



## Instrukcija dokumentu iesniegšanai:

**1** Aizpildiet "**Registration Form**" un pārējās veidlapās tikai parakstieties ar "**X**" atzīmētajās vietās.

**2** **Ja Jums ir**, lūdzu, iesniedziet sekojošus dokumentus:

- Jūsu **passes** vai **identifikācijas kartes** kopija;
- **NIN (National Insurance) kartes** kopija (ja tāda ir saņemta);
- **CIS reģistrācijas apliecības kopija – UTR numurs** (ja Jums tāds ir). Pat ja Jūs nestrādājāt kā pašnodarbinātā persona, bet esat reģistrēts(-a) kā pašnodarbinātā persona, lūdzu, norādiet savu UTR numuru;
- **Dokumenti par jūsu ienākumiem:**
  - veidlapu **P45 un/vai P60** oriģināli no visiem Jūsu darba devējiem;
  - apakšuzņēmēja mēneša atskaites (apakšuzņēmēja mēneša atskaites (Subcontractor Monthly Statements), ja Jūs strādājāt kā pašnodarbinātā persona "self-employed";
  - **pēdējie paziņojumi par algu**, ja Jums nav P45/P60 veidlapu vai apakšuzņēmēja mēneša atskaišu.

Ja Jūs strādājāt kā pašnodarbināta persona, papildus jāiesniedz CIS reģistrācijas apliecība - UTR numurs un paziņojumi par ikmēneša ienākumiem (Subcontractor Monthly Statements).

**SVARĪGA PIEZĪME:** Jūs varat atgriezt savus nodokļus arī tad, ja Jums nav visu iepriekšminēto dokumentu – iesniedziet mums to, kas Jums ir un mēs visu nokārtosim.

**3** Iesniedziet dokumentus RT Tax:

- Atnesiet vai atsūtiet savus dokumentus uz RT Tax biroju

### **RT Tax Latvia**

Martas iela 5, 8. kab.,

Rīga, LV-1011, LATVIA

**LŪDZU, IZMANTOJIET ANĢĻU ALFABETA BURTUS!**

Vārds: \_\_\_\_\_  
 Citi vārdi: \_\_\_\_\_  
 Uzvārds: \_\_\_\_\_  
 Dzimšanas datums: 19 \_\_ / \_\_ m / \_\_ d Tālr./Mob.: \_\_\_\_\_  
 E-pasta adrese: \_\_\_\_\_  
 NIN \_\_\_\_\_ NIN - National Insurance Number  
 UTR \_\_\_\_\_ UTR - Unique Taxpayer Reference

**Lūdzu, norādiet VISAS iebraukšanas un izbraukšanas no Apvienotās Karalistes, izņemot īsas brīvdienas:**

Iebraukšanas datums UK: 20 __ y / __ m / __ d	Izbraukšanas datumus no UK: 20 __ y / __ m / __ d
Iebraukšanas datums UK: 20 __ y / __ m / __ d	Izbraukšanas datumus no UK: 20 __ y / __ m / __ d
Iebraukšanas datums UK: 20 __ y / __ m / __ d	Izbraukšanas datumus no UK: 20 __ y / __ m / __ d
Iebraukšanas datums UK: 20 __ y / __ m / __ d	Izbraukšanas datumus no UK: 20 __ y / __ m / __ d
Iebraukšanas datums UK: 20 __ y / __ m / __ d	Izbraukšanas datumus no UK: 20 __ y / __ m / __ d

**Vai plānojat doties uz Apvienotās Karalistes trīs nākamo gadu laikā?** Jā  Nē

Ja „Jā”, lūdzu, norādiet šo braucienu datumus: \_\_\_\_\_

**Vai Jūs kādreiz esat saņēmis pārmaksātos nodokļus no Lielbritānijas?** Jā  Nē

Ja “Jā”, paskaidrojiet sīkāk: \_\_\_\_\_

Jūsu adrese, kamēr dzīvojāt UK: \_\_\_\_\_ Jūsu adrese dzimtenē: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Informācija par darba vietu

**Cik darba devēju jums bija:** \_\_\_\_\_

Jums ir jānorāda VISI DARBA DEVĒJI. Ja jūs to neizdarīsiet, var rasties problēmas NODOKĻU Atgriešanas procesā..

**1. Kompānija:** \_\_\_\_\_  
 Adrese: \_\_\_\_\_  
 \_\_\_\_\_  
 Tālr./Fakss: \_\_\_\_\_  
 E-pasts: \_\_\_\_\_  
 Strādāju no: \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d līdz \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d

**2. Kompānija:** \_\_\_\_\_  
 Adrese: \_\_\_\_\_  
 \_\_\_\_\_  
 Tālr./Fakss: \_\_\_\_\_  
 E-pasts: \_\_\_\_\_  
 Strādāju no: \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d līdz \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d

**Klienta piezīmes:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**RT Tax piezīmes:**  
 Ienākums:  
 \_\_\_\_\_  
 Nomaksātie nodokļi:  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Kompānija:** \_\_\_\_\_  
 Adrese: \_\_\_\_\_  
 \_\_\_\_\_  
 Tālr./Fakss: \_\_\_\_\_  
 E-pasts: \_\_\_\_\_  
 Strādāju no: \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d līdz \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d

**4. Kompānija:** \_\_\_\_\_  
 Adrese: \_\_\_\_\_  
 \_\_\_\_\_  
 Tālr./Fakss: \_\_\_\_\_  
 E-pasts: \_\_\_\_\_  
 Strādāju no: \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d līdz \_\_\_\_ g/ \_\_\_\_ m/ \_\_\_\_ d

Ar savu parakstu apliecinu, ka visa manis sniegtā, informācija šajā formā ir precīza un pilnīga.

Paraksts: ~~\_\_\_\_\_~~  
 Datums: ~~\_\_\_\_\_~~



## Nodokļu Atgriešanas Pieprasījuma Forma

**SVARĪGI!** Atsevišķos gadījumos Nodokļu institūcija var atsūtīt čeku par atmaksājamo summu tieši uz jūsu mājas adresi. Ja tā notiek, lūdzam, informēt mūs, zvanot pa tālruni +371 27 757 221 vai sūtot e-pastu uz: [info@nodokluatgriesana.lv](mailto:info@nodokluatgriesana.lv) un apmaksāt pakalpojumus, kas ir atrunāti noslēgtajā līgumā.

### VĀRDS:

(LŪDZU, IZMANTOJIET LIELAJIEM BURTIEM)

(VĀRDS, CITI VĀRDI, UZVĀRDS)

(IELA, MĀJAS NUMURS, DZĪVOKĻA VAI ISTABAS NUMURS)

(REĢIONS, CIEMS, PILSĒTA)

(PASTA INDEKSS UN VALSTS)

## Informācija par jūsu banku:

### SVARĪGI:

- Šobrīd par naudas pārskaitījumu mēs iekasējam 15EUR par bankas pakalpojumiem (pārbaudiet naudas saņemšanas maksas, komisijas maksas, u.c. maksas).  
RT TAX NENES ATBILDĪBU PAR KLIENTA BANKAS PIEDZĪTAJĀM PAPILDUS IZMAKSĀM.
- Par atkārtotu bankas pārskaitījumu nepareizas vai nepilnīgas informācijas sniegšanas gadījumā, no jums tiks piedzīta papildus samaksa 20 EUR apmērā.
- Jūs saņemsiet pārmaksāto nodokļu atmaksājamo summu euro, kas aprēķināta pēc bankas noteiktā valūtas kursa norēķinu dienā, ko norādījis izpildītājs.

### KLIENTA BANKAS NOSAUKUMS

BANKAS KONTA NUMURS EURO (IBAN):

(NORĀDĪTAJAM KONTAM, JĀBŪT EURO VALŪTAS KONTAM)

KONTA TURĒTĀJA VĀRDS, UZVĀRDS:

INFORMĀCIJA PAR BANKU:

(PILNS BANKAS NOSAUKUMS; FILIĀLES NOSAUKUMS)

(BANKAS SWIFT KODS)

(BANKAS ADRESE: PILSĒTA UN VALSTS)

Ar savu parakstu apliecinu, ka visa manis sniegtā informācija šajā formā ir precīza un pilnīga.

Es piekrītu visiem šīs formas nosacījumiem un norādījumiem.

Paraksts:

Datums:

20 \_\_ / \_\_ / \_\_

# POWER OF ATTORNEY

....., personal ID No / date of birth ..... (the "Principal") hereby authorises UAB A & Z Group, company code 302522637, its managers and/or employees (the "Agent")

to perform any and all actions required for the proper performance of the Agent's obligations under the Collection Agreement executed with the Principal, i.e. including, but not limited to:

- (i) to receive the cheques drawn for the benefit of the Principal and in the name of the Principal or in the name of the Agent (the "Cheques") from any persons;
- (ii) to collect the Cheques in the bank account of the Agent;
- (iii) to receive on behalf of the Principal amounts transferred by third parties;
- (iv) to transfer the amounts received after collection of Cheques or received directly from the third parties to the Principal by a bank transfer, by issuing a cheque or in any other way if its agreed by the Principal and the Agent;
- (v) from the amount to be transferred to the Principal to deduct the fee payable to the Agent under the Collection Agreement and the amount of service fee payable to Torus Solution NV, under the Services Agreement executed between the Principal and Torus Solution NV;
- (vi) to prepare, sign, submit and receive all and any documents related to the above mentioned assignments, and to perform all and any other actions in connection with the foregoing.

The Agent shall be entitled to delegate powers granted hereunder to any third person. This Power of Attorney shall be valid for 2 (two) years from its execution.

The Principal (signature): \_\_\_\_\_

Date: \_\_\_\_\_

## Collection Agreement

Place: .....

Date: .....

This Collection Services Agreement (the "Agreement") is executed by and between:

(1) UAB A & Z Group, company code 302522637, (the "Agent"), e-mail: info@chekis.com, and

(2) ....., date of birth..... (the "Principal").

Hereinafter the Agent and the Principal together are referred to as the "Parties" and each separately as the "Party".

