

## **General conditions for the use of the exchange voucher for tourism trade professionals – 2023**

### **1. OBJECT**

European Collectivity of Alsace authorises tourism trade professionals, subject to prior referencing and valid documentary evidence, to use the exchange voucher in order to benefit from deferred payment for admission and for all the other cultural provisions as the château du Haut-Koenigsbourg.

### **2. REFERENCING**

Any tourism professional seeking to make deferred payment must first be referenced with the régisseur de recettes du château du Haut-Koenigsbourg [Revenues Administrator].  
The tourism professional must supply the following documentary evidence:

#### ***For tourism professionals domiciled abroad:***

- the referencing record form duly completed and signed
- 1 original IBAN document carrying the name of the organisation
- documentary evidence of the financial guarantee required in order to market tourist products and services
- 1 specimen copy of the exchange voucher that will be presented at the ticket office
- the copy of the authorisation of professional activity from their country of origin authorising them to organise and/or sell travel and/or visits
- 1 company registration document [equivalent to the French Kbis extract more recent than 3 months] having current validity (or equivalent)

#### ***For tourism professionals domiciled in France:***

- the referencing record form duly completed and signed
- the copy of authorisation of professional activity – licence, approval, clearance or authorisation
- 1 Kbis extract more recent than 3 months old
- documentary evidence of the financial guarantee required in order to market tourist products and services
- 1 original bank account identification document (RIB) giving the company name of the organisation
- 1 specimen copy of the exchange voucher that will be presented at the ticket office

Tourism professionals shall be notified of their referencing status by letter, authorising them to benefit from deferred payment upon presentation of their exchange vouchers at the château du Haut-Koenigsbourg ticket office.

In the event of all the required documentary evidence having not been provided or in the case of any of these items not being valid, the tourism professional cannot be referenced and their exchange vouchers will not be recognised at the château du Haut-Koenigsbourg ticket office.

## How to use exchange vouchers

- On the day of the visit, the group leader shall present the duly completed and signed exchange voucher at the château du Haut-Kœnigsbourg ticket office.

The following information must appear on the exchange voucher:

- The name and invoicing address of the tourism professional
  - The date and time of the visit
  - Type of visit
  - Number of people
  - Rate
  - Total amount for the visit
  - Stamp and signature of the legal representative
- The characteristics of this visit indicated on the exchange voucher may be adjusted on the day of the visit according to the actual number of participants. The signature of the group leader on this modified exchange voucher will be sufficient for acceptance and shall not enable any further contestation.
  - The ticket office cashier will countersign the exchange voucher and will issue the corresponding tickets. The ticket office shall retain the document for the purposes of invoicing the visit.  
In the event of the tourism professional wishing to retain the original of the exchange voucher, the tourism professional must be able to submit two original copies. The two copies must be identical and must both be countersigned by the cashier.
  - If a valid exchange voucher is not presented, no tickets will be issued. The group leader in this case is obliged to pay in situ the full amount for the visit in order to be able to benefit from access.

### **3. INVOICING AND PAYMENT**

The régisseur de recettes [Revenues Administrator] of the château du Haut-Kœnigsbourg shall, in the week following the visit, draw up an invoice in the name of the tourism professional, for payment of the entrance fees or any other provisions of services, accompanied by a copy of the exchange voucher(s).

Payment must be made upon receipt of the invoice by bank transfer to the benefit of the régisseur du droit d'entrée [Admission Fee Administrator] of the château du Haut-Kœnigsbourg F-67600 ORSCHWILLER, -  
IBAN FR76/1007/1680/0000/0020/0177/458/TRPUFRP1

***We will not meet any costs associated with foreign payments.***

### **4. CANCELLATION**

In the event of late payment, following a reminder by the régisseur de recettes of Haut-Kœnigsbourg, the tourism professional shall be de-listed and may have the exchange voucher refused at the château du Haut-Kœnigsbourg ticket office.

### **5. DISPUTES**

Any dispute that cannot be resolved amicably shall be referred to the court having jurisdiction.

Agreed and accepted  
Original stamp of the company and  
signature of the legal representative

Done at:.....  
Date:.....



## REFERENCING RECORD FORM

**Company name:** .....

**Invoicing address:** .....

.....

**Post code:** ..... **Town:** .....

**Country:** .....

**Person to contact:** .....

**Tel.:** ..... **Fax:** .....

**email:** .....

**Authorisation number issued by the préfecture:** .....

(authorisation, approval, licence or clearance).  
For companies domiciled in France

**Siret\* No.:** .....

[\* Siret No. ≈ company registration No.]

**Intra-community VAT No.:** .....

**Bank references:**

For French accounts

code banque	code guichet	numéro de compte	clé

**IBAN account No.:**

For foreign accounts

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**Account holder name:** .....

Original stamp of the professional  
and signature of the legal representative

Done at:  
Date:

