

## GUIDELINES FOR INTRA-COMMUNITY NET EXPORTS



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### FOR NET EXPORTS THE FOLLOWING DOCUMENTS AND SPECIFICATIONS ARE MANDATORY:

- Complete, legible and valid company documents (business registration / excerpt from the commercial register and registry of value added tax identification number / VAT number) by fax or e-mail.
- Passport or id-card copy of the managing director / owner.  
All identification documents have to be valid and the signature has to be legible.
- Information of the company's branch of trade.
- Valid phone number, fax number, e-mail address and the company's bank information.
- All required documents are needed in their respective original language and also in an official translation into either German or English, made by a sworn translator.

### CUSTOMERS NEED TO ADHERE TO THE FOLLOWING AT THE TIME OF PAYMENT OR PICK-UP:

- Payment has to be made by bank transfer and has to have its origin exclusively in the respective company account.  
(All payments from private as well as third party accounts will be sent back without any exceptions.)
- Only the authorization for pick-up provided by us will be accepted.
- The authorization has to be completely filled out – providing us with the name and address of the authorized person or transport company – and signed by the managing director / owner.
- The authorized person has to have a valid passport / id-card available at the time of pick-up.
- The authorization must be on hand before pick-up, sent to us either by fax or e-mail.
- In case the owner / managing director will be picking up the vehicle personally, the issue concerning the authorization is to be omitted.

**SHOULD EVEN ONE OF THE ABOVE MENTIONED CRITERIA DO NOT COMPLY WITH ALL OF OUR DEMANDS, ANY POSSIBILITIES FOR PICK-UP ARE ELIMINATED!!**

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### ENTRY CERTIFICATE:

- Throughout Germany, effective from 1.10.2013, it is imperative for all tax-free intra-Community supply of goods to provide us with a documented proof of receipt (Entry Certificate).
- The Entry Certificate has to be signed and sent back to us within 4 weeks from pick-up and delivery of the vehicle to its country of destination.
- During this transitory period we will charge the company with a security deposit in the amount of the respective VAT. This payment also has to be made exclusively by bank transfer from the company account.
- Should we receive the Entry Certificate within the allotted 4 weeks from pick-up and delivery, we will immediately transfer the retained VAT amount back into your company account. Is the pick-up conducted by a transport company, we need in addition to the Entry Certificate a copy of the CMR signed by the buyer.
- In case you fail to provide us with the signed Entry Certificate within the 4 weeks from exportation, we will cancel both the intra-Community supply invoice and the security deposit invoice. Therefore the retained security deposit will then immediately and irrevocably be paid to the German fiscal authorities as the valid VAT amount.

### PLEASE CONTACT OUR EXPORT-TEAM BEFORE THE APPOINTED TIME OF PICK-UP, SO IT CAN BE GUARANTEED THAT NOTHING WILL PREVENT THE DELIVERY OF THE VEHICLE:

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