

**Contract of agency**

**Please read carefully before filling in**

Reached between:  
**Centrum Usług Finansowych (Financial Service Center)**  
Represented by Adam Powiertowski, i.e. **CUF**

**and**

.....

living in .....

.....

ph.nb....., i.e. **Principal**

Me  
.....  
1.  
I entitle **CUF** to represent me as an agent during procedure of income tax refund for employment in Great Britain. I have signed document 64-8.

2.  
**Principal** declares to fill the application form in and to sign documents P86, P85(S), 64-8, R-38, P85-1 and also he (she) is acquainted with Refund Standards in Great Britain.

3.  
**Principal** declares that within 4 days, since the day of signing this contract, he/she sends the documents (look nb.2) together with the document P45 or P60 (or payslip), xerocopy of passport and two copies of completed and signed contract.

4.  
**CUF** is entitled to take 14% commission from the amount of tax refund, but no sooner that after its getting back. Thereby **CUF** declares that no agency payment is needed till the total tax is got back. If the commission does not exceed 35GBP, **CUF** will take 35GBP and resign from the 14% commission. GBP currency value is exchanged according to exchange rate that is obligatory in service bank of **CUF** on the day of money transfer at bank account of **CUF**. Commission is counted together for all tax years. VAT is already included in the commission. The commission can be lower when the promotion conditions are carried out, on the day of contract.

5.  
In three weekdays, till income tax transfer at bank account of **CUF**, **CUF** is obliged to transfer this tax refund (minus commission) at **Principal's** bank account.

6.  
**Principal** is obliged to inform **POLTAX** Agency instantly about all correspondence from Great Britain relating to income tax refund. In case of receiving this tax refund from Inland Revenue in the form of cheque and self-cashing this cheque by **Principal**, **Principal** is obliged to pay the commission according to received invoice.

7.  
**Principal** is obliged not to apply, individually or by the representatives, for income tax refund at British Internal Revenue Service during this contract is in force

8.  
**CUF** declares that **POLTAX Advisory Agency** in Warsaw is properly authorized Agent entitled to gain customers for **CUF**, to gather and send necessary documents relating to tax refund, to receive statements of will from third persons and to take all other actions relating to tax refund by **CUF**.

9.  
Hereby this contract is expired while the income tax (reduced by the commission) is transferred to **Principal** and the commission, owing to **CUF**, is paid or while there are other reasons which prevent receiving tax refund. These reasons must be not through fault of **CUF**. In case when there is a refusal of tax refund from British Internal Revenue Service, **CUF** is obliged to substantiate this fact. Hereby contract is signed in two similar copies, one copy for each contracting party.

10.  
**Principal** agrees to write the single invoice out without a signature relating to the commission.

11.  
In case of possible litigation between contracting parties, Polish law is applied. The proper court to recognize this case is Polish Court.

Principal  
X  
signature ..... Date.....

By Financial Service Center (CUF)  
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