



Conditions for Provision of Free Congress Tickets

Free congress tickets for public transport can be provided only to registered participants of congresses with more than 500 participants, with at least 20% foreign participation, with a minimum duration of 2 nights, namely:

- a) to congress participants only, not to accompanying persons
- b) exclusively for association congresses, where the event organizer is an association or a non-profit organization

Prague Convention Bureau receives a request for free congress tickets (Attachment 1) with the required attachments at least 6 weeks prior to the event for which the service is requested.

Attachments to the application:

1. An original **document on legal subjectivity** not older than 6 months, or its copy with the verification of its authenticity not older than 6 months must be attached.
 - a. *business corporations and cooperatives* submit:
 - An original listing in the Business Register not older than 6 months, or its copy with the verification of its authenticity,
 - The related business license – an original listing in the Trade Register not older than 6 months, or its copy with the verification of its authenticity.
 - b. *other legal entities* submit :
 - An original listing in the Public Organisation Register not older than 6 months, or its copy with the verification of its authenticity,
 - If the entity's statutory body is not registered in the public register in accordance with the requirements of Act no. 304/2013, § 25, section 1 g) on public registers of legal and natural persons, as amended, an applicant shall also submit an original document or its verified copy identifying the statutory body and the way of its acting for the legal entity,
 - An original or a verified copy of the memorandum and articles of association (if issued), unless the abovementioned documents are publicly available in the public register of documents on the Internet,
 - The related business license, if specified by special regulations – an original listing in the Trade Register not older than 6 months, or its copy with the verification of its authenticity.
 - f. *natural persons* submit:

- An original listing in the Business Register not older than 6 months, or its copy with the verification of its authenticity,
- The related business license, if specified by special regulations – an original listing in the Trade Register not older than 6 months, or its copy with the verification of its authenticity

2. Power of attorney issued by the congress organizer for the event organizer in case the applicant is organizer of the congress

PCB will check compliance with all requirements set out above and on their basis hand over congress cards to the applicant 3 days before the event based on statutory declaration in which the applicant undertakes to do the following:

- The Recipient is obliged to hand in the tickets according to the list of congress participants who will take over the tickets. The list must include: name and date of the congress, names and surnames of the participants who took over the tickets and date of receipt of each ticket. These lists serve as a basis for the purposes of VAT and income tax payments for the City Transport Company of Prague, plc based in Sokolovská 217/42, 190 22 Prague 9, ID: 00005886, Tax ID: CZ00005886
- The Recipient is obliged to return the tickets which have not been used to PCB within 3 working days after the Congress and is obliged to allow PCB and the City Transport Company to check the issued tickets according to the name lists. According to the Act No. 563/1991 Coll., 588/1992 Coll., 586/1992 Coll., the Recipient is obliged to archive the name lists for 10 years for the case of tax audit.