

PROCEDURE

Receipt of grant for encouraging "incentive trips" in Jerusalem of corporations and bodies from abroad

1. Background

In the scope of its activities for promoting tourism in Jerusalem, based on government budgets that have been allocated pursuant to government decisions in relation to the development of Jerusalem, the Jerusalem Development Authority (hereinafter: "**the Authority**") wishes to support the encouragement of "incentive trips" to the city of Jerusalem of international corporations and bodies, as more fully described below in this Procedure.

The grant is intended for the initiators of incentive trips and the organizers thereof, who will initiate "incentive trips" to the city of Jerusalem in accordance with the conditions of the Procedure, as particularized below.

2. Definitions

- 2.1 **"Incentive trip" or "Trip"** – an organized stay in Jerusalem, for purposes of a tour and/or vacation and/or the continuing education of employees of companies and/or corporations and/or international business entities (whose domicile is abroad) in accordance with the conditions of eligibility as set forth below, with this being as part of the operations of the body for sales promotion and/or as an incentive to employees. It must be clarified that it will be possible to submit an application for an incentive trip that includes a number of stages, provided that the overall number of stages meets all the conditions of eligibility under the Procedure.
- 2.2 **"Organizer of incentive trip"** – a corporation (including a non-profit organization) and/or an authorized dealer duly registered in Israel and/or abroad, whose field of business is, amongst other things, the organization of incentive trips and the marketing thereof.
- 2.3 **"Initiator of incentive trip"** – a corporation (including a non-profit organization) and/or a duly registered authorized dealer in Israel and/or abroad, which initiates an incentive trip to Jerusalem.
- 2.4 **"Participant in the incentive trip"** – any person above the age of 18 who is not an Israeli resident, who officially registers for the incentive trip and actually takes part therein.
- 2.5 **"Jerusalem"** – the area of municipal jurisdiction of the city of Jerusalem.



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- 2.6 **"Day of activity in Jerusalem"** – a day of activity in Jerusalem includes a stay of at least eight hours in the city, during the course of which there is at least one paid tourism and/or cultural activity and/or an evening event designated for participants in the incentive trip.
- 2.7 **"Hotel in Jerusalem"** – a hotel and/or a hostel located in Jerusalem that holds all the licenses and permits required according to law, which are in force, including a valid business license to operate a hotel or a hostel.
- 2.8 **"The grants committee"** – a committee the members of which are: the vice-president finance of the Authority or the comptroller of the Authority, the manager of the field of tourism at the Authority or any one on his or her behalf, the legal advisor of the Authority.
- 2.9 **"Budget framework"** – the budget framework for operating this Procedure, that will be fixed in advance for each budget year in which the Procedure is activated.

3. **Conditions of eligibility for receipt of the grant**

Subject to a non-guaranteed budget balance forming part of the budget framework, and compliance with the remaining conditions specified in this Procedure, an applicant who, at the time of submission of the application, meets all the cumulative conditions set forth below, will be entitled to receive a grant:

- 3.1 The applicant is an organizer of an incentive trip or an initiator of an incentive trip.
- 3.2 The application is submitted for the holding of an incentive trip, as same is defined in this Procedure.
- 3.3 The number of participants in the incentive trip (as such participants are defined in this Procedure) is at least 100 persons who stay overnight during at least three hotel nights at a hotel in Jerusalem and participate in at least two days of activity in Jerusalem.

For purposes of this paragraph, it is clarified that a person who is employed by an organizer of an incentive trip, including the employees of such organizer, shall not be counted amongst the participants in the incentive trip.
- 3.4 The date for holding the incentive trip is at least one and a half months later than the date of submission of the application in accordance with this Procedure, and not more than 12 months from the date of submission of the application.
- 3.5 The applicant acts in accordance with law and the activities in respect of which the grant is applied for are not illegal, offensive or immoral, in the discretion of the grants committee.
- 3.6 The applicant holds the required certificates in accordance with the Public Bodies Transactions Law, 5736-1976.

4. **Manner of submitting the application**

An applicant who meets all the conditions of eligibility shall submit its application to receive a grant by means of the following documents:

- 4.1 An application form for a grant which is attached to this Procedure as **Appendix A**, where same has been filled in and signed as required.

The application form is published on the Authority's internet website at the address: www.jda.gov.il (hereinafter: "**the Authority's Internet Website**").

