

In the case of over declarations a Member can request credits on invoices that are no more than six months old. In order to request a credit, the Member must resubmit the data appropriate to that period. All resubmission will be subject to resubmissions fees as outlined in the Penalties Document.

**Example: An invoice for July – December 2002 (relating to July – December 2001 stats) can be credited up to January 2003.**

**An invoice for January – June 2003 (relating to January – June 2002 stats) can be credited up to July 2003.**

In the case of under declarations for any of the Membership periods, Repak reserve the right to request all necessary statistical information which will be re-invoiced.

In the case of a Member making a genuine data entry or numeric error and they wish to request a credit for an invoice over six months old, they must clearly document the grounds on which they are requesting to have their resubmission accepted. Such cases will be reviewed and professional judgment will be used. Credit notes for all materially significant cases (over €500) must be authorised by the Financial Controller.