

JAPAN INTERNATIONAL  
COOPERATION AGENCY

*Reimbursement Procedure for Japanese ODA Loans*

*Oct. 2008*

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Japan International Cooperation Agency

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Japan

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## **Reimbursement Procedure for Japanese ODA Loans**

1. “Reimbursement Procedure for Japanese ODA Loans” is applicable to the Japanese ODA Loans provided by the JAPAN INTERNATIONAL COOPERATION AGENCY (hereinafter referred to as “JICA”) under Clause (a), Item (ii), Paragraph 1, Article 13 of the ACT OF THE INCORPORATED ADMINISTRATIVE AGENCY – JAPAN INTERNATIONAL COOPERATION AGENCY (hereinafter referred to as “the Loan”).
2. This procedure is to be followed in cases where expenditures, eligible for JICA’s financing, have already been incurred. The Borrower shall request JICA to make reimbursement for a sum not exceeding the amount actually paid by the purchaser by sending to JICA a Request for Reimbursement in accordance with the attached Form JICA-RFR. In principle, each Request shall be accompanied by the following documents:
  - (a) Summary Sheet of Payments as per Form JICA-SSP
  - (b) Supporting documents evidencing each payment and its usage, as stipulated in the relevant Loan Agreement
3. When JICA finds the Request for Reimbursement in order and in conformity with the provisions of the Loan Agreement, JICA 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 JICA-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.:  
Application Serial No.:

To: JAPAN INTERNATIONAL COOPERATION AGENCY  
Tokyo, Japan

Attn:

Gentlemen:

1. Pursuant to the Loan Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ between the JAPAN INTERNATIONAL COOPERATION AGENCY (hereinafter referred to as "JICA") and (the 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 JICA 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(ies) for Japanese ODA Loans.
4. Please reimburse the amount requested for herein by paying into the non-resident yen account of (the Borrower) with (name and address of the designated foreign exchange bank in Tokyo).
5. This request consists of X(number) page(s) and X(number) signed and numbered Summary Sheet(s), with the supporting documents.

Very truly yours,

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(Name of the Borrower)

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(Authorized Signature)

Summary Sheet of Payment

Date:

Application Serial No.:

1. Transaction	2. Purchaser	3. Supplier	4. *Nationality of Supplier	5. Description of Goods and / or Services	6. ** Category	7. Origin	8. Contract Amount, Contract No., and JICA Concurrence No. for Contract	9. Date of Payment	10. *** Amount of Payment (without Tax)	11. **** Nature of Payment	12. Method of Procurement	13. Amount Applied for Financing (without Tax)	14. ***** Disbursement Ratio
1													
2													
3													
4													
<b>Total</b>													

The undersigned certifies that the Supplier(s) and goods and / or services stated above are eligible under the Loan Agreement.

Exchange rate : \_\_\_\_\_

\* Note for 4. Nationality of Supplier: Country in which the Supplier is incorporated and registered.

\*\* Note for 6. Category: Category Name described in Section 1 of Schedule 2 of the Loan Agreement.

\*\*\* Note for 10. Amount of Payment: If not in Japanese Yen, state both the amount in the currency in which the payment was made to the Supplier(s), and its converted amount(s) calculated in accordance with 4. of the Reimbursement Procedure and the relevant provision(s) of the Loan Agreement (if any) as well as the conversion rate(s).

\*\*\*\* Note for 11. Nature of Payment : A down payment, an installment payment or the final payment, etc.

\*\*\*\*\* Note for 14. Disbursement Ratio: Ratio of Amount Applied for Financing against Amount of Payment in the currency in which the Payment was made to the Supplier(s).

For (Name of the Borrower)

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