

## Foreword

**This notice cancels and replaces Notice 431 (July 1999). Details of any changes to the previous version can be found in paragraph 1.2 of this notice.**

### Further help and advice

If you need general advice or more copies of Customs and Excise notices, please ring the **National Advice Service** on **0845 010 9000**. You can call between **8.00 am and 8.00 pm, Monday to Friday**.

If you have **hearing difficulties**, please ring the **Textphone** service on **0845 000 0200**.

If you would like to speak to someone in **Welsh**, please ring **0845 010 0300**, between **8.00 am and 6.00 pm, Monday to Friday**.

**All calls are charged at the local rate within the UK. Charges may differ for mobile phones.**

## Other notices on this or related subjects

[Notice 700 - The VAT Guide](#)

[Notice 800 - CAP Exports](#)

[Notice 550 - Air Passenger Duty](#)

[Notice 221 - Inward Processing Relief](#)

[Notice 197 - Excise goods: holding and movement](#)

[Notice 725 - The Single Market](#)

[Notice 703 - Exports and Removals of Goods from the UK](#)

## 1. Introduction

### 1.1 What is this notice about?

This notice explains the arrangements for making tax and duty-free supplies to:

- foreign armed forces and their personnel based in the UK;
- NATO International Military Headquarters (NATO IMHQ) and their personnel based in the UK; and
- the US military cemeteries at Brookwood and Madingley.

Relief can be granted from VAT, excise duty, Customs duty, agricultural levies, landfill tax, climate change levy and air passenger duty.

## **1.2 What has changed?**

The new Notice 431 is exclusively for UK suppliers to visiting forces in the UK. It no longer includes any information for the forces or their agents, for example on importing goods.

The notice has been restructured and re-written so it is easier to read.

VAT relief on supplies to visiting forces and NATO International Military Headquarters in other Member States of the European Union has been omitted from this edition because Notices 703 Exports and removals of goods from the UK and Notice 725 The Single Market deal with this. Air Passenger Duty relief has been omitted because Notice 550 Air Passenger Duty deals with this. Sales of beer to US forces have been omitted because Notice 226 Beer Duty deals with this.

Duty refunds for goods imported to fulfil a contract with US forces have fallen out of use and are omitted. Relief is still available through alternative procedures, for example inward processing relief.

The new Notice 431 reflects the replacement of the US IMPAC card by the Government Purchase Card.

You can access details of any changes to this notice since November 2003 either on our Internet website at [www.hmce.gov.uk](http://www.hmce.gov.uk) or by telephoning the National Advice Service on 0845 010 9000.

This notice and others mentioned are available both on paper and on our website.

## **1.3 Who should read this notice?**

This notice is for UK VAT registered businesses that make supplies to visiting forces, NATO IMHQs and US military cemeteries in the UK. It is not intended for visiting forces or NATO IMHQ officials, their personnel or their agents.

## **1.4 What law covers the reliefs in this notice?**

Many of the reliefs referred to in this notice have their basis in international agreements, for example the Agreement regarding the Status of Forces of Parties to the North Atlantic Treaty (Article XI) signed in London in 1951 (Cmd 9363) and the Agreement on the Status of International Military Headquarters set up pursuant to the North Atlantic Treaty, signed in Paris in 1952 (Cmd 2777).

The Customs and Excise (Personal Reliefs for Special Visitors) Order 1992 provides for reliefs for individual members of visiting forces and IMHQs.

## 1.5 What is VAT zero rating?

VAT relief for visiting forces is usually achieved by allowing the supplier to treat the supply of goods or services as a zero rated supply. This means the supplier does not charge any VAT on the goods or services, but can reclaim any input VAT paid to make those supplies. Further information about these procedures and the record keeping requirements is contained in Notice 700 The VAT Guide.

