REQUEST FOR EXPORT CERTIFICATE PROCESS
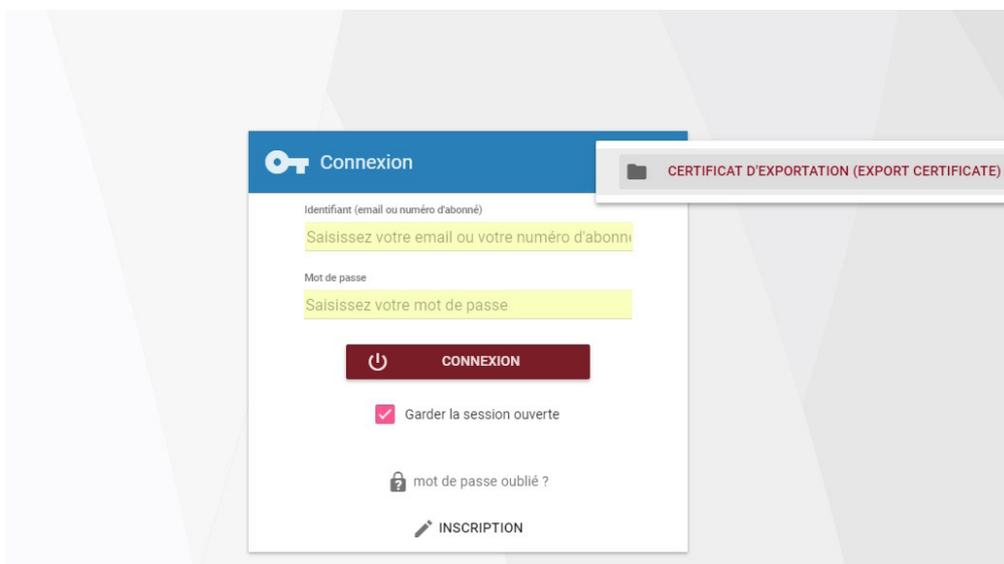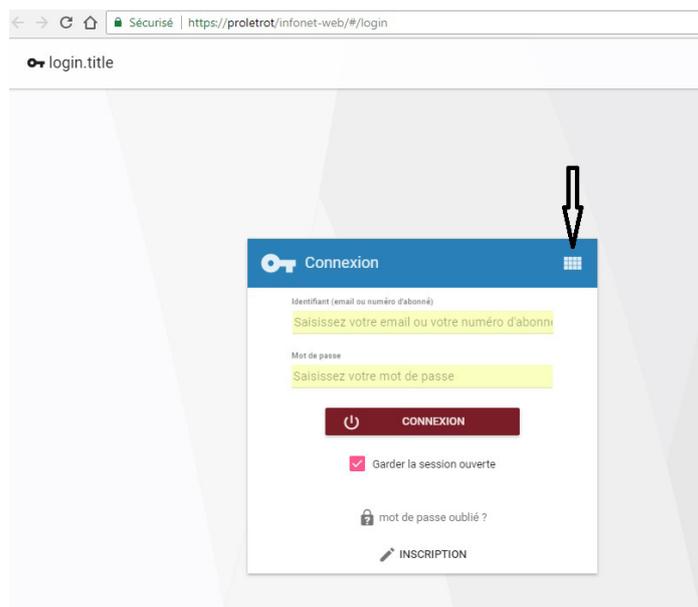
1/ Access the app

There are two ways to access the app :

a - without INFONET account
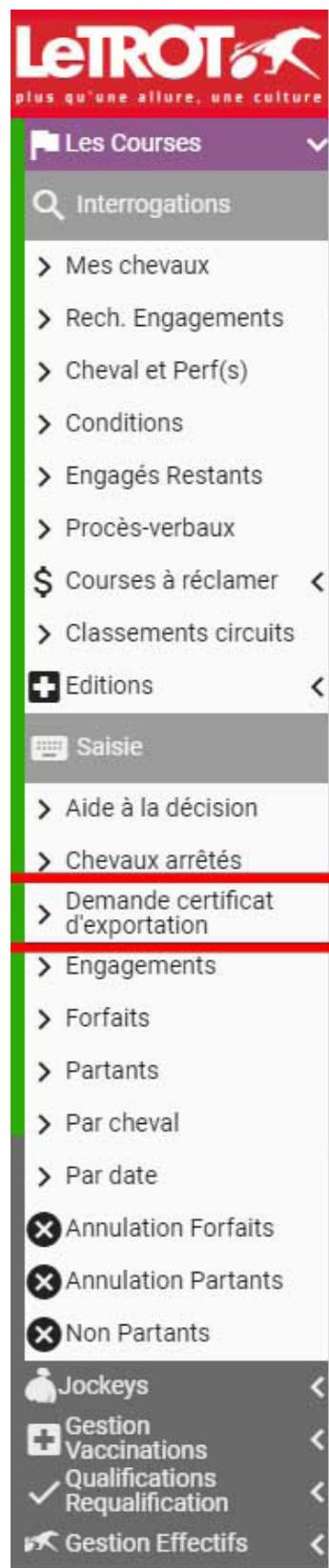
reach the https://pro.letrot.com/ page

