Complete and send form to info@activitygogo.com

# SELF-BILLING AGREEMENT

This is an agreement to a self-billing procedure between:

**CUSTOMER NAME:** ACTIVITYGOGO CY LTD

**VAT number:** 10392089X

And

**SUPPLIER NAME:**

*Complete if company*

**Registration number:**

**VAT number:**

Or

*Complete if self-employed*

**National ID:**

**Or Passport:**

**The self-biller (the customer) agrees:**
1. To issue self-billed invoices for all supplies made to them by the self-billee (the supplier).
2. To complete self-billed invoices showing the supplier's name, address and VAT registration number, together with all the other details which constitute a full VAT invoice if VAT is applicable.
3. To make a new self-billing agreement in the event that their VAT registration number changes.
4. To inform the supplier if the issue of self-billed invoices will be outsourced to a third party.

**The self-billee agrees:**
1. To accept invoices raised by the self-biller on their behalf.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the customer immediately if they
• change their VAT registration number
• cease to be VAT registered, or
• sell their business or part of their business

Signature

Signed by .....

On behalf of ACTIVITYGOGO CY LTD

Date .....

Signature

Signed by .....

On behalf of .....

Date .....

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## INVOICE DETAILS

Please complete the form below.
For fields that don't apply please use N/A.

First Name:

Last Name:

Address:

Phone number:

### FOR SELF-EMPLOYED INDIVIDUALS

National ID or Passport Number:

### FOR REGISTERED COMPANIES

Company Name:

Company Registration Number:

### VAT STATUS

Are you VAT registered?

*If yes, please complete:*

VAT Registration Number:

What is the VAT rate % for your services?

## PAYOUT METHOD

Please select your preferred account to receive payment:

- ☐ Bank of Cyprus
- ☐ Hellenic Bank
- ☐ AstroBank
- ☐ Alpha Bank
- ☐ Revolut

### BANK ACCOUNT DETAILS

Account Name:

Account Number:

SWIFT CODE:

IBAN NUMBER:

--- or ---

### REVOLUT ACCOUNT DETAILS

Revolut Name:

Revolut Username:

Revolut Phone Number:

Revolut Email: