

National Toll Payment Services
Private company limited by shares
General Terms and Conditions
for individual agreements on certain services related to distance-based road
use authorization provided by resellers

Annex 10

**Basic process of topping up the balance appertaining to the road use
authorization**

1. The identification number of the invoice pertaining to the previously registered road use authorization must be entered.
2. Enter the amount of top-up.
3. Print the Seller's copy of the top-up receipt.
4. Verify and approve the seller's copy of the receipt by obtaining the customer's signature.
5. Accept the counter value of the top-up.
6. Verify the top-up.
7. Print the end-user's copy of the receipt.
8. Verify the end-user's copy of the receipt by the seller's signature and seal.
9. Hand over the end-user's copy of the receipt to the customer.
10. Issue a financial voucher (receipt or invoice) to the customer including the price of the top-up as specified in the applicable Decree (in the case of foreign sales, a receipt or invoice in the relevant currency based on a calculated exchange rate), except if the customer wishes to pay using a fuel card provided by the Service Provider.
11. Retain the Seller's copy of the receipt for 2 years at the Point of Sale.
12. If the system features reversal functionality and the given reseller is authorised to use such functionality, reversal is possible within 10 minutes from sale. Retain the Seller's and the end-user's copy of the reversed top-up receipt for 2 years at the Point of Sale.