

COMPANY DETAILS

Company Name: _____ Address: _____

City: _____
State: _____ Zip: _____ Country: _____
Name of Co-ordinator who deals with travel expenses in your company: Mr/Ms: _____ Telephone No. _____
E-Mail: _____ Fax No.: _____ Web Site: _____
Type of Company: [] Corporation [] Limited [] Partnership [] Self-Employed [] Subsidiary [] Exempt [] Other _____
Tax/ID Number/Company Reg Number/VAT Reg Number _____
Your company's core business activity: _____
If you wish to receive additional information on our Travel Expenses Claims Auditing Service, please tick here

BUSINESS TRAVELLER DETAILS

List ALL Company employees who travelled and are 1 _____
named on invoices. Continue list on separate sheet 2 _____
of your company letter headed stationery. 3 _____
Main Purpose of Business Travel _____

CUSTOMER UNDERTAKING & LETTER OF AUTHORITY

(Name & address of company) _____

We undertake to notify FVR in writing of those jurisdictions where we do not require FVR to make Foreign VAT Claims on our behalf. We undertake to notify FVR in writing of those jurisdictions where we are VAT registered and we require FVR to prepare Domestic VAT Schedules on our behalf. We undertake to provide FVR with the relevant information and documentation to enable FVR to provide those relevant VAT services on our behalf which shall include, without limitation, original VAT invoices, letters of authority, access codes for the filing of electronic VAT claims etc. We undertake to repay any monies paid to us in error.

In respect of Domestic VAT Schedule Preparation Services, we understand that FVR will forward the Domestic VAT Schedule once we have settled the FVR service invoice for that service and that it is our company's own responsibility to submit Domestic VAT Claims to the relevant VAT Authority. We undertake to settle all invoices, issued by FVR, within 30 days of presentation of those relevant invoices.

We hereby appoint FEXCO VAT Refunds Limited, FEXCO Centre (FVR), Iveragh Road, Killorglin, Kerry, Ireland to act on our company's behalf in connection with any claims we make to the European VAT Authorities under current legislation as from time to time amended or replaced. Any repayment of VAT to which we are entitled pursuant to any such claim made on my behalf by FVR will be paid to FVR. FVR is entitled to debit its service fees for VAT refund claims and domestic VAT schedule preparation from those VAT refunds that FVR receives from any relevant VAT Authority.

Authorised Company Signature _____ Date: _____

Name (please print) : _____ Position Held: _____

Company Stamp or Seal