

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

Item	Content		
1	To:		
2	From:		
3	Contact point	Name:	
		Designation:	
		Email:	
		Telephone:	
		Fax:	
		Address:	
4	Legal Basis:		
5	Reference numbers and related matters	Reference number:	
		Initial request:	Please check the box: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide reference number(s) and date(s) of any related request(s):
		Acknowledgement needed:	Please check the box: <input type="checkbox"/> Yes <input type="checkbox"/> No
		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 fraud <input type="checkbox"/> Court case <input type="checkbox"/> Other reasons (please specify):
7	Identity of person(s) under examination or investigation:	Name: Tax Identification Number (TIN): Address:	
		Other relevant information	
8	Request to refrain from notifying the taxpayer(s) involved:	Please check the box: <input type="checkbox"/> No <input type="checkbox"/> Yes Reasons: <input type="checkbox"/> If yes, the competent authority confirms that the requesting country would be able to refrain from notification in similar circumstances.	

9	Time period or taxable event for which or in relation to which the information is sought:		
10	Tax(es) to which the request relates:		
11	Tax purpose for which the information is requested:		
	<input type="checkbox"/> Determination, assessment and collection of taxes <input type="checkbox"/> Recovery and enforcement of tax claims <input type="checkbox"/> Investigation or prosecution of tax matters <input type="checkbox"/> Other (please specify):		
12	Relevant background (Origin, reason, purpose of the request or the situations with which a tax evasion or avoidance may be involved)		
13	Information requested:		
14	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:		
15	Name and address of any person believed to be in possession of the information requested (to the extent known):		
16	Form, if any, in which information is requested:	For copies of documents, what type of authentication, if any, is requested:	
		Other form requirements, if any:	
17	Translation of reply requested:		Please check the box: <input type="checkbox"/> Yes <input type="checkbox"/> No Language requested:
18	In making the request, the requesting competent authority states that: <input type="checkbox"/> (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; <input type="checkbox"/> (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; <input type="checkbox"/> (c) the information would be obtainable under its laws and the normal course of its administrative practice in similar circumstances; <input type="checkbox"/> (d) it has pursued all means available in its own territory to obtain the information, except those that would give rise to disproportionate difficulties.		

Date

Authorised signature of requesting competent authority