intercompany services agreement pdf

intercompany services agreement pdf documents are essential tools for multinational corporations and businesses with multiple subsidiaries to clearly define the terms and conditions under which services are provided within the group. This article explores the importance of intercompany services agreements, the typical contents found in a PDF format, and best practices for drafting and managing these agreements. Understanding the structure and legal implications of an intercompany services agreement pdf can help ensure compliance with tax regulations, facilitate smooth operational workflows, and support transparent financial arrangements between related entities. The use of a standardized PDF format further ensures secure and consistent documentation across different jurisdictions. This article also covers key considerations in tailoring agreements to specific business needs and the role of such agreements in transfer pricing and regulatory compliance. The following sections provide a comprehensive overview of intercompany services agreements in PDF form, their benefits, legal framework, and practical tips for implementation.

- Understanding Intercompany Services Agreements
- Key Components of an Intercompany Services Agreement PDF
- Legal and Tax Implications
- Advantages of Using a PDF Format
- Best Practices for Drafting and Managing Agreements

Understanding Intercompany Services Agreements

An intercompany services agreement is a contractual document between two or more affiliated entities within the same corporate group that outlines the provision of services from one entity to another. These agreements establish the responsibilities, scope, pricing, and terms under which internal services such as management, administrative support, IT, or financial services are delivered. The intercompany services agreement pdf format serves as a standardized, formal record that facilitates clear communication and accountability among subsidiaries.

Purpose and Scope

The primary purpose of an intercompany services agreement is to define the parameters of service delivery to ensure that each party's roles and obligations are well understood. This helps in avoiding disputes, maintaining operational efficiency, and ensuring that costs and revenues are accurately allocated within the group. The scope typically details the nature of services, performance standards, and any limitations or exclusions.

Parties Involved

The agreement specifically identifies the service provider and recipient entities, usually subsidiaries or branches of a parent company. It clarifies the legal relationship between these entities and ensures that the service arrangements comply with internal governance policies and external regulatory requirements.

Key Components of an Intercompany Services Agreement PDF

A well-structured intercompany services agreement pdf contains several critical sections that collectively define the contractual relationship. These components ensure clarity, enforceability, and compliance with corporate and legal standards.

Scope of Services

This section delineates the exact services being provided, including detailed descriptions and any service level agreements (SLAs) to measure performance. Clear definitions prevent misunderstandings and help in monitoring service delivery.

Pricing and Payment Terms

Intercompany pricing must reflect arm's length principles to comply with tax regulations. The agreement specifies the pricing method, invoicing frequency, payment terms, and any adjustments or penalties for non-compliance.

Term and Termination

The agreement outlines its effective date, duration, renewal conditions, and

the circumstances under which either party may terminate the contract. This ensures that both parties have clarity on their commitments and exit options.

Confidentiality and Data Protection

Given the sensitivity of internal business information, confidentiality clauses protect proprietary data and restrict unauthorized disclosure. Data protection provisions ensure compliance with applicable privacy laws.

Dispute Resolution

Provisions for resolving disagreements, such as mediation, arbitration, or jurisdictional rules, are included to provide structured mechanisms for conflict resolution without disrupting business operations.

Compliance and Governing Law

The agreement indicates the applicable legal framework and confirms adherence to relevant regulatory and tax requirements, which is vital for multinational groups operating across different legal systems.

Legal and Tax Implications

Intercompany services agreements have significant legal and tax implications, particularly concerning transfer pricing, which governs how transactions between related entities are priced to ensure fair taxation.

Transfer Pricing Compliance

Tax authorities require that intercompany transactions, including services, are conducted at arm's length prices — prices that unrelated parties would agree upon. The intercompany services agreement pdf provides documentation supporting transfer pricing policies and audits.

Tax Deductibility and Documentation

Properly drafted agreements help substantiate the tax deductibility of

service fees paid between group entities. Failure to document these arrangements adequately can result in tax adjustments, penalties, or double taxation.

Regulatory Considerations

Different jurisdictions may impose specific regulatory requirements on intercompany agreements, including mandatory filings or disclosures. The agreement must be designed to meet these diverse obligations to avoid legal risks.

Advantages of Using a PDF Format

The intercompany services agreement pdf is a preferred format for its security, accessibility, and consistency features, making it suitable for corporate record-keeping and audit purposes.

