H. E. Dr. Domitien Ndihokubwayo
Minister of Finance, Budget and Economic Development
Ministry of Finance, Budget and Economic Development
Bujumbura
Republic of Burundi

Re: Republic of Burundi: Preparation of the Proposed Great Lakes Trade Facilitation Program
Supplemental Project Preparation Advance No. V3250
Additional Instructions: Disbursement

Excellency:

We refer to the Advance Agreement (“Agreement”) between the Republic of Burundi (“Recipient”) and the International Development Association (“World Bank”) for the preparation of the above-referenced Project of even date, herewith. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Project Preparation Advance V3250 (“PPA”). This letter (“Disbursement Letter”), as revised from time to time, constitutes the additional instructions.


I. Disbursement Arrangements

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the PPA:

- Reimbursement
- Advance
- Direct Payment
(ii) **Disbursement Deadline Date (subsection 3.7).** The Disbursement Deadline Date is the Refinancing Date specified in the Agreement. Any changes to this date will be notified by the World Bank.

II. **Withdrawal of PPA Proceeds**

(i) **Authorized Signatures (subsection 3.1).** A letter in the Form attached (Attachment 2) should be furnished to the World Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:

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Banque Mondiale
Avenue de l’Aviation
Boîte Postale 2637
Bujumbura, Burundi
Attention: Mr Jean-Christophe Carret, Country Director for Burundi
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(ii) **Applications (subsections 3.2 - 3.3).** All Withdrawal Applications and their supporting documentation shall be electronically submitted via the World Bank’s web-based Portal “Client Connection”.

(iii) **Electronic Delivery (subsection 3.4)** The Recipient shall deliver Withdrawal Applications (with supporting documents) to the World Bank through the World Bank’s Client Connection, web-based portal. This option will be effected after the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of Client Connection. The designated officials shall deliver Applications electronically by completing Form 2380, which is accessible through Client Connection (https://clientconnection.worldbank.org). By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and deliver the Withdrawal Applications and supporting documents to the World Bank by electronic means. The Recipient may exercise the option of preparing and delivering Applications in paper form on exceptional cases (including those where the Recipient encounters legal limitations), and which were previously agreed with the World Bank.

(iv) **Terms and Conditions of Use of SIDC to Process Applications.** By designating officials to use SIDC and deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of Secure Identification Credentials”) available in the World Bank's public website at https://worldbank.org and “Client Connection”; and (b) to cause such official to abide by those terms and conditions.

(v) **Minimum Value of Applications (subsection 3.5).** The Minimum Value of Direct Payment and Reimbursement Applications is twenty percent of the DA ceiling.
(vi) Advance (sections 5 and 6).

- **Type of Designated Account (subsection 5.3):** Segregated
- **Currency of Designated Account (subsection 5.4):** USD
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Banque de la République du Burundi
- **Ceiling (subsection 6.1):** USD 350,000.0

III. Reporting on Use of PPA Proceeds

(i) **Supporting Documentation (section 4).** Supporting documentation should be provided with each application for withdrawal as set out below:

- **For requests for Reimbursement and for reporting eligible expenditures paid from the Designated Account:**
  - Statement of Expenditure in the form attached (Attachment 2)
- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices

(ii) **Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3):** monthly.

V. Other Important Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Bank’s website (http://www.worldbank.org/) and “Client Connection”. The Bank recommends that you register as a user of “Client Connection”. From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the PPA, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, or if you have any queries in relation to the above, please contact the Bank by email at askloans@worldbank.org.

Yours sincerely,

INTERNATIONAL DEVELOPMENT ASSOCIATION

By

Deborah Wetzel
Director for Regional Integration
Africa Region
Attachments
1. Form for Authorized Signatures
2. Form of “Statement of Expenditure”
[DATE]

The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: [Country Director]

Dear [Country Director]:

Republic of Burundi: Preparation of the Proposed Great Lakes Trade Facilitation Program
Supplemental Project Preparation Advance No. V3250

I refer to the Advance Agreement (“Agreement”) between the [name of Recipient] (“Recipient”) and International Development Association (“World Bank”) dated _______, providing for the above [Project][Program] Preparation Advance. For the purposes of Section 3.03 of the Standard Conditions for Advances Made by the World Bank under its Project Preparation Facility, as defined in the Agreement, any [one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this [Project][Program] Preparation Advance:

For the purpose of delivering Applications to the World Bank, [each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually] [jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the World Bank.

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1 Instruction to the Recipient when sending this letter to the World Bank: Stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply.

2 Instruction to the Recipient: Stipulate if more than one person needs to jointly sign Applications, if so, please indicate the actual number. Please delete this footnote in final letter that is sent to the World Bank.

3 Instruction to the Recipient: Use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.

4 Instruction to the Recipient: Use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.
This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the World Bank by electronic means. In full recognition that the World Bank shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of SIDC”), the Recipient represents and warrants to the Association that it will cause such persons to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the World Bank records with respect to this Agreement.

[Name], [position]  Specimen Signature: _________________

[Name], [position]  Specimen Signature: _________________

[Name], [position]  Specimen Signature: _________________

Yours truly,

/ signed /

________________________
[Position]  

5 Instruction to the Recipient: Add this paragraph if the Recipient wishes to authorize the listed persons to accept Secure Identification Credentials and to deliver Applications by electronic means; if this is not applicable, please delete the paragraph. *Please delete this footnote in final letter that is sent to the World Bank.*

6 The letter should be signed by the official designated as the Recipient’s Representative in the Advance Agreement.
### Statement of Expenditures

Payment made during the period from [ ] to [ ]

The following expenditures have been incurred during the retroactive financing period (please tick):
- [ ] Yes
- [ ] No

The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick):
- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th>Item No</th>
<th>Supplier's Name</th>
<th>Brief Description of the expenditure</th>
<th>Prior Review Contract? (YES or NO)</th>
<th>Contract # (Client Connection # for Prior Review contracts)</th>
<th>Contract currency and amount (original + amendment)</th>
<th>Invoice number</th>
<th>Date of payment</th>
<th>Total amount of invoice covered by Application (net of retention)</th>
<th>% Financed by the Bank</th>
<th>Eligible Amount (Col 9 X 10)</th>
<th>Exchange rate</th>
<th>Date of Withdrawal from the Designated Account (Col 11 / 12)</th>
<th>Amount Withdrawn from the Designated Account (Col 14 / 15)</th>
</tr>
</thead>
</table>

Supporting documents for this SOE are retained at [insert location]

A separate form should be used for each category.