- 4.2 A detailed program for the incentive trip, which contains information regarding the duration of the intended stay, the anticipated number of participants and the number of hotel nights expected at hotels in Jerusalem.
- 4.3 A planned expenses budget for the incentive trip.
- 4.4 A photocopy of invoices and/or signed reservations of hotel night packages from hotels in Jerusalem.
- 4.5 Details of all the intended days of activity in Jerusalem for the participants in the incentive trip (including particulars about the activities), in accordance with the definition thereof under this Procedure.
- 4.6 An executive summary about the applicant (including particulars of incentive trips that were conducted by it in the past), the scale and extent of its activities and the nature of its activities.
- 4.7 Certificates in accordance with the Public Bodies Transactions Law, 5736-1976. A foreign corporation, which is not an "Israeli resident" as this term is defined in the abovementioned law, is exempt from submitting these certificates.
- 4.8 The application, accompanied by all the documents as required above, must be submitted by way of email to the address: Jerusalem@segevcpa.co.il.

5. **Criteria as to extent of the support**

#	Criterion	Maximum points
1.	Number of hotel nights at a hotel in Jerusalem during the incentive trip, in accordance with the details set forth below;	65 points
2.	Number days of participation in full days of activity in Jerusalem for participants in the incentive trip, according to the details below;	35 points

Definitions:



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- a. Hotel nights – number of participants multiplied by number of nights they stayed at a hotel in Jerusalem.
- b. Days of participation – number of participants multiplied by number of days of activity in Jerusalem.

6. Details of the criteria:

6.1 Number of hotel nights in Jerusalem in the incentive trip.

6.1.2 300 - 900 (hotel nights (compulsory) – 5 points.

6.1.3 901 – 1,500 hotel nights – 15 points.

6.1.4 1,501 – 2,000 hotel nights – 25 points.

6.1.5 2,001 – 3,000 hotel nights – 35 points.

6.1.6 3,001 – 4,000 hotel nights – 45 points.

6.1.7 4,001 – 5,000 hotel nights – 55 points.

6.1.8 5,000 and above hotel nights – 65 points.

6.2 Number of days of participation in the incentive trip:

6.2.1 200 – 600 participation days (compulsory) – 5 points.

6.2.2 601 – 1,000 participation days – 15 points.

6.2.3 1,001 – 2,000 participation days – 25 points.

6.2.4 2,001 and more participation days – 35 points.

6. Extent of the grant

- 6.1 The size of the grant for each application will be determined on the basis of the final quality mark according to the abovementioned criteria, as stated below:

Range of points	Extent of the grant
10 points	NIS 50,000
20 points	NIS 150,000
30 points	NIS 200,000
40 points	NIS 250,000



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50 points	NIS 300,000
60 points	NIS 350,000
70 points	NIS 400,000
80 points	NIS 500,000
90 points	NIS 800,000
100 points	NIS 1,200,000

- 6.2 It is clarified that the amounts of the grants in the above tables are maximum amounts, and the Authority will be entitled to approve an application on a partial basis and/or to fix a grant to a partial extent, in its absolute discretion, with this being on professional and pertinent grounds that shall be recorded.
- 6.3 It is clarified that for purposes of determining the size of the support, the grants committee will rely on the documents and the certificates that were presented to it at the submission of application stage.

7. **Process for examining the applications**

7.1 **Stage A – Examining compliance with the conditions of eligibility**

The grants committee will meet to examine the applications for a grant in accordance with this Procedure, as set forth below:

- 7.1.1 Examining the completeness of the application and the documents and attachments thereto, in accordance with the conditions of the Procedure.
- 7.1.2 Examining compliance with all the conditions of eligibility to receive a grant, as stated in Paragraph 3 above.
- 7.1.3 The committee is entitled, in its sole discretion, to refer to the applicant and to any third party for obtaining additional information, additional clarifications and supplements, verbally or in writing.

7.2 **Stage B – Quality points and approval in principle**

- 7.2.1 Applications that meet all the conditions of eligibility will be examined by the grants committee in accordance with the criteria and the weightings set forth in Paragraph 5 above.
- 7.2.2 In the scope of examining the applications, the committee will accord points to the applications in relation to each of the criteria, and will weigh the overall points that are given to each application separately (hereinafter: **"the Final Quality Mark"**).
- 7.2.3 An applicant whose application complies with all the conditions for the right to receive a grant, and in relation to whom the committee has decided



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to approve its application in accordance with the Procedure, will receive an **"approval in principle"** from the committee. It is clarified that the approval in principle is contingent upon the incentive trip fully complying with all the conditions of the Procedure and being in accordance with the data presented at the time of submitting the application, without exception. Until completion of all the matters mentioned above, the approval in principle will not bind the Authority in any manner whatsoever.

