

Insight Conferences Ltd

How to Reclaim UK VAT on your Invoice for companies not VAT-registered in the UK

We have, by UK law, to charge you VAT at the current rate on the invoice we send you. However this is fully reclaimable. You can make your claim as soon as you receive our invoice (if you wish, before the Conference).

To make your claim, you should send the following.

- **Our invoice(s) in UK pounds** on which you are making the claim. This/these are enclosed in this VAT reclaim pack. Please send the GB pounds invoice(s) only.
- **A Certificate of Taxable Status for your Company.** This can be obtained from the tax authorities in your own country. In the EU it is known as a VAT66 form. The Certificate should be less than 12 months old. Please note that you must send an original certificate, not a copy. Additional certificates can always be obtained to replace the one you send.
- **2 copies of the *Application for Refund of VAT* duly completed and signed.** You can use the form we send you or further copies can be downloaded at <http://www.hmrc.gov.uk> (Enter VAT65 or VAT65A in the search box on the site. VAT65 is for companies in the EU; VAT65A for companies outside the EU. *Please take care to use the right form!*)

Please follow carefully the Guidance for Completing the Form on the Reverse of this sheet

Send **2 copies** of your claim with the associated documents to:

HM Revenue & Customs, VAT Overseas Repayments, 8/13th Directive,
PO Box 34, Foyle House,
Duncreggan Road,
Londonderry BT48 7AE,
Northern Ireland, U.K.
Telephone Helpline 0044 2871 305100

Guidance on Completing the Form

(Please write in CAPITAL LETTERS)

Unique Reference Number: leave this blank unless you have applied before.

Do not enter anything in the square box for agents.

1. **Name** This is your company name, with address. Do not enter your own personal name.
2. Your company business: e.g. "Convenience retailing".
3. Your registration number, name and address of official authority in your country. This information will be on your Certificate of Business/Taxable Status, which you must enclose.
4. Period: the time during which you attended our Conference. This must agree with the dates on our invoice

Please note that in the UK, 25th March 2009 is written 25/3/09, not 3/25/09, so take care to enter the day before the number of the month.

5. Enter the amount of VAT in British Pounds that you are claiming. This should agree with #9 on page 3.
6. Please enter your bank details. Be sure to enter your Swift and Iban numbers. Please note that payment will be in British Pounds.
7. Count the number of documents enclosed as a check. They should include our invoices, the completed form (2 copies) and your Certificate of Taxable Status. Do not send this sheet.

Declaration

- a) The correct answer is "Attending a conference on convenience retailing".
- b) Please tick the 'No supply' box, leave the other 2 boxes empty.

Enter your signature, the date (day number before month number), signature and contact details. In "Place" write the city and country of your office location.

9. Don't forget to complete Page 2 also.

Column 1: If you are claiming for more than one invoice, number them.

Column 2: Write: "Convenience Retailing Conference"

Column 3: Write "Insight Conferences Ltd." .

Column 4: Our address: 2 Severn Street, Welshpool, SY21 7AB, U.K.

Column 5: Our UK VAT number, which is **GB 692 3345 22.**

Column 6: The invoice date.

Column 7: The invoice number.

Column 8: The VAT claimed. Write the Total at the foot of the page (the same as #5 above).