**Annex 4**

Letter-head of the Central Authority

**REQUEST**

**FOR**

**HANDING OVER ASSETS OR OBJECTS  
FOR THE PURPOSE OF FORFEITURE OR RETURN**

**CENTRAL AUTHORITY OF THE REQUESTING STATE**

Official title:  
  
  
Address:  
  
  
  
Contact details of the person dealing with the case (incl. phone and telefax numbers with country code and e-mail address):

Please find enclosed the above-mentioned request for mutual legal assistance. Kindly have it executed according to your legislation and within the scope of your possibilities.

In this context we wish to inform you that similar requests from ... might be executed under the regulations of ... law. (reciprocity)

We are looking forward to your information about the decision which will be taken by your relevant authorities and thank you very much for your cooperation.

**Seal, name and function of the official of the Central Authority of the requesting State:**

**Signature:**

**Date and place:**

Copies:

Embassy of the Requesting State

...

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Language: Please note that the request and the accompanying documents have to be submitted together with a translation into the following languages:  
- Requests submitted to the United Republic of Tanzania:   
 ...  
- Requests to Switzerland:   
 German, French or Italian, as specified in each case by the Swiss Central Authority.

Letter-head of the requesting authority

**1. REQUESTING AUTHORITY**

Official title:  
  
  
  
  
Address:  
  
  
  
  
  
Contact details of the person dealing with the case (incl. phone and telefax numbers with country code and e-mail address):

**2. REQUESTED MEASURES**

*- Indicate exactly the requested measures: execution of the confiscation order, handing over of the restrained assets x or the seized objects y.*

*- Indicate earlier requests for obtaining evidence, restraining assets or seizing objects connected with the current request*

Requested measure(s):  
  
  
  
  
  
  
  
  
  
  
Earlier requests for obtaining evidence respectively for restraining assets or seizing objects connected with the present request:  
Date of this/these request(s):  
  
  
Name(s) of the defendant(s) / sentenced person(s):

**3**. **STAGE OF THE PROCEEDINGS IN THE REQUESTING STATE**

*Indicate the current stage of the proceedings in the requesting State, for instance that the defendant(s) has/have been condemned and the assets restrained in Switzerland have been confiscated.*

*Please provide a copy of the confiscation order as well as a confirmation that the confiscation order is final and executable.*

**4. RIGHTS OF CONCERNED PERSONS**

*Please confirm that the concerned persons, in particular the owners of the assets or objects and, if applicable, possibly third persons entitled to these assets or objects have been given the occasion to defend their claims in this regard in a proceeding of the requesting State.*

Confirmation that the rights of the concerned persons as stated above have been maintained:  
  
  
  
  
Brief summary as to how the concerned persons could defend their claims and what the outcome was:

**5. ADDITIONAL INFORMATION (IF APPLICABLE)**

*Please provide any other details which the requesting authority considers important and which may assist the requested authority in carrying out the request.*

**6. DOCUMENTS**

*Have the following documents been attached?*  
□ Confirmation that the requested measures are also permitted in the requesting State  
□ Copy of the confiscation order of the requesting State and confirmation that the confiscation order is final and enforceable

**Seal, name and function of the official of the requesting authority:**

**Signature:**

**Date and place:**