

Bonn, October 2023

SURE-Datasearch 2023

Dear Sirs and Madams,

In connection with the pending annual invoice for 2023, we are obligated to verify the company master data provided by you in our SURE database. Due to recurring issues in the past with the VAT IDs you have provided, which serve as the basis for invoicing, we now conduct a validity check of VAT IDs with the Federal Central Tax Office during the registration process.

It is necessary for all existing VAT IDs to be retrospectively checked for validity to ensure that we can issue the 2023 annual invoice accurately.

- ✓ Please note that providing a VAT ID is mandatory for companies from the EU - except Germany. When providing the VAT ID, please ensure that it is complete and correct. If no VAT ID is specified, this must still be explicitly confirmed in the SURE database.
- ✓ For companies from Germany, providing a VAT ID remains optional, as VAT of 19% is generally charged here.
- ✓ Companies from third countries cannot provide a VAT ID because in many cases these do not comply with European requirements and lead to errors during the validity check at the Federal Central Tax Office. Companies from third countries are generally charged 19% VAT. SURE system participants from third countries must also confirm the accuracy of their data in the SURE database.

We kindly request your assistance in completing the following steps:

1. Please log in to the SURE database using your user account.
2. Verify the accuracy and completeness of your master data, including:
 - a) Company name and address (please enter the legal form exclusively in the designated field).
 - b) VAT ID.
 - c) Is there an alternative billing address, and if so, has it been provided as well?
 - d) Are the registered email addresses correct, or does the invoice need to be sent to a specific email address? If yes, please specify this as an alternative billing address.

3. Confirm your data by clicking the "Save" button located at the bottom right.
4. Even if you haven't made any changes, please save your data again to ensure that the VAT ID is automatically verified.

We ask you to verify your master data by Friday, Oktober 20th.

If you do not review and, if necessary, correct your data, and your VAT ID is deemed invalid, SURE reserves the right to charge a value-added tax of 19% in accordance with §12 of the Value Added Tax Act (UStG). Any subsequent requests for changes to the invoice resulting from insufficient verification of your master data will incur a processing fee of €50.

To process your data, please log in to our database at <https://certification.sure-system.org/Login>.

We appreciate your understanding and look forward to a successful collaboration.

With kind regards
Your SURE-Team