 1st and 15th of each month. Please ensure that we receive tax invoices at least one week before these dates to ensure that they make the payment run.

If you have any questions, please contact the ELA Fund Team

The ELA Fund Team
Ministry for the Environment
Level 5, NZI House
96 Hereford Street,
PO Box 1345,
Christchurch

Telephone Alisdair Hutchison (03) 365 9267 or Steve Merito (03) 365 9556
Fax (03) 365 9560 Email: elafund@mfe.govt.nz