## 2. General scope of the reliefs

### 2.1 Which of my customers are entitled to receive tax and duty free goods and services?

You can supply goods and services free of tax and duty to the following, provided the conditions described in the notice are fulfilled:

- NATO visiting forces in the UK, specifically those from: Belgium, Canada, Czech Republic, Denmark, France, Germany, Greece, Hungary, Iceland, Italy, Luxembourg, Netherlands, Norway, Poland, Portugal, Spain, Turkey and United States of America (USA);
- The NATO International Military Headquarters at Northwood and High Wycombe; or
- The American Battle Monuments Commission in respect of supplies of goods and services for the maintenance of the US military cemeteries at Brookwood and Madingley.

The reliefs described in this notice are not available to British forces based in the UK. Neither can tax and duty free goods and services normally be provided to visiting forces from non-NATO countries.

### 2.2 What taxes and duties can be relieved?

If you are a UK VAT registered business, provided you fulfil the conditions described in this notice, you can supply goods and services to visiting forces free of:

- VAT;
- customs duty;
- excise duty;
- landfill tax; and
- climate change levy.

Relief is also available from CAP levies (see Notice 800 CAP Exports) and air passenger duty (see Notice 550 Air Passenger Duty).

## **2.3 Are there any restrictions on duty and tax-free goods after I have sold them?**

Goods which have been sold free of tax or duty to a UK-based visiting force or a member of their personnel may not be sold on, given or otherwise disposed of to a person who does not enjoy the same privileges without payment to HM Customs and Excise of the taxes and duties which have been relieved.

You may cancel a sale and, as supplier of the goods, take them back, provided you keep a full and accurate record of the transaction.

## **3. Supplies to US visiting forces**

### **3.1 What goods and services can I supply VAT or duty-free for the official use of US visiting forces?**

You can supply most goods or services free of VAT, and certain goods free of duty, provided at least one of the following applies:

- you have a written contract or purchase order from an authorised US visiting forces contracting officer;
- payment is made with a Government Purchase Card (GPC);
- payment is made with a Procurement (PRO) card;
- you are supplying goods from a Customs or excise warehouse;  
or
- the goods have been imported and processed under the Inward Processing Relief (IPR) regime - see Notice 221 Inward Processing Relief.

This includes:

- goods and services supplied to shops on US bases run by AAFES and USNX;
- hotel accommodation you provide to members of US visiting forces; and
- road fuel used to transport US forces' goods, personnel or school children in the UK under a contract with the visiting force.

The following paragraphs give detailed information on the conditions attached to these reliefs.

## 3.2 What is a visiting forces written contract or order?

If you supply goods or services to US forces in the UK for their official use, you can treat the supply as if it were zero rated for VAT purposes if you have a visiting forces written contract or purchase order. The contract or purchase order must have an original signature of an authorised contracting officer of the US forces. The signature must not be a rubber stamp, or a photocopy, and the contract or purchase order must include the following statement:

“The goods and/or services listed are to be delivered at a price exclusive of VAT under arrangements agreed between the appropriate US authorities and HM Customs and Excise (Reference PRIV 46/7). I hereby certify that these goods and/or services are being purchased for United States official purposes only”.

If the contract is for hotel accommodation:

- the relieved supply must only be for overnight accommodation, inclusive or exclusive of breakfast. Other food or drinks and other services cannot be relieved of VAT;
- the contract must include a reference to the category of personnel covered, for example Temporary Duty ('TDY') personnel; and
- each time you supply accommodation under the contract, the force member must provide you with a purchase order from the base authority booking the accommodation.

## 3.3 How does the Government-Wide Purchase Card (GPC) work?

The Government-Wide Purchase Card (GPC) is a VISA card with a special prefix: **4716**. If payment is made with this card, you may treat a supply to US visiting forces as if it were zero rated for VAT purposes.

The buyer must give you a letter from the contracting office that issued the GPC, stating that the goods or services are being bought for the official use of the US government.

You must keep the credit card slip and letter as evidence that you have treated the supply as zero rated.

