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FISCAL REPRESENTATION IN GREAT-BRITAIN - WORKING PROCEDURE

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I. FISCAL REPRESENTATION IMPLEMENTATION

The documents described below must be provided by your company to Cosmopolite:

- A mandate of representation in favour of Cosmopolite (annex 1),
- Application for VAT registration – VAT 1 (annex 2),
- Evidence of your intention to trade in the UK (signed copy contract...),
- Copy of Certificate of Incorporation.

II. MONTHLY WORK

The following documents must be sent for inspection to Cosmopolite at the latest by the 5th working day of each month following the month of invoicing:

- Overviews concerning (if possible) sorted by sales and purchases like described below
- **Copies of sales invoices**
 - Concerning deliveries with VAT;
 - Concerning deliveries with deferment VAT;
 - Concerning deliveries to entrepreneurs within the EU;
 - Concerning intercompany deliveries within the EU;
 - Concerning deliveries outside the EU (including export documents);
- **Copies of purchase invoices**
 - Import documents and copies of invoices from the purchaser;
 - Original purchase invoices for purchases within the country concerned;
 - Concerning purchases with deferment VAT;
 - Copies of purchase invoices from other member states to the country concerned (intra community acquisitions);
 - Copies of invoices for intercompany acquisitions or documents replacing such an invoice;

III. INVOICING

1/ Sales invoices

Invoices should be calculated in pound sterling. However, it is possible to invoice in a foreign currency. If the amounts are shown in another currency, the invoice must show the equivalent in pound sterling as well as the rate of exchange (communicated by the HM CUSTOM & EXCISES) that was used.

2/ Purchase invoices

VAT paid to local suppliers can be deducted provided the costs were incurred for business activities and the expense is authorised under English Laws.

You should communicate to your English suppliers your English VAT number.

TO REPRODUCE ON YOUR HEADED NOTEPAPER

**DRAFT LETTER OF AUTHORITY FOR EMPLOYEE
OR AGENT OF AN OVERSEAS TRADER TO ACT IN VAT MATTERS**

We (name of the company)

address:

legally represented by :

hereby appoints :

**Cosmopolite NV
Route de Wallonie, 4^a
7011 GHLIN
BELGIQUE**

as their agent for purpose of complying with their legal obligations in connection with Value Added Tax, and authorises them for this purpose to sign return forms VAT 100 and all other documents and to receive reimbursement of credit tax.

However, all the VAT return forms will remain the full responsibility of our company.

Executed at,

On.....,