

## Contractors of (CNT) Stichting de Thuiskopie

### Reporting

CNT monthly report their sales figures split into productgroup categories. For each productgroup category contractors may divide their sales into levy free sales to; contractors, professional users and export. When monthly reporting total sales figures contractors will be invoiced for sales made to the unregistered parties inside the Netherlands (e.g. consumers). Reporting for contractors does not require external documentation (e.g. purchase/sales invoices).

See the flow chart below for a visual reporting overview. Separate manuals for reporting by Excel or manually are online available.

### Refund

CNT have the possibility to claim a refund in case they've bought goods including the private copying levy if goods;

- Professional Usage; if products are used by the contractor organization for strictly professional use.
- Export; products purchased with levy from another party can be exempted from levy and the exporting contractor can claim a refund.

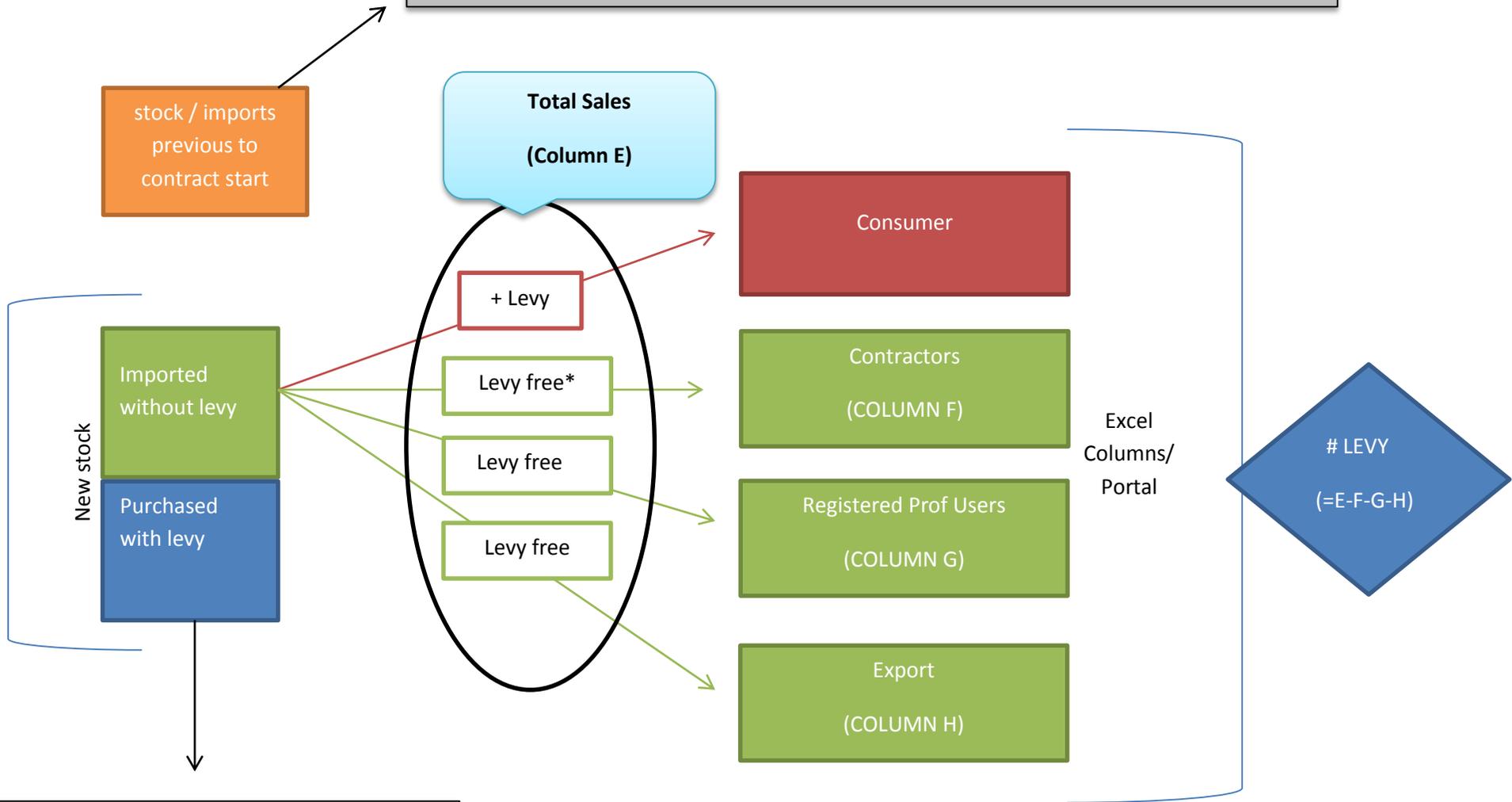
All refund claims have to include attachments / documentation that provide evidence for Thuiskopie to verify that private copying levy for which a refund is claimed has been received by Thuiskopie. Claims have to be made within a six month's after purchase/export. All other conditions can be found in the; Conditions for Exemption and Refund.

<b>Contractanten (CNT)</b>	<b>Bewijslast</b>
Reporting	Input sales figures via Excel or Manually
Restititon Prof. Usage	Purchase Invoice (evidence that levy is included)
Restition Export	Purchase Invoice (evidence that levy is included)*

\*Additional information (e.g. Export Documents) can be requested by Stichting de Thuiskopie.

# Flow of Goods and Requested Report for Contractors

Stock / imports previous to contract start date have to be reported to [thuiskopie@cedar.nl](mailto:thuiskopie@cedar.nl)



**Sales made that are purchased with levy are not to be reported. Contractors sell these goods with levy to ALL parties.**

In case of Export parties can claim a refund via a Refund Request on our Portal (Restitution)

**Restitution Module  
(Seperate Request on Portal equipped with invoice that proves levy has been paid)**

**\*Levy free sales to other Contractors have to be pre-arranged (see article 7 of the collection agreement)**