Security and Integrity

PDF files can be encrypted and digitally signed, ensuring that the agreement's content is tamper-proof and authentic. This protects sensitive corporate information and maintains document integrity.

Universal Accessibility

PDFs can be opened on virtually any device without formatting issues, facilitating ease of sharing across global offices and subsidiaries. This universal compatibility supports efficient collaboration and review processes.

Standardization and Archiving

Using PDF format helps standardize documentation, making it easier to archive and retrieve agreements for compliance audits, internal governance, and historical reference.

Best Practices for Drafting and Managing Agreements

To maximize the effectiveness of an intercompany services agreement pdf, organizations should adopt best practices during drafting, negotiation, and ongoing management stages.

Clarity and Precision

Clearly define all terms, responsibilities, and service parameters to avoid ambiguity. Use precise language and avoid overly complex legal jargon to facilitate understanding by all stakeholders.

Regular Review and Updates

Periodically review agreements to reflect changes in business operations, regulatory environment, or tax laws. Updates should be documented and distributed in the same standardized PDF format.

Documentation and Record-Keeping

Maintain comprehensive records of all intercompany agreements, amendments, and related correspondence. This supports audit readiness and regulatory compliance.

Alignment with Transfer Pricing Policies

Ensure that the agreements are consistent with the company's overall transfer pricing strategy and documentation requirements to mitigate tax risks.

Stakeholder Involvement

Engage legal, tax, and finance teams in drafting and reviewing agreements to ensure all relevant perspectives and compliance considerations are addressed.

1. Define clear service descriptions and performance metrics.

- 2. Adopt arm's length pricing methodologies.
- 3. Include confidentiality and dispute resolution clauses.
- 4. Use secure, standardized PDF formats for documentation.
- 5. Review agreements regularly for compliance and operational relevance.

Frequently Asked Questions

What is an intercompany services agreement PDF?

An intercompany services agreement PDF is a digital document outlining the terms and conditions under which one company within a corporate group provides services to another company within the same group.

Why use a PDF format for an intercompany services agreement?

PDF format ensures the document's formatting is preserved across devices, is easily shareable, secure, and can be digitally signed, making it ideal for legal agreements like intercompany services agreements.

What key elements are typically included in an intercompany services agreement PDF?

Key elements include the scope of services, pricing, payment terms, confidentiality clauses, duration, responsibilities, dispute resolution, and compliance with applicable laws.

How can I create a compliant intercompany services agreement PDF?

To create a compliant agreement, ensure it covers all necessary legal and financial terms, consult relevant tax and legal regulations, and use professional templates or legal counsel before converting the document into PDF format.

Are intercompany services agreements required to be in PDF format?

No, they are not required to be in PDF format, but PDFs are commonly used because they are secure, widely accessible, and maintain document integrity.

Can I edit an intercompany services agreement PDF after signing?

Typically, PDFs are not meant to be edited after signing to preserve document integrity. Any changes usually require creating a new version and obtaining signatures again.

Where can I find sample intercompany services agreement PDFs?

Sample intercompany services agreement PDFs can be found on legal websites, corporate compliance resources, and document template platforms like DocuSign, Rocket Lawyer, or legal firm websites.

How do intercompany services agreements in PDF help with tax compliance?

They provide documented evidence of transactions and service arrangements between related entities, which is important for transfer pricing rules and demonstrating compliance with tax authorities.

Is electronic signing valid for intercompany services agreement PDFs?

Yes, electronic signatures on PDF documents are legally recognized in many jurisdictions, provided they meet specific regulatory requirements, making it convenient for intercompany agreements.

Additional Resources

- 1. Intercompany Services Agreements: A Practical Guide
 This book offers a comprehensive overview of intercompany services
 agreements, focusing on the legal and financial implications. It provides
 step-by-step guidance on drafting, negotiating, and managing these agreements
 to ensure compliance with international tax regulations. The author includes
 real-world examples and templates in PDF format to facilitate practical
 understanding.
- 2. Transfer Pricing and Intercompany Agreements
 Focusing on the connection between transfer pricing and intercompany services
 agreements, this book explores how multinational corporations can structure
 their agreements to meet regulatory requirements. It highlights common
 pitfalls and strategies to avoid tax disputes. The text also includes sample
 agreements and checklists in PDF form to aid practitioners.
- 3. Legal Framework for Intercompany Services Agreements
 This publication delves into the legal aspects of intercompany services

agreements, covering contract law principles and jurisdictional challenges. It addresses key clauses, risk management, and dispute resolution mechanisms. Readers will find sample agreement excerpts and forms available in PDF to assist in drafting compliant contracts.