### RECITALS

- (A) The Principal and Torus Solution NV have executed the Services Agreement, pursuant to which Torus Solution NV shall provide receivables administration services (the "Receivables") in accordance with the Services Agreement. Receivables will be refunded to the Principal in a form of cheque (cheques will be drawn in the name of the Principal or the Agent, who provides cheques collection and related services (the "Cheque"), as the nominee of the Principal) or by a direct bank transfer;
  - (B) The Parties wish to agree on the terms and conditions of the collection of the Cheque;
  - (C) For the purposes of implementation of this Agreement, the Agent will use the personal data, bank account details and other information of the Principal submitted to the Agent.
1. Subject matter
    - 1.1. In accordance with the terms and conditions set in this Agreement, the Agent shall provide to the Principal cheques collection and related services (the "Services") and the Principal shall accept and remunerate for such Services.
  2. Terms of Provision of Services
    - 2.1. The Parties agree that the Agent will act and shall be indicated in all related documents as the nominee to receive the Cheque and/or other kinds of payments on behalf of the Principal.
    - 2.2. Once the Cheque is received by the Agent, he will submit the cheque for collection to any bank selected by the Agent. The submission shall be made not later than within 15 (fifteen) days from the receipt of the Cheque or other receivables.
    - 2.3. The Cheque or other payments received shall be collected on the separate bank account of the Agent. The collected money and/or amounts received from the third parties shall be accounted separately from the funds of the Agent in a separate account. The Parties agree that these amounts are owned by the Principal and are held in the account of the Agent for the benefit of the Principal in accordance with this Agreement until the transfer of the amounts due to the Principal in accordance with this Agreement. These amounts shall not be considered as the income of or as otherwise owned by the Agent and, unless agreed otherwise, the Agent shall not be entitled to use the collected money for his own needs.
    - 2.4. If according to this agreement, the Principal does not provide required Principal's personal data including bank account information for completion of the Services within 1 (one) year from the date the Collection Agreement was signed, the Agent shall deduct its service fee and (if applicable) additional bank charges under Section 2.6(ii) and shall transfer the remaining amount(s) to Torus Solution NV bank account. This shall be treated as proper and full performance of the obligations of the Agent set in the Agreement and the Agent shall not be held liable for any further claims against the amounts concerned.
    - 2.5. The money received after collection of the Cheque or received directly from any third parties shall be refunded to the Principal after deduction of the Service Fee in accordance with Section 3.1, 3.2 hereof, and the service fee payable by the Principal to the Torus Solution NV under the Services Agreement and (if applicable) additional bank charges under Section 2.6(ii), by a bank transfer or by a bank cheque drawn in the name of the Principal or his/her nominee.
    - 2.6. The Agent shall bear the cost of one bank transfer. However, the Agent shall not be responsible for (i) any fees charged by the Principal's bank or intermediary bank; or (ii) for any additional bank charges if the bank needs to repeat the transfer because of the incorrect or incomplete information provided. Where the receivable amount is converted from one currency to another, it shall be calculated in accordance with the exchange rate applied by the respective bank valid on the day of conversion for the purposes of the bank transfer to be made to the Principal's bank account. The Agent shall bear the cost of the currency conversion.
    - 2.7. While providing the Services the Agent shall as necessary disclose that he is acting as the nominee of the Principal and the collection of the Cheque or other payments received and transfer of money is made in the name and on behalf of the Principal.
  3. The Services Fees
    - 3.1. **The fee for the Services (the "Service Fee") shall be a fixed amount of GBP 12 (twelve) plus VAT (if applicable) for one transfer issued to the Principal in accordance with the terms and conditions of this Agreement.**
    - 3.2. The Service Fee shall be deducted from the amount received after collection of the Cheque or from the other payments received, prior to the transferring it to the Principal's bank account or issuing the cheque.
  4. Validity of the Agreement
    - 4.1. The Agreement shall come into force upon signing of it by both Parties and shall be valid until the proper and full performance of the obligations of the Parties set in the Agreement.
    - 4.2. The Agreement may be terminated by the mutual agreement of the Parties.
    - 4.3. The Principal shall have the right to unilaterally terminate the Agreement only prior to Torus Solution NV has started implementing agreed conditions described in the Services Agreement, by informing the Agent in accordance with Section 5.3 hereof. After Torus Solution NV activities has been started, the Agent will complete the provisions of the Services hereunder, to the extent possible, and shall have a right to make the deductions in accordance with Section 2.5 and (if applicable) Section 2.6 hereof.
  5. Miscellaneous
    - 5.1. This Agreement is executed in English. The electronic copy of the Agreement shall be provided to the Principal at his request after it is executed by the Agent. All amendments to the Agreement shall be valid if they are in writing and signed by both Parties.
    - 5.2. The Agreement shall be governed by the Lithuanian law, and any dispute arising from or in connection with the Agreement shall be resolved by the court of the Republic of Lithuania.
    - 5.3. All notices and other communication under this Agreement shall be in writing and shall be handed in person or sent by regular mail, e-mail or fax to the addresses of the Agent provided above, and to the addresses of the Principal provided by the Torus Solution NV under the Services Agreement.

Agent

Principal

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned .....,  
 date of birth ....., National Insurance Number ....., residing at  
 .....(hereinafter referred to  
 as the "Principal"), hereby grant a power of attorney to the company, A and Z Group, Inc. its officers  
 and / or employees with its registered address at:

(hereinafter referred to as the "Agent"), to sign, verify and file all the principal's individual repayment  
 claims and other tax returns; pay all taxes; claim, sue for and receive all tax refunds; examine and  
 copy all the principal's tax returns and records; represent the principal before any taxing body and sign  
 and deliver all tax powers of attorney on behalf of the principal that may be necessary for such  
 purposes; waive rights and sign all documents on behalf of the principal as required to settle, pay and  
 determine all tax liabilities; and, in general, exercise all powers with respect to tax matters which the  
 principal could if present and under no disability.

**On the basis of this power of attorney A and Z Group, Inc. its officers and/or employees are given the authority:**

1. To act as an agent in dealing with the Principal's individual U.K. income tax applications  
 for the tax years .....
2. To receive personal tax refund cheques issued in Principal's name or tax refund transfers to it's own  
 account and convey such refunds to the Principal by way of a bank transfer, check or to handle in  
 another manner so as to achieve the same purpose.
3. To request from the employer and to receive Principal's P-45/P-60 to it's own address:  
**A & Z Group Inc.**
4. To use own postal address on the Principal's tax returns. To receive all correspondence from the U.K.  
 Tax Authorities.

The undersigned does hereby appoint A and Z Group, Inc officers and / or employees as his/her  
 attorney to receive, endorse, and collect cheques payable to the order of the undersigned.  
 All rights, powers and authority of A and Z Group, Inc its officers and / or employees to exercise the  
 prerogatives granted herein shall commence and be in full force and effect and remain in full force and  
 effect for a period of twenty four months of the date of its signing.

Signed this ..... day of ....., 20.....

Signature of the Principal: .....

## 4. How you want to be paid any money due back to you

Not everyone gets a refund. It is not always possible to issue a payment to a non-UK bank account. If you are due a refund, we can either pay it to you or someone else on your behalf – they are known as a 'nominee'. Please choose one of the following two options:

<input type="checkbox"/> <b>Option one</b> – Pay into a UK bank or building society account	<input type="checkbox"/> <b>Option two</b> – Pay by cheque direct to me or my nominee
<b>Bank sort code</b> □□□ – □□□ – □□□	Put 'X' in one box
<b>Account number</b> □□□□□□□□□□□□	Make the cheque payable to me <input type="checkbox"/>
<b>Account holder's name</b> □□□□□□□□□□□□□□□□	I authorise the cheque to be payable to my nominee <input type="checkbox"/>
<b>Bank or building society name and address</b>	Name of nominee □□□□□□□□□□□□□□□□
Name □□□□□□□□□□□□□□□□	Address to send cheque to
Address □□□□□□□□□□□□□□□□	□□□□□□□□□□□□□□□□
Postcode □□□□□□	□□□□□□□□□□□□□□□□
Put 'X' in one box	
This is my account <input type="checkbox"/>	
This is my nominee's account <input type="checkbox"/>	

## Declaration

You must sign this declaration.

