**Confirmation of work undertaken form**

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| This form must accompany any invoices from legal counsel and/or expert witness(es) submitted to the Ministry for the Environment for payment from Environmental Legal Assistance (ELA) funding. This form must be completed by someone from your group with authority to sign on behalf of the group, preferably the signatory or witness on the Deed of Funding. Make additional copies as necessary. |

I insert full name acting in my capacity as insert position in groupcertify that the work specified on the attached invoice/s is in accordance with the Deed of Funding completed between the Ministry for the Environment and insert group name and ELA Fund reference number.

The attached invoice/s is/are from the following legal counsel and/or expert witness(es):

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| --- | --- |
| Full name | Insert full name |
| Firm/company (or state trading as an individual) | Insert firm/company name |
| Date  | Insert invoice date |
| Amount (excl GST) | Insert invoice amount |

|  |  |
| --- | --- |
| Full name | Insert full name |
| Firm/company (or state trading as an individual) | Insert firm/company name |
| Date  | Insert invoice date |
| Amount (excl GST) | Insert invoice amount |

Your signature: insert full name or signature 

*Note: by typing your full name in the space provided you are electronically signing this form.*

Date: insert date of signing

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| Is this the final invoice you are submitting?  | [ ]  Yes | [ ]  No |

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| **Please ensure that invoices:**1. Are made out to Ministry for the Environment.
2. Have “tax invoice” written on them and are dated.
3. Show the GST number (if GST registered) and GST component.
4. Do not exceed the total amount specified on the Deed of Funding (excl GST).
5. Are not for costs incurred before the application date shown on the Deed of Funding.

Note: the Ministry for the Environment will only make payments to legal counsel or expert witnesses listed on the Deed of Funding. The Ministry for the Environment accepts invoices emailed as PDF files. |