

Responsibility and Compliance Framework — Batch Invoicing

Provider: Althemia – Sole proprietorship

Trade name: Palks Studio

Responsibilities and Controls

- The Client is responsible for the accuracy of the transmitted data
 - The service automates document generation; it does not validate business, legal, or accounting content
 - The generated invoices must be verified by the Client before any distribution to their own customers
-

Client Obligations

The Client undertakes to:

- provide accurate, complete, and compliant data
- verify the generated documents before any use
- perform payments according to the agreed deadlines
- assume responsibility for the data transmitted, including data provided via CSV files uploaded as part of the batch service

Any error resulting from the provided data remains the sole responsibility of the Client.

Client Information Required for Batch Invoicing

Within the scope of batch invoicing generated on behalf of the Client, certain Client information is required in order to appear on the PDF invoices issued to the Client's own customers.

The required information includes in particular:

- Legal company name
- Registered office address
- SIREN number
- SIRET number
- (where applicable) intra-community VAT number
- Contact email address
- Bank account holder name
- Bank name
- IBAN
- BIC / SWIFT
- Invoice language: FR or EN (applies to the entire ZIP batch)

This information is provided by the Client through the dedicated onboarding form.

This information is used exclusively for display on the automatically generated PDF invoices and for the global configuration of the batch service.

Palks Studio does not perform any payment processing, banking verification, or legal validation of this information.

In the event of partial or missing information, batch invoices will be generated using only the available data, without this constituting a fault, error, or liability of Palks Studio.

Secure file transmission access

As part of the batch service, the Client may be provided with a secure access link (token) allowing the transmission of invoicing files.

This link is personal and confidential. Its safekeeping is the responsibility of the Client.

Any use of the access link is deemed to be carried out under the Client's control.

Electronic Invoicing and Regulatory Formats

Invoices generated as part of the batch invoicing service may be produced:

- in readable PDF format
- and, where applicable, in structured format (XML / Factur-X / electronic data), depending on the service configuration.

These formats are generated automatically based on the data provided by the Client.

It is the exclusive responsibility of the Client to:

- verify the regulatory compliance of the generated documents
- ensure their compatibility with legal, tax, and reporting obligations
- carry out, where applicable, their transmission to the relevant platforms or authorities (tax administration, e-invoicing platforms, dematerialization platforms, electronic invoicing operators, end customers, etc.)

Palks Studio provides an automated invoicing document generation tool, but does not intervene in:

- tax validation
- final regulatory compliance
- declarative obligations
- administrative transmissions
- nor payment processes

Responsibility for the use, distribution, and compliance of the generated documents rests exclusively with the Client.

As part of electronic invoicing compliant with the EN 16931 standard, certain regulatory data elements may be mandatory depending on the

Client's situation (notably company identifiers and VAT information).

The Client remains solely responsible for the completeness, accuracy, and regulatory compliance of the data provided, including prior to any submission to a Partner Dematerialization Platform (PDP).

Unless otherwise stated, files transmitted by the Client are processed within the automated production cycle of the service.

The Client remains responsible for retaining its own source data and original files.

Any non-compliance resulting from missing, inaccurate, or incomplete data shall not engage the liability of Palks Studio.

Scope of use for the batch service

The batch invoicing service is intended for French companies issuing invoices to clients located in France.

For invoicing involving clients outside of France, applicable tax rules and legal mentions may vary depending on jurisdictions.

Palks Studio does not guarantee the compliance of legal mentions for international invoicing within the batch service.

As a result, any use of the service for invoicing to clients located outside of France is the sole responsibility of the Client.

Technical logs and security

Technical security logs may be retained in order to ensure service protection, abuse prevention, and access traceability.

The processing details of such data are described in the Privacy Policy.