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Subject:	ANNEXES to the Commission Delegated Regulation supplementing Regulation (EU) 2021/2116 of the European Parliament and of the Council with rules on paying agencies and other bodies, financial management, clearance of accounts, securities and use of euro

Delegations will find attached document C(2021) 9119 final - Annexes 1 to 5.

Encl.: C(2021) 9119 final - Annexes 1 to 5



EUROPEAN  
COMMISSION

Brussels, 7.12.2021

C(2021) 9119 final

ANNEXES 1 to 5

## **ANNEXES**

**to the**

### **Commission Delegated Regulation**

**supplementing Regulation (EU) 2021/2116 of the European Parliament and of the  
Council with rules on paying agencies and other bodies, financial management,  
clearance of accounts, securities and use of euro**

**ANNEX I**  
**ACCREDITATION CRITERIA FOR PAYING AGENCIES REFERRED TO IN**  
**ARTICLE 1(2)**

**1. INTERNAL ENVIRONMENT**

**(A) Organisational structure**

The paying agency's organisational structure shall allow it to execute the following main functions in respect of EAGF and EAFRD expenditure:

- (i) authorisation and control of payments to establish that the amount to be paid to a beneficiary is in conformity with Union rules, which shall include, in particular, administrative and on-the-spot controls;
- (ii) execution of payments of the authorised amount to beneficiaries (or their assignees) or, in the case of rural development, the Union co-financing part;
- (iii) accounting to record all payments in the paying agency's separate accounts for EAGF and EAFRD expenditure, in the form of an information system, and the preparation of periodic summaries of expenditure, including the monthly (for the EAGF), quarterly (for the EAFRD) and annual declarations to the Commission. The paying agency's accounts shall also record the assets financed by the EAGF and the EAFRD, in particular concerning intervention stocks, uncleared advances, securities and debtors;
- (iv) as regards types of intervention referred to in Regulation (EU) 2021/2115, the paying agency's organisational structure shall also ensure the execution of the performance reporting on output indicators for the purposes of the annual performance clearance referred to in Article 54 of Regulation (EU) 2021/2116 and the performance reporting on result indicators for the multiannual performance monitoring referred to in Article 134 of Regulation (EU) 2021/2115, demonstrating that Article 37 of Regulation (EU) 2021/2116 is complied with.

The paying agency's organisational structure shall provide for clear assignment of authority and responsibility at all operational levels and for separation of the functions referred to in the first paragraph, points (i), (ii) and (iii), the responsibilities of which shall be defined in an organisational chart that includes the reporting lines. It shall include the technical services and the internal audit service referred to in point 4.

**(B) Human-resource standard**

The paying agency shall demonstrate a commitment to integrity and ethical values. All management levels shall respect integrity and ethical values in their instructions, actions and behaviour. The integrity and ethical values shall be set out in standards of conduct and understood at all levels of the organisation, as well as by outsourced service providers and beneficiaries. Processes shall be in place to assess whether individuals and entities are aligned with the standards of conduct and to address deviations in a timely manner. The paying agency shall also demonstrate a commitment to attract, develop, and retain competent individuals in alignment with its objectives.

In particular, the agency shall ensure that:

- (i) appropriate human resources are allocated to carry out operations and existence of appropriate technical skills as required at different operational levels;

- (ii) the division of duties is such that no official has responsibility for more than one of the responsibilities for authorising, paying or accounting of sums charged to the EAGF or to the EAFRD, and no official performs any of those tasks without supervision;
- (iii) the responsibilities of each official are defined in a written job description, including the setting of financial limits to his/her authority. The latter may be defined in the system;
- (iv) staff training is appropriate at all operational levels, including fraud awareness, and there is a policy for rotating staff in sensitive positions, or alternatively for increased supervision;
- (v) appropriate measures are taken to avoid and detect a possible risk of conflict of interests within the meaning of Article 61 of Regulation (EU, Euratom) 2018/1046 as regards implementing paying agency's functions vis-a-vis people with influence and sensitive positions inside and outside the paying agency. Where there is a risk of a conflict of interests, measures shall be in place to ensure that that Article is applied.

