

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. Validate and approve the Seller's copy of the receipt by having it signed by the customer.
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 to the customer the End User's copy of the receipt.
10. Issue to the customer the financial receipt (bill or invoice) specifying the charge for the top-up under the current decree (if the sale was made outside Hungary, the bill or invoice should specify the price in the actual currency, based on the calculated exchange rate). Except where the customer intends to use a fuel card provided by the Service Provider for payment.
11. Retain the Seller's copy of the receipt at the Point of Sale for a period of 2 years.
12. If the system features reversal functionality and the given reseller is authorized 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.