

## 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