# Explanatory Note

<Aid programme> <Type of contract> <Contract/addendum>

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| **Title of the contract:** |  |
| **Programme code / budget line:** |  |
| **Contractor/beneficiary** |  |
| **Identification number:** | <Number of the contract notice/number of the call for proposals/contract number> |
| **Name of the project manager:** |  |

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|  | **Original contract** | **Existing contract** | **Addendum** |
| **Budget [EUR][<ISO code national currency> only for indirect management]** |  |  |  |
| **Duration** |  |  |  |
| **Expiry date** |  |  |  |

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| **Purpose of the contract** |  | |
| **Background information** | <Award procedure, previous addenda, reason for this addendum, etc, as appropriate> | |
| **Action required and deadline  (with explanation)** | <Signature of contract, action required, etc, as appropriate> | |
| **Signature of project manager** | Signature | Date |