**Natural person**

Name, surname:

Birth certificate number/Personal identification number:

**Legal entity**

Name:

Identification number:

**Annex to VAT registration Application form
- economic aktivity information**

This information for describing and demonstrating the real performance of an economic activity may be given as a so-called other annex to the VAT registration Application form (see Other annexes of the valid electronic VAT registration Application form).

Sending this annex together with an VAT registration Application form is voluntary, but it may be recommended because of the possibility of speeding up the registration process, especially for newly established entities or entities for which the tax administrator does not yet have enough information on economic activity.

First of all, it is necessary to respect the mandatory electronic form of filing (§ 101a section 2 Act No. 235/2004 Coll., on Value Added Tax – „VAT Code“), which applies not only to the VAT registration Application form but also to the annexes attached to this Application form. Any additional annexes - the related documentation demonstrating the real economic activity of the registrant must be sent to the tax administrator also in electronic form (or scanned). If necessary, attachments whose total size exceeds a set limit can be dealt with, for example, by their successive individual submission as a General Document through the EPO.

The applicant for VAT will fill in the information according to the current state and the facts known to him. Although it may be advisable to complete as much as possible and to provide the relevant documentation available, the individual situations may vary from one registrant to another, so it is not necessary (in some cases not possible) to fill in all the points in the form.

The information obtained will be used for the registration procedure or may also be used in later tax proceedings. The tax administrator is bound by the secrecy of what he learned about the tax situation of other persons in tax administration according § 52 and following of Act No. 280/2009 Coll., the Tax Code.

Further information on the reasons for filling this Annex can be found in the Information on VAT Registration, No. 50489/17/7100-20118-203500, which is available on the websites of Financial Administration of the Czech Republic <http://www.financnisprava.cz/cs/dane/dane/dan-z-pridane-hodnoty/informace-stanoviska-a-sdeleni/registrace-platce-danova-priznani>.

1. **Description of economic activity**

**1.1 Main (prevailing) economic activity:**

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*Describe here in as much detail as possible and specifically your economic (business) activity that you are or will be performing.*

*Where the economic activity consists of or will consist in the purchase or sale of goods or services, indicate what type of goods or services are involved, whether the business is being carried out or is foreseen at wholesale or retail level, ie for final consumers.*

*Please also indicate whether business activity is taking place or will take place only on inland market or internationally. In the case of international trade operations, indicate whether EU countries or non-EU countries are or will be in progress (specify country names).*

*If the economic activity consists of or will consist in renting all or part of the immovable property, indicate which property you will specifically rent and whether in your property, the address of the immovable property. If you are not the owner of the leased real estate, please provide a legal title for its use and provide it with, for example, a lease agreement. Next, state whether the real estate will be leased to the VAT payer, and for what purpose (specify whether for economic activity or for private purposes) or a non-VAT entrepreneur or a citizen.*

**1.2** **Other (complementary) economic activity:**

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*Describe here as much as possible, in detail, your other (complementary) activity that you are or will be doing in a similar way to the main economic activity (see point 1.1.).
Specify the estimated share of this complementary activity in your overall economic activities.*

1. **Start of economic activity:**

**2.1 Date (time specification) of start of economic activity:**

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*Provide, if possible, a date or other timing for starting an economic activity. In the case of the initial phase of the business (preparatory activities, or only investment expenditures, if any), indicate when you expect the start-up of outputs to be performed (or indicate when the work on the output tax activities will begin). In the case that the start-up of the main and the other (secondary) economic activities differs, the given distinction should be made.
If the taxable supply of a supply of goods or a service with a place of performance within the territory of the country has already taken place, state the date of the first supply of the goods or a service. When registering pursuant to § 6c section 2 VAT Code, please provide a copy of the documents proving the first supply of goods or services with the place of performance in the country (eg contract, invoice, delivery note, payment document, etc.). In the case of registration pursuant to § 6c section 3 VAT Code, please provide copies of documents proving the first supply of goods from the Czech Republic to another Member State (eg contract, invoice, delivery note, transport documents, etc.).*

*If the economic activity requires a specific permit or authorization from the competent authority (eg Trade Licensing Office, Energy Regulatory Office, Czech Telecommunication Office, Customs Administration of the Czech Republic, etc.) and this permit has been issued, please provide copies of the relevant documentation, or refer to already published information in an electronically publicly accessible list or register.*

**2.2 Economic activity linked up to previous activity of other taxable person/entity:**

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*If the current or planned performance of an economic activity is linked to an economic activity previously operated by another tax entity (or the activity was previously carried out by another tax entity), indicate the name or the name of that tax entity, its VAT number and the method of transferring this activity.*

