



European Affairs Directorate

## Preparation for EU recruitment competitions

Training sessions to EPSO admission tests for Administrator (AD 5)  
and Assistant levels (AST 3)

Barcelona, 20<sup>th</sup> & 21<sup>st</sup> April 2015

### Instructions to candidates for the payment by bank transfer

You are planning to attend the training sessions to EPSO admission tests for Administrator (AD 5) and Assistant levels (AST 3), jointly organised by IBEI and the European Affairs Directorate of the ENA (*Ecole nationale d'administration*) in **Barcelona, on April the 20<sup>th</sup> and 21<sup>st</sup>, 2015**. Your registration fee ought to be paid **by bank transfer**.

Order shall be treated as follows:

- on request, a “**Registration form**” will be send to you *via* e-mail by the ENA. This form, certifying that you have carefully reviewed the registration fee of the course, informs the accounting agency of the ENA that you will make payment by bank transfer. It must be duly completed, signed and send back to ENA prior to your bank transfer.
- ENA's bank details (*Relevé d'Identité Bancaire*), on the back of this instructions insert, give you the information to which your bank transfer shall be processed (account holder: *Agent Comptable de l'ENA*).
- It is your responsibility to make the transfer of the amount due:

**BEFORE the 15<sup>th</sup> of April 2015**

**At the time of the bank transfer, you will need to quote the reference listed on the bank details (*Relevé d'Identité Bancaire*): **AE15 ESP EKL** in order for the ENA to identify your payment.**

**Do not forget to include your first and last name when processing the transfer.**

- **The total amount to be transferred is: 140,00 €**

Thanking you very much in advance for your thoroughness, we remain at your disposal for any further information.

*Preparation for EU recruitment competitions Department*



## RELEVÉ D'IDENTITÉ BANCAIRE

*Bank details*

**TRÉSOR PUBLIC** *Treasury*

National ID of the bank account – RIB

Bank code	Branch code	Account N°	Check digits	Domiciliation
10071	67000	00001006103	18	TPSTRASBOURG

IBAN (International Bank Account Number)					BIC (Bank Identifier Code)
FR76	1007	1670	0000	00100610318	TRPUFRP1

ACCOUNT HOLDER      MME L'AGENT COMPTABLE DE L'ÉCOLE  
NATIONALE D'ADMINISTRATION  
1 RUE SAINTE MARGUERITE  
67080 STRASBOURG CEDEX

Contact information of the bank : Direction régionale des finances publiques d'Alsace et du Bas-Rhin  
4 place de la République  
F-67070 Strasbourg cedex

### QUOTING REFERENCES FOR BANK TRANSFER:

**AE15 ESP EKL + your family name and first name**