- 7.2.4 For purposes of determining the size of the grant in the scope of the approval in principle, the grants committee will base itself on the documents and the certificates that were presented to it at the submission of application stage, with this being subject to the maximum size of the grant for the incentive trip, as stated in Paragraph 7 above.
- 7.2.5 It is emphasized that the final amount of the grant that will be transferred to each applicant will be determined according to the final data of the incentive trip that will be sent to the Authority by the applicant after the holding of the trip, subject to its complying with all the conditions of this Procedure and subject to the approval of the grants committee.
- 7.2.6 It is clarified that the committee has a discretion not to approve an application for a grant, or to approve an application on a partial basis, even if it does meet all the conditions of the Procedure, if, in the committee's opinion, the application is not consistent with the objective of the Procedure or that it does not have the effect of attaining the objective for distribution of the assistance in accordance with the Procedure or according to a government decision in the scope of which this Procedure is published. The committee shall give written particulars as to the grounds and reasons for its decision and these will be available for perusal and study by the applicant.

7.3 Stage C – Approval of the grant

- 7.3.1 As a precondition to the transfer of payments of the grant, an applicant who has received an approval in principle shall furnish the Authority with a performance report of the incentive trip within 45 days from the date of completion of the incentive trip, which shall contain reference to all the information required in accordance with Paragraph 4 above, including the following documents and the information mentioned below (hereinafter: **"the Performance Report"**):
 - 7.3.1.1 A literal report – containing information regarding the duration of the incentive trip, the program of the incentive trip and so forth.
 - 7.3.1.2 A list of participants in the incentive trip – according to I.D. / passport number, country of origin, classification into minors / adults (from age 18).



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- 7.3.1.3 A hotel nights report of participants in the incentive trip who actually stayed overnight at a hotel in Jerusalem – according to I.D. / passport number, dates of overnight stay and classification into minors / adults, which is confirmed by the hotel; it must be clarified that hotel nights of participants under the age of 18 will not be included in the count of hotel nights required.
- 7.3.1.4 A report regarding days of participation in Jerusalem in the scope of the incentive trip.
- 7.3.1.5 A statement of expenses audited by the accountant for the incentive trip.
- 7.3.1.6 An affidavit, signed before an attorney and duly authenticated, certifying all the above details, in the text attached according to this Procedure as **Appendix B**.
- 7.3.2 It is clarified that if there should be changes in the details of the incentive trip as it was actually conducted as against the details that were furnished to the committee for purposes of obtaining the approval in principle, in a manner that affects the amount of the grant, the grants committee will be entitled, in its discretion, to reduce the grant in reliance on the actual data with respect to the incentive trip. In addition, if the changes in the details of the incentive trip lead to non-compliance with the conditions of eligibility, the approval in principle that was given to the applicant in respect thereof will be revoked, unless what are involved are changes arising from force majeure or which were not under the applicant's control. In such circumstances, the committee shall deliberate on and take decisions regarding eligibility, each case on its own merits.
- 7.3.3 The Authority will be entitled, in its sole discretion, to refer at any stage to the applicant and/or to any third party in order to obtain additional information, including written evidence, clarifications and supplements, written or verbal and the applicant undertakes to furnish same. The Authority will further be entitled to check the correctness of the details that were contained in the application with any entity it may deem fit, including entities who are not the applicant (such as hotels, business houses and so forth).

7.4 Stage D – Receipt of the grant

- 7.4.1 The grant will be paid to the applicant after compliance with all the conditions of the Procedure, including fulfillment of all the conditions specified by the committee in the approval in principle, and subject to approval by a representative of the Authority of the Performance Report,



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including all the attachments thereto, as referred to in Paragraph 7.3.1 above.

7.4.2 It is hereby clarified that the grant will be paid after completion of the holding of the incentive trip.

7.4.3 It is further clarified that the grant is contingent upon and subject to the applicant complying with the provisions of the Procedure to the Authority's satisfaction, and being in accordance with the remaining conditions that may be specified in the approval in principle.

7.4.4 Without derogating from what is stated in Paragraph 8.3.2, if the applicant has not complied with all the provisions of the Procedure and the approval in principle, the Authority may, in its discretion and for pertinent and professional reasons that shall be recorded, revoke the approval in principle and/or withhold payment of the grant monies and/or demand repayment from the applicant of the payments the applicant has received in accordance with the Procedure, if such payments have been transferred.