If you give information which you know is not correct or complete, action may be taken against you.

**I declare that:**

- the information I have given on this form is correct and complete to the best of my knowledge.
- I claim repayment of any tax due back to me.

**Signature**

**Date** DD MM YYYY  
□□ □□ □□ □□ □□ □□

## What to do now

Put an 'X' in relevant box

I have enclosed parts 2 and 3 of my form P45 Details of employee leaving work

Do not send photocopies. If you have not yet received your P45 from your employer please get it before you return this form.

I can't get a form P45

Please tell us why in the box below, for example because you are retired or a UK Crown servant employed abroad.

If you have a form P45 and don't send it to us, any repayment due to you cannot be made.

Please send this form to your tax office. You can find your tax office address by:

- going to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) selecting Contact us and choosing Income Tax
- asking your employer.

We will let you know the outcome of this claim as soon as we can.

Please complete, sign, then send this form to your HM Revenue & Customs office. Use CAPITAL letters

Date received by HM Revenue & Customs

## Details of Claimant

Full name
Address
Postcode

## Claim

I claim repayment of the amount overpaid by me, (for non SA claims the period or year ended must be entered in the box aside).

/	/
---	---

Claimant's signature

--

Date

/	/
---	---

**If you complete a Self Assessment Return** your repayment will usually be sent direct to you or your nominee's bank or building society account. Please include the branch sort code, the account number and if appropriate, the name and address of the nominee in the authority below. If you or your nominee does not have a bank account, we can arrange for repayment to be made in the form of a payable order but you or your nominee will need to open a bank or building society account in order to cash it. If the repayment is to be sent to your nominee by payable order, the nominee's name and address must be entered in the authority below.

**If you do not complete a Self Assessment Return** your repayment will be made in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account you should nominate someone who does to receive the order for you. If the repayment is to be sent to a nominee or posted direct to your bank or building society by payable order, the name and address must be entered in the authority below. Also include your account number and sort code if the payable order is to be posted direct to your bank or building society.

## Authority

I authorise nominee/agent (*delete as appropriate*)\*

--

of (*full address*)

Postcode

Your/your nominee's bank or building society account number (*delete as appropriate*)

--

Branch Sort Code

-	-
---	---

Agent's reference (*if applicable*)

--

to receive on my behalf the amount due.

Claimant's signature

--

Date

/	/
---	---

\*enter the name of the account holder or the person who will receive the payable order.

Please complete, sign, then send this form to your HM Revenue & Customs office. Use CAPITAL letters

Date received by HM Revenue & Customs

## Details of Claimant

Full name
Address
Postcode

## Claim

I claim repayment of the amount overpaid by me, (for non SA claims the period or year ended must be entered in the box aside).

/	/
---	---

Claimant's signature

--

Date

/	/
---	---

**If you complete a Self Assessment Return** your repayment will usually be sent direct to you or your nominee's bank or building society account. Please include the branch sort code, the account number and if appropriate, the name and address of the nominee in the authority below. If you or your nominee does not have a bank account, we can arrange for repayment to be made in the form of a payable order but you or your nominee will need to open a bank or building society account in order to cash it. If the repayment is to be sent to your nominee by payable order, the nominee's name and address must be entered in the authority below.

**If you do not complete a Self Assessment Return** your repayment will be made in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account you should nominate someone who does to receive the order for you. If the repayment is to be sent to a nominee or posted direct to your bank or building society by payable order, the name and address must be entered in the authority below. Also include your account number and sort code if the payable order is to be posted direct to your bank or building society.

## Authority

I authorise nominee/agent (*delete as appropriate*)\*

--

of (*full address*)

Postcode

Your/your nominee's bank or building society account number (*delete as appropriate*)

--

Branch Sort Code

-	-
---	---

Agent's reference (*if applicable*)

--

to receive on my behalf the amount due.

Claimant's signature

--

Date

/	/
---	---

\*enter the name of the account holder or the person who will receive the payable order.



Please read the notes on the back before completing this authority. This authority allows us to exchange and disclose information about you with your agent and to deal with them on matters within the responsibility of HM Revenue & Customs (HMRC), as specified on this form. This overrides any earlier authority given to HMRC. We will hold this authority until you tell us that the details have changed.

Please tick the box(es) and provide the reference(s) requested *only* for those matters for which you want HMRC to deal with your agent.

I, <i>(print your name)</i>
of <i>(name of your business, company or trust if applicable)</i>
authorise HMRC to disclose information to <i>(agent's business name)</i>
who is acting on my/our behalf. This authorisation is limited to the matters shown on the right-hand side of this form.
<i>Signature</i> see note 1 before signing
<i>Date</i>

Give your personal details or Company registered office here

Address
Postcode
Telephone number

Give your agent's details here

Address
Postcode
Telephone number
Agent codes (SA/CT/PAYE)
Client reference

**Individual\*/Partnership\*/Trust\* Tax Affairs**   
*\*delete as appropriate (including National Insurance).*

Your National Insurance number *(individuals only)*  
         *If you are self employed tick here*

Unique Taxpayer Reference *(if applicable)*  
           *If UTR not yet issued tick here*

If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick here

**Tax Credits**

Your National Insurance number *(only if not entered above)*

If you have a joint Tax Credit claim and the other claimant wants HMRC to deal with this agent, they should sign here  
 Name

Signature

Joint claimant's National Insurance number

       

**Corporation Tax**

Company Registration number

       

Company's Unique Taxpayer Reference

         

**Employer PAYE Scheme**

Employer PAYE reference

Accounts Office reference

**VAT**  *(see notes 2 and 5 overleaf)*

VAT registration number

         

*If not yet registered tick here*

**For official use only**

SA <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	COTAX <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
NIRS <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	EBS <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
COP <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	VAT <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
NTC <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	COP link <input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

This Services Agreement (the "Agreement") is executed by and between:

Date: .....

