

ANNEX F

Rules & Regulations

Acceptgiro Embodiments

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1 Preface

Acceptgiro is a familiar payment product in the Netherlands. It provides businesses, associations and other institutions with a flexible and simple means of ensuring that their debtors are able to pay them swiftly and correctly.

Acceptgiro Forms can be used by any business, association or other institution. Collection of any amount is straightforward using Acceptgiro, whether as payment for goods and services, payment of contributions and subscriptions or giving of donations.

Not all accounting systems are the same. Therefore there are accordingly different embodiments of the Acceptgiro Form, so that you can select the variant that best suits the organisation of your accounting system. Your bank will be able to supply Acceptgiro Forms that are preprinted with your business name/logo. There are several standard variants to choose from.

This Annex describes the various embodiments of the Acceptgiro Form, which can be ordered from your bank when you have a valid Acceptgiro Contract with the bank.

2 Embodiments of the Acceptgiro Form

2.1 The Acceptgiro Form

There are several embodiments of the Acceptgiro Form, ranging from a single Acceptgiro Form to combination types incorporating an invoice part and a direct debit mandate form. The various possibilities are described in the next few pages. You can order these different embodiments, either preprinted or plain, provided you have the appropriate Acceptgiro Contract.

Fig. 1 -- showing the front and reverse of an Acceptgiro Form

<p>deze strook niet meezen</p> <p>euro-acceptgiro</p> <p>5000 0567 8901 2345</p> <p>euro ct 67 00</p> <p>Jaarpremie 2009 levensverzekering Fact.nr. 2876766-2009</p> <p>op rekening 761145427 tgv Ass.knt. G.v.Witsen Aalsmeer</p>	<p>Jaarpremie 2009 levensverzekering Fact.nr. 2876766-2009</p> <p>over te schrijven/te storten</p> <p>€ 67 euro 00 ct 5000 0567 8901 2345+</p> <p>van bankrekening</p> <p>9123456</p> <p>van/door</p> <p>naam A. van den Bos</p> <p>adres Beethovenstraat 34</p> <p>plaats 3851 AF Amstelveen</p> <p>op rekening 761145427 van Assurantiekantoor G. van Witsen Rozenlaan 104, 4336 XG Alsmeer</p> <p>nadruk verboden de ruimte hieronder niet beschrijven</p> <p>betalingskenmerk <input checked="" type="checkbox"/> van rekening <input type="checkbox"/> euro ct <input checked="" type="checkbox"/> diversen <input checked="" type="checkbox"/> naar rekening <input type="checkbox"/> code</p> <p><input checked="" type="checkbox"/> 5000056789012345+ 0059123456< 000067002+ 0761145427 +13></p> <p>voor gebruiksaanwijzing z.o.z.</p>	<p>handtekening</p> <p>zijn alle rode rubrieken ingevuld?</p> <p>formulier uitsluitend bestemd voor betaling in euro's</p> <p>D002</p> <p>formulier met blauwe of zwarte inkt invullen</p> <p>© Acceptgiro B.V.</p>
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<p>de ruimte hieronder niet beschrijven</p>	<p>deze ruimte niet beschrijven</p> <p>Gebruiksaanwijzing Met dit formulier kunt u het verschuldigde bedrag betalen.</p> <p>Overschrijven Plaats altijd uw handtekening en zo nodig het nummer van uw bank- of girorekening, het bedrag, uw naam en volledig adres. Stuur dit formulier zonder de aangehechte strook naar uw bank.</p> <p>Storten Dit is mogelijk bij bank- en postkantoren met een kasbalie; hiervoor zijn in het algemeen stortingskosten verschuldigd. De strook laat u aan het formulier zitten; na afstempeling ontvangt u deze terug als bewijs van storting.</p>
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2.2 Standard embodiments

Reduced images of the various standard Acceptgiro Forms are depicted below. The different embodiments are coded E01 to E17. Depending on your accounting system, you may opt to use simple payment forms or you may prefer to use an Acceptgiro Form combined with an invoice part on which you can print invoice details or an accompanying letter. If you would like to encourage your customers to pay by direct debit, you should order Acceptgiro Forms combined with direct debit mandate forms.

Alongside the images are the code numbers for the different embodiments available for each variant of the form. The different types depicted are obtainable on separate sheets or as continuous stationery. The continuous stationery forms are in turn available (depending on the embodiment) with register marks for trimming, tear-off perforations, perforations for removal of pinfeed edges and form-bursting perforations.