- 4. Mastering Intercompany Service Contracts
 Designed for corporate legal and finance professionals, this book breaks down the complexities of intercompany service contracts. It discusses pricing methods, service definitions, and compliance with global regulations. The inclusion of PDF templates and case studies supports hands-on learning and application.
- 5. International Tax and Intercompany Agreements
 This book provides insight into how intercompany services agreements affect
 international taxation. It explains the principles of arm's length pricing
 and documentation requirements. The author includes downloadable PDF tools to
 help companies create defensible agreements for tax audits.
- 6. Best Practices for Drafting Intercompany Service Agreements
 A practical manual focused on best practices and common mistakes in drafting intercompany service agreements. It covers service scope, invoicing, performance metrics, and audit trails. The book contains sample contract clauses in PDF format that readers can adapt for their own use.
- 7. Intercompany Agreements in Multinational Corporations
 This title examines the strategic role of intercompany agreements within multinational corporations' operations. It highlights coordination between legal, tax, and finance departments to ensure compliance and efficiency. The book features comprehensive PDF checklists and contract samples to streamline agreement management.
- 8. Compliance and Risk Management in Intercompany Services
 Focusing on compliance challenges, this book guides readers through
 mitigating risks associated with intercompany services agreements. It
 discusses regulatory standards, internal controls, and audit readiness.
 Supplementary PDF forms and risk assessment tools are provided to support
 implementation.
- 9. Drafting and Negotiating Intercompany Service Agreements
 This book offers detailed advice on the negotiation and drafting process for intercompany service agreements, emphasizing clarity and enforceability. It addresses common negotiation issues and legal considerations across jurisdictions. Readers gain access to PDF templates that serve as practical drafting aids.

Intercompany Services Agreement Pdf

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Ebook Title: The Definitive Guide to Intercompany Services Agreements

Ebook Outline:

Introduction: Understanding the Necessity of ICSAs

Chapter 1: Defining Intercompany Services and Transactions

Chapter 2: Key Clauses in an ICSA: A Comprehensive Review

Chapter 3: Pricing Models and Payment Terms in ICSAs

Chapter 4: Tax Implications and Compliance Considerations

Chapter 5: Dispute Resolution and Termination Clauses

Chapter 6: Best Practices for Drafting and Negotiating ICSAs

Chapter 7: Examples of Common Intercompany Service Agreements

Conclusion: Ensuring a Robust and Effective ICSA

The Definitive Guide to Intercompany Services Agreements

Introduction: Understanding the Necessity of ICSAs

In today's increasingly complex business landscape, multinational corporations and even large organizations with multiple subsidiaries often rely on internal service provisions. This necessitates a well-structured Intercompany Services Agreement (ICSA). An ICSA is a legally binding contract between related entities (e.g., parent company and subsidiary, sister companies) that outlines the terms and conditions for providing services amongst themselves. Without a formal agreement, disputes over pricing, service levels, and payment can easily arise, leading to strained relationships and significant financial losses. A well-drafted ICSA protects all parties involved, provides clarity, and ensures fair and transparent transactions. This guide explores the crucial elements of an effective ICSA, offering insights for both legal professionals and business executives.

Chapter 1: Defining Intercompany Services and Transactions

Clearly defining the scope of services is the cornerstone of any successful ICSA. Ambiguity can lead to disputes and costly legal battles. This chapter will explain the importance of precise language when outlining the services provided, including:

Specific service descriptions: Instead of vague terms, use detailed descriptions of each service offered. For example, instead of "IT support," specify the types of support included (e.g., network maintenance, help desk services, software development).

Quantifiable metrics: Whenever possible, quantify the services. This could involve specifying the

number of hours, units produced, or specific deliverables. This facilitates accurate billing and performance monitoring.

