

## Guideline for export sales to third party countries or to countries within the Efta

**For individual export sales within the EU the following documents and specifications are mandatory:**

- Passport or id-card copy of the buyer. For commercial export sales only the passport or id-card copy of the managing director or owner will be accepted. All identification documents have to be valid and the signature has to be legible.
- Valid phone number, fax number or e-mail address of the buyer and/or the company.

Also needed for commercial export sales only:

- information of the company's branch of trade
- 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.

**Customers need to adhere to the following at the time of payment or pick-up:**

- Payment has to be made by bank transfer.
- Only the authorization for pick-up provided by us will be accepted.
- The authorization has to be completely filled out and signed by the buyer – providing us with the name and address of the authorized person or Transport Company. For commercial export sales we only accept the signature of the managing director or owner of said company.
- The authorized person has to have a valid passport / id-card available at the time of pick-up and the authorization must be on hand before pick-up, sent to us either by fax or e-mail.
- In case the buyer will be picking up the vehicle personally, the issue concerning the authorization is to be omitted.
- Commercial customers need to provide us with all required documents in their respective original language and also in an official translation into either German or English, made by a sworn translator. Optional at extra cost we are able to commission the translation for you at a local translation agency.
- Export custom plates are mandatory.
- For the purchase of the needed custom plates you will get the necessary paperwork as well as the address of the registration-office in Giessen.
- At the time of delivery we need information of the last customs border, where you plan to leave the EU. All documents regarding customs clearing will be made directly and exclusively by us, so an extra trip to customs is not necessary.
- The export documents handed to you need to be scanned solely at the named customs border. Only through successful scanned documents we are able to receive the electronic proof of delivery by customs.
- The receipt of said proof of delivery will enable us to refund the VAT amount exclusively.
- In order to make the tax refund - which will be made by bank transfer only - we need the buyer's / company's complete international bank information.
- In case the tax is to be refunded to a third party, we also need - and accept solely – the authorization provided by us, filled out and signed as well as a valid passport copy and complete bank information of the authorized person.

**Should even one of the above mentioned criteria do not comply with all of our demands, any possibilities for pick-up are eliminated!**

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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