**(C) Risk assessment**

The paying agency shall ensure:

- (i) the identification of objectives of the paying agency to enable the identification and assessment of risks relating to those objectives;
- (ii) the identification of the risks, including potential irregularities or fraud, to the achievement of its objectives and the analysis of those risks as a basis for determining how the risk should be managed;
- (iii) as regards the risk of potential fraud, an anti-fraud strategy, which shall include measures to counter fraud and any illegal activities affecting the financial interests of the Union. These measures shall include the prevention and detection of, and conditions for investigating fraud; and reparation and deterrence measures, with proportionate and dissuasive sanctions;
- (iv) the implementation of measures to prevent and mitigate the risks;
- (v) the identification and assessment of changes that could significantly impact the internal control system;
- (vi) the regular review of the risk assessment and of the measures put in place to prevent or mitigate the identified risks.

**(D) Delegation**

(D.1) If the paying agency delegates any of its tasks to another body in accordance with Article 9(1) of Regulation (EU) 2021/2116 the following conditions shall be fulfilled:

- (i) a written agreement must be concluded between the paying agency and that body specifying, apart from the delegated tasks, the nature of the information and the supporting documents to be submitted to the paying agency and the time limit within which they must be submitted. The agreement must enable the paying agency to comply with the accreditation criteria;
- (ii) the paying agency shall in all cases remain responsible for the efficient management of the funds concerned. It remains fully responsible for the legality and regularity of the underlying transactions, including protecting the

- Union's financial interest, as well as for declaring the corresponding expenditure to the Commission and for preparing the accounts accordingly;
- (iii) the responsibilities and obligations of the other body, notably concerning the control and verification of the compliance with Union rules, shall be clearly defined;
  - (iv) the paying agency shall ensure that the other body has effective systems for ensuring that it fulfils its tasks in a satisfactory manner;
  - (v) the other body shall explicitly confirm to the paying agency that it fulfils its tasks and shall describe the means employed;
  - (vi) the paying agency shall regularly review the tasks delegated to confirm that the work performed is of satisfactory standard and that it is in compliance with Union rules.
- (D.2) The conditions set out in points (D.1)(i), (ii), (iii) and (v) shall apply *mutatis mutandis* in the cases where paying agency functions are performed by another body as part of its regular tasks on the basis of national legislation.

## **2. CONTROL ACTIVITIES**

### **(A) Procedures for authorising claims**

The paying agency shall adopt procedures to comply with the following rules:

- (i) the paying agency shall lay down detailed procedures for the receipt, recording and processing of claims, including a description of all documents and the information system to be used;
- (ii) each official responsible for authorisation shall have at his/her disposal a detailed checklist of the verifications to be carried out, and shall attest in the supporting documents of the claim that those checks have been carried out. That attestation may be made by electronic means. There shall be evidence of systematic, such as sample, system or plan based review of the work by a senior staff member;
- (iii) a claim shall be authorised for payment only after sufficient checks have been carried out to ensure compliance with Union rules.
- (iv) The checks shall include those required by the relevant regulation governing the specific measure under which aid is claimed, and those required pursuant to Article 59 of Regulation (EU) 2021/2116 to prevent and detect fraud and irregularity with particular regard to the risks incurred. For the EAFRD, there shall in addition be procedures for verifying that the conditions for the granting of aid, including contracting, have been respected and that all applicable Union rules, including those fixed in the CAP Strategic Plan, have been complied with;
- (v) the management of the paying agency shall, at an appropriate level, be informed on a regular and timely basis of the results of administrative and on-the-spot checks carried out, so that the sufficiency of those controls may always be taken into account before a claim is settled;
- (vi) the work performed shall be detailed in a report accompanying each claim, batch of claims or, if appropriate, in a report covering one marketing year. The report shall be accompanied by an attestation of the eligibility of the approved claims and of the nature, scope and limits of the work done. This may be made by electronic means. In addition, for the EAFRD there shall be an assurance that the criteria for the granting

of aid, including contracting, have been respected and that all applicable Union rules, including those fixed in the CAP Strategic Plan, have been complied with. If any physical or administrative checks are not exhaustive, but performed on a sample of claims, the claims selected shall be identified, the sampling method described, the results of all inspections and the measures taken in respect of discrepancies and irregularities reported upon. The supporting documents (in paper or electronic form) shall be sufficient to provide assurance that all the required checks on the eligibility of the authorised claims have been performed;

- (vii) where documents (in paper or electronic form) relating to the claims authorised and controls made are retained by other bodies, both those bodies and the paying agency shall set up procedures to ensure that those documents or electronic data records are kept and available to the paying agency.

