*Appendix 3*

**Confirmation Certificate**

It is hereby confirmed that [the supplier] is aware of the requirements of Annex 1, Section 1 (C) litra (v) of Commission Regulation (EC) No 907/2014 on the requirements for bodies to which the approval function and / or technical service has been delegated.

Furthermore, it is confirmed that [the supplier] for all the tasks assigned to it has compiled the required documents, in accordance with Annex 1 to Regulation 907/2014:

- Caseworker instructions  
- Business procedure descriptions, including description of documents used  
- Checklists  
- Job descriptions defining the employee's responsibilities, indicating financial limits for his / her powers

and that these are updated as necessary.

- [the supplier] for all the tasks administered in IT systems, cf. Annex 1 to Regulation 907/2014, paragraph 3. (B), i) have appropriate IT security.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_