

**FRENCH VAT / TVA REFUND INFORMATION
CARTES & IDENTIFICATION 2009 CONGRESS**

Dear delegates,

According to the French and European Tax Legislation, COMEXPOSIUM, the organiser of CONGRES CARTES & IDENTIFICATION, has to charge the French VAT on its services.

Foreign delegates (EU or non-EU) are entitled, under certain conditions, to a refund of the VAT amounts paid.

In order to improve and to speed up the French VAT refund procedure, COMEXPOSIUM and TEVEA International, the official tax agent of the congress, are pleased to offer you a simplified refund procedure, by following the 3 steps below:

- ❶ With your **authorisation (doc 1)** COMEXPOSIUM forwards your original invoice, the only document enabling you to obtain the refund, directly to TEVEA International.
- ❷ You fulfil and sign the **appointment form (doc 2)** authorising TEVEA International to proceed your VAT claim and your **company details (doc 3)**.
French fiscal authorities also request an **original VAT certificate** of your company for EU delegates (this VAT certificate is issued by your local VAT collection office; make sure that your intra-community VAT ID number appears on the certificate) or an equivalent document for non EU delegates (copy of tax certificate, registration certificate, copy of by laws,...).
- ❸ TEVEA INTERNATIONAL will reclaim the VAT amounts. You will receive the refund amount in a period of **7 days**, after submission to French fiscal authorities, thanks to our QuickRefund service. The QuickRefund fees are 60 € of basic fee + 12% of the VAT amount.

We thank you very much for sending the enclosed authorisation by fax or mail to TEVEA International. During the congress our team will be at your disposal for getting your documents and settle all the details. By this way you will receive a very fast and easy refund and you avoid the risk of a loss of the original invoice, so a loss of your VAT amount.

We hope meeting your agreement and remain at your entire disposal for any further information you may require.

Very sincerely Yours,

TEVEA INTERNATIONAL
64 rue du Ranelagh
75016 PARIS - FRANCE
tél: + 33 1 42 24 96 96
fax: + 33 1 42 24 89 23
e-mail: mail@tevea.com – web site: www.tevea-international.com

VAT REFUND
CARTES & IDENTIFICATION 2009 CONGRESS

AUTHORISATION

We hereby authorise COMEXPOSIUM to transmit all original invoices related to our participation at CARTES & IDENTIFICATION Congress directly to TEVEA INTERNATIONAL, in order to avoid a loss of the original documents and to benefit from an easy and simplified refund procedure for our company.

TEVEA INTERNATIONAL will forward our refund claim directly to the French Tax Authorities, and this after complete payment of the amounts invoiced by COMEXPOSIUM.

Company:

Address:

.....

.....

Place / Zip code :

Country:

Signatory's name
and position in the company:

.....
Date

.....
Signature

**PLEASE RETURN THIS AUTHORISATION BY FAX OR BY MAIL TO TEVEA INTERNATIONAL
OR HAND IT TO OUR TEAM DURING THE CONGRESS**

**Désignation d'un mandataire / représentant
en matière de remboursement de taxe sur la valeur ajoutée
(art. 271-V-d du code général des impôts et art. 242-0 S de l'annexe II)**

Appointment of a tax representative for French Value Added Tax reimbursement

Je soussigné, *I, the undersigned*

nom de la personne habilitée:

name of the authorized person

prénom de la personne habilitée:

first name of the authorized person

position exacte de la personne habilitée:

exact function of the authorized person

agissant au nom et pour le compte de l'entreprise / *acting in the name and on behalf of the company:*

raison sociale de la société:

registered company name

adresse:

address

CP / ville:

zip code / city

pays / *country:*

désigne l'entreprise TEVEA International SA, 64, rue du Ranelagh, 75016 Paris, n° SIREN: 331 270 280, en qualité de représentant pour:

- accomplir les formalités afférentes à la demande de remboursement de la taxe sur la valeur ajoutée
- présenter une réclamation à l'encontre de la décision de l'administration
- encaisser les sommes restituées

Cette désignation est valable pour toutes nos demandes de remboursement de la T.V.A. et pour une durée indéterminée jusqu'à dénonciation.

Par ailleurs, je m'engage à reverser toute somme qui serait indûment perçue dans le cadre des demandes.

appoint TEVEA International SA, 64, rue du Ranelagh, 75016 Paris, n° SIREN: 331 270 280, to act as tax representative and to carry out all the formalities concerning our French Value Added Tax refund claim, to receive reimbursed amounts and to complain against the decision made by the tax authorities.

This appointment is valid for all our French tax reimbursement claims and for an undetermined period until denunciation.

The applicant undertakes to pay back any monies wrongfully obtained.

Fait à, le

city

date

.....
signature manuscrite de la personne habilitée
handwritten signature of the authorized person

