

# PROCEDURE FOR COLLECTING TERMINAL SERVICE CHARGES FROM CUSTOMER WITH TOTAL INVOICE VALUE / DAY MORE THAN VND 20MILLION

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According to the new VAT Law and the Circular No. 129/2008/TT-BTC with effective date from 1/Jan/09 on the conditions to claim input VAT: Point 1.3 (b) "In case buying goods, services from one vendor with the value under VND 20million but buying several times on the same day with the total value more than VND 20million, then, the input VAT can be deducted for the payments made through the bank only."

We set up the following procedure in order to help customers to claim input VAT:

- Customer send an e-mail to Front Office (c/c Ms. Suong & Ms. Oanh / CFV) requesting for services with necessary documentation such as container list, DO etc and other information such as their company name, tax code, expected date to receive/deliver their containers / cargo for calculating charge.

## **Contact Points :**

### **Front Office : (FO)**

Mr. Pham Le Phuc

E-mail: [fosupervisor@vict-vn.com](mailto:fosupervisor@vict-vn.com)

Tel / Fax: 38729999 (ext : 499) / 38724214

### **Corporate Finance Division (CFV):**

Ms. Tran Viet Thien Suong

E-mail : [vt.suong@vict-vn.com](mailto:vt.suong@vict-vn.com)

Tel / Fax : 38729999 (ext : 315) / 38724215

Ms. Luong Thi Oanh

E-mail : [lt.oanh@vict-vn.com](mailto:lt.oanh@vict-vn.com)

Tel / Fax : 38729999 (ext : 320) / 38724215

- After receiving the request from customer, FO will update the system to generate the temporary invoice and inform customer about the amount. Customer will make the payment through our company account with details as follows:

### **\* VICT's Account:**

Company Name: **FIRST LOGISTICS DEVELOPMENT (JV) COMPANY**

Account No.: **90149856801 (VND)**

Bank: **STANDARD CHARTERED BANK (VIETNAM) LIMITED**

Bank address: **37 TON DUC THANG ST., DIST. 1, HCMC VIETNAM**

- When the money has been collected through our bank account, FO will inform customer about the readiness to deliver the container / cargo to customer.

- When customer comes to pick-up their containers / cargo, they will come to FO to pay the arising charges (if any) by CASH at FO (other services besides the services requested, or the surcharges arised because they come to pick-up the containers later than their schedule day).

- FO cashier will hand-over the credit invoice together with the cash invoice (if any) to customer for signature.

