## Appendix 1 Text of the Management statement

[Letterhead of the Contracting Party]

[Date]

Re: Management statement accompanying the Annual Specification of Private Copying Levies [year]

We are issuing this confirmation as required for your audit of the Annual Specification of Private Copying Levies (‘the annual specification’) of [name of Contracting Party] for the financial year ending on 31 December [year].

### Annual Specification of Private Copying Levies

We have appended to this letter a copy of the annual specification signed by the undersigned, thereby confirming our responsibility for establishing the accuracy of the annual specification. The annual specification has our approval and we believe that it gives a faithful representation of the amount and composition of the private copying levy to be paid by [name of Contracting Party] for the year ending on 31-12-[year] and complies with the requirements for that purpose, and as such is suitable for Stichting de Thuiskopie to determine the private copying levy. These requirements are also laid down in the Collection Agreement concluded between [name of Contracting Party] and Stichting de Thuiskopie. We have complied with our responsibilities for drawing up the annual specification.

### Administration

We have carried out proper administration in the manner as described in the Dutch Civil Code, forming a proper basis for drawing up an annual specification that complies with the requirements laid down by Stichting de Thuiskopie.

### Inaccuracies and fraud

We acknowledge our responsibility for the setup, introduction and operation of the internal control measures to prevent and detect fraud.

We have taken into account the results of our estimate of the risk that the annual specification could contain deviations of material importance as a consequence of fraud (including the information obtained on this from employees, former employees, regulatory authorities or others) and will inform you separately if this could lead to inaccuracies in the annual specification.

### Further confirmations

In order to prevent any misunderstandings, we confirm a number of specific issues. The confirmations expressed are based on facts known to us. We confirm to the best of our knowledge and conviction that:

1. the annual specification does not contain any inaccuracies or omissions of material importance. We believe that the uncorrected deviations as contained in the enclosed overview produced by you, either separately or aggregated, are not of any material importance for the annual specification as a whole. We have no knowledge of other uncorrected deviations which, separately or aggregated with the aforementioned uncorrected deviations, are of material importance for the annual specification as a whole.
2. we consider the significant assumptions that have been made when drawing up estimates with respect to the annual specification to be reasonable.
3. we have disclosed to you and included and explained in the annual specification all known current or potential legal proceedings and claims, the effects of which must be considered when drawing up the annual specification. Apart from these, we are not aware of the existence of other additional claims by reason of liability, nor do we expect them to exist.
4. there are no reasons to doubt the continuity of the activities of the Contracting Party.
5. no events have taken place between the balance sheet date and the date of this letter that may give cause to amend the annual specification.

Yours faithfully,

[Legally valid signature]

### Appendix

- Annual Specification of Private Copying Levies