Code Description

Separate sheets:

E01 Simple Acceptgiro Form, 4 inch



Separate sheets:

E03 Acceptgiro Form with invoice part above, 12 inch

E05 Acceptgiro Form with invoice part above, A4

Continuous stationery:

E14 Acceptgiro Form with pinfeed and with invoice part above with tear-off perforation, 12 inch

E16 Acceptgiro Formed with invoice part above for trimming with twin cutter, 12 inch



Separate sheets:

E02 3 Acceptgiro Forms per sheet, 12 inch

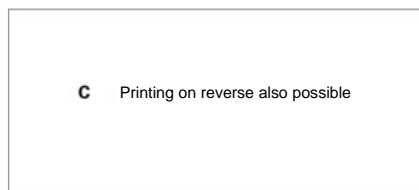
Continuous stationary:

E10 Acceptgiro Forms without pinfeed, 12 inch

E11 Acceptgiro Forms with pinfeed, with tear-off perforation, 12 inch

E12 Acceptgiro Forms with pinfeed, for bursting with rotary cutters, 12 inch

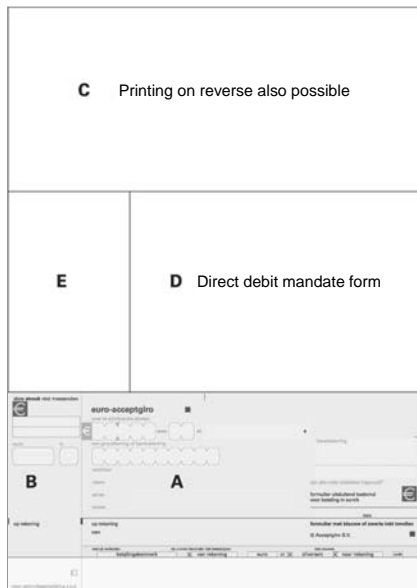
E13 Acceptgiro Forms with pinfeed, for trimming with twin cutters, 12 inch



Separate sheets:

E07 2 Acceptgiro Forms with small invoice part above, A4





Separate sheets:

- E04 Acceptgiro Form with small invoice part plus direct debit mandate form, 12 inch
- E06 Acceptgiro Form with small invoice part plus direct debit mandate form, A4

Continuous stationery:

- E15 Acceptgiro Forms with pinfeed, with small invoice part and direct debit mandate form with tear-off perforation, 12 inch
- E17 Acceptgiro Forms with small invoice part and direct debit mandate form for trimming with twin cutter, 12 inch

Legend:

- A Body
- B Narrow stub
- C Invoice part, front
- D Direct debit mandate form
- E Stub to direct debit mandate form

3 Preprinting

You can have certain fixed details preprinted on your Acceptgiro Forms. A distinction is made between standard preprinting and extra preprinting.

3.1 Standard preprinting

Standard preprinting involves preprinting the forms with the following details in black.

On the body:

- name and address details of the payee;
- a fixed amount, if required;
- a description of the payment in the space provided in the top right-hand part of the form, if required.

In the code line:

- the payee's bank account number;
- the form code;
- a fixed amount, if required.

Preprinting of direct debit mandate form details is not included as standard.

The standard preprinting is included in the price of Acceptgiro Forms.



The screenshot displays a preprinted Acceptgiro form. At the top, the sender's details are: Assurantielokantoor G. van Witsen, Rosslaan 104, 4336 XG Aalsmeer. The recipient's details are: A. van den Bos, Beethovenstraat 34, 3851 AF Amstelveen. The form includes a 'NOTA' section with a table of charges: 2006 (€ 62,62), Assurantiebelasting 7% (€ 4,38), and a Total of € 67,00. Below this, the bank account number 5000056789012345 and the date 04-01-2006 are visible. The form also features a 'euro-acceptgiro' section with a barcode and a total amount of 9123456. At the bottom, there is a section for 'Bankrekening 761145427' and a note about the payment deadline. The form is preprinted with the sender's name, address, and bank account number.

3.2 Extra preprinting

The printing of details not included as a standard option counts as extra preprinting. On an Acceptgiro Form with invoice part, for example, you can have your logo plus fixed details printed on the invoice part. All extra preprinting on the invoice part can also be done in colour.

4 Ordering

Your bank will be able to provide further information on how to order Acceptgiro Forms in any particular embodiment and also give you details of prices and delivery.