- (1) Torus Solution NV (dba RT Tax), company code 126057, represented by the person dully authorized under existing legislation (the "Service Provider"); and
- (2) ....., date of birth ....., (the "Client").

Hereinafter the Service Provider and the Client together are referred to as the "Parties" and each separately as the "Party".

#### RECITALS

- (A) The Service Provider provides tax refund and related services and the Client wishes to recover the personal income tax paid due to work abroad or on other grounds.
- (B) The Parties wish to agree on the terms and conditions of tax refund.

#### 1. Subject matter

- 1.1. In accordance with the terms and conditions set in this Agreement, the Service Provider shall provide to the Client tax refund and related services, i.e. shall draw up the documents necessary for the refund of the taxes paid by the Client in the United States of America, United Kingdom, Ireland, the Netherlands, Germany, Norway, Canada, New Zealand, Australia or other jurisdiction and shall present them to the corresponding tax authorities or other competent institutions (the "Services"), and the Client shall accept and remunerate for such Services.
- 1.2. By this Agreement the Client authorises the Service Provider to prepare, sign and file tax returns and to receive all correspondence, including tax refund cheques, from tax authorities. Service Provider will as necessary disclose that he is acting as the nominee of the Client and all the actions are made in the name and on behalf of the Client.
- 1.3. Taxes will be refunded to the Client by a bank transfer of the refunded amount to the bank account or by a bank cheque drawn in the name of the nominee indicated by the Client. The Tax Refund Cheque shall be collected and the tax refund amount shall be transferred to the Client by the Collection Services Provider in accordance with the terms and conditions set in the Collection Agreement executed between the Client and the Collection Services Provider.
- 1.4. The final amount of the taxes to be refunded shall be established by a competent institution of the foreign country. The amounts calculated by the Service Provider are for information purposes only and do not entitle the Client to claim the preliminarily calculated amount.

#### 2. Terms of Provision of Services

- 2.1. The Service Provider hereby undertakes:
- 2.1.1. to provide the Client information on the documents that the Client needs to submit to the Service Provider for the purposes of filing for the tax refund;
- 2.1.2. to collect, complete and sign all the required forms, requests and other related documents on behalf of the Client;
- 2.1.3. to submit the required documents to the respective tax authorities or other competent institutions that are responsible for tax refunds;
- 2.1.4. to inform the Client about the process of the tax refund and other related matters at the Client's request;
- 2.1.5. to transfer the Tax Refund Cheque to the Collection Services Provider for collection under the Collection Agreement executed between the Client and the Collection Services Provider or to instruct the tax authority to transfer the tax refund amount to the Collection Services Provider for subsequent transfer of tax refund amount to the Client.
- 2.2. The Client hereby undertakes:
- 2.2.1. to provide to the Service Provider complete, true and accurate information and documents (originals and copies) required for the completion of the tax refund. The Client is entitled to provide the information either by filling in paper forms provided by Services Provider or by filling in the online information form available at the Service Provider's internet site;
- 2.2.2. to fill in and sign any forms and other documents required for the completion of the tax refund;
- 2.2.3. to inform the Service Provider immediately and in all cases not later than within 5 (five) days, if the foreign tax or other authority transfers the refunded amount or a part thereof or sends the Tax Refund Cheque for the full refund amount or a part thereof directly to the Client and to pay the Service Fees to the Service Provider. If Client fails to pay the Service Fees within 15 (fifteen) days there will be additional 0.2 percent charge for each late day from the amount of the Service Fees the Client is obligated to pay;
- 2.2.4. during the validity term of this Agreement to abstain from executing tax refund services agreements with other service providers;
- 2.2.5. to inform the Service Provider of the new employment or self-employment in a foreign country;
- 2.2.6. to inform the Service Provider of any changes in the Client's contact details or about any other changes that may have impact to the tax refund. The information can be updated on the internet site of the Service Provider or e-mailed;
- 2.2.7. to pay the Service Provider the Service Fee as set out in Section 3 hereof.

#### 3. The Services Fees

- 3.1. The fee for the Services (the "Service Fee") for refunding taxes for each tax year shall be:
- 3.1.1. For the "REGULAR" USA tax refund (Federal and State), if the tax refund amount is between USD 0-200, the service fee shall be USD 50; USD 201-600, the service fee shall be USD 70; USD 601-800, the service fee shall be USD 80; USD 801 and more, the service fee shall be 10% from the refunded amount.

Šis pakalpojuma līgums ("Līgums") tiek noslēgts starp

Datums: .....

- (1) Torus Solution NV (dba RT Tax), reģistrācijas numurs 126057, ko pārstāv persona, kura pilnvarota saskaņā ar spēkā esošajiem tiesību aktiem ("Pakalpojuma sniedzējs"); un
- (2) ....., dzimšanas datums ....., ("Klients").

Pakalpojuma sniedzējs un Klients, abi kopā turpmāk "Puses" un katrs atsevišķi "Puse".

#### IZKLĀSTS

- (A) Pakalpojuma sniedzējs sniedz nodokļu atmaksas un ar to saistītos pakalpojumus un Klients vēlas atgūt iedzīvotāju ienākumu nodokli, kas samaksāts saistībā ar darbu ārzemēs vai citu iemeslu dēļ.
- (B) Puses vēlas vienoties par nodokļu atmaksas noteikumiem un nosacījumiem.