8. **Marketing and advertising**

8.1 The Authority will be entitled to order an applicant, who has received an approval in principle in accordance with this Procedure, to add the logo of the Authority and/or the Ministry of Jerusalem and Heritage and/or the Jerusalem Municipality and/or any other logo on which the Authority may decide, to all advertisements of the incentive trip in Israel and abroad, including billboards and the remaining items of information that are disseminated to the public. The publication of any logo shall be made in coordination with the Authority and subject to its approval in advance.

8.2 The committee will be entitled to reduce and/or cancel the applicant's entitlement to a grant, if the applicant refuses to act in accordance with the provisions set forth in this paragraph.

8.3 It is clarified that the actions that will be performed in accordance with this paragraph will not have the effect of testifying and/or serving as evidence that the incentive trip complies with the conditions of eligibility for the grant. The applicant cannot make complaints and/or demands against the Authority in the event that the grant is taken away from it, in accordance with the provisions of this Procedure, due to non-compliance with the conditions of the Procedure and/or of the approval in principle that was given to it, even if it performed actions in accordance with this paragraph.

9. **Validity**

9.1 These provisions of Procedure shall be in force for an initiator or organizer of an incentive trip that meets the conditions of eligibility published in the Procedure, commencing from the date of publication hereof (hereinafter:



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"**the Effective Date**"), subject to there being a budget framework, and so long as the provisions of this Procedure are in force.

- 9.2 The applications will be approved in accordance with the criteria, until the budget framework intended for this Procedure has been fully exhausted.
- 9.3 The participation in the grant in accordance with this Procedure is subject to the receipt of the budgets required for the purpose in accordance with the various government decisions, and in any event of non-receipt of the budgets and/or a stoppage and/or suspension in the transfer thereof – the Authority will be entitled to cease or to suspend the Procedure, as the case may be.
- 9.4 The Authority may, in its sole and absolute discretion and at any time up to the date of publication of its decisions, alter or cancel the Procedure or the conditions/rules for the implementation thereof and/or the budget framework allocated for distribution.

10. **General**

- 10.1 All the grants under this Procedure are denominated in nominal values, including V.A.T. (if same applies), and will not be linked to any index.
- 10.2 An initiator or organizer of an incentive trip will not be entitled to receive a grant from the Authority in respect of the same incentive trip in accordance with a different procedure of the Authority.
- 10.3 An initiator or organizer of an incentive trip is entitled to obtain additional support from other entities for the incentive trip in respect of which the application is lodged, but the grants committee will be entitled to take this factor into account in the scope of its considerations regarding support for the application and the extent of the support.
- 10.4 The applicant declares that it is aware of the prohibition regarding double financing from government sources (a prohibition that relates to the prevention of a government budget being allocated by different entities for the benefit of the same component in a venture) and of the prohibition on government support in excess of 90% of the cost of the venture. The applicant undertakes to report immediately to a representative of the Authority in the event that an additional budget is received from another governmental source for the field of activity in respect of which this grant is requested, and to act in accordance with the instructions of such representative.
- 10.5 The application form for a grant is published on the Authority's internet website, at the address: www.jda.gov.il (hereinafter: "**the Authority's Internet Website**").



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- 10.6 It is clarified that submission of all the documents required according to this Procedure shall not constitute confirmation that the applicant will be included in the scope of the Procedure and/or that it meets the conditions of this Procedure, and it shall not have the effect of creating any obligation on the part of the Authority to give the grant.

It is clarified that until such time as the Authority has delivered a signed approval in principle, in accordance with the provisions of this Procedure above, the Authority will not be liable for anything whatsoever in connection with the matter that is the subject hereof.

- 10.7 This document is solely for purposes of clarification and instruction, and it shall not be treated as a binding document in any manner whatsoever. Only a decision signed by the authorized representatives of the Authority and compliance by the parties submitting the applications with all the conditions specified in the decision, including their signing the deed of undertaking which is attached to the call for proposals, shall be binding on the parties, and until the signing of such documents the Authority will not be liable for anything whatsoever.