1. **Information on prove of economic activity**

**3.1 Investment costs covered at preparation on economic activity:**

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*If the initial investment expenses (such as equipment/premises, rent, energy, web site or domain) were spent on preparing for economic activity, describe it and prove it by invoices, contracts, etc. Describe how the initial investment expenses were assured (eg own funds, loan, etc.) and please provide the relevant documentation.*

**3.2** **Property assets to run economic activity:**

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*If you own the assets needed to carry out an economic activity, specify these assets (eg own machines, vehicles, small property can also be mentioned). Or describe and demonstrate how the economic activity is or will otherwise be secured (renting other persons property, etc.).*

**3.3 *Establishment address*:**

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*Where economic activity is (or will) be pursued in an establishment or multiple establishments whose address is different from the information given in VAT registration Application form (ie from the address of the real seat of the registrant within the meaning of § 4 section 1 letter i) VAT Code) , indicate the address, indicate whether these premises are part of your business assets or are being leased (can be documented by a lease) describe what economic activity will be performed through/in this establishment. It is advisable to include any premises for the performance of economic activities, workshops, shops etc.*

*For each individual establishment, indicate whether it is "active" or "passive" establishment. The so-called "Active" establishment is in accordance with § 4 section 1 letter j) VAT Code an organizational unit of a taxable person who may carry out a supply of goods or services provided that it is sufficiently stable and has appropriate personnel and technical resources. The so-called A 'passive' establishment is defined by the provision of § 9 section 1 VAT Code as an organizational component of a taxable person who is able to receive and use the services provided for the purpose of that establishment because it is sufficiently stable and has the appropriate personnel and technical resources.*

**3.4 Storage and goods carriage/transportation:**

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*If (depending on the type of merchandise) storage or warehousing is provided (economic activity consists, for example, in the purchase and sale of goods), please state the address where these premises are located and who owns them (or provide the relevant documentation).
Describe the means and who is or will be responsible for transporting the goods (and, if applicable, proof of the contract with the carrier).*

**3.5 Supplying of services:**

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*If you supply services as part of your economic activities, state whether you will provide them yourself or whether you will use other subcontractor (specify these subcontractors, or provide contracts).*

**3.6 Commercial partners:**

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*If you are already engaged in an economic activity, please list your principal purchaser and supplier (the domestic customer and supplier identification should include their Czech VAT number, identification of taxable persons form another Member State should include their VAT number, including the country code.) Provide documentation of commercial cooperation with major business partners (such as the main concluded contracts, invoicing, business documentation).
Potential suppliers and purchasers can also be mentioned for future economic activity if this information is already available (please provide e-mail correspondence with prospective suppliers, purchasers, copies of concluded contracts, etc.).*

**3.7 Employees:**

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*If you have your own employees, please indicate their number (in case you have already submitted an income tax dependent activity and service benefits settlement, it is not necessary to state this figure). If the performance of the economic activity is provided by employees of another employer, please indicate their number and, if necessary, provide a copy of the contract showing the provision of employees (agency employment).*

**3.8 Accounting keeping:**

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*State who keeps (or will keep) the registrant's accounts/book-keeping (name, surname, contact person or e-mail) and where the tax documents will be kept (if you are represented in the tax proceedings by accountant person or company, it is not necessary to fill this item).*

**3.9 Web sites, or other economic activity outcome presentation:**

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*If a website is created for the purpose of your business, please provide a link.
A different way of presenting outputs of economic activity, how to attract customers such as advertising in print or other media can be mentioned.*

**3.10 Other documentation on prove of future economic activity:**

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*If there are other documents (not mentioned above) when preparing for economic activity to prove future economic activity eg projects, business plans, framework contracts, specify it. At the same time, provide copies of these documents, papers, and other evidence of the future performance of the economic activity.*

**3.11 Other documentation on prove of already running economic activity:**

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*If there are other relevant (not mentioned) documentation to prove already running economic activity, please state what. At the same time, provide copies of these documents, papers and other evidence of economic activity.*

1. **Additional contact details**

Natural persons only:

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*If you do not stay at your place of residence and your actual residence is different from the real seat address indicated in the VAT registration Application form, please provide your contact details (telephone, e-mail and address in the Czech Republic where you are physically available).*

Legal entities only:

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*If the statutory bodies of the legal entity are not available at the registered office or real seat address indicated in the VAT registration Application form, please provide their contact details (telephone, e-mail and address in the Czech Republic where they are physically available).*

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 date taxpayer or other authorised person[[1]](#footnote-1) name, surname and signature

1. The signatory person is the same as the person signing the VAT registration Application form. If the Annex is sent in the form of the so-called Other annexes to the VAT registration Application form, then it is not necessary to sign this Annex, it is sufficient to indicate only the name and surname of the person. [↑](#footnote-ref-1)