#### 1. Līguma priekšmets

- 1.1. Saskaņā ar noteikumiem un nosacījumiem, kas atrunāti šajā līgumā, Pakalpojuma Sniedzējs sniedz Klientam nodokļu atmaksas un ar to saistītos pakalpojumus, t.i., sagatavo nepieciešamos dokumentus nodokļu atgriešanai, kurus Klients samaksājis Amerikas Savienotajās Valstīs, Apvienotajā Karalistē, Īrijā, Nīderlandē, Vācijā, Norvēģijā, Kanādā, Jaunzēlandē, Austrālijā vai citā jurisdikcijā un iesniedz tos attiecīgajās nodokļu iestādēs vai citās kompetentās iestādēs ("Pakalpojumi"), un Klients pieņem un apmaksā šos Pakalpojumus.
- 1.2. Ar šo līgumu Klients pilnvaro Pakalpojuma Sniedzēju sagatavot, parakstīt un iesniegt nodokļu deklarācijas, un saņemt visu korespondenci, tostarp, nodokļu atmaksas naudas čekus no nodokļu iestādēm. Ja nepieciešams, Pakalpojuma Sniedzējs var izpaust, ka darbojas kā Klienta pārstāvis un visas darbības tiek veiktas Klienta vārdā.
- 1.3. Klientam atgrieztā nodokļu summa tiks atmaksāta ar pārskaitījumu bankas kontā vai ar bankas naudas čeku uz pārstāvja vārdu, ko Klients norādījis. Naudas Saņemšanas Pakalpojuma Sniedzējs saņem nodokļu atmaksas naudas čeku un nodod nodokļu atmaksas summu Klientam saskaņā ar noteikumiem un nosacījumiem, kas atrunāti Līgumā par naudas saņemšanu, noslēgtā starp Klientu un Naudas Saņemšanas Pakalpojuma Sniedzēju.
- 1.4. Galējo atmaksājamo nodokļu summu nosaka ārvalsts kompetentā institūcija. Pakalpojuma Sniedzēja aprēķinātās summas ir tikai informatīva rakstura un Klientam nav tiesības pieprasīt provizoriski aprēķināto summu.

#### 2. Pakalpojumu sniegšanas noteikumi

- 2.1. Pakalpojuma Sniedzējs ar šo apņemas:
- 2.1.1. sniegt Klientam informāciju par to, kādi dokumenti iesniedzami Pakalpojuma Sniedzējam nodokļu atmaksas procesa uzsākšanai;
- 2.1.2. pieņemt, aizpildīt un parakstīt visas nepieciešamās veidlapas, pieprasījumus un citus saistītos dokumentus Klienta vārdā;
- 2.1.3. iesniegt nepieciešamos dokumentus attiecīgajām nodokļu iestādēm vai citām kompetentām iestādēm, kuras ir atbildīgas par nodokļu atmaksu;
- 2.1.4. informēt Klientu par nodokļu atmaksas procesu un sniegt atbildes uz citiem saistītiem jautājumiem pēc Klienta pieprasījuma;
- 2.1.5. pārsūtīt nodokļu atmaksas naudas čeku Naudas Saņemšanas Pakalpojuma Sniedzējam, saskaņā ar Līgumu par naudas saņemšanu, noslēgtu starp Klientu un Naudas Saņemšanas Pakalpojuma Sniedzēju vai informēt nodokļu iestādi par to, ka nodokļu atmaksas summa jāpārskaita Naudas Saņemšanas Pakalpojuma Sniedzējam, kurš turpmāk nodokļu atmaksas naudas summu pārskaita Klientam.
- 2.2. Klients ar šo apņemas:
- 2.2.1. sniegt Pakalpojuma Sniedzējam pilnīgu, patiesu un precīzu informāciju un dokumentus (oriģinālus un kopijas), kas nepieciešami, lai veiktu nodokļu atmaksu. Klients ir tiesīgs sniegt informāciju gan aizpildot papīra veidlapas, kuras nodrošina Pakalpojuma Sniedzējs, gan aizpildot veidlapu tiešsaistē, kura pieejama Pakalpojuma Sniedzēja tīmekļa vietnē;
- 2.2.2. aizpildīt un parakstīt visas veidlapas un citus dokumentus, kuri nepieciešami, lai pabeigtu nodokļu atmaksas procesu;
- 2.2.3. nekavējoties informēt Pakalpojuma Sniedzēju un jebkurā gadījumā ne vēlāk kā 5 (piecu) dienu laikā, ja ārvalsts nodokļu vai cita iestāde pārskaita atmaksājamo nodokļu summu vai tās daļu, vai nosūta nodokļu atmaksas naudas čeku par pilnu nodokļu atmaksas summu vai tās daļu tieši Klientam, un samaksāt Pakalpojuma Maksu Pakalpojuma Sniedzējam. Ja Klients nesamaksā Pakalpojuma maksu 15 (piecpadsmit) dienu laikā, nāk klāt 0,2 procentu uzcenojums par katru nokavēto dienu no Pakalpojuma maksas, kura noteikta obligātai samaksai;
- 2.2.4. šī Līguma spēkā esamības laikā atturēties no līgumu slēgšanas par nodokļu atmaksas pakalpojumu ar citu pakalpojuma sniedzēju;
- 2.2.5. informēt Pakalpojuma Sniedzēju par jaunu nodarbinātības periodu vai pašnodarbinātības periodu ārvalstī;
- 2.2.6. informēt Pakalpojuma Sniedzēju par jebkurām izmaiņām Klienta kontaktinformācijā vai par jebkurām citām izmaiņām, kas var atstāt ietekmi uz nodokļu atmaksas procesu. Informācija var tikt atjaunota Pakalpojuma Sniedzēja tīmekļa vietnē vai caur e-pastu;
- 2.2.7. samaksāt Pakalpojuma Sniedzējam Pakalpojuma Maksu, saskaņā ar šā Līguma 3.punktu.

