

**Reimbursement Procedure for ODA Loans**

1. "Reimbursement Procedure for ODA Loans" is applicable to the ODA Loans provided by JAPAN BANK FOR INTERNATIONAL COOPERATION (hereinafter referred to as "the BANK") under the Section (1), Paragraph 2, Article 23 of THE JAPAN BANK FOR INTERNATIONAL COOPERATION LAW(hereinafter referred to as "the Loan").
2. This procedure is to be followed in cases where expenditures, eligible for the BANK's financing, have already been incurred. The Borrower shall request the BANK to make reimbursement for a sum not exceeding the amount actually paid by the purchaser by sending to the BANK a Request for Reimbursement in accordance with the attached Form JBIC-RFR. In principle, each Request shall be accompanied by the following documents:
  - (a) Summary Sheet of Payments as per Form JBIC-SSP
  - (b) Supporting documents evidencing each payment and its usage, as stipulated in the relevant Loan Agreement
3. When the BANK finds the Request for Reimbursement in order and in conformity with the provisions of the Loan Agreement, the BANK, upon receipt of an amount equal to one-tenth percent (0.1%) of the amount to be reimbursed as the service charge from the Borrower, shall make reimbursement in Japanese Yen. Reimbursement will be made within fifteen (15) business days from the date of receipt of the Request by paying into the non-resident Yen account of the Borrower, which shall be opened in advance with the designated foreign exchange bank in Tokyo, as stipulated in the relevant Loan Agreement, in accordance with the relevant laws and regulations of Japan.
4. When the currency used for the actual payment to the supplier is not Japanese Yen, the amount stated in the Request for Reimbursement shall be either in Japanese Yen, converted at the T/T buying rate quoted by the authorized foreign exchange bank in the territories of the Borrower, as stipulated in the relevant Loan Agreement, on the day immediately preceding the day on which the Request for Reimbursement is made, or in the currency other than Japanese Yen. In the former case, the amount paid in the currency and exchange rate used for conversion to Japanese Yen shall be described in the Summary Sheet of Payments as per Form JBIC-SSP. In the latter case, the currencies which may be used for the Request shall be stipulated in the relevant Loan Agreement, and the amount of reimbursement in Japanese Yen shall be calculated at the T/T selling rate quoted by the designated foreign exchange bank in Tokyo two business days before the day when the reimbursement is made.

Request For Reimbursement

Date:  
Loan Agreement No.:  
App. Serial No.:

To: JAPAN BANK FOR INTERNATIONAL COOPERATION  
Tokyo, Japan

Attn: Director-General, Development Assistance Department

Gentlemen:

1. Pursuant to the Loan Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ between JAPAN BANK FOR INTERNATIONAL COOPERATION (hereinafter referred to as "the BANK") and (Borrower), the undersigned hereby requests for reimbursement under the said Loan Agreement, of the sum of \_\_\_\_\_ (Say \_\_\_\_\_) in reimbursement of expenditures as described in the attached Summary Sheet(s) of Payments.
2. The undersigned has not previously requested for reimbursement of any amounts from the Loan for the purpose of reimbursing or of meeting the expenditures described in the attached Summary Sheet(s). The undersigned has not obtained nor will obtain funds for such purpose out of the proceeds of any other loan, credit or grant available to the undersigned except short-term loans or credits, if any, established in anticipation of the reimbursement requested for herein and to be repaid pro-tanto with the funds reimbursed hereunder and any charges, commission or interest paid or payable under such anticipatory short-term credits are not included in the amount herein requested to be reimbursed.
3. The undersigned certifies that:
  - a) the expenditures, hereby sought to be reimbursed, were made for the purposes specified in the Loan Agreement;
  - b) the goods and services purchased with these expenditures have been procured in accordance with the applicable procurement procedures agreed with the BANK pursuant to the said Loan Agreement and the cost and terms of purchase thereof are reasonable;
  - c) the said goods and services were or will be supplied by the supplier(s) specified in the attached Summary Sheet(s) and were or will be procured in (or, in the case of services, supplied from) the eligible source country (countries) for the BANK's loan.

4. Please reimburse the amount requested for herein by paying into their non-resident yen account of \_\_\_\_\_ with \_\_\_\_\_  
(Borrower) (name and address  
of

\_\_\_\_\_  
a designated foreign exchange bank in Tokyo)

5. This request consists of \_\_\_\_\_ pages(s) and \_\_\_\_\_ signed and  
(number) (number)

numbered summary sheet(s), with the supporting documents.

Very truly yours,

\_\_\_\_\_  
(Name of Borrower)

\_\_\_\_\_  
(Authorized Signature)