



EUROPEAN
COMMISSION

Brussels, 5.3.2015
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ANNEX 12

ANNEX

INFORMATION TO BE PROVIDED IN SUPPORT OF EACH REQUEST FOR A TRANSFER (Article 28 of the Internal Rules)

to the

COMMISSION DECISION

**on the Internal Rules on the implementation of the general budget of the
European Union (European Commission section) for the attention of the
Commission departments**

ANNEX

INFORMATION TO BE PROVIDED ¹ IN SUPPORT OF EACH REQUEST FOR A TRANSFER *(Article 28 of the Internal Rules)*

¹ These forms are available from Unit BUDG/A/1.

I. INCREASE:

a) Heading

99 99 99 99

XX

b) Figures at dd/mm/yy

	Commitments	Payments
1A. Appropriation in budget (initial budget + AB)	XXX XXX XXX	XXX XXX XXX
1B. Appropriation in budget (EFTA)	XXX XXX XXX	XXX XXX XXX
2. Transfers	XXX XXX XXX	XXX XXX XXX
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3. Final appropriation for the year (1A+1B+2)	XXX XXX XXX	XXX XXX XXX
4. Utilisation of final appropriation at dd/mm/yyyy	XXX XXX XXX	XXX XXX XXX
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5. Amount not used/available (3-4)	XXX XXX XXX	XXX XXX XXX
6. Requirements up to year-end	XXX XXX XXX	XXX XXX XXX
7. Increase requested (6-5)	XXX XXX XXX	XXX XXX XXX
8. Increase as percentage of appropriation in budget (7/1A)	X.XX %	X.XX %
9. Increase, as a percentage of the final appropriation for the year, in the sum of transfers referred to in Article 26(1)(b) of the Financial Regulation, calculated in accordance with Article 14 of the Rules of Application (1A)	X.XX % or N/A	XX.X % or N/A

c) Receipts arising from recovery (carried over) (C5)

	Commitments	Payments
1. Appropriation available at start of year	XXX XXX XXX	XXX XXX XXX
2. Appropriation available on date of transfer	XXX XXX XXX	XXX XXX XXX
3. Rate of utilisation [(1-2)/1]	X.XX %	X.XX %

d) Detailed grounds for the increase

II. DECREASE

a) Heading

99 99 99 99

XX

b) Figures at dd/mm/yy

	Commitments	Payments
1A. Appropriation in budget (initial budget + AB)	XXX XXX XXX	XXX XXX XXX
1B. Appropriation in budget (EFTA)	XXX XXX XXX	XXX XXX XXX
2. Transfers	XXX XXX XXX	XXX XXX XXX
3. Final appropriation for the year (1A+1B+2)	XXX XXX XXX	XXX XXX XXX
4. Utilisation of final appropriation at dd/mm/yyyy	XXX XXX XXX	XXX XXX XXX
5. Amount not used/available (3-4)	XXX XXX XXX	XXX XXX XXX
6. Requirements up to year-end	XXX XXX XXX	XXX XXX XXX
7. Decrease proposed (5-6)	XXX XXX XXX	XXX XXX XXX
8. Decrease as percentage of appropriation in budget (7/1A)	X.XX %	X.XX %
9. Decrease, as a percentage of the final appropriation for the year, in the sum of transfers referred to in Article 26(1)(b) of the Financial Regulation, calculated in accordance with Article 14 of the Rules of Application (1A)	X.XX % or N/A	XX.X % or N/A

c) Receipts arising from recovery (carried over) (C5)

	Commitments	Payments
1. Appropriation available at start of year	XXX XXX XXX	XXX XXX XXX
2. Appropriation available on date of transfer	XXX XXX XXX	XXX XXX XXX
3. Rate of utilisation [(1-2)/1]	X.XX %	X.XX %

d) Detailed grounds for the decrease

I. INCREASE:

a) Heading

99 99 99 99

XX

b) Figures at dd/mm/yy

Non-diff.

1A. Appropriation in budget (initial budget + AB)	XXX XXX XXX
1B. Appropriation in budget (EFTA)	XXX XXX XXX
2. Transfers	XXX XXX XXX
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3. Final appropriation for the year (1A+1B+2)	XXX XXX XXX
4. Utilisation of final appropriation at dd/mm/yyyy	XXX XXX XXX
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5. Amount not used/available (3-4)	XXX XXX XXX
6. Requirements up to year-end	XXX XXX XXX
7. Increase requested (6-5)	XXX XXX XXX
8. Increase as percentage of appropriation in budget (7/1A)	X.XX %
9. Increase, as a percentage of the final appropriation for the year, in the sum of transfers referred to in Article 26(1)(b) of the Financial Regulation, calculated in accordance with Article 14 of the Rules of Application (1A)	X.XX % or N/A

c) Receipts arising from recovery (carried over) (C5)

Non-diff.

1. Appropriation available at start of year	XXX XXX XXX
2. Appropriation available on date of transfer	XXX XXX XXX
3. Rate of utilisation [(1-2)/1]	X.XX %

d) Detailed grounds for the increase

II. DECREASE

a) Heading

99 99 99 99

XX

b) Figures at dd/mm/yy

	Non-diff.
1A. Appropriation in budget (initial budget + AB)	XXX XXX XXX
1B. Appropriation in budget (EFTA)	XXX XXX XXX
2. Transfers	XXX XXX XXX
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3. Final appropriation for the year (1A+1B+2)	XXX XXX XXX
4. Utilisation of final appropriation at dd/mm/yyyy	XXX XXX XXX
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5. Amount not used/available (3-4)	XXX XXX XXX
6. Requirements up to year-end	XXX XXX XXX
7. Decrease proposed (5-6)	XXX XXX XXX
8. Decrease as percentage of appropriation in budget (7/1A)	X.XX %
9. Decrease, as a percentage of the final appropriation for the year, in the sum of transfers referred to in Article 26(1)(b) of the Financial Regulation, calculated in accordance with Article 14 of the Rules of Application (1A)	X.XX % or N/A

c) Receipts arising from recovery (carried over) (C5)

	Non-diff.
1. Appropriation available at start of year	XXX XXX XXX
2. Appropriation available on date of transfer	XXX XXX XXX
3. Rate of utilisation [(1-2)/1]	X.XX %

d) Detailed grounds for the decrease