The pop-up CERTIFICAT D'EXPORTATION will appear when going on the squares, then click on it.

b - Being connected to your INFONET account

Only this way of accessing the app will let you use your SECF account in order to pay.

In the Les Courses part, reach the Demande certificat d'exportation option.

2/ Creating a file

You will have first to create a file, which will allow you to make one or several requests, according to your need or going back in a folder previously created.

NOUVELLE(S) DEMANDE(S) DE CERTIFICATS D'EXPORTATION

(NEW REQUEST(S) FOR EXPORT CERTIFICATE)

DEMANDE(S) EN COURS

(REQUEST(S) IN PROGRESS)

You will have to fill the following form with your information.
*Only fields with * are necessary.*

Nom (Last Name) *

Prenom (First Name) *

Email (Email) *

Choisissez votre mot de passe (Choose your password) *

*Le mot de passe doit se composer d'au moins 5 caractères et contenir des lettres (en majuscule et miniscule) et au moins un chiffre
(The password must be composed at least 5 characters and contain letters (in upper and lower case) and at least one number)

Confirmez votre mot de passe (Confirm password) *

Adresse (Address) *

Complément d'adresse (additional address)

Code postale (zip Code) *

Ville (City) *

Pays (Country) *

Référence (Reference) *

EXP7NOMrK

File Reference

✓ VALIDER (OK)

↩ RETOUR (BACK)

3/ Creating a request

Here, click on the **NOUVELLE DEMANDE** button to access the form for export certificate.

All the fields with * are requested:

- To find the horse, write the full name or part of the name of the horse, then click on **CHERCHER,** then on the name of the horse in the list.

- you have to upload the graphic line of the horse.

UPLOADING NONE OR TOO MUCH FILES WILL BLOCK THE PROCESS

Numéro de compte SECF (SECF Account number)

Nom du propriétaire (New Owner's last name) *

Prénom du propriétaire (New Owner's first name) *

Adresse du propriétaire (Owner's Address) *

Complément adresse (Owner's additional address)

Code postale (Zip code) *

Ville (City) *

Pays(country) *

*Assujetti(e) à la TVA? : (Are you liable to the VAT?)

◯ Non (No)

◯ Oui (Yes)

Pays d'exportation (Exportation country) *

✓ VALIDER (OK)

These fields have to be filled with the information of the horse's owner (colors bearer).

The field «Pays d'exportation» is the **destination country** of the horse.

Once all the * fields filled and graphic line uploaded, you can click on the **VALIDER** button.

+ NOUVELLE DEMANDE (NEW REQUEST)

Demande du cheval (Request of the horse): **TIMOKO**

Total à payer (Total to pay): 150,00 €

PAYER (PAY)

RETOUR ACCUEIL

Back on this screen you can :

1 - Start again the process clicking on the **NOUVELLE DEMANDE** button if you have another export certificate to make,

2 - proceed to the payment by clicking on the **PAYER** button.

4/ Payment

 WARNING : the treatment time of your request depend on the payment method you will use.

Only payments by <u>credit card or SECF account</u> *(only available if logged in the SECF account)* allow a quick treatment of your request.

Bank transfer payment needs an additional validation step from the account department which, with the information received once a week from the bank, has to identify and associate it with the corresponding request.
To make it easier, only put the file reference (EXPxxxxxx) as reference for your transfer, eventually followed by the horse's name.

Once this step done, we will can treat your request and your file will be closed and you won't be able to access it.