

## Checklist for Customers

**Due to increased documentation requirements, the German tax office, as of now, demands to submit the following documents and data for exports to EU member states:**

1. Complete and exact company address, phone number, fax number, e-mail address, indication of branch of industry/industrial sector and, if available, internet address, business card et cetera.
2. VAT Reg. No.
3. Copy of an excerpt from the commercial register, proof of trade license or official company proof (e.g. from chamber of commerce).
4. Passport copy of proprietor/company member/manager, and
5. Pick-up authorization for the collecting driver, of which the original document, preferably provided with a company stamp, is signed by the above person.

If you cannot let us have any document showing your entrepreneurial characteristic, we would charge a security deposit amounting to 19% of the purchase price.

The deposit will be refunded immediately after receiving the following documents:

official proof of your entrepreneurial characteristic; e.g. copy of excerpt from the commercial register, proof of trade licence, official company proof or confirmation of a trade association (chamber of commerce).

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