Exclusions: Clearly state any services that are not included in the agreement. This prevents misunderstandings and ensures both parties are aware of their responsibilities.

Service level agreements (SLAs): Define the expected quality and performance levels of the services. This could include metrics like response times, uptime guarantees, and key performance indicators (KPIs). SLAs provide a benchmark for measuring service delivery and addressing any shortcomings. Intellectual property rights: Address the ownership and usage rights of any intellectual property involved in the service provision. This is particularly crucial for services involving software, technology, or creative content.

Chapter 2: Key Clauses in an ICSA: A Comprehensive Review

A comprehensive ICSA includes several essential clauses to protect the interests of all parties involved. These include:

Term and Termination: This clause outlines the duration of the agreement and the conditions under which either party can terminate the agreement. It should specify notice periods and any potential penalties for early termination.

Payment Terms: This clause specifies the pricing model, payment schedule, and currency used. It's crucial to be clear about invoicing procedures, payment deadlines, and any applicable discounts or penalties for late payment.

Confidentiality: This clause protects sensitive information shared between the parties. It outlines the obligations of confidentiality and the consequences of breaching this confidentiality.

Liability and Indemnification: This clause addresses the liability of each party for any damages or losses arising from the agreement. It may include provisions for indemnification, where one party agrees to compensate the other for certain losses.

Governing Law and Dispute Resolution: This clause specifies the jurisdiction that governs the agreement and the method for resolving any disputes arising from the agreement (e.g., arbitration, litigation).

Chapter 3: Pricing Models and Payment Terms in ICSAs

Determining the appropriate pricing model is vital for fair and transparent transactions. This chapter will explore different pricing models, such as:

Cost-plus pricing: The service provider is reimbursed for its actual costs plus a predetermined markup. This is suitable when the scope of services is uncertain or subject to change. Fixed-fee pricing: A fixed fee is agreed upon for a defined scope of services. This provides predictability and simplifies billing.

Time and materials pricing: The service provider is paid for the time spent and materials used. This is suitable for projects with variable scope or when precise cost estimation is difficult. Value-based pricing: The price is determined based on the value delivered to the receiving entity. This requires a clear understanding of the benefits and outcomes of the service.

Chapter 4: Tax Implications and Compliance Considerations

Intercompany transactions have significant tax implications. This chapter covers:

Transfer pricing regulations: Tax authorities scrutinize intercompany transactions to ensure they are

conducted at arm's length, meaning they reflect the prices that would be agreed upon between unrelated parties. Failure to comply with transfer pricing rules can result in penalties and tax adjustments.

Tax treaties: Understanding the relevant tax treaties between the countries involved can significantly impact the tax treatment of intercompany services.

VAT/GST implications: Value-Added Tax (VAT) or Goods and Services Tax (GST) implications must be carefully considered and correctly applied based on the location of the service provider and recipient.

Documentation requirements: Maintaining proper documentation is crucial for demonstrating compliance with tax regulations and avoiding potential audits.

Chapter 5: Dispute Resolution and Termination Clauses

Efficient dispute resolution mechanisms are essential to prevent costly legal battles. This chapter discusses:

Negotiation: Attempting to resolve disputes through amicable negotiation is always the first step. Mediation: A neutral third party can facilitate communication and help the parties reach a mutually agreeable solution.

Arbitration: A binding arbitration process can be a faster and less costly alternative to litigation.

Litigation: As a last resort, litigation may be necessary to resolve disputes.

Termination clauses: Clearly defined termination clauses provide a framework for ending the agreement under specific circumstances, minimizing disruption and potential legal issues.

Chapter 6: Best Practices for Drafting and Negotiating ICSAs

This chapter will provide practical guidance on drafting and negotiating ICSAs, including:

Involving legal counsel: Seeking advice from experienced legal counsel ensures the agreement complies with all relevant laws and regulations.

Clear and concise language: Avoid ambiguous language to prevent future disputes.

Comprehensive documentation: Maintain detailed records of all communications and transactions. Regular review and updates: Regularly review and update the agreement to reflect changes in the

business environment and the relationship between the parties.

Chapter 7: Examples of Common Intercompany Service Agreements

This chapter provides real-world examples of common ICSAs, illustrating the key elements discussed throughout the guide. This section will include anonymized examples covering various industries and service types.

