

Designation \_\_\_\_\_

Nr \_\_\_\_\_

## APPLICATION FOR TAX ASSISTANCE – INDIVIDUALS

The undersigned (hereinafter the "**Client**") requests to benefit from the following services.

### TAX DOMICILE IN SWITZERLAND

Canton \_\_\_\_\_

Special tax status  Lump-sum taxation  Ordinary tax regime

**Annual tax statement.**

**Forms for tax-refund claims** : refunds of withholding taxes on securities income deriving from countries with which Switzerland has double-taxation agreements, provided that the refunds exceed the minimum annual amounts required.

The Client may return the forms duly signed to Cité Gestion for the latter to seek the refund of the withholding tax (directly and in the Client's name). The Client authorises Cité Gestion to communicate to tax authorities and to a third party in charge of the refund any information deemed necessary to complete this process. **For this purpose, the Client releases Cité Gestion from professional secrecy.**

Forms for tax-refund claim related to Swiss tax withheld on the income from Swiss securities, **if the Client is an international civil servant based in Switzerland.**

### TAX DOMICILE OUTSIDE SWITZERLAND

Country \_\_\_\_\_

Special tax status \_\_\_\_\_

**Statement tax statements** (see available country-specific forms: [www.cite-gestion.com/en/useful-links](http://www.cite-gestion.com/en/useful-links))

**Forms for tax-refund claims of Swiss tax withheld** on the income from Swiss securities on deposit with Cité Gestion, provided that such refunds surpass the minimum annual amounts required **and Forms for tax-refund claims of foreign tax withheld** on securities income according to applicable tax treaties in force. However, Cité Gestion reserves the right to reject jurisdictions for various reasons (administrative complexities, excessive implementation costs, etc.).

These forms are produced only if the foreseeable reimbursements reach the minimum annual requirement and if the securities concerned are held through a custodian in the country of issue. Cité Gestion reserves the right to refuse jurisdictions for various reasons (administrative complexity, high technical cost, etc.).

On the basis of these forms, it is up to the Client to take the necessary steps with the relevant tax authorities.

SENDING OF TAX STATEMENTS

The tax statements shall be addressed as per the general instructions for correspondence.

The tax statements shall be addressed to the following recipient:

Name(s) .....  
Surname(s) .....  
Address .....  
.....

MISCELLANEOUS

**INTERNATIONAL TAX TREATIES:** Unless otherwise instructed by the Client, or legal restrictions, Cité Gestion shall apply to the Client the benefits of the provisions of the relevant international tax treaties between Switzerland and the Client's country of tax residence.

**PERSONAL DATA:** In some countries, the transmission of data to tax authorities may be done by a third party (such as a sub-depository) that may have access to personal data (such as names, address, account statements) and to other data required by the authorities. Any tax-refund claims may lead to the request of supplementary information from the tax authorities.

**LIMITS :** As a general rule, **only one claim for the refund of Swiss withholding tax** may be submitted **per taxpayer** per year (art. 64, para. 2 of the Ordinance on Withholding Tax), for his/her total income from Swiss sources. It is the Client's responsibility to voluntarily provide Cité Gestion with such documents from other banking establishments as are required for the full refund of booked tax withheld.

**CLIENT'S OBLIGATIONS :** The Client hereby undertakes to provide Cité Gestion with any and all records and information that it may require to carry out the above instructions in good time, and, in particular, to inform it of **any changes which may alter his/her status regarding applicable tax law.**

**LIABILITY:** This mandate is governed by the Articles 394 and following of the Swiss Federal Code of Obligations. **Cité Gestion may not be held liable for non-performance of its obligations resulting from the Client's failure to provide it with correct information at all times nor shall it be responsible for the use of the aforementioned tax documents.**

**FEES:** Cité Gestion may withdraw for the Client's assets the applicable fees. The applicable fees are available at all time, upon request.

**TERMINATION:** These instructions shall not lapse upon the death of the Client or for any of the other causes of extinction provided in Articles 35 and 405 of the Swiss Federal Code of Obligations, and they shall remain in effect until such time as Cité Gestion receives written notification that they have been revoked.

**Furthermore, the General Terms and Conditions shall apply, in particular with respect to Swiss law as governing law and to the jurisdiction of the courts of Geneva.**

Date:

Signature(s):

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