## 3.4 How does the Procurement ('PRO') Card work?

The Procurement Card, or 'PRO Card', is a Mastercard with a special prefix: **5405**. If payment is made with this card, you may treat a supply to US visiting forces as if it were zero rated for VAT purposes.

The buyer must give you a letter from the General Manager of AAFES stating that the goods or services are being bought for the official use of the US government. An example of this letter is shown in section 11.

You must keep the credit card slip and letter as evidence that you have treated the supply as zero rated.

## 3.5 How do I obtain a refund of excise duty when transporting personnel or school children for US visiting forces?

### a) Prior notification to Customs and Excise

Contact the Customs and Excise National Advice Service to find out which Customs and Excise office will refund the duty to you. You can contact our National Advice Service by phone on 0845 010 9000 or by email to your local enquiry office.

After you have agreed a contract with the US forces, but before you provide the services, contact your refund office so that they are aware that you are going to submit claims for a refund of excise duty on road fuel.

### b) Calculate your excise duty refund claim

HM Customs and Excise will refund to you the excise duty paid on fuel consumed in the UK:

- on round trip journeys; and
- on journeys between your garage (or other place of overnight parking) and the point of first pick up, and return.

This distance is the 'allowable mileage'.

Unless you reach a separate agreement with HM Customs and Excise, the amount you may claim for your bus and coach journeys must be calculated using the following standard fuel consumption factors:

- up to 28 seats - 4.1 miles per litre;
- 29 to 53 seats - 2.7 miles per litre;
- over 53 seats - 1.95 miles per litre.

The fuel consumption factors for cars and taxis must be based on the standard fuel consumption figure when the vehicle is travelling at 75 mph, as published in commercial sources.

You must use the following formula to calculate the amount of duty to be claimed:

$$\text{Claimable duty} = \frac{\text{Allowable mileage} \times \text{current rate of duty per litre}}{\text{Fuel consumption factor}}$$

c) Submit a quarterly claim

You should send your completed claims, together with the required supporting evidence, to your refund office as soon as possible after the end of each calendar quarter. If you make a late claim (more than 2 months after the end of the quarter), or do not have the information to support them, the claim may not be allowed. Your quarterly claims must be supported by the following documents or information:

- copies of the invoices sent monthly to the US forces Base Finance Officer covering the period of the claim and specifying the mileage performed;
- details of any school holidays or other occasions when the service did not run;
- the following declaration:  
“I declare that the prices indicated in the attached copy invoices relevant to this claim, are exclusive of excise duty paid on motor spirit and/or fuel. I further declare that the unloaded and loaded mileages indicated in the claim were necessarily performed for the fulfilment of the contract and that only fuel duty-paid at the unrebated rate of duty was used in all vehicles”; and
- the following details of all the vehicles used during the period of the claim:
  - registration number;
  - seating capacity; and
  - performance in terms of miles per litre.

An example of a claim is in section 12.

## **3.6 How do I obtain relief from excise duty when transporting goods for US visiting forces?**

a) Prior notification to Customs and Excise

Contact the Customs and Excise National Advice Service to find out which Customs and Excise office will refund the duty to you. You can contact the National Advice Service by phone on 0845 010 9000 or by Email to your local enquiry office.

After you have agreed a contract with the US forces, but before you provide the service, contact your refund office so that they are aware that you are going to submit claims for a refund of the excise duty on road fuel. You must provide them with the following information:

- the date(s) covered by the contract;
- the vehicle(s) to be used and the tonnage (the tare weight);
- the locations for loading and unloading;
- all details, including mileage and frequency, for the journeys involved; and
- the expected total mileage for one month or quarter.

Inform your refund office of any new contracts or extensions to existing contracts, or the use of any vehicles giving a different miles per litre factor.

