



NATO Charity Bazaar

www.natocharitybazaar.org

—ASBL—

Date: 18.10.2012

Dear National Representative

in order to facilitate the payment of money collected on account of the NCB, I am happy to give you the three important steps to follow to make the transfer to the Bank correctly. Any transfer must be completed by:

Tuesday, 4 December 2012

FIRST STEP - TRANSFER FUNDS.

Payment can be made from your bank through bank transfer, by online account transfer or in cash directly at the Banca Monte Paschi Belgium NATO HQ. The **Monte Paschi Belgium** bank details are:

IBAN BE69 6434 0149 2878 and BIC BMPBBEBB

IMPORTANT - Please include in the "Communication" section of your transfer the message:

"Contribution to the NCB in 2012 by ... " (*specify your Nation's Name*).

SECOND STEP - FINANCIAL ACCOUNTING FORM.

Please fill out the attached "Financial Accounting Form", by entering the monetary amount for each category: Tombola, Restaurant and Stand.

THIRD STEP - EMAIL.

As soon as possible after you have completed the previous two steps, please send to my email address - treasurer@natocharitybazaar.org - a scanned copy of:

- the bank transfer receipt;
- the "Financial Accounting Form".

If you have any questions regarding filling in the "Financial Accounting Form", or about the transfer of money, do not hesitate to contact me, Alessandra Foresti Bertozzi, by e-mail.

REMEMBER the deadline is : **Tuesday, 4 December 2012.**

Alessandra Foresti Bertozzi
Treasurer (treasurer@natocharitybazaar.org)

Alessandra Foresti

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2012 Financial Accounting Form *From all nations contributing to: The NATO Charity Bazaar ASBL*

| | | | |
|---|--|----------------|--|
| Nation's Name: | | | |
| Person making the Bank Transfer: | | | |
| Phone: | | E-Mail: | |
| NATIONAL CONTRIBUTION | | | |
| Tombola Ticket Sales : | | | |
| International Restaurant Stand : | | | |
| National Stand : | | | |
| Total Bank Transfer Amount: | | | |