Date of receipt of the application at the Authority's offices _____

(To be completed by an employee of the Authority)

**APPLICATION FORM FOR GRANT FOR PURPOSES OF ENCOURAGEMENT OF
"INCENTIVE TRIPS" TO JERUSALEM OF CORPORATIONS AND BODIES
FROM ABROAD**

[The authorized signatories of the applicant must sign the form]

Appendix A – Deed of Undertaking

To: Jerusalem Development Authority

Name of initiator/organizer of incentive trip (hereinafter: "**the Applicant**"): _____

Co. No. / I.D. number: _____

Name of the party reserving the incentive trip (in a case in which the Applicant is the organizer): _____

Applicant's address: _____

Email: _____

Telephone: _____

Name of contact person: _____

Incentive Trip Date: _____

Number of days of participation: _____

Number of anticipated participants in the incentive trip: _____

Number of anticipated hotel nights: _____

Total Budget of the trip in NIS: _____

Conditions for receiving of grant and the Applicant's obligations

For purposes of examining the Applicant's eligibility to receive the grant, in accordance with the provisions of the "receipt of grant for purposes of encouragement of "incentive trips" in Jerusalem of corporations and bodies from abroad" procedure (hereinafter: "**the Procedure**"), we hereby declare and undertake as follows:

- a. The Applicant is an organizer of an incentive trip or an initiator of an incentive trip, as this term is defined in this Procedure.
- b. The application is being submitted for the holding of an incentive trip.



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- c. The number of participants in the incentive trip (as same are defined in the Procedure) is at least 300 persons who stay overnight during the course of the trip for at least three hotel nights at a hotel in Jerusalem and who take part in at least two days of activities in Jerusalem.
- d. The date for holding the incentive trip is at least one and half months later than the date of filing of the application according to the Procedure, and of not more than 12 months from the date of filing of the application.
- e. The Applicant acts in accordance with any law and the activities in respect of which the grant is requested are not illegal, offensive or immoral, in the discretion of the grants committee.
- f. The Applicant holds all the certificates required according to the Public Bodies Transactions Law, 5736-1976.
- g. **We are aware that the rules of eligibility for receiving the grant are in accordance with the provisions of the Procedure.**
- h. We are aware that the Authority is entitled to be assisted in its decisions by committees, consultants or experts, for purposes of taking decisions and/or carrying out the examinations necessary for implementation of the Procedure and the giving of the grants, and we will not have any complaints or allegations in this regard.
- i. We are aware that the decisions regarding the giving of the grant, rejection of the application, the making of the grant contingent upon various conditions and similar other steps, shall be in the power and authority of the grants committee, as same is defined in the Procedure (hereinabove and hereinafter: "**the Committee**"). The decisions of the Committee are final, and we will not have any allegations or complaints with regard to such decisions.
- j. We are aware that the Authority will be entitled at any stage to refer to the Applicant and/or to any third party to obtain additional information, including written evidence, clarifications and supplements, in writing or verbally, in its sole discretion, and the Applicant undertakes to furnish same. The Authority will further be entitled to check and examine the correctness of the details set forth in the application with any entity it sees fit, including entities who are not the Applicant (such as hotels, business houses and so forth).
- k. We are aware that the completion of this form does not have the effect of binding or obliging the Jerusalem Development Authority to give the grant.
- l. We are aware that approval of the grant is contingent upon the furnishing of a performance report within 45 days from the end of the incentive trip, which contains written corroboration and certificates as set forth in the Procedure.
- m. We are aware that if there should be changes in the details of the incentive trip as actually carried out, as against the details that were furnished to the Committee for

purposes of obtaining the approval in principle, in a manner that affects the amount of the grant, the grants committee will be entitled, in its discretion, to reduce the grant in reliance on the data of the actual incentive trip. In addition, if the changes in the details of the incentive trip cause non-compliance with the conditions of this Procedure, the approval in principle that was given for the incentive trip will be revoked and cancelled.

- n. We undertake to act in accordance with the provisions of the Procedure relating to the addition of the logo. We are aware that the Authority will be entitled to reduce and/or to cancel the Applicant's entitlement to a grant, if the Applicant refuses to act in accordance with the Authority's instructions regarding publication of the logo, and that these provisions do not have the effect of witnessing and/or constituting evidence as to the compliance of the incentive trip with the conditions of eligibility for a grant.
- o. We are aware that an initiator or organizer of an incentive trip will not be entitled to receive a grant from the Authority in respect of the same incentive trip in accordance with a different procedure of the Authority.
- p. We are aware that activation of the Procedure is conditional upon the receipt of the appropriate government budgets, and that in any event of a failure to receive the budgets and/or the stoppage and/or suspension of the transfer thereof – the Authority will be entitled to cease or suspend the Procedure and the giving of grants pursuant hereto, as the case may be.
- q. For the sake of good order, it is clarified that our signing this Deed of Undertaking does not have the effect of creating any form of obligation on the part of the Authority to give the grant and/or does not constitute confirmation regarding our compliance with the conditions of the Procedure, and that until such time as the Authority has issued a signed notice of entitlement, in accordance with the provisions of the Procedure, the Authority will not be liable for anything whatsoever, including vis-à-vis applicants who meet the conditions of the Procedure and have been found to be eligible for a grant.
- r. The following documents are attached to this application:

