



Subject: Collaboration in Remittance Advice for third parties' payments

Dear Partner,

Remittance Advices/Receipts are an important part of everyday business operations.

Non-issuance of receipts or to issue them outside the legal deadlines, once required by law, is punishable by the payment of penalties.

Due to the accounting and internal control organisation (*Bank Account Reconciliation of Third Parties*) receipts must be issued in due time.

We hereby inform you that from **1st February 2021**, Jupiter Hotel Group will implement a standard for obtaining **payment details** from our customers within a maximum period of **1 week after the amount receipt**.

In case of non-receipt of payment details, we will consider as settled the outstanding documents in order of seniority (FIFO), giving discharge of the oldest invoices.

We hope you understand our measures and we count on your important cooperation.

Com os Melhores Cumprimentos,

Miguel Sequeira
(Chief Financial Officer)