

Serial number (facultative):

1. APPLYING ORGANIZATION/INDIVIDUAL

Name:
Street, house number:
Postcode, place
(Host) member country:

2. AUTHORITY COMPETENT FOR THE MEASURE BY BUSINESS STAMP

(Name, address and phone number)
.....
.....
.....

3. DECLARATION OF ORGANIZATION OR INDIVIDUAL

The applicant (organization/individual)¹ hereby declares

a) that the merchandise and/or services mentioned in cell 5 are determined²

- | | |
|--|--|
| <input checked="" type="checkbox"/> for official use | <input type="checkbox"/> for private use |
| <input type="checkbox"/> for foreign diplomatic representation | <input type="checkbox"/> for a member of a foreign diplomatic representation |
| <input type="checkbox"/> for a foreign consular authority | <input type="checkbox"/> for a member of a foreign consular authority |
| <input checked="" type="checkbox"/> for an international organization | <input type="checkbox"/> for a worker of an international organization |
| <input type="checkbox"/> for military of some of the NATO member state | |

(name of organization) (see the cell 4)

- b) that the merchandise and/or services mentioned in cell 5 meet the conditions and limitations that are valid for the exemption in the host state mentioned in cell 1 and
- c) that the afore-mentioned data are provided in good faith. The applicant hereby commits himself to paying the due VAT and/or consumption tax to the member state, from which the merchandise and/or services were provided, in the event that the supplied merchandise and/or provided services do not meet the conditions for the exemption or if they will not be used in the intended way.

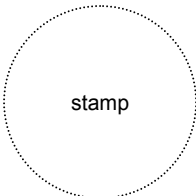
place, date

name and position of the undersigned

signature

4. OFFICIAL STAMP OF THE ORGANIZATION (in case of exemption for private use)

place, date



name and position of the undersigned

signature

Explanatory notes

1. This confirmation serves a person liable for tax or the authorized storage facility as a document for tax exemption in the case of delivery and shipping of the merchandise and provision of services to the organizations or individuals exempted from tax in accordance with art. 15 par. 10 of Directive 77/388/EHS and art. 23 par. 1 of Directive 92/12/EHS. Based on this, a confirmation shall be worked out for each person liable for tax or each storage facility. The person liable for tax or the storage facility must include this confirmation into his records in conformity with the regulations applicable in his member state. In case of service provision, if any member state does not grant the exemption of the given service provision from tax directly but only in the form of a tax refund to the person stated in cell 1, it is necessary to attach this confirmation to the tax refund application form. It is necessary to proceed similarly if some of the member states grants in case of merchandise delivery the exemption from tax in the form of a tax refund.
2.
 - a) The general properties of paper, which is to be used, are determined in the *Official report of the European Community* No. C 164 dated July 1, 1989, p. 3.

All copies are on white paper. The format should be 210 mm x 297 mm; the maximum allowance is 5 mm less or 8 mm more to the length than it is indicated.

In the case of consumption tax exemption, the exemption confirmation shall be issued in duplicate:
 - one copy shall be kept by the sender,
 - one copy shall be attached to the accompanying document.
 - b) Unused places in cell 5 letter B shall be crossed so that nothing could be additionally filled in.
 - c) The document is to be filled in legibly and in such a way that the mentioned data could not be erased. Deletion and over-writing are not allowed. The confirmation shall be filled in in some of the languages recognized by the host state.
 - d) In case the description of merchandise and/or services (cell 5 letter B of the confirmation) refers to a written order, which is not processed in some of the languages recognized by the member state, the applicant must attach a translation.
 - e) If the confirmation is written in a language that is not recognized by the member state of the person liable for tax or the storage facility, the applicant must attach a translation of data related to the merchandise and services stated in cell 5 letter B.
 - f) A recognized language is considered any of the languages that are officially used in the given member state or any other official language of the Community that the member state declares applicable to this purpose.
3. By the declaration in cell 3 of the confirmation, the applicant provides data that are needed for the assessment of the exemption application in the host state.
4. By the official record in cell 4 of the confirmation, the organization confirms the correctness of data in cells 1 and 3 letter a) of the document and the fact that the applying individual is its worker.
5.
 - a) Reference to a written order (cell 5 letter B of the confirmation) must contain at least the day and number of order. The written order must contain all data that are stated in cell 5 of the confirmation. If the confirmation must contain a stamp of the competent authority of the host state, it is necessary to stamp it as well.
 - b) The statement of the identification number of the authorized storage facility determined in art. 15a par. 2 letter a) of the Directive 92/12/EHS is not required; the statement of the VAT identification number is obligatory.
 - c) The currencies are marked with a code of the international standard ISO 4217 – 4127, which consists of three letters and was determined by the International Standardization Organization¹.
6. The mentioned declaration of the applicant is to be verified in cell 6 by the stamp (stamps) of the competent authorities of the host state. The authorities can condition the verification by the approval of another authority of the member state. The competent financial body takes care of the acquisition of this approval.
7. In order to simplify the proceedings, the competent authority may relieve the organization that applies for the tax exemption for official purposes, of the obligation to obtain the official stamp. The applying organization must state this exemption in cell 7 of the confirmation.

¹ The codes of some currencies that are most frequently used are BEF (Belgian franc), DEM (Deutschmark), DKK (Danish crown), ESP (Spanish peseta), FRF (French franc), GBP (pound sterling), GRD (Greek drachma), IEP (Irish pound), ITL (Italian lira), LUF (Luxembourg franc), NLG (Dutch gilder), PTE (Portuguese escudo), ATS (Austrian schilling), FIM (Finnish mark), SEK (Swedish crown), USD (American dollar).