Conclusion: Ensuring a Robust and Effective ICSA

A well-drafted ICSA is a critical tool for managing intercompany relationships and ensuring fair and transparent transactions. By addressing the key elements discussed in this guide, organizations can protect their interests, avoid disputes, and foster strong relationships within their corporate structure.

FAQs

- 1. What is the difference between an ICSA and a standard service agreement? An ICSA is specifically tailored to transactions between related entities, considering factors like tax implications and transfer pricing regulations, unlike a standard service agreement between unrelated parties.
- 2. Do all intercompany transactions require an ICSA? While not legally mandated in all cases, a well-defined ICSA is strongly recommended for all significant intercompany service transactions to minimize risks and maintain clear financial records.
- 3. What happens if an ICSA is not properly drafted? A poorly drafted ICSA can lead to disputes over pricing, service levels, and payment, potentially resulting in costly legal battles and damaged relationships.
- 4. How often should an ICSA be reviewed and updated? ICSAs should be reviewed and updated at least annually or whenever significant changes occur in the business environment or the relationship between the involved entities.
- 5. Can an ICSA be unilaterally amended? Generally, an ICSA can only be amended with the mutual consent of all parties involved. The amendment process should be clearly outlined in the agreement itself.
- 6. What are the consequences of non-compliance with transfer pricing rules in an ICSA? Non-compliance can lead to significant tax adjustments, penalties, and even legal action from tax authorities.
- 7. Is it necessary to involve legal counsel when drafting an ICSA? While not always mandatory, it is strongly recommended to involve legal counsel to ensure the agreement is legally sound and protects the interests of all parties.
- 8. What is the role of a service level agreement (SLA) within an ICSA? SLAs define the expected quality and performance of the services provided, acting as a benchmark for evaluating service delivery.
- 9. Can an ICSA cover multiple services? Yes, an ICSA can cover multiple services provided between related entities, as long as each service is clearly defined and the pricing and payment terms are specified.

Related Articles:

- 1. Transfer Pricing Regulations and Intercompany Services: This article delves into the complexities of transfer pricing rules and their impact on ICSAs.
- 2. Tax Implications of International Intercompany Transactions: This article focuses on the tax implications of intercompany transactions involving entities in different countries.

- 3. Best Practices for Negotiating Intercompany Service Agreements: This article provides practical tips for negotiating favorable terms in ICSAs.
- 4. Dispute Resolution Mechanisms in Intercompany Agreements: This article explores different methods for resolving disputes arising from ICSAs.
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- 6. The Importance of Confidentiality Clauses in ICSAs: This article discusses the importance of protecting sensitive information in intercompany transactions.
- 7. Sample Intercompany Service Agreement Templates: This article provides examples of sample ICSAs for different industries.
- 8. Understanding Service Level Agreements (SLAs) in Intercompany Contracts: This article explains the importance and components of SLAs within ICSAs.
- 9. Using Technology to Manage Intercompany Service Agreements: This article explores how technology can streamline the management and administration of ICSAs.

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intercompany services agreement pdf: Transfer Pricing and Dispute Resolution Anuschka Bakker, Marc M. Levey, 2011 This book addresses the complexity, valuation and administrative nuances, and cultural impacts of resolving this significant cross-border issue when tax disputes arise. In recent years, transfer pricing has become in financial terms the most important tax issue faced by multinational companies and tax authorities worldwide. In times of economic downturn, as experienced in recent years, when tax authorities are challenged for revenue, the handling of these issues requires great care, skill, creativity and a true awareness of the ramifications confronting each tax jurisdiction. This book sets out in detail not only the general laws in each tax jurisdiction impacted by the multinational companies' transfer pricing practices, but also the ancillary concerns of how the issue is interpreted locally as well as related to the OECD Guidelines; the varied approaches to administrative resolution of these issues, including specific alternative dispute resolution mechanisms and the effective uses of advance pricing agreements; correlative adjustment procedures in the event of transfer pricing adjustments; cross-border exchange of information concerns; and how to proceed to litigation if all else fails administratively. It is here that the book delves into the specific procedures for litigation in each country which must be evaluated as part of the overall strategy for controversy resolution. Unfortunately, today litigation is on the rise in numerous jurisdictions and the presumption of an administrative resolution is no longer correct. An additional feature of this book is how practical anecdotes are intertwined into the analysis to give the reader a sense of pragmatism for these issues. To this point, there are the various case studies which highlight the technicalities of the local rules, customs, and practices.

