<state submitting note verbale>

NV No.: <NV number>

**NOTE VERBALE TEMPLATE**

<name of the state submitting the note verbale> presents its compliments to the Arms Trade Treaty (ATT) Secretariat and has the honour to submit herewith <name of the applying State>’s an application to make a financial arrangement with the ATT Secretariat in terms of Rule 8(1)d of the ATT Financial Rules.

<outline reasons why the applying state is unable to pay its financial contributions owed to the Arms Trade Treaty, indicate the total amount of outstanding financial contributions to ATT budgets>

<name of applying state> proposes the following payment plan:

|  |  |  |
| --- | --- | --- |
| **Instalment No.** | **Instalment Amount** | **Instalment Date** |
| Instalment No. 1 | USD <amount> | <date> |
| Instalment No. 2 | USD <amount> | <date> |
| Instalment No. # | USD <amount> | <date> |
| **Total** | **USD <total amount>** |  |

<name of the state submitting the note verbale> avails itself of this opportunity to renew to the Arms Trade Treaty (ATT) Secretariat the assurance of its highest consideration.

<location and date>

<seal>

Arms Trade Treaty Secretariat,  
Geneva