

**FLC PROCEDURE FOR BULGARIAN BENEFICIARIES,
IMPLEMENTING PROJECTS UNDER THE 5TH CALL**

- Each Bulgarian beneficiary shall fill in and submit to the National Authority (NA) via e-mail (e-tcm@mrrb.government.bg) the following documents: “Request for performing the first level control” concerning the incurred and paid out expenditure for the respective reporting period (Annex 1), “Declaration for lack of double financing” (Annex 1.2). Applicable samples are available on the website of MRDPW (<https://www.mrrb.bg/bg/infrastruktura-i-programi/programi-za-teritorialno-sutrudnichestvo-2014-2020/interreg-v-a-gurciya-bulgariya-2014-2020/dokumenti/>).
- The request for FLC is registered with an incoming protocol number in the document record system of the MRDPW. Within two working days from the reception of the request, an employee of the INTERREG Programmes Department of the TCM Directorate shall send electronically to the FLC Company a Request for the performance of the FLC (Annex 2). Within two working days from the appointment of the team of FLC-ers, each of them shall submit to NA a Declaration of the non-existence of conflict of interest (Annex 3).
- An employee of the INTERREG Programmes Department shall send electronically a Designation Letter-Certificate to the Beneficiary, with a copy to the FLC Company, notifying the Beneficiary regarding the designated team of FLC-ers who will perform the verification. (Annex 4).
- Having received the Designation Letter-Certificate, the Beneficiary shall proceed to submit through SAMIS a request for verification/advance payment, following the procedure, described in SAMIS Manuals.
- As a result of each FLC, the head of the FLC team shall submit to NA an electronic copy of the signed/stamped documents/printouts of SAMIS for the performed FLC (Annexes 6.1 -6.8), along with the electronic copies of the original verification files, their signed and scanned copies, as well as the beneficiary's scanned documents.
- In case the FLC-ers have refused to verify expenditure due to suspicion of irregularity, they shall notify the NA by submitting a Notification of suspicion of irregularity (Annex 5) along with the report of the performed FLC.
- In case the beneficiary does not agree with the imposed financial corrections and the unverified costs, there is an option to appeal the findings of the FLC-ers before the NA. The beneficiary shall present officially its opinion on all the facts and circumstances concerning the unverified costs.