#### **(B) Procedures for payment**

The paying agency shall adopt the necessary procedures to ensure that payments are made only to bank accounts belonging either to beneficiaries or to their assignees. The payment shall be made by the paying agency's bank, or, as appropriate, a governmental payments office, within 5 working days of the date of charge to the EAGF or to the EAFRD. Procedures shall be adopted to ensure that all payments for which transfers are not executed are not declared to the EAGF or to the EAFRD for reimbursement. If such payments have already been declared to the EAGF or to the EAFRD, these should be re-credited to those Funds via the next monthly/quarterly declarations or in the annual accounts at the latest. No payments shall be made in cash. The approval of the authorising official and/or his/her supervisor may be made by electronic means, provided an appropriate level of security over those means is ensured, and the identity of the signatory is entered into the electronic records.

#### **(C) Procedures for accounting**

The paying agency shall adopt the following procedures:

- (i) accounting procedures shall ensure that monthly (for the EAGF), quarterly (for the EAFRD) and annual declarations are complete, accurate and timely, and that any errors or omissions are detected and corrected, in particular through checks and reconciliations performed at regular intervals;
- (ii) the accounting for intervention storage shall ensure that the quantities and associated costs are correctly and promptly processed and recorded per identifiable lot and in the correct account at each stage from the acceptance of an offer to the physical disposal of the product, in compliance with the applicable regulations, and ensure that the quantity and nature of stocks at every location may be determined at any time.

#### **(D) Procedures for the performance reporting**

As regards types of intervention referred to in Regulation (EU) 2021/2115, the paying agency shall ensure that an information system is in place to collect, record and store in computerised form data on each claim and operation. In addition, the system shall provide a breakdown of data on all relevant output indicators per intervention to guarantee that the annual performance reporting shows that the expenditure was made in accordance with Article 37 of Regulation (EU) 2021/2116, as well as the data for the result indicators, including targets and milestones.

### **(E) Procedures for advances and securities**

Procedures shall be adopted to ensure that:

- (i) payments of advances are separately identified in the accounting or subsidiary records;
- (ii) guarantees are obtained only from financial institutions which fulfil the conditions of Chapter IV of this Regulation and which are approved by the appropriate authorities and which remain valid until cleared or called upon, on the simple request of the paying agency;
- (iii) The advances are cleared within the stipulated time limits and those overdue for clearing are promptly identified and the guarantees promptly called upon.

### **(F) Procedures for debts**

All the criteria provided for in sections (A) to (E) shall apply, *mutatis mutandis*, to levies, forfeited guarantees, reimbursed payments, assigned revenues etc. which the paying agency is required to collect on behalf of the EAGF and of the EAFRD.

The paying agency shall set up a system for the recognition of all amounts due and for the recording in a single debtor's ledger of all such debts prior to their receipt. The debtor's ledger shall be inspected at regular intervals and action shall be taken to collect debts that are overdue.

### **(G) Audit trail**

The information regarding documentary evidence of the authorisation, accounting and payment of claims, performance reporting and handling of advances, securities and debts shall be available in the paying agency to ensure at all times a sufficiently detailed audit trail.

## **3. INFORMATION AND COMMUNICATION**

### **(A) Communication**

The paying agency shall adopt the necessary procedures to ensure that every change in the Union's regulations, and in particular the rates of aid applicable, are recorded and the instructions, databases and checklists updated in good time.

### **(B) Information systems security**

The information systems security shall be certified in accordance with International Standards Organisation 27001: Information Security management systems – Requirements (ISO).

Member States may certify, provided it is authorised by the Commission, the information systems security in accordance with other accepted standards if those standards guarantee a level of security at least equivalent to that provided by ISO 27001.

The first and second paragraphs shall not apply to paying agencies responsible for the management and control of a yearly expenditure not higher than EUR 400 million, if the Member State concerned has informed the Commission of its decision to apply one of the following standards instead:

- International Standards Organisation 27002: Code of practice for Information Security controls (ISO);
- Bundesamt für Sicherheit in der Informationstechnik: IT-Grundschutzhandbuch/IT Baseline Protection Manual (BSI);



- Information Systems Audit and Control Association: Control objectives for Information and related Technology (COBIT).

