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Cash register transfer procedure from a company to another

Thank you for choosing Sedona! In order to transfer a cash register from a company to another you would have to follow the next steps:

1

Information regarding addresses and phone number of Financial Administration offices where you will have to schedule an appointment:

Adm. Fin. Sect. 1	Sos. Bucuresti-Ploiesti nr. 9-13	Tel: 021-2300260
Adm. Fin. Sect. 2	Str. C.A. Rosetti nr. 39	Tel: 021-3134008
Adm. Fin. Sect. 3	Calea Moșilor nr. 156	Tel: 021-3146222
Adm. Fin. Sect. 4	Str. Cuțitul de Argint nr. 7	Tel: 021-3102407
Adm. Fin. Sect. 5	Calea 13 Septembrie nr. 226	Tel: 021-4104941
Adm. Fin. Sect. 6	Str. Popa Tatu nr. 7	Tel: 021-3159677
Adm. Fin. Ilfov	Str. Lucrețiu Pătrașcanu nr. 1	Tel: 021-3401600
Contribuabili Mijlocii	Str. Dimitrie Gerota nr. 13	Tel: 021-3057452
Contribuabili Mari	Str. Mihail Sebastian nr. 88	Tel: 021-4089300

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Please inform us at least one day in advance the date and hour you scheduled the appointment at. You can contact us by the phone at 021-327.87.27, 0722-262.116, or by e-mail: sales@aparaturafiscala.ro. We will communicate you the name and the phone number of the technician that will accompany you at the Financial Administration.

3

At the Financial Administration you will have to bring with you:

- The cash register along with the roll/s of paper in order for our technician to be able to deliver a report for the entire functioning period of the cash register. Please make sure that the device is sealed and properly functioning
- The Intervention Book sealed
- The Original certificate issued by DGFP (The one that assigned a serial number to the cash register)
- Declaration of Installation - original
- Copy of the Registration Code (C.U.I.)
- Copy of the Fiscal Registration Code (C.I.F.)
- Stamp

4

Deposit a file on behalf of the company that will not use the cash register anymore in order for the fiscal series to get annulled. The file must be brought at D.G.F.P Bucharest (General Direction of Public Finances) and must contain:

- The original certificate issued by D.G.F.P.(the one that assigned a serial number to the cash register)
- Verbal Record of delivering the fiscal memory (issued by the Financial Administration)
- 2 request forms for annulling the serial number signed and stamped (you can download these forms from our site www.aparaturafiscala.ro)
- An ID copy of the assignee's that deposits the file
- A copy of the Labor contract of the assignee or a copy of the constitutive act (when the person depositing the file is a shareholder)

5

Transferring the cash register from a company that stops using it to a new one. This transfer can be done only by specialized in cash register distribution company, by issuing a void invoice and a new buying invoice for the company that will use the device. SEDONA offers this service for free to all its clients. You will have to come at our headquarters with:

- The invoice you received when buying the cash register (original or a copy). We will fill in the void invoice with the amount you purchased the cash register for, if the purchase happened less than 6 months ago, if the cash register was purchased more than 6 months ago, we will fill the invoice with the amount of 100 lei + VAT
- The receipt to Sedona Alm SRL on behalf of the company that stops using the cash register, having the amount from the void invoice written on the receipt
- The information of the new company that will use the cash register in order to issue a buying invoice with the amount written on the void invoice.

*Please note that in case a service agreement has not been signed or if you are registered with payment delays you will have to pay the technician **50 Lei**, VAT included, amount representing the value for the delivery of the fiscal memory

Call center Sedona: 021-3278727

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The next steps must be followed by the new company that will take over the cash register:



Purchasing and installing a new fiscal memory into the cash register. You can either do this when coming in our headquarters for the transfer procedure (step 3) or along with the process of reactivating the fiscal memory. The price of a new fiscal memory is 260 Lei, VAT included, and within this amount you will receive: the set of books (Interventions Book and Special Register), assemblage, activating the fiscal memory, introducing PLU articles, and training.



Going at D.G.F.P with a file we help you prepare, the file must contain the cash register's papers and some of your company's papers. Please make sure that the file contains:

- a. Copy of the invoice (from us) and the proof of payment (receipt or money order)
- b. Distribution notice (from us)
- c. Verbal record of sealing (from us)
- d. A copy after the warranty
- e. A copy after the Registration Code (C.U.I)
- f. A copy after the Fiscal Registration Code (C.I.F)
- g. A copy after the papers of the location where the cash register will function (in case it won't function at the social headquarters).
Ex: rent certificate
- h. 2 stamped and signed form requests
- i. An ID Copy of the assignee's that deposits the file
- j. A copy of the Labor contract of the assignee or a copy of the constitutive act (when the person depositing the file is a shareholder)

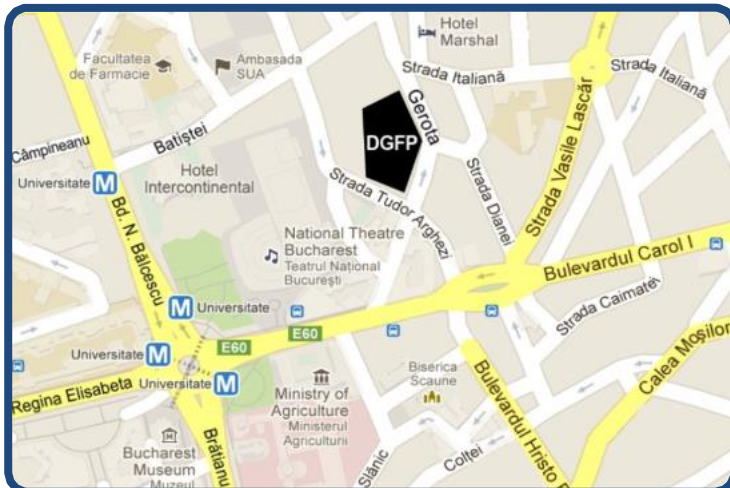


Once you have obtained the Certificate from D.G.F.P. please contact us in order to establish a date and hour when the activating of your cash register, the programming of your PLU articles and the training of the employees should be done free of charge. You can contact us at: 021-327.87.27, 0722-262.116, or by e-mail at: sales@aparaturafiscala.ro. The activation of the fiscal memory will take from 1 to 3 days since your request, depending on the schedule of our technicians. In case you haven't purchased a fiscal memory yet please don't forget to mention that you are calling us for a reactivation of the fiscal memory.



In maximum 24 hours (except Saturdays and Sundays) after the fiscal memory has been activated you must go at the Financial Administration you belong to in order to declare the activation. When going you must bring with you:

- a. The Declaration of Installation (which will be given to you by our technicians) in 4 copies;
- b. The two cash register's books, sealed: The Book of Interventions and the Special Register;
- c. The Certificate issued by D.G.F.P., original + copy;
- d. Copy of the Registration Code (C.U.I.);
- e. Copy of the Fiscal Registration Code (C.I.F.)



The last step supposes you to return at D.G.F.P. with one copy of the Declaration of Instalation in maximum 7 days since the Certificate was issued.



You can sign a service contract today and benefit from the best support

For any additional information, please visit www.aparaturafiscala.ro . For any suggestions or complaints, we are happy to answer at 0722-708682, 0723-370717.

Thank you!