#### 3. Pakalpojumu maksa

- 3.1. Maksa par nodokļu atmaksas pakalpojumu ("Pakalpojuma Maksa") par katru taksācijas gadu:
- 3.1.1. Par "PARASTO" ASV nodokļu atmaksu (Federālā un Valsts), ja nodokļu atmaksas summa ir robežās no USD 0-200, pakalpojuma maksa ir USD 50; USD 201-600, pakalpojuma maksa ir USD 70;

- 3.1.2. Additional Fees applies for the "Fast"- 33 USD and for the "Express"- 99 USD USA tax refund. "Fast" and "Express" is available for Federal and State tax refund only.
- 3.1.3. USA tax refund (Social Security and Medicare): the service fee shall be 10% from the refunded amount, with a fixed minimum of USD 90;
- 3.1.4. United Kingdom, if the tax refund amount is between GBP 0-100, the service fee shall be GBP 35; GBP 101-200, the service fee shall be GBP 50; GBP 201-600, the service fee shall be GBP 55; GBP 601 and more, the service fee shall be 11% from the refunded amount.
- 3.1.5. Ireland: the service fee shall be 11% from the refunded amount with a fixed minimum of 60 EUR;
- 3.1.6. Ireland tax refund (Universal Social Charge (USC)): the service fee shall be 11% from the refunded amount with a fixed minimum of 60 EUR;
- 3.1.7. Norway: the service fee shall be 14% from the refunded amount, with a fixed minimum of NOK 690;
- 3.1.8. The Netherlands: the service fee shall be 11% from the refunded amount with a fixed minimum of EUR 49;
- 3.1.9. The Netherlands social security (Zorgtoeslag) refund: the service fee shall be 15% from the refunded amount with a fixed minimum of EUR 49;
- 3.1.10. Germany: the service fee shall be 14% from the refunded amount with a fixed minimum of EUR 50;
- 3.1.11. Canada: the service fee shall be 11% from the refunded amount, with a fixed minimum of 70 CAD;
- 3.1.12. New Zealand: the service fee shall be 14% from the refunded amount, with a fixed minimum of 135 NZD;
- 3.1.13. Australia: the service fee shall be 10% from the refunded amount, with a fixed minimum of 105 AUD;
- 3.1.14. Denmark: the service fee shall be 10% from the refunded amount, with a fixed minimum of 440 DKK.
- 3.2. The additional fees: For the retrieval of the lost or missing documents shall be for W2 (USA) – USD 15, P-45/P-60 (United Kingdom) – GBP 15, P-60 (Ireland) – EUR 17, T-4 (Canada) – CAD 15, RF-1015B (Norway) – NOK 150, "Jaaropgaaft" form (the Netherlands) – EUR 17, "Lohnsteuerkarte" (Germany) – EUR 17, "Summary of Earnings" (New Zealand) – 45 NZD, "Payment Summary" PAYG form (Australia) – AUD 30, "Oplysningssteddel" (Denmark) - 150 DKK. For filling the USA amended tax return (Form 1040X) the fee is 50 USD.
- 3.3. The Client shall also compensate the fees and costs incurred by the Service Provider in the tax refund process that could not be foreseen at the moment of the execution of this Agreement as listed in the pricelist of the Service Provider.
- 3.4. The amount of the payable VAT (if applicable) shall be added to all amounts indicated in Sections 3.1-3.3 hereof. The fees established in Sections 3.1-3.2 may be changed by the Service Provider unilaterally and shall be applicable to any request of the Client to provide the Services submitted after the Client has received notice on the change of fees.
- 3.5. The Service Fee shall be deducted from the amount received after the tax refund prior to the transferring it to the Client's account.
- 4. Liability**
- 4.1. If the Client terminates the Agreement for the other reasons than failure by the Service Provider to perform its obligations after the filing for the tax refund is done or in case of breach of obligations set out in Section 2.2.4 hereof, the Client shall pay the fine of USD 100 and shall cover all expenses of the Service Provider incurred due to the termination of the Agreement, not covered by the fine.
- 4.2. The Service Provider shall not be liable for: the delays in refunding taxes if the delay is caused by the foreign tax or other competent institutions; the failure to refund taxes, for the tax liability or for any other negative consequences, which occurred due to false, inaccurate or incomplete information provided by the Client or due to Client's prior financial commitments to any foreign tax or other institutions; the negative consequences incurred by the Client due to the changes in the applicable laws, rules, regulations or procedures applicable for the tax refund; additional bank charges, if the bank needs to repeat the transfer because of the incorrect or not full information provided; and any fees charged by the Client's or intermediary bank.
- 5. Validity of the Agreement**
- 5.1. The Agreement shall come into force upon signing of it by both Parties and shall be valid until the proper and full performance of the obligations of the Parties set in the Agreement. The Agreement may be terminated by the mutual agreement of the Parties. The Client shall have the right to unilaterally terminate the Agreement prior to the filing for tax refund by informing the Service Provider in accordance with Section 6.1 hereof.
- 6. Miscellaneous**
- 6.1. All additions, amendments and annexes to the Agreement shall be valid if they are executed in writing and signed by both Parties without prejudice to Sections 3.1-3.4 hereof. The electronic copy of the Agreement shall be provided to the Principal at his request after it is executed by the Agent. The disputes arising between the Parties regarding this Agreement or during the performance of this Agreement are settled by way of negotiations. In case of failure to come to an agreement, the disputes shall be finally settled by the competent court. All notices and other communication under this Agreement shall be in writing and shall be handed in person or sent by regular mail, e-mail or fax.