#### b) Calculate your excise duty refund claim

HM Customs and Excise will refund to you the excise duty paid on fuel consumed in the UK:

- on loaded round trip journeys; and
- on journeys between your garage (or other place of overnight parking) and the point of first pick up, and return.

This distance is the 'allowable mileage'.

Unless you reach a separate agreement with HM Customs and Excise, the amount you may claim is worked out from the number of miles covered using the following standard fuel consumption factors:

- 5 to 8 ton vehicles - 4.1 miles per litre;
- 9 to 13 ton vehicles - 3.1 miles per litre;
- 14 to 18 ton vehicles - 2.75 miles per litre;
- 19 to 24 ton vehicles - 2.5 miles per litre;
- over 24 ton vehicles - 2.0 miles per litre.

If you are using vehicles to which the tonnage scale does not apply, for example transit vans, you must agree the miles per litre factor with your refund office. This must be based on the most economical vehicle used.

The fuel consumption factors for cars and taxis are based on the standard fuel consumption figures when the vehicle is travelling at 75 mph, as published in commercial sources.

You must use the following formula to work out the amount of duty to be claimed:

$$\text{Claimable duty} = \frac{\text{Allowable mileage} \times \text{current rate of duty per litre}}{\text{Fuel consumption factor}}$$

c) Submit a quarterly claim

You must send your completed claims, together with the required supporting evidence, to your refund office as soon as possible after the end of each calendar quarter. If you make late claims (more than 2 months after the end of the quarter), or do not have the information to support them, they may not be allowed.

To support your claim you must provide the following:

- a statement or certificate from the US forces confirming that the work has been carried out;
- your written declaration that the mileage involved has been wholly and exclusively performed in pursuance of the US forces contract;
- a statement by you that you have paid road fuel duty; and
- your written undertaking that you will pass on to the US forces the refund of fuel duty if your invoice to them included this charge and they have paid it.

### **3.7 What other duty reliefs are there on supplies to US visiting forces for their official use?**

US visiting forces may be supplied with tax and duty-free goods from a customs or excise warehouse for their official use as explained in section 8.

US visiting forces may also be allowed relief from landfill tax as explained in section 9.

If you import goods and process them under the inward processing relief regime (IPR - see Notice 221 Inward Processing Relief) you can supply them to US forces free of Customs duty. If you operate a brewery you can supply beer to a US forces base free of excise duty (see Notice 226 Beer Duty). Finally, you can supply road fuel for the official use of US forces free of VAT and excise duty; and if you are registered for climate change levy, you can make supplies of fuel and power to US visiting forces without having to account for the levy.

## **3.8 What goods or services can I supply VAT and duty-free to members of US forces based in the UK?**

You can supply a motor vehicle to a member of the US visiting forces based in the UK free of VAT. The conditions are explained in section 7.

Members of US visiting forces may remove goods from a Customs warehouse free of Customs duty and VAT. The conditions are explained in section 8.

You can supply other goods or services costing at least £100, including VAT, to a member of US visiting forces in the UK for their personal use, or for the use of their family, VAT-free under the US 'VAT-free purchase scheme'. The conditions are explained in paragraph 3.9.

You can supply goods from a concession shop on a US base free of VAT. The conditions are explained in paragraph 3.10.

## **3.9 How does the US 'VAT-free purchase scheme' work?**

You may treat a supply of goods or services to US service personnel as if it were zero rated for VAT, provided the VAT-inclusive value of the order is over £100. The supply may not include any supply of land, nor any supply of a motor vehicle (see section 7 for motor vehicles).

You must first provide the buyer with a written quote stating the price of the goods or services excluding VAT. Make sure that the quote and any invoice is addressed to a named member of the US visiting forces.

The buyer must then give you a US government cheque in pounds sterling and two copies of a US Forces VAT-Free Purchase Certificate, as shown in section 13. This certificate must be signed by an authorised signatory of the US visiting forces. Sign one copy of the certificate and return it to the buyer. Keep the second copy of the certificate in your VAT records as evidence to support the VAT-free supply.