#### **4. MONITORING**

##### **(A) Ongoing monitoring via internal control activities**

The internal control activities shall cover at least the following areas:

- (i) monitoring of the technical services and delegated bodies responsible for carrying out the controls and other functions to ensure a proper implementation of regulations, guidelines and procedures;
- (ii) initiating of system changes in order to improve control systems in general;
- (iii) reviewing claims and requests submitted to the paying agency as well as other information providing suspicion of irregularities;
- (iv) monitoring procedures to prevent and detect fraud and irregularity with particular regard to those areas of CAP expenditure under the paying agency's competence which are exposed to a significant risk of fraud or other serious irregularities.

Ongoing monitoring shall be built into the normal, recurring operating activities of the paying agency. At all levels the daily operations and controls activities of the agency shall be monitored on an ongoing basis to ensure a sufficiently detailed audit trail.

##### **(B) Separate evaluations via an internal audit service**

The paying agency shall adopt procedures to comply with the following rules:

- (i) the internal audit service shall be independent of the paying agency's other departments and shall report directly to the paying agency's director;
- (ii) the internal audit service shall verify that procedures adopted by the agency are adequate to ensure that compliance with Union rules is verified and that the accounts are accurate, complete and timely. Verifications may be limited to selected measures and to samples of transactions provided that an audit plan ensures that all significant areas, including the departments responsible for authorisation, are covered over a period not exceeding 5 years;
- (iii) the internal audit service's work shall be performed in accordance with internationally accepted standards, shall be recorded in working papers and shall result in reports and recommendations addressed to the agency's top management.



**ANNEX II**  
**ACCREDITATION CRITERIA FOR COORDINATING BODIES REFERRED TO IN**  
**ARTICLE 2(3) AS REGARDS THE COMPILATION OF THE ANNUAL**  
**PERFORMANCE REPORT**

**1. INFORMATION AND COMMUNICATION**

**(A) Communication**

The coordinating body shall adopt the necessary procedures to ensure that every change in the Union's regulations are recorded and the instructions and databases updated in good time.

**(B) Information systems security**

The information systems security shall be certified in accordance with International Standards Organisation 27001: Information Security management systems – Requirements (ISO).

Member States may certify, provided it is authorised by the Commission, the information systems security in accordance with other accepted standards if those standards guarantee a level of security at least equivalent to that provided by ISO 27001. When a paying agency acts as a coordinating body, its certification fulfils this condition.

**ANNEX III**  
**OBLIGATIONS OF THE PAYING AGENCIES REFERRED TO IN ARTICLE 3(1)**

**I. OBLIGATIONS OF THE PAYING AGENCIES**

**A. Checks**

1. Frequency and representativeness

Each storage point shall be inspected at least once every year in accordance with the rules set out in part II, to ascertain in particular:

- (a) the procedure for collecting information on public storage;
- (b) whether the accounting data held on the spot by the storer tallies with the information sent to the paying agency;
- (c) physical presence shall be established by a sufficiently representative physical inspection, covering at least the percentages set out in part II and making it possible to conclude that the entire quantities listed in the stock accounts are actually present.
- (d) checks on quality shall comprise visual, olfactory and/or organoleptic checks and, if there are any doubts, in-depth analyses.

2. Additional checks

If an anomaly is detected during the physical inspection, a further percentage of the quantities in intervention storage shall be inspected using the same method. If necessary, inspection may extend to weighing all the products in the lot or store being inspected.

**B. Inspection reports**

1. The internal inspection body of the paying agency or the body authorised by the latter shall draw up a report on each of the checks or physical inspections carried out.

2. The report shall contain at least the following information:

- (a) the name of the storer, the address of the store visited and the description of the lots inspected;
- (b) the date and time when the inspection began and ended;
- (c) the place where the inspection took place and a description of the conditions of storage, packaging and accessibility;
- (d) the full identity of the persons conducting the inspection, their status and the terms of their authorisation;
- (e) the inspection measures undertaken and procedures used to establish volume, such as measuring methods, calculations, interim and final results, and the conclusions drawn;
- (f) for each lot or quality stored, the quantity in the paying agency's books, the quantity in the store's books and any discrepancies between the two sets of books;
- (g) for each lot or quality physically inspected, the information referred to in point (f) and the quantity verified on the spot and any discrepancies, the lot or quality

- number, the pallets, boxes, silos, vats or other receptacles involved and the weight (both net and gross if appropriate) or volume;
  - (h) the statements made by the storer where there are discrepancies or differences;
  - (i) the place, date and signature of the person drawing up the report and of the storer or representative;
  - (j) any extended inspection conducted in the case of anomalies, specifying the percentage of the stored quantities covered by the extended inspection, discrepancies found and explanations given.
3. The reports shall be sent immediately to the head of the department responsible for keeping the accounts of the paying agency.
- Immediately after receipt of the report, the paying agency's accounts shall be corrected in the light of the discrepancies and differences detected.
4. The reports shall be available to Commission staff and persons authorised by the Commission.
5. A summary document shall be drawn up by the paying agency listing:
- (a) the checks carried out, clearly indicating which are physical inspections (inventory checks);
  - (b) the quantities checked;
  - (c) the anomalies detected in relation to the monthly and annual statements, and the reasons for those anomalies.

