

In compliance with applicable tax rules, the organiser is obliged to invoice some participation fees including VAT (TVA). You can obtain the reimbursement of this VAT under certain conditions. As the official tax representative of the organiser, we offer to handle the entire refund procedure until payment of the VAT refund amount.

Examples of refundable items

- supplies for the stand
- cocktails, catering, entertainment, parties, invitations, restaurants and meals
- registration fees
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Please note that only taxable persons are eligible to VAT refund.

VAT that cannot be reimbursed

- hotel stays, renting an apartment for members of your company (see enclosed info)
- transport of persons (taxi, car rental, petrol, train and plane)

Methods of claim deposit & VAT amount delays

The deadline for submitting a claim is June 30th of the year following the date of the payment of the invoices for the non EU based companies and September 30th for companies based inside the EU. The VAT refund delay of the Tax Authorities is about 4 months if no additional information is requested.

Important

You must provide the **original** invoices. The Tax Authorities do not recognize and will not accept copies, duplicates, certified copies, order forms or delivery slips. Take care not to lose the original invoices. The tax legislation prohibits anyone from drawing up a second invoice.

Fees

From 0 € to 300 €	60 €
More than 300 €	60 € + 12%

Documents to supply us with:

- Original invoices**
- Company details and Appointment form**
Please fully complete and date both enclosed documents and have them signed by the person authorised to do so for your company.
- This only concerns the companies based WITHIN the European Union**
Confirmation of your EU VAT number
- This only concerns companies based OUTSIDE the European Union**
Business registration confirmation e.g. copy of a tax certificate, or company registration



Monte-Carlo

PROCURATION -PROXY

We hereby empower TEVEA INTERNATIONAL, 29-31, rue Saint-Augustin, 75002 Paris, to claim on our behalf French Value-Added-Tax (TVA) from the Monte-Carlo Tax Authorities, Direction des Services Fiscaux de la Principauté de Monaco, and request that any correspondence and refund be addressed to TEVEA International, Paris.

TEVEA International is empowered to lodge on our behalf any appeal before the administrative court.

The applicant promises to repay any amount unduly received.

Par la présente, nous habilitons la société TEVEA INTERNATIONAL, 29-31, rue Saint-Augustin, 75002 Paris, à demander en notre nom auprès des services fiscaux monégasque, Direction des Services Fiscaux de la Principauté de Monaco, le remboursement de la taxe sur la valeur ajoutée (TVA) et demandons que toute correspondance et le versement des sommes restituées soient adressés à TEVEA International, Paris.

TEVEA International est habilitée à introduire pour notre compte tout recours juridictionnel devant le tribunal administratif.

Le requérant s'engage à reverser toute somme indûment perçue.

to complete by your Company (all information marked with ♦) :

- ♦ société/company.....
- ♦ adresse/address.....
- ♦ pays/country
- ♦ nom du signataire et sa fonction
name and position of the authorised person
- ♦ signature/signature.....

.....
Date

.....
Cachet de la société/company's stamp