



Date: 10.10.2018

Dear National Representative

in order to facilitate the payment of money collected into the NCB account, I would like to remind you the three important steps to make the transfer to the Bank. Please keep in mind, any transfer must be completed by:

Monday, 3 December 2018

FIRST OF ALL - TRANSFER FUNDS.

There are three possible ways of transferring the money, bank transfer from your bank, online account transfer or by 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 2018 by ... " (*specify your Nation's Name*).

SECONDLY – FILL IN THE FINANCIAL ACCOUNTING FORM.

Please fill in the "Financial Accounting Form" specifying the total amount for each category: Tombola, Restaurant and Stand.

FINALLY – SEND E-MAIL

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

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

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

REMEMBER the deadline is : **Monday, 3 December 2018.**

Sandra Santos
Treasurer (treasurer@natocharitybazaar.org)