



## **CHECKLIST FOR CUSTOMERS FROM EU MEMBER STATES**

**Due to increased documentation requirements on the part of the German tax authorities, we are obliged to demand the following documents and information for all exports within the European Union:**

1. Complete and accurate company address including phone number, fax number, e-mail address, an indication of branch of industry and, if available, website, business cards et cetera.
2. Value Added Tax (VAT) identification number.
3. Copy of trade register excerpt, trading licence and/or official company proof (e.g. issued by chamber of commerce).
4. Passport copy of the company owner/partner/managing director and signed and stamped by him or her, an original certificate of authority for pickup with reference to the specific delivery and collector.
5. Based on changes in the law that became effective on 1st January 2014, we are furthermore obliged to demand a security deposit for all sales within the European Union. In order to refund your deposit, we kindly ask you to send us a signed and stamped confirmation of arrival, preferably by registered mail.

The deposit will be refunded immediately upon receipt of the required documents.

In case you fail to submit the required documents, we are forced to collect a deposit amounting to 19% of the purchase price. (current stand August 2019)

Thank you in advance for both your understanding and support.

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