

How foreign-based companies can reclaim Value Added Tax (VAT) paid in Switzerland

In Switzerland, Value Added Tax (VAT) of 8% is imposed on goods and services.

VAT paid by **foreign-based companies and organizations** with respect to their participation in **exhibitions and fairs** can, however, be reclaimed, such as on stand rental, trade fair services, stand construction, hotel expenses, rental cars and meals (50%). If you have at least CHF 500.00 per year of claimable VAT, we advise you to contact the office mentioned below; this office will send you the necessary power-of-attorney forms and inform you of the formalities to be observed.

Any claim for reimbursement is dependent on the following conditions:

- The claimant must provide written proof that his business domicile is outside Switzerland (by means of business owner/VAT certificate).
- The claimant's country of origin must guarantee "full reciprocal rights".
- Requests for reimbursement must be submitted within 6 months of the end of the calendar year in which the services and/or goods are utilised (30.06 with the authorities).
- Refundable VAT will be reimbursed if it totals a minimum CHF 500 in a calendar year. This equates to a minimum of approximately CHF 7 100 worth of services and/or goods, including 8% VAT.
- The claimant must appoint a representative with residential or business domicile in Switzerland.
- Documents submitted must be **originals** and must contain the names of the organizations supplying and also the company or organization utilising the services and/or goods. **Invoices submitted with claims must always carry the name of the claiming organization as the addressee.**
- **Claims must be accompanied by proof of payment of the invoices (copy).**
- Foreign businesses are entitled to make an application for reimbursement only once annually.

As law requires a Swiss tax representative, we recommend that you make your applications for reimbursement through an organization specialising in reimbursement or a chamber of commerce. We can recommend the following competent and reliable agencies:

Cash Back VAT Reclaim AG
Gewerbestrasse 11
CH-6330 Cham
Telephone +41 (0)41 747 30 00
Fax +41 (0)41 747 31 00
e-mail: info@cashback.ch
www.cashback.ch

Conditions: No basic fee, 15% commission on the reimbursed VAT.

Applications for reimbursement may also be made through Swiss fiduciary organizations or other mixed chambers of commerce domiciled in Switzerland.

Olma Messen St. Gallen
Saint Gallen, 10. May 2010