- USD 601-800, pakalpojuma maksa ir USD 80; USD 801 un vairāk, pakalpojuma maksa ir 10% no atmaksājamās naudas summas;
- 3.1.2. Papildus Maksa par "Ātro" ASV nodokļu atmaksu - 33 USD un par "Express" - 99 USD. "Ātrais" and "Express" pieejams tikai Federālā un Valsts nodokļu atmaksai;
- 3.1.3. ASV nodokļu atmaksu (Sociālās Apdrošināšanas un Medicīniskās Aprūpes Apdrošināšana): pakalpojuma maksa ir 10% no atmaksājamās naudas summas, ar fiksētu minimālo maksu USD 90;
- 3.1.4. Apvienotā Karaliste: ja nodokļu atmaksas summa ir robežās no GBP 0-100, pakalpojuma maksa ir GBP 35; GBP 101-200, pakalpojuma maksa ir GBP 50; GBP 201-600, pakalpojuma maksa ir GBP 55; GBP 601 un vairāk, pakalpojuma maksa ir 11% no atmaksājamās summas;
- 3.1.5. Īrija: pakalpojuma maksa ir 11% no atmaksājamās naudas summas ar fiksēto minimumu 60 EUR;
- 3.1.6. Īrijas universālo sociālo iemaksu atgriešana (Universal Social Charge (USC)): pakalpojuma maksa ir 11% no atmaksājamās naudas summas ar fiksēto minimumu 60 EUR;
- 3.1.7. Norvēģija: pakalpojuma maksa ir 14% no atmaksājamās naudas summas ar fiksēto minimumu NOK 690;
- 3.1.8. Nīderlande: pakalpojuma maksa ir 11% no atmaksājamās naudas summas ar fiksēto minimumu EUR 49;
- 3.1.9. Nīderlandes medicīniskās apdrošināšanas iemaksu atgriešana (Zorgtoeslag): pakalpojuma maksa ir 15% no atmaksājamās naudas summas ar fiksēto minimumu EUR 49;
- 3.1.10. Vācija: pakalpojuma maksa ir 14% no atmaksājamās naudas summas ar fiksēto minimumu EUR 50;
- 3.1.11. Kanāda: pakalpojuma maksa ir 11% no atmaksājamās naudas summas ar fiksēto minimumu 70 CAD;
- 3.1.12. Jaunzēlande: pakalpojuma maksa ir 14% no atmaksājamās naudas summas ar fiksēto minimumu 135 NZD;
- 3.1.13. Austrālija: pakalpojuma maksa ir 10% no atmaksājamās naudas summas ar fiksēto minimumu 105 AUD;
- 3.1.14. Dānija: pakalpojuma maksa ir 10% no atmaksājamās naudas summas ar fiksēto minimumu DKK 440.
- 3.2. Papildus maksa par pazaudētu vai trūkstotu dokumentu meklēšanu: par W2 (ASV) – USD 15, P-45/P-60 (Apvienotā Karaliste) – GBP 15, P-60 (Īrija) – EUR 17, T-4 (Kanāda) – CAD 15, RF-1015B (Norway) – NOK 150, "Jaaropgaaft" form (the Netherlands) – EUR 17, "Lohnsteuerkarte" (Germany) – EUR 17, "Summary of Earnings" (New Zealand) – 45 NZD, "Payment Summary" PAYG forma (Austrālija) – AUD 30, Oplysningssteddel (Dānija) - 150 DKK. Lai aizpildītu ASV grozīto nodokļu deklarāciju (forma 1040X) komisijas maksa ir 50 USD.
- 3.3. Klients kompensē arī izmaksas un izdevumus, kuri Pakalpojuma Sniedzējam radušies nodokļu atmaksas procesa laikā un kurus nevarēja paredzēt šā Līguma slēgšanas brīdī, kā norādīts Pakalpojuma Sniedzēja cenrādī.
- 3.4. PVN summa (ja piemērojama) pievienota visām summām, kuras norādītas šā Līguma 3.1-3.3.punktos. Pakalpojuma Sniedzējs vienpusēji var mainīt pakalpojuma maksas, kuras noteiktas 3.1-3.2.puntos un ir piemērojamas jebkuram pakalpojumam, ko pieprasījis Klients pēc tam, kad Klients ir saņēmis paziņojumu par pakalpojumu maksas izmaiņām.
- 3.5. Pakalpojuma Maksu atskaita no saņemtās nodokļu atmaksas summas, pirms to pārskaita Klienta kontā.
- 4. Atbildība**
- 4.1. Ja Klients lauž Līgumu kādu citu iemeslu, nevis Pakalpojuma Sniedzēja vainas dēļ, lai pildītu savus pienākumus pēc tam, kad nodokļu atmaksas process ir uzsākts vai gadījumā, kad netiek izpildīti šā Līguma 2.2.4.punkts, Klients maksā soda naudu USD 100 apmērā un sedz visus izdevumus, kas radušies Pakalpojuma Sniedzējam ar šā Līguma izbeigšanu, tos nesedz naudas sods.
- 4.2. Pakalpojuma Sniedzējs neatbild: par nodokļu atmaksas kavējumiem, kuri radušies dēļ ārvalstu nodokļu iestādēm vai citām kompetentām iestādēm; par nespēju atmaksāt nodokļus dēļ nodokļu saistībām vai par jebkurām citām negatīvām sekām, kuras radušās nepatiesas, neprecīzas vai nepilnīgas Klienta sniegtās informācijas dēļ vai dēļ Klienta iepriekšējām finanšu saistībām pret jebkuru ārvalstu nodokļu vai citām iestādēm; par negatīvām sekām, kuras Klientam rodas sakarā ar izmaiņām nodokļu atmaksai piemērojamajos tiesību aktos, normās, noteikumos un procedūrās; par bankas papildu komisijas maksām, ja bankai nepieciešams atkārtot pārskaitījumu, dēļ neprecīzas vai nepilnīgi norādītas informācijas; un par jebkurām maksām, ko iekasē Klienta vai starpnieka banka.
- 5. Līguma darbības termiņš**
- 5.1. Līgums stājas spēkā ar tā parakstīšanas brīdi, kad to ir parakstījušas abas Puses, un ir spēkā līdz brīdim, kad notikusi pareiza un pilnīga Pušu saistību izpilde, kā noteikts šajā Līgumā. Līgums var tik laužts Pusēm savstarpēji vienojoties. Klientam ir tiesības vienpusēji laužt Līgumu pirms nodokļu atmaksas pieteikuma aizpildīšanas, informējot par to pakalpojuma Sniedzēju saskaņā ar šā Līguma 6.1.punktu.
- 6. Dažādi**
- 6.1. Visi papildinājumi, grozījumi un Līguma pielikumi ir derīgi, ja tie noformēti rakstveidā, tie neskar šā Līguma 3.1-3.4 punktus un tos ir parakstījušas abas Puses. Līguma kopija elektroniskā veidā jāiesniedz Galvenajā birojā, ja to lūdz pēc tam, kad tas tiek noformēts pie Aģenta. Strīdi, kas rodas starp Pusēm attiecībā uz šo Līgumu vai šī Līguma izpildes laikā tiek risināti sarunu ceļā. Gadījumā, ja neizdodas panākt vienošanos, tad strīdi tiek risināti kompetentā tiesā. Visi paziņojumi un cita saziņa saskaņā ar šo Līgumu, jābūt noformētai rakstiski un jānodod personīgi, jānosūta caur e-pastu vai faksu.