



Self-Billing Agreement

Hilton is offering an outsourced Self-Billing system for UK VAT-registered agents. This simultaneously creates a VAT invoice on the agents' behalf and initiates payment, based on Hilton's daily checkout records for transient individual bookings. Note conference and group bookings are not included in Self-Billing, and must still be invoiced to the hotels directly.

Benefits for participating agents include faster commission payments, no billing, and less paperwork.

Important: In order to participate, you must complete and sign the attached form.

Self-Billing Terms. Stakis Limited* offers you Self-Billing services subject to your agreement to the following conditions:

1. Approval to participate may be withdrawn, if your need for self-billing ceases to exist, any irregularities occur, or any of the following further conditions are not observed.
2. You must not issue VAT invoices in respect of the transactions covered by Stakis Limited's self-billing scheme and /or deduct commissions from payment to Hilton for accommodation charges.
3. You must notify Stakis Limited immediately if your VAT registration number changes or is cancelled or if your business or part of the business is sold.

*Stakis Limited is a member of the Hilton Hotel group of companies and will be operating the self-billing system on behalf of Hilton Hotels.

Please confirm your approval for Hilton to operate a self-billing arrangement for you by signing below after reading and agreeing to the following statement:

I have read and understand the above information and authorize Stakis Limited to issue self-billed invoices on my behalf. I also understand that if my VAT status changes in the future, I am obligated to inform Hilton of any changes as and when they occur.

