Verify your entry for the year 2015
You can find your Personal Data enclosed

Dear Sir / Madam,

It is time for the regular control of your stored basic data. Please check the printed data on page 2 to guarantee a correct publication of your particulars.

The update of the Global Map Index will be concluded on 30th October 2015

In order to have a correct search result on www.map-index.com, it is important that your data is listed accurately. You can compare your data on the enclosed form. Your current entry is free of charge. However, should you wish to have an enhanced chargeable entry, please use the enclosed order form. Your desired alterations will be implemented immediately.

Should you have any questions, please feel free to contact us via email at info@map-index.com.

Yours Sincerely

Global Map Index
Department
MEYEl251/29
Please verify whether your data in the designated fields are correct and change if applicable. Use the return envelope provided, only then we can guarantee an immediate update of your data. Once your entry order for the Global Map Index has been received, your data will be checked and updated if necessary. Sign only when you want to place a chargeable order according to the below mentioned conditions. The Global Map Index is independent and not associated to any other map producers. Should you have a company brochure, please enclose it with your approved reply.

1. Verify the current data

Company name

Street

Postal code/city

Telephone

Email

Sector

Webpage

Facebook

Twitter

Provide for global connection

Provide for global connection

2. Correct in CAPITAL LETTERS

3. Choose the appropriate markets relevant to you:

- Regional
- National
- America
- Africa
- Australia
- Asia

**Order:** We confirm that the attached material is of the latest level of information and note that all form of entries will always be carried out within any possible applicable data protection acts and in accordance with the Data Protection Act (Law 67/98 of 26 October). We hereby place the order with Datafocus Ltda. (publishers) to publish the data provided on this form including logo and pictures on the website www.map-index.com for a minimum period of three years. A cooling-off period of ten days shall apply, commencing from the date of placement of the order; thereafter the order becomes irrevocable. The revocation of the order must be done by registered mail; the date on the postage stamp is valid. This order will automatically be prolonged annually if not cancelled three months prior to the end of the prevailing contract period. The cost for the publication of the entry is 8g7 Euros per year or its equivalent in any other currency chosen by the Publisher except VAT and charged yearly in advance. The contractual period shall commence from the date of the first invoice. The prevailing registered office of the publisher shall be the place of jurisdiction and performance. The publisher also has the right to sue at our place of jurisdiction. We permit the publisher to assign this contract with all rights and obligations to third parties. Company information will be processed and saved electronically.
Publication in The Global Map Index

Is a website with an extensive listing of companies and businesses allowing any user of the World Wide Web to come in direct contact with your company or business when in need of your services. The services provided by our website can be a major benefit to your business in so far as to allow your business to grow and prosper. Our aim is to create and maintain a compelling up-to-date site to meet your needs.

Verification of Details

Our publishing house sets out to provide a basic or detailed publication through its domain: www.map-index.com. Due to unknown circumstances, existing details on our website may be out of date and require regular updating. Our data control team endeavor to keep our publications updated with the latest information available. To facilitate the tasks, responsibility is given to the recipient of our documents which are sent via post, providing a number of options, allowing the time necessary to decide the option most appropriate.

Basic Details

The free basic publication of your company is published using the data compiled by our team originating from public records. The basic publication is comprised of the company name, type of business, postal address, telephone and fax numbers which enables internet users with an appropriate browser to make contact with the company directly.

Detailed Effective Publication

By placing a chargeable order as indicated in the details verification letter presented, you will purchase a publication in the Global Map Index website: www.map-index.com allowing the following information to be included:

- Company name and address;
- Contact information: telephone and fax numbers;
- Company homepage allowing the general public direct access to your website for additional information;
- Contact via Facebook etc.;
- The database publication can include your company logo, photographs etc. in various graphic formats i.e. JPEG, GIF or BMP, to be provided digitally or hard copy for our graphic designers;
- Type of business can be included and is unlimited;
- Detailed company information with an extensive list of business facilities and additional services can be included and is unlimited;
- A Google map with the company address will be provided to facilitate finding the business location.

Changes or additional elements can always be added to your publication at any time for the life of the contract at no additional cost.

Website: www.map-index.com

The homepage contains all the relevant publishing house details: name, address, telephone, fax, e-mail, VAT number, a disclaimer and header "Global Map Index" with its corresponding logo. Changes to the online publication can be communicated through the website. Alternatively, changes must be made in writing addressed to the attention of Customer Services Department by e-mail, fax or letter.

Order Form

1. This order is governed by the terms, conditions and laws stated herein. By placing the order, the company agrees and accepts the said terms and conditions unless cancellation is sent within the 30 day cooling-off period commencing from the date the order was placed. Cancellation must be in writing and sent by registered post. If no date is placed on the order, cancellation shall commence from the date the order is received. Once the cooling-off period has expired, the contract shall come into force and be irrevocable.

2. The company is to provide their details and professional activities by amending/adding to the order form. The details supplied will be added to the publishing house database and published on www.map-index.com as per the terms of the order.

3. Should errors appear in the publication and the said errors are based on the details provided by the company, then only the company can be held accountable.

4. Any alterations or additional elements a company wishes to have made to the existing publication must be in writing consenting to the said changes.

5. If no additional material is provided on the order form, our graphics team will endeavor to make the most of the data supplied.

6. Once a Seal/legally binding signature is affixed to the order form, confirms that the conditions therein have been read, understood and accepted thereby concluding a contract.

7. The company thereafter becomes a client and allocated a unique number for the contractual period.

8. The client shall receive ongoing customer support for the contract period.

9. Publication of personal data provided on the order form has been consented to, once the form is signed and sent to the publishers as per the terms and conditions therein.

10. Cancellation of the order placed must be in writing three months prior to the end of the prevailing contract period or the contract will be extended a further year.

11. The order form cannot be modified, amended or supplemented without the written permission of the publishers.

Payment Terms

1. The price on the order form shall remain constant for the contract period.

2. Amount paid must be in compliance with Value Added Tax (23%) and other tax requirements.

3. Failure to comply with payment by the due date will incur additional payment fees.

4. Any additional fees for late payment will be subject to accumulation until such time the last outstanding invoice issued is paid.

Acceptance and Authority

Individuals signing in a representative capacity warrant that he or she has the power and authority to sign on behalf of the party or company in whose behalf he or she is signing.