**Letter of Withdrawal from TCP or from Individual Annex/Task**

The specific terms and conditions for withdrawal are discussed in the text of each Implementing Agreement. For most TCPs, Participants may withdraw from the TCP or an individual Annex by giving twelve months written notice to the IEA. Optionally, Participants may seek unanimous approval from the TCP Executive Committee to withdraw sooner. Typically, a Participant will send this letter first and then request that the Executive Committee consider the request for an earlier withdrawal at its next meeting. Note that the withdrawal process for Sponsors may differ from the process for Contracting Parties depending on the agreement.

Two versions of this form are provided. The first version provides for withdrawal of a Contracting Party or Sponsor from the TCP as a whole. The second version provides for withdrawal from a single Annex/Task. The latter version would be applicable to a Limited Sponsor who upon withdrawing from its Annex/Task will also be deemed withdrawn from the TCP.

**Please consult the specific terms of the Implementing Agreement text prior to submitting this form.** If you have questions, please contact the IEA Legal Office.

Please submit this form in ***electronic copy only*** to [TCP.Legal@iea.org](mailto:TCP.Legal@iea.org). **You do not need to send a hard copy.**

**[\*Version 1: Withdrawal from TCP\*]**

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[Date]**

**Subject: Notice of Withdrawal from the [Name of TCP] (the “ XX TCP”).**

Dear Mr Birol,

[The Government of YY-**OR**- Entity Name] intends to withdraw from theXX TCP. [Describe reasons for withdrawal.]

[The Government of YY-**OR**- Entity Name] is aware that pursuant to the terms of the Implementing Agreement, it must give 12 months’ notice before its withdrawal becomes effective. Based on the date of this letter, the withdrawal will therefore be effective on **[Date]**.

[The Government of YY -**OR**- Entity Name] is aware that, unless the Executive Committee otherwise decides, it will maintain all its rights and obligations under the Implementing Agreement, including of a financial nature, until the effective date of withdrawal.

**(optional)** [The Government of YY -**OR**- Entity Name] intends to request approval of an earlier date of withdrawal from the Executive Committee.

Sincerely,

[Name]

[Title]

[Contact details]

cc. [1. ExCo Chair]

[2. TCP Secretary/Operating Agent, if applicable]

**[\*Version 2: Withdrawal from Annex\*]**

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[Date]**

**Subject: Notice of Withdrawal from [Annex \_\_\_]** -**OR**- **[Task \_\_\_] of the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

[The Government of YY-**OR**- Entity Name] intends to withdraw from [Annex \_\_\_] -**OR**- [Task \_\_\_]of the XX TCP. [Describe reasons for withdrawal.]

[The Government of YY-**OR**- Entity Name] is aware that pursuant to the terms of the Implementing Agreement, it must give 12 months’ notice before its withdrawal becomes effective. Based on the date of this letter, the withdrawal will therefore be effective on **[Date]**.

[The Government of YY-**OR**- Entity Name] is aware that, unless the Executive Committee otherwise decides, it will maintain all its rights and obligations under the Implementing Agreement and Annex, including of a financial nature, until the effective date of withdrawal.

**(optional)** [The Government of YY -**OR**- Entity Name] intends to request approval of an earlier date of withdrawal from the Executive Committee.

Sincerely,

[Name]

[Title]

[Contact details]

cc. [1. ExCo Chair]

[2. TCP Secretary/Operating Agent, if applicable]