EUROPEAN MICROWAVE WEEK
Paris, 6 – 11 September 2015
VAT REFUND POSSIBILITIES

Under certain conditions, taxable persons (ie businesses or public/private organizations having a commercial activity) are entitled to obtain a refund of the VAT incurred in France in relation with their participation to the European Microwave Week.

**VAT can be refunded on following expenses:**

- Registration fees
- Restaurant and meals
- Invitations and entertainment
- Renting of offices or meeting rooms
- …

**However, VAT cannot be refunded on:**

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

**Refund procedure**

To obtain the refund of the VAT, participants to the European Microwave Week can contact TEVEA International.

TEVEA will verify the eligibility to the refund procedure and take over all formalities towards the French tax authorities.

The reimbursement is made by bank transfer to your company account. The fees are calculated on the refunded VAT amount and are deducted from this amount.

For more details please feel free to visit our webside: [www.tevea-international.com](http://www.tevea-international.com)

<table>
<thead>
<tr>
<th>Reimbursed amount</th>
<th>Fees</th>
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<tbody>
<tr>
<td>From 0 € to 200 €</td>
<td>54€</td>
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<tr>
<td>More than 200 €</td>
<td>12% of the reimbursed amounts + basic fees 30€</td>
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For further information or help please do not hesitate to contact us:

**TEVEA INTERNATIONAL**

29/31, rue Saint Augustin
F – 75002 PARIS
France

Tel: +33 (0)1 42 24 96 96
Mail: mail@tevea.fr
registered company name

trade name

address

zip code / city

country

branch of activity

contact name  Mr/Mrs/Ms

position

telephone

tax

e-mail

Head of Finances  Mr/Mrs

telephone

tax

e-mail

Our bank details:

Exact account name

Account currency

SWIFT – BIC CODE

IBAN Number

Bank code

Account Number

Name, complete address and country of your Bank:


For payments to North America:

ABA Code

Routing Number


date

name of the authorized person

signature