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caught in a maze of literature. Emerging from the joint research conducted by the WU Transfer Pricing Center at the Institute for Austrian and International Tax Law at WU (Vienna University of Economics and Business), the international tax law firm L&P - Ludovici Piccone & Partners, and the experiences from the annual advanced transfer pricing courses and conferences, this first edition of the book acts as a manual for understanding transfer pricing principles and their practical application. It provides a balanced approach by first detailing the basics of transfer pricing and second proceeding to specific topics that are highly relevant in today's tax environment. In analysing the topics, the work undertaken by the OECD, UN, EU, World Customs Organization, World Bank, International Monetary Fund and other international organizations is considered. Moreover, the book contains several practical examples, judicial precedents and illustrative explanations to complement the understanding.

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edition of the World Bank has been revised and expanded by the Terminology Unit in the Languages Services Division of the World Bank in collaboration with the English, Spanish, and French Translation Sections. The Glossary is intended to assist the Bank's translators and interpreters, other Bank staff using French and Spanish in their work, and free-lance translator's and interpreters employed by the Bank. For this reason, the Glossary contains not only financial and economic terminology and terms relating to the Bank's procedures and practices, but also terms that frequently occur in Bank documents, and others for which the Bank has a preferred equivalent. Although many of these terms, relating to such fields as agriculture, education, energy, housing, law, technology, and transportation, could be found in other sources, they have been assembled here for ease of reference. A list of acronyms occurring frequently in Bank texts (the terms to which they refer being found in the Glossary) and a list of international, regional, and national organizations will be found at the end of the Glossary.

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intercompany services agreement pdf: Cost Contribution Arrangements in a Changing International Tax Environment Dennis Josef Rudolf Nijssen, 2021 Technological advancement and globalization have dramatically impacted the business models of multinational enterprises (MNEs). They have opened new markets, enhanced international collaboration and increased the relevance of intangibles in value chains. All of this has undeniably contributed to more economic growth and global prosperity. It has, however, also substantially complicated the world of international tax law, posing complex challenges in day-to-day fiscal practice and causing public concern about aggressive tax planning and potential tax avoidance by MNEs. Difficulties become especially apparent where companies belonging to the same multinational group collectively develop their most valuable (intangible) business assets or centralize the performance of critical group services. MNEs often structure such intragroup collaboration in legal agreements that foresee a joint ownership of results and that allocate the cost of the shared activities in proportion to each participant's anticipated benefits. These agreements are commonly referred to as cost contribution arrangements (CCAs) or cost sharing arrangements (CSAs). They are a pragmatic tool to allocate a significant part of the MNE's costs and income among the participating group companies. At the same time, and for the same reason, they are also frequently found to play a critical role in tax planning structures. This study sets out to investigate why CCAs are accepted as a legitimate transfer pricing instrument, and it analyses the most relevant rules and regulations governing their tax and transfer pricing treatment. It further outlines how effective those rules are at facilitating bona fide CCAs as well as countering the use of CCAs for tax avoidance purposes. --

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single perspective of analysis since the most important principles (the arm's length -ALP- i.e. conditions that independent parties would share, and the sale country) are agreed worldwide. They must be applied in the same way regardless of the economic sector or industry. A country survey overlooks the most important issue of the fiscal problem, that is, the ability to project a unitary policy in compliance with the ALP (or with the sale country principle) and that should be audited by one sole (only theoretically) existing tax authority. The practical part and examples disclose how rules should be/have been applied, how legal proceedings can arise/arose regarding their application , how they were decided if litigation truly occurred, and finally the author's motivated opinion with special focus on which is "the breaking point" of a specific analysis. The term "breaking point" is used to explain which can be the factual and/or the interpretative change that is able to modify such analysis and thus the solution. Extract from the preface of prof. Reuven Avi-Yonah: "this book is a must read for any serious student of the topic and an important contribution to understanding how the ALP is applied today as well as to how it should be applied. It is an invaluable contribution and should be read widely by both tax lawyers and accountants and by tax policy makers".

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