

Reference: Not-INC-2024-0009

02 April 2024

Dear Madam/Sir,

The INC Secretariat would like to provide you with an update regarding the mode of payment for Daily Subsistence Allowance (DSA) for the upcoming fourth session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4) scheduled to take place in Ottawa, Canada, from 23 to 29 April 2024.

The INC Secretariat will transition to a new Daily Subsistence Allowance (DSA) payment system, whereby you will receive new cards. The allowances on the cards will be reflected in British Pound Sterling (GBP), equivalent to the amount in United States Dollars (USD) as per the signed roster.

To ensure a smooth transition, the INC Secretariat will be registering your details in our system and sending you an email from support@toq.io. This e-mail is vital for the DSA process, so please contact us if you do not receive it. The content of this message will read as follows:

Invitation to use the UN platform

Hello

You have been invited to join the **UN** platform!

You need to create a user name and password before logging in. After that, we'll ask to confirm your identity by uploading some documentation. Once we have confirmed your identity you will be able to access the **UN** application.

The invitation link expires in 48 hours, so please create your profile soon.

[Create profile](#)

Regards,

The **UN** Team



Once you receive the e-mail, please click on the link provided to **create an account** from where you can manage your debit cards. You will need to choose a **UserID**, a **Password**, and a **PIN**. It is important to remember these details, as you will use them to activate your card. **Please remember to choose an easy-to-remember PIN.**

We kindly request your cooperation in completing this process within the given timeframe (48 hours from receipt of e-mail) to ensure a smooth transition to the new DSA system.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Yours Sincerely,

Signed

INC Secretariat