

Table of the Content of a Request for the Exchange of Information

Item	Content		
1	To:		
2	From:		
3	Contact point	Name:	
		Email:	
		Telephone:	
		Language skills:	
4	Legal Basis:		
5	Reference numbers and related matters	Reference number:	
		Initial request:	Please tick: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide reference number(s) and date(s) of any related request(s) and/or response(s):
		Number of attachments to the request:	
		Total number of pages for all attachments:	
6	Urgency of reply	Date, if any, after which information would no longer be useful:	
		Urgent reply required due to:	Please check the box: <input type="checkbox"/> Statute of limitation; date: <input type="checkbox"/> Suspected criminal tax matter <input type="checkbox"/> Court case <input type="checkbox"/> Other reasons (please specify):
7	Summary:		
8	Identity of subject/group under examination or investigation:		
9	Tax period/s under investigation or taxable event for which or in relation to which the information is sought:		

10	Tax(es) to which the request relates:	
11	Purpose in accordance with the applicable EOI instrument, for which the information is requested:	Please check one or more boxes: <input type="checkbox"/> determination, assessment and collection of taxes of civil/ administrative tax matters, <input type="checkbox"/> investigation or prosecution of criminal tax matters, <input type="checkbox"/> other (please specify):
12	Relevant background:	
13	Explanation to confirm that all possible domestic means have been pursued to obtain the information requested, except those that would give rise to disproportionate difficulties:	
14	Reasons why the information requested is foreseeably relevant for the tax purpose indicated/investigation:	
15	Information requested:	
16	Grounds for believing that the requested information is held in the requested jurisdiction or is within the possession or control of a person within its jurisdiction:	
17	Name and address of any person believed to be in possession of the information requested (to the extent known):	
18	Request to refrain from notifying the persons under investigation or concerned:	Please tick: <input type="checkbox"/> Yes <input type="checkbox"/> No Please indicate reasons:

		<input type="checkbox"/> If yes, the authority responsible in the requesting state confirms that it would be able to guarantee this course of action in similar circumstances.
19	Form, if any, in which information is requested:	<p>In the case of the production of copies, authentication is required: Please tick: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which ones:</p> <p>Further requirements, such as translation of reply: Please tick: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which ones:</p>
20	<p>In making the request, the requesting competent authority states that:</p> <p>(a) all information received in relation to this request will be kept confidential and used only for the purposes permitted in the agreement which forms the basis for this request;</p> <p>(b) the request is in conformity with its law and administrative practice and is further in conformity with the agreement on the basis of which it is made;</p> <p>(c) the information would be obtainable under its laws and in the normal course of its administrative practice in similar circumstances.</p>	