This is a voluntary scheme and if you do not wish to participate you are not required to do so. In that case you must charge and account for VAT in the usual way.

## **3.10 US Army and Air Force Exchange Services (AAFES) Concession Shops**

If you are authorised by the US visiting forces to operate a concession shop on a US base, you must keep a 'Concessionaire's Daily Sales Report'. This must list each purchase and include the following statement:

“a) I certify that this is a true and complete summary of sales made to entitled personnel for ..... (date) for and on behalf of  
..... (name of concessionaire)

..... (Concession Manager)

b) The price to be paid for the goods and/or services liable to VAT covered by this summary shall be exclusive of VAT in accordance with the arrangements agreed between the appropriate US authorities and HM Customs and Excise (ref: PRIV 46/7).

..... (Exchange Manager)”

The Concession manager must complete and sign the certificate and produce two copies of the report to the AAFES authorities. Their US base Exchange Manager signs one copy and returns it to you. You must keep the certified copy of the report as evidence to support the tax-free supply of goods.

## **4. Supplies to NATO visiting forces (other than US forces)**

### **4.1 What goods and services can I supply VAT and duty-free to a non-US NATO force for its official use?**

NATO visiting forces are entitled to tax and duty relief on most goods and services supplied to them for official purposes, but in most cases they obtain this relief by claiming a VAT or duty refund from Customs and Excise. To recover the VAT (and excise duty where applicable), they must present evidence of payment of tax and duty. So if you are asked to make a supply of goods and services to these visiting forces you must make this supply inclusive of VAT and duty and provide them with evidence that the tax and duty has been paid. For VAT purposes this will be in the form of:

- a VAT invoice for purchases totalling £100 or more; or
- a less detailed VAT invoice for purchases of less than £100.

More information on what must be included in a VAT invoice is contained in Notice 700 The VAT Guide.

## **4.2 How do I supply goods to members of a non-US NATO force so that they can recover VAT and excise duty?**

You can supply a motor vehicle to a member of NATO visiting forces based in the UK free of VAT. Section 7 explains the conditions.

When members of a NATO visiting force pay VAT on purchases of consumer durable goods, they may obtain a refund of the VAT from Customs and Excise. Examples of such goods are domestic electrical equipment, furnishings, similar household effects, items of jewellery and clothing. They are also entitled to a refund of excise duty and VAT on road fuel.

If you are asked to make a supply of such goods to a member of a NATO visiting force you must make this supply inclusive of VAT. You should provide your customer with evidence that they have paid VAT in the form of:

- a VAT invoice for purchases totalling £100 or more; or
- a less detailed VAT invoice for purchases of less than £100.

More information on what is to be included in a VAT invoice is contained in Notice 700 The VAT Guide.

## **4.3 What other duty reliefs are available on supplies to NATO visiting forces?**

You can supply goods free of tax and duty from a Customs or excise warehouse as explained in section 8.

NATO visiting forces are entitled to obtain relief from landfill tax as explained in section 9.

If you are registered for climate change levy, you can make supplies of fuel and power free of the levy.

Finally, If you import goods and process them under the inward processing relief regime (IPR - see Notice 221 Inward Processing Relief) you can supply them to US forces free of Customs duty.

## **5. Supplies to NATO International Military Headquarters (IMHQ)**

### **5.1 What goods and services can I supply VAT and duty-free to a NATO IMHQ for its official use?**

You can supply goods or services free of VAT to a NATO IMHQ, provided you have an official contract or purchase order from the IMHQ authority.

The contract or purchase order must be:

- with a specific and named NATO IMHQ;
- approved by an authorised signatory of the HQ; and
- signed by the authorised signatory of the HQ. This must not be a rubber stamp or photocopy, and any faxed order must be confirmed in writing.

