

To the
UFE Member Associations

Berlin, 3rd February 2010

Information No. 2/2010

45th UFE Congress in Portugal from 20th – 24th September 2010

Dear colleagues,

at the 44th Congress of UFE in Budapest, our Portuguese colleagues with their Chairman Helder Ferreira agreed to organise the 45th Congress of UFE in Portugal in September 2010.

Our Portuguese colleagues as well as the Presiding Board / General Secretariat of UFE have been dealing with the planning for quite a while now. Since hotel bookings, bookings of the conference rooms and the like decisively depend on the number of participants, but also in order to enable you to make cost-effective travel arrangements, we would like to request your binding application for the conference now already. We would like to ask you, however, to book your trip following further feedback on our part only.

The following has been planned:

Monday, 20th September 2010	Arrival of the delegates of the Customs and Tax Commissions in Lisbon
Tuesday, 21st September 2010	Session of the Customs Commission of UFE (all day) Arrival of the delegates of the Tax Commission
Wednesday, 22nd September 2010	Session of the Tax Commission (all day), interpreting in English, German and French
Thursday, 23rd September 2010	Committee Congress of UFE (all day), interpreting in English, German, French
Friday, 24th September 2010	Sightseeing trip planned by our Portuguese colleagues, incl. trip to Obidos (approx. 80 km away), incl. lunch and reception by the mayor / visit of further sites
Saturday, 25th September 2010	Departure

The Presiding Board of UFE decided to take over the costs for respectively one delegate per member union with the following provision:

Travel or transport costs, respectively, to the amount of max. 400 Euros against concrete evidence (e.g. rail or plane ticket);

Payment of the accommodation at the hotel selected for the conference by UFE (upon booking via UFE) from Monday to Saturday (max. 5 nights);

Payment of the costs for the sightseeing trip (bus transfer and lunch);

Payment of a daily allowance of 100 Euro for the entire conference.

Basic prerequisite for participation and reimbursement and assumption of costs is, according to the regulations of UFE, that the annual membership fee has been paid for 2010 and previous years.

You are at liberty to register further guest delegates for participation at their own expense, wherein, however, we must reserve the right to limitations for reasons of capacity.

The date of receipt of the applications shall be decisive for that.

We would like to ask you to inform us about your participation and further details about your attendance using the enclosed fax reply.

Please send your reply until **28th February 2010**, at the latest.

Thank you very much for your cooperation!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Zender', written in a cursive style.

(R. Zender)
UFE General Secretary