



BY APPOINTMENT TO THE ROYAL DANISH COURT

# PETER JUSTESEN

Copenhagen, January 2026

## Dear Sir or Madam

Thank you for choosing Peter Justesen Company A/S. Please find below the step-by-step procedure for placing an order while serving as a diplomat in Poland.

### Ordering Procedure

#### 1. Place Your Order Online

Please place your order at: [www.peterjustesen.com](http://www.peterjustesen.com)

#### 2. Sales Confirmation & Exemption Forms

You will receive a sales confirmation together with a prefilled EU VAT and Excise Exemption Application prepared by our local agent, Ms. Katja Bert.

#### 3. Submission to Ministry of Foreign Affairs

Kindly submit the signed and stamped EU VAT and Excise Exemption Application to the Ministry of Foreign Affairs in Warsaw for approval.

#### 4. Send the Approved Certificate

Once approved, please send the original signed and stamped certificate to the following address (and keep a copy for of records):

DSV Contract Logistics - Prosta 16 - 72-100 Łozienica Att.: Jowita Budniak – Office

#### 5. EMCS Registration

Peter Justesen Company (PJC) will create an electronic Administrative Document (e-AD) in the EMCS system to register the excise movement. A fallback document (receipt) will be issued and sent to your email address.

#### 6. Very Important – Fallback Receipt

Upon delivery, please sign and scan the fallback document and return it to Ms. Katja Bert within five (5) business days to confirm receipt of the goods.

This step is mandatory to close the e-AD with the tax authorities and finalize the purchase.

### Consequences of Non-Compliance

Failure to provide an approved exemption certificate or a signed fallback receipt will prevent closure of the EMCS record. This will result in full VAT and excise duty becoming payable.

Peter Justesen Company A/S reserves the right to pass on any costs incurred due to non-compliance with the above procedure.

### Reciprocity & Exemptions

VAT and excise exemptions are not granted automatically. They depend on reciprocity agreements between your home country and the host EU country.

If no reciprocity agreement exists, exemptions cannot be granted. We strongly recommend verifying reciprocity before placing your order.

#### Contact Information

For any questions regarding the ordering procedure, please contact our local agent in Poland:

**Ms. Katja Bert - Email: [kb.pl@pj.dk](mailto:kb.pl@pj.dk) – Tel. +48 601 365 577**

*Yours sincerely,*

**Peter Justesen Company A/S**