The contract or purchase order must also include the following statement:

“I hereby certify that the goods and services listed are being purchased for official use by the North Atlantic Treaty Organisation and should be supplied free of VAT in accordance with the agreement with HM Customs and Excise Reference PRIV 59/16”.

If you receive a contract or purchase order containing these elements, you may treat the supply as if it were zero rated for VAT purposes. You should obtain an official receipt on completion of the supply and retain this with the contract or purchase order in your VAT records as supporting evidence for the VAT free supply.

If you have any doubt over your customer’s eligibility to receive supplies free of VAT, contact the Customs and Excise National Advice Service by phone on 0845 010 9000 or by email to your local enquiry office.

### **5.2 What goods and services can I supply VAT and duty-free to a member of a NATO IMHQ?**

You can treat US members of a NATO IMHQ in the same way as members of the US visiting force - see paragraphs 3.8 to 3.10.

You can treat other members of a NATO IMHQ in the same way as members of other NATO visiting forces - see paragraphs 4.2 and 4.3.

## **6. Supplies to the American Battle Monuments Commission**

### **6.1 What goods or services can I supply duty and VAT free to the American Military Cemetery and Memorial at Madingley, Cambridge or Brookwood, Surrey?**

You can supply any goods or services free of VAT to the American Military Cemetery and Memorial at Madingley, Cambridge or Brookwood, Surrey provided they are solely used for the maintenance of those cemeteries. If you are registered for climate change levy, you can make supplies of fuel and power free of the levy.

### **6.2 How do I make the supply VAT-free?**

To obtain relief you must have an official written order or contract from the American Battle Monuments Commission in Paris, or from the American Military Cemetery and Memorial in Cambridge, signed by an official of one of these organisations. The order or contract must certify that the goods and/or services are supplied for the maintenance of United States military cemeteries in the United Kingdom. When the supply is complete, you must obtain and keep in your VAT records an official receipt, or a stamped certificate, to show that the goods or services have been received in accordance with the terms of the contract or order.

Then you may treat the supply as if it were zero rated for the purposes of VAT.

## **7. Motor vehicles**

### **7.1 Can I supply a vehicle VAT-free to a NATO visiting force or to one of its members?**

You can supply a motor vehicle VAT free to any NATO visiting force in the UK for its official use.

You can also supply a VAT-free motor vehicle to a member of any NATO visiting force for their personal use or for the use of their family. Each individual is allowed to own only one motor vehicle free of VAT at any one time, plus a second if his or her spouse is present in the UK. No relief is available to anyone who is a United Kingdom national, or anyone who is permanently resident in the United Kingdom.

### **7.2 How do I make the supply?**

There are two ways of supplying a motor vehicle VAT-free to a visiting force or a member of a visiting force:

- you can supply one on removal from a Customs warehouse, as explained in section 8; or
- if the vehicle was manufactured in the European Union (EU) or European Free Trade Area (EFTA), or if the supply is for the official use of US visiting forces, you can supply one by following the procedure explained in paragraphs 7.3, 7.4 and 7.5.

## **7.3 How do I know whether my customer is entitled to a VAT-free vehicle?**

Your customer must demonstrate entitlement to receive a tax-free vehicle. If the vehicle is for the official use of US visiting forces, they must follow the procedures described in paragraphs 3.2, 3.3 and 3.4. In all other cases, your customer must provide a properly completed and authorised Form C&E 941 if the supply is from a Customs warehouse, or Form C&E941A in other cases.

When you receive the completed form you may treat the supply as if it were zero rated for VAT. Keep the form with your records to prove entitlement to the tax relief.

## **7.4 How are Forms C&E 941 and C&E 941A completed and authorised?**

If your customer is removing the motor vehicle from a Customs warehouse, they must complete Form C&E941. In other cases they must complete Form C&E941A.

If your customer is from the US forces, the Pass and Registration Section of the force must have authorised the form. In other cases the visiting force or NATO IMHQ must authorise the form. The completed form must also have been authorised by Customs and Excise.

