



EUROPEAN  
COMMISSION

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ANNEX 4

**ANNEX**

**to the**

**COMMISSION RECOMMENDATION**

**on EU Host Nation Support Guidelines**

## **ANNEX 4**

### **Request for International Assistance (In-Kind)**

Reference No.:

Date:

#### **TEMPLATE**

#### **REQUEST FOR INTERNATIONAL ASSISTANCE <sup>(1)</sup>**

#### **(In-Kind)**

1. HN requesting authority and contact details:
2. General description of requested assistance:
3. Type and number/amount of requested assistance:
  - 3.1. Technical parameters of the requested assistance, e.g.: voltage, frequency, (pumping) capacity, couplings, plugging, etc.: specify as much as possible – if applicable.
  - 3.2. Other specific requirements, e.g.: labelling, packing, expiry dates, language of manuals, etc.:
4. If not donated, what is the estimated duration of the use/need?
5. Consignee contact details:
6. Location of delivery points (including GPS coordinates) if already identified:  
Land transport:  
Air transport:  
Maritime transport:
7. In-country warehousing and offered goods distribution provided by the HN:
8. Required paperwork (certificates, forms, pro-forma invoices, etc.):
9. Customs duties, taxes, tariffs, fees, and export and import restrictions and exemption protocols if in place:

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<sup>(1)</sup> This template is to be integrated in the CECIS workflow