

Moore Stephens  
Könyvvizsgáló és Adószakértő Kft

H-1025 Budapest, Szépvölgyi u. 6.  
Hungary

Tel.: +36 1 326 0234  
+36 1 326 0261  
+36 1 887 4789

Fax: +36 1 326 0886  
+36 1 326 0985

e-mail: office@moorestephens.hu

## Value added tax registration in Hungary

Dear Sir or Madam

Thank you for instructing or considering us to register your company for value added tax in Hungary.

To register a company for VAT in Hungary, it is necessary to submit form No. T201 to the responsible tax authority in Budapest. We will complete this form for you (in Hungarian), but in order to do so, we need to ask you for some further information:

- 1) Please complete the Power of Attorney (see attached) and return it to us by fax as soon as possible. Please also return the original to us by post, as the tax office will only accept the original.
- 2) Please complete the data form attached and return it to us by fax or e-mail.

The tax authority will require the following documents along with the form No. T201:

- 1) A copy of the Articles of Association
- 2) A copy of the Certificate of Incorporation
- 3) An original, written confirmation from the responsible tax office in the country of operation that states that the company is registered for value added tax in that country.
- 4) Notarized signatures (certificate of registration) from the authorized signatories who have signed the Power of Attorney (original). This is the most important document, as the tax office cannot register your company without it.**

I would ask that you send these documents to us as soon as possible via DHL or another courier service, so that we can submit all necessary documentation at once.

Moore Stephens  
Könyvvizsgáló és Adószakértő Kft

H-1025 Budapest, Szépvölgyi u. 6.  
Hungary

Tel.: +36 1 326 0234  
+36 1 326 0261  
+36 1 887 4789

Fax: +36 1 326 0886  
+36 1 326 0985

e-mail: [office@moorestephens.hu](mailto:office@moorestephens.hu)

### 3) Costs

For registering a company, we charge a one-off fee of €750. In addition to this, costs for translating the documents listed above into Hungarian are charged to the client (approx. €100). The monthly fee for compiling your company's VAT returns in Hungarian depends on the number of invoices. Please see the price list attached. Should any tax advising be required in addition to compiling VAT returns, this would be charged on an hourly basis. Our hourly rates are also listed in the price list attached.

We hope that this is to your satisfaction and would be very pleased to have the opportunity of working with your company. Should you have any questions, please do not hesitate to contact me.

Yours faithfully

Peter Suri  
Auditor and Tax Advisor