The quantities checked and the anomalies detected shall be indicated for each product concerned, in terms of weight or volume and as a percentage of the total quantities held.

This summary document shall list separately the checks to verify the quality of the products stored. It shall be sent to the Commission at the same time as the annual accounts referred to in Article 9(3), first subparagraph, point (a), of Regulation (EU) 2021/2116.

## **II. PHYSICAL INSPECTION PROCEDURE BY SECTOR OF THE CAP FOR THE CHECKS PROVIDED FOR IN PART I**

### **A. Butter**

1. The sample of the lots to be checked shall represent at least 5 % of the total quantity in public storage. The lots to be checked shall be selected prior to the visit to the store on the basis of the paying agency's accounting data, but the storer shall not be informed.
2. The presence of the lots selected and their composition shall be verified on the spot by:
  - (a) identifying the control numbers of the lots and boxes on the basis of purchase or entry notes;
  - (b) weighing the pallets (one in 10) and the boxes (one per pallet);
  - (c) visually checking the contents of a box (one in five pallets);
  - (d) checking the condition of the packaging.
3. A description of the lots physically inspected and any shortcomings noted shall be included in the inspection report.

## **B. Skimmed-milk powder**

1. The sample of the lots to be checked shall represent at least 5 % of the quantity in public storage. The lots to be checked shall be selected prior to the visit to the store on the basis of the paying agency's accounting data, but the storer shall not be informed.
2. The presence of the lots selected and their composition shall be verified on the spot by:
  - (a) identifying the control numbers of the lots and bags on the basis of purchase or entry notes;
  - (b) weighing the pallets (one in 10) and bags (one in 10);
  - (c) visually checking the contents of a bag (one in five pallets);
  - (d) checking the condition of the packaging.
3. A description of the lots physically inspected and any shortcomings noted shall be included in the inspection report.

## **C. Cereals and rice**

### **1. Physical inspection procedure**

The inspection shall be carried out as follows:

- (a) Selection of bins or storerooms to be checked, representing at least 5 % of the total quantity of cereals or rice in public storage.

Selection shall be based on the paying agency's stock records, but the storer shall not be informed.

#### **(b) Physical inspection:**

- (i) verification of the presence of cereals or rice in the selected bins or storerooms,
- (ii) identification of the cereals or rice;
- (iii) inspection of storage conditions and check on the quality of the products stored in the conditions provided for in Commission Delegated Regulation (EU) 2016/1238<sup>1</sup>;
- (iv) comparison of the place of storage and identity of the cereals or rice with the store's records;
- (v) evaluation of the quantities stored by a method previously approved by the paying agency, a description of which shall be lodged at its head office.

### **2. Procedure where discrepancies are found**

Some tolerance is permitted when verifying the volume.

The rules laid down in Annex IV, section II, shall thus apply where the weight of the products stored as recorded during the physical inspection differs from the book

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<sup>1</sup> Commission Delegated Regulation (EU) 2016/1238 of 18 May 2016 supplementing Regulation (EU) No 1308/2013 of the European Parliament and of the Council with regard to public intervention and aid for private storage (OJ L 206, 30.7.2016, p. 15).

weight by 5 % or more for cereals and for rice in the case of storage in silos or on-floor storage.

Where cereals or rice are stored in a warehouse, the quantities weighed on entry into storage may be recorded instead of those resulting from a volume assessment if the latter does not provide an adequate degree of accuracy and provided the difference between the two figures is not excessive.