Name of document	Exists / None
Application for grant form – Appendix A	
Detailed program of the incentive trip, which contains information about the duration of the intended stay, the number of participants anticipated and the number of hotel nights expected at hotels in Jerusalem;	
Planned budget of expenses of the incentive trip;	
Photocopies of invoices and/or signed reservations of overnight packages from hotels in Jerusalem.	
Particulars regarding all the activities in Jerusalem for participants in the incentive trip.	
An executive summary about the Applicant (including details of incentive trips that were conducted by it in the past), the scale and	



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extent of operations and the nature of its operations;	
Certificates pursuant to the Public Bodies Transactions Law, 5726-1976. A foreign corporation, which is not an "Israeli resident", as this term is defined in the abovementioned law, is exempt from submitting such certificates;	

Name of signatory/ies: _____

Function: _____

Date: _____

Applicant's name

Signature + rubber stamp

The validity of this form is up to 21 days from the date on which it was completed.

Certification by Attorney

I the undersigned hereby certify that the signatories on behalf of _____ I.D. / corporation number _____ (hereinafter: "**the Applicant**") are authorized to bind the Applicant by their signatures, and that all the necessary resolutions were passed according to any law for purposes of the applicant's signature on this Deed of Undertaking.

Signature and rubber stamp of Attorney

Date



Procedure for Receiving of Grant for holding Incentive Trip in Jerusalem

[The authorized signatories of the Applicant must sign the form]

Appendix B – Affidavit regarding the holding of incentive trip

To: Jerusalem Development Authority

We the undersigned, _____ I.D. _____ and _____ I.D. _____, authorized signatories on behalf of the applicant, after having been warned that we are obliged to state the truth and that we will be liable to the penalties prescribed by law if we fail to do so, hereby declare in writing as follows:

Name of initiator/organizer of incentive trip (hereinafter: "**the Applicant**"): _____

Co. No. / I.D. number: _____

Name of the party reserving the incentive trip (in the case where the Applicant is the organizer): _____

Applicant's address: _____

Email: _____

Telephone: _____

Name of contact person: _____

1. We make this affidavit further to an application we have filed for obtaining a grant in accordance with the **Receiving of grant for holding incentive trip in Jerusalem procedure** (hereinafter: "**the Procedure**"), which was published by the Jerusalem Development Authority (hereinafter: "**the Authority**").

(Details can be given on a separate page of additional dates on which activities were held in the City of Jerusalem, in accordance with the particulars set forth above).

2. Number of participants in the incentive trip: _____ participants (not including entities employed by the organizer of an incentive trip, including the employees of the organizer).
3. Number of days of participation in Jerusalem: _____
4. Number of hotel nights in Jerusalem: _____
5. The following documents are attached hereto as an integral part of this affidavit:
 - a. A literal report – as described in the Procedure.



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- b. A list of participants in the incentive trip – according to name and I.D. number and classification into child/adult (above the age of 18).
- c. Full days of activities in Jerusalem: a report regarding activities in Jerusalem of participants in the incentive trip – according to name and I.D. number and classification into child/adult (above the age of 18).
- d. A hotel nights report of participants in the incentive trip who actually stayed overnight at a hotel in Jerusalem – according to name and I.D. / passport number, dates of overnight stay and classification into minors / adults, which is confirmed by the hotel.
- e. A financial statement audited by the accountant for the incentive trip

We declare and confirm that all the details set forth in each of the abovementioned documents are correct and complete.

Name of signatory/ies: _____

Function: _____

Date: _____

Applicant's name

Signature + rubber stamp

Certification by Attorney

I, Adv. _____, hereby certify that on _____ there appeared before me Mr./Mrs. _____ I.D. _____ and Mr./Mrs. _____ I.D. _____ who are personally known to me / whom I identified by way of Identity Card, and after I had warned them that they are obliged to state the truth and that they will be liable to the penalties prescribed by law if they fail to do so, they confirmed the correctness of their abovementioned declaration and signed the affidavit before me.

Signature + rubber stamp of Attorney