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## **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.
- 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 16% 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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