The paying agency shall make use of this option where justified by circumstances, on a case-by-case basis and on its own responsibility. It shall indicate that it has done so in its inspection report, based on the following indicative model:

#### CEREALS — STOCK INSPECTION

<b>Product:</b>	<b>Storer: Store, silo: Cell number:</b>	<b>Date:</b>
Lot	Quantity stated in stock accounts	

#### (a) Stocks in silo

Chamber No	Volume stated in specification m <sup>3</sup> (A)	Free volume recorded m <sup>3</sup> (B)	Volume of stored cereals m <sup>3</sup> (A-B)	Specific gravity recorded kg/hl = 100	Weight of cereals or rice

Total (a): ...

(b) Stocks in on-floor storage

	Storeroom No		Storeroom No		Storeroom No	
Area covered ...	...	...	...	...	...	...
Height ...	m <sup>2</sup>	...	m <sup>2</sup>	...	m <sup>2</sup>	...
	...	m <sup>3</sup>	...	m <sup>3</sup>	...	m <sup>3</sup>
	...	...	...	...	...	...
	... m		... m		... m	
Corrections ...	... m <sup>3</sup>		... m <sup>3</sup>		... m <sup>3</sup>	
Volume ...	... m <sup>3</sup>		... m <sup>3</sup>		... m <sup>3</sup>	
Specific gravity ...	... kg/hl		... kg/hl		... kg/hl	
Total weight	... tonnes		... tonnes		... tonnes	

Total (b): ...

Total weight in the store: ...

Difference from book weight: ...

In %: ...

..., [date]

... (Stamp and signature)

Paying agency inspector:

**D. Beef and veal**

1. The sample of the lots to be checked shall represent at least 5 % of the total quantity in public storage. The lots to be checked shall be selected prior to the visit to the store on the basis of the paying agency's accounting data, but the storer shall not be informed.
2. On-the-spot verification of the presence of the lots selected and of their composition. Verification shall comprise:
  - (a) for bone-in meat:
    - (i) identification of the lots and verification of the number of pieces;
    - (ii) verification, for each type of cut and/or quality, of the weight of 20 % of the pieces;
    - (iii) visual check on the condition of the packaging.

(b) for boned meat:

- (i) identifying the lots and pallets and verifying the number of boxes;
- (ii) checking the weight of 10 % of the pallets or containers;
- (iii) checking the weight of 10 % of the boxes from each pallet weighed;
- (iv) visually checking the contents of the boxes and the condition of the packaging in each box.

The pallets shall be chosen having regard to the different cuts in store.

3. A description of the lots physically inspected and any shortcomings noted shall be included in the inspection report.



**ANNEX IV**  
**OBLIGATIONS AND GENERAL PRINCIPLES RELATING TO STORERS'**  
**RESPONSIBILITIES, TO BE INCLUDED IN STORAGE CONTRACTS**  
**CONCLUDED BETWEEN PAYING AGENCIES AND STORERS REFERRED TO IN**  
**ARTICLE 3(2)**

**I. GENERAL OBLIGATIONS OF STORERS**

Storers shall be responsible for ensuring that the products covered by Union intervention measures are properly conserved. They shall bear the financial consequences of any failure to do so.

They shall keep available a plan of the warehouse and the measurements for each silo or storeroom at each storage point.

The cereals or rice shall be stored in such a way that their volume may be verified.

**II. QUALITY OF PRODUCTS**

Where the quality of intervention products in storage deteriorates as a result of poor or inappropriate storage conditions, the losses shall be borne by the storer and entered in the public storage accounts as a loss resulting from deterioration of the product due to storage conditions.

**III. MISSING QUANTITIES**

1. The storer shall be responsible for all discrepancies between the quantities in store and the details given in the stock statements sent to the paying agency.
2. Where the missing quantities exceed those allowed under the relevant tolerance limit(s), in accordance with Article 4, Annex III, part II, section C, point 2, and Annex V, or under sectoral agricultural legislation, the entire amount shall be charged to the storer as an unidentifiable loss. Storers contesting the missing quantities may require the product to be weighed or measured, in which case they shall bear the costs of the operation unless it is found that the quantities declared are actually present or the difference does not exceed the relevant tolerance limit(s), in which case the costs of weighing or measuring shall be charged to the paying agency.

The tolerance limits set out in Annex III, part II, section C, point 2, shall apply without prejudice to the other tolerances referred to in the first paragraph of this point.

**IV. SUPPORTING DOCUMENTS AND MONTHLY AND ANNUAL DECLARATIONS**

**1. Supporting documents and monthly declarations**

- (a) The documents relating to the entry, storage and removal of products used to draw up the annual accounts must be in the storer's possession and contain at least the following information:
  - (i) place of storage (with identification of the bin or vat where relevant);
  - (ii) quantity carried over from the previous month;
  - (iii) entries and removals by lot;
  - (iv) stock at the end of the period.

