



European Medicines Agency
Communications and Networking

London, 28 September 2006

EMEA procedure for the collection of bank details

*In order to process your reimbursement, EMEA needs to have your bank details. The following options are **primarily meant to confirm the identity of the account holder and additionally to confirm the correctness of the bank account details**, in particular the IBAN given, according to EC Regulation No 2342/2002 of 23 December 2002; published in the Official Journal of the European Communities on 31 December 2002 (OJL357).*

You have 3 options:

1. To send EMEA the attached Financial Identification Form (also known as THP-third party form) duly filled out in all its fields, stamped and signed by a representative of the bank as well as signed by you, the actual account holder (your signature is mandatory and the stamp and signature of your bank is mandatory).

OR

2. To send EMEA an original letter from your bank signed by a representative of the bank containing the following: Name and address of the account holder, name and address of the bank branch, full account number (with bank codes), IBAN **and** SWIFT (BIC). A photocopy of a bankcard or cheque is not valid; then you have to include the THP form signed by you (your signature is mandatory). The Bank stamp on the form is not mandatory for this option.

OR

3. To send EMEA a copy of your recent Bank Statement (not more than 3 month old) that contains the following: Name and address of the account holder, name and address of the bank branch, full account number (with bank codes), IBAN **and** SWIFT (BIC). Information about transactions should be blanked out. Then you have to include the THP form signed by you (your signature is mandatory). The Bank stamp on the form is not necessary for this option.

Please be aware that your reimbursement will not be paid, should you not comply with the above EMEA procedure.

Should you need further explanation, please do not hesitate to contact Ms Svetlana Bari in Meeting management and conferences sector, tel. +44 207 418 7207 or by e-mail at Svetlana.bari@emea.europa.eu or Renata Tapley, tel. +44 207 418 7214 or by e-mail at Renata.tapely@emea.europa.eu who will be pleased to assist you.