**Form "Request for relief supplies"**

The Malteser Foundation Aide & Assistance mainly receives well-preserved furniture from nursing homes and hospitals. The focus is on electric care beds, mattresses, bedside tables, wheelchairs, walkers. The transport usually takes place with a semitrailer or with a 40-foot container. Transport outside of Switzerland is to be paid for by the recipient.

**1. Personal and organizational information**

1.1 Applying Organization / Institution

Name of the organization, address, possibly commercial register number

1.2 Applicant

Last name, first name, address, place of residence, e-mail, telephone, function

1.3 Person responsible for transport (if not equal to 1.2)

Last name, first name, address, email, telephone, function

1.4 Institution(s) that should be supported if not equal to 1.1

Name of the organization, address

**2. Information about the situation**

2.1 Description of the general situation in the country and region

2.2 Description of the general situation of the institution (purpose, size)

2.3 What are the specific needs, why is support requested?

2.3 Approximately how many needy / sick people per year will benefit from the relief supplies?

**3. Information on the infrastructure**

3.1 Is the recipient facility electrically connected?

3.2 Does it have a connection for drinking water?

3.3 Is there a discharge for waste water?

3.4 Is the building

a. accessible via a road?

b. located in a rural or urban area?

c. If relevant: how far away is the nearest overseas port?

**4. Details of the requested relief goods**

Please describe which material is a priority and what else can be used. We try to fill the truck / container whenever possible. Sometimes a definitive loading list can only be made once the truck / container is already loaded.

Here is a selection of materials that may be available (Please mark required material):

[ ]  Hospital beds, number 

[ ]  Bedside tables, quantity 

[ ]  Mattresses, quantity 

[ ]  Medical instruments (microscopes, X-ray machines etc.) please specify, number

 

[ ]  Aids (crutches or similar), number 

[ ]  Wheelchairs, number 

[ ]  Other medical goods for hospital use, please specify, number 

[ ]  School desks, number 

[ ]  School desks- chairs, number 

[ ]  Other: please specify, number 

**5. Transport details**

Once the semitrailer is loaded, the recipient organisation assumes responsibility for the transport. The transport is not insured by Aide & Assistance.

Agreements made regarding transport are binding and every effort will be made to ensure that they are adhered to. It is in the nature of things that changes can occur at short notice. Both parties will do their utmost to ensure that if problems should arise, the transport can still be completed as quickly as possible.

The loading can be from our storage in Embrach or directly from an institution that donates the material.

Customs: All necessary customs documents are issued by Malteser Foundation Aide & Assistance and given to the driver. It is therefore important to check in advance if there is any material that cannot be imported. It is also important to check whether there are any special import customs regulations that need to be observed. Do special documents have to be issued? You have to pay about CHF 80.00 for the clearance at the Swiss border. The transport company takes care of this and passes it on to the recipient.

**6. Financing Information**

The Malteser Foundation Aide & Assistance generally provides used but still fully functional medical supplies in good to very good condition free of charge. However, costs are incurred for handling and logistics within Switzerland, as well as for transport to the recipient country.

The transport costs are usually borne by the recipient and therefore the semi-trailer or container is ordered by the recipient.

If the transport costs outside of Switzerland cannot be partly or fully covered by the recipient, there will be delays because the Malteser Foundation Aide & Assitance has to try to finance the transport through donations. In this case, a transport can only be carried out when the transport is fully financed. Important information:

* Submitting this request for assistance does not create a legal claim to the aid and goods requested in the form.
* with regard to the granting of assistance The Malteser Foundation Aide & Assistance is basically independent in terms of whether, and if so to what extent and for what period of time, the assistance is granted.

I confirm that I have read and understood the instructions.

Place, date legally binding signature / stamp