These documents shall permit precise identification of the quantities in store at any time, and shall take account of purchases and sales that have been agreed but for which the corresponding entries or removals of stock have not yet occurred.

- (b) The documents relating to the entry, storage and removal of products shall be sent by the storer to the paying agency at least once a month, in support of a summary monthly stock statement. They shall must be in the paying agency's possession before the tenth day of the month following that to which the stock statement relates.
- (c) A specimen summary monthly stock statement (indicative model) is set out below. It shall be made available to storers in electronic form by the paying agencies.

### Monthly stock statement

<b>Products:</b>		<b>Storer:</b> <b>Store: No:</b> <b>Address:</b>		<b>Month:</b>	
Lot	Description	Quantity (kg, tonnes, boxes, items, etc.)		Date	Comments
		Entry	Exit		
	Quantity carried over				
	Quantity to be carried over				

(Stamp and signature)

Place and date:

Name:

## 2. Annual declaration

- (a) The storer shall prepare an annual stock declaration on the basis of the monthly statements described in point 1. It shall be sent to the paying agency no later than the 15 October following the closure of the accounting year.
- (b) The annual stock declaration shall give a summary of the quantities in store, broken down by product and place of storage, and shall give for each product the quantities in store, the lot numbers (except in the case of cereals), the year of their entry into store and an explanation of any anomalies detected.
- (c) A specimen summary annual stock declaration (indicative model) is set out below.

It shall be made available to storers in electronic form by the paying agencies.

**Annual stock statement**

<b>Products:</b>		<b>Storer: Store: No: Address:</b>	<b>Year:</b>
<b>Lot</b>	<b>Description</b>	<b>Quantity and/or weight booked</b>	<b>Comments</b>

(Stamp and signature)

Place and date:

Name:

**V. COMPUTERISED STOCK ACCOUNTS AND AVAILABILITY OF INFORMATION**

Public storage contracts concluded between the paying agency and the storer shall contain provisions which make it possible to guarantee compliance with Union legislation.

They shall require the following:

- (a) the keeping of computerised intervention stock accounts;
- (b) direct, immediate availability of a permanent inventory;
- (c) availability at all times of all the documents relating to the entry, storage and removal of stock and the accounting documents and records drawn up in accordance with this Regulation and held by the storer;
- (d) permanent access to those documents for staff of the paying agency and the Commission, and for any person duly authorised by them.

**VI. FORM AND CONTENT OF THE DOCUMENTS SENT TO THE PAYING AGENCY**

The form and content of the documents referred to in section IV shall be established in accordance with Article 92 of Regulation (EU) 2021/2116.

**VII. KEEPING OF DOCUMENTS**

Supporting documents relating to all public storage operations shall be kept by the storer for the full period required under the rules adopted based on Article 92 of Regulation (EU) 2021/2116 for the clearance of accounts procedures, without prejudice to the relevant national provisions.

**ANNEX V**  
**TOLERANCE LIMITS REFERRED TO IN ARTICLE 4(2)**

1. For quantity losses resulting from normal storage operations carried out in accordance with the rules, the following tolerance limits shall apply for each agricultural product which is the subject of a public storage measure:
  - (a) cereals 0,2 %;
  - (b) paddy rice, maize 0,4 %;
  - (c) skimmed-milk powder 0,0 %;
  - (d) butter 0,0 %;
  - (e) beef and veal 0,6 %.
2. The percentage for allowable losses during boning of beef shall be 32. This percentage shall apply to all quantities boned during the accounting year.
3. The tolerance limits referred to in point 1 shall be fixed as a percentage of the actual weight, without packaging, of the quantities entering storage and taken over during the accounting year in question, plus the quantities in storage at the beginning of that year.

These tolerances shall apply during the physical stock inspections. They shall be calculated, for each product, on the basis of all the quantities stored by a paying agency.

The actual weight at entry and removal shall be the recorded weight minus the standard packaging weight, as laid down in the conditions of entry or, where no such conditions have been laid down, minus the average packaging weight used by the paying agency.
4. The tolerance shall not cover losses in terms of number of packages or number of registered pieces.
5. Losses arising from theft or other identifiable losses shall not be included in the calculation of tolerance limits provided for in points 1 and 2.