**NOTICE ON INFRINGEMENT**

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*(date)*

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|  |

*(place)*

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| 1. Details of the person informing about the infringement | | |
| Name and surname |  | |
| Personal identification number |  | |
| Place of work (office, employment or contractual relationship that link or linked the person with the institution) |  | |
| Position |  | |
| Telephone No (comments on communication) |  | |
| Personal e-mail or residential place address |  | |
| 2. Information about the infringement | | |
| What infringement are you reporting? What kind of infringement is it? | | |
| Who committed the infringement? What were the possible reasons for the person to commit the infringement? | | |
| Place and time of the infringement. | | |
| 3. Details on the person or persons who committed the infringement | | |
| Name and surname |  | |
| Place of work |  | |
| Position |  | |
| Are there any other persons who were or could be involved in committing the infringement? If so, please specify them. | | |
| Are there any other witnesses of the infringement? If so, please provide their contact details. | | |
| 4. Details on the witness or witnesses of the infringement. | | |
| Forename and surname |  | |
| Position |  | |
| Place of work |  | |
| Telephone No |  | |
| E-mail |  | |
| 5. When was the infringement committed and when you became aware of or noticed the infringement? | | |
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| 6. What data substantiating the infringement, which can help to investigate into the infringement, could you provide? Indicate the attached written or other data on the infringement. | | |
|  | | |
| 7. Have you already reported the infringement to anybody? If so, to whom you reported and have you received an answer? If you have received an answer, please indicate its essence. | | |
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| 8. Additional observations and comments. | | |
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| I hereby confirm that I am familiarised with the legal consequences for the provision of false information and that the information provided by me is correct. | | |
| Date | | Signature |
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