If you wish to register the vehicle for your customer, you should ask the customer for a further copy of the form for you to send to the vehicle registration office.

## **7.5 The VAT Second-Hand Margin Scheme**

You cannot supply NATO visiting forces with VAT-free goods under the VAT Second-Hand Margin Scheme (see Notice 718 Margin schemes for second-hand goods, works of art, antiques and collectors' items). If you have a non-qualifying second-hand vehicle in your margin scheme records which you wish to treat as a zero rated supply to a member of a visiting force, you must clearly record in your second-hand stock book that the vehicle has been supplied free of VAT to a member of a visiting force outside the margin scheme. You must then obtain and keep in your records a completed and authorised Form C&E941A.

## **8. Customs and Excise Warehousing**

### **8.1 How do I supply alcoholic drinks or tobacco products from a UK excise warehouse?**

If you operate an approved excise warehouse in the UK, you can supply alcoholic drinks and tobacco products free of VAT and excise duty to a UK-based NATO visiting force or NATO IMHQ.

Before you make the supply, the visiting force authority must complete and present a Form C185. This form must include full details of all the goods required by the members of the force. This document is the authority to release the goods from your warehouse. The Form C185 must be signed by an authorised signatory of the visiting force. You must keep these documents in your warehouse records.

Once you have the official authorisation for the delivery of the goods, follow the procedures laid down in Notice 197 Excise goods: holding and movement.

### **8.2 How do I supply goods from a Customs warehouse?**

#### **8.2.1 Goods for the official use of a UK-based visiting force or IMHQ**

The visiting force or IMHQ removing the goods from the warehouse must make a Customs declaration on Form C88, using Customs Procedure Code (CPC) 40 71 20. Information on the completion of Form C88 is contained in the Customs and Excise Tariff. Box 8 of the form must show the name and TURN (Trader's Unique Reference Number) of the visiting force or IMHQ.

You can then release the goods free of tax and duty.

Additional requirements exist for removals of motor vehicles: these are described in section 7 of this notice.

#### **8.2.2 Goods for the personal use of a UK-based member of a NATO visiting force or a NATO IMHQ**

The entitled person removing the goods from the warehouse must make a customs declaration on Form C88 using Customs Procedure Code (CPC) 40 71 35. Information on the completion of Form C88 is contained in the Customs and Excise Tariff. Box 8 of the form must show the name and TURN (Trader's Unique Reference Number) of the force or IMHQ.

Before you release the goods you must receive a completed Form C2 or (for US forces only) DD1434. You may then release the goods free of tax and duty.

Additional requirements exist for removals of motor vehicles: these are described in section 7 of this notice.

## **9. Landfill tax**

### **9.1 How can I supply waste disposal services to visiting forces without charging landfill tax?**

To supply waste disposal services to visiting forces without charging landfill tax, you must have an official contract with the force authority showing:

- how long the contract will last;
- the bases you will cover; and
- the type and the amount of waste to be removed.

You must also obtain an exemption certificate from the base Civil Engineer's office.

### **9.2 What is contained in an exemption certificate?**

The base Civil Engineer will issue a certificate each month indicating the tonnage of waste to be removed and placed in landfill sites. This amount is the Approved Monthly Tonnage (AMT).

The certificate must state the base where you will collect the waste and the landfill site where it is to be deposited.

In the case of landfilled waste from US visiting forces, the exemption certificate must contain the following declaration:

“The landfill tax liable on the disposal of active waste under this contract by landfill is to be relieved under the arrangements agreed between the appropriate authorities of the US visiting forces and HM Customs and Excise reference: RDM 428/601/01. I hereby certify that this is official US forces active waste”.

In the case of landfill waste from other NATO visiting forces, the exemption certificate must contain a similar declaration referring to an agreement between the force concerned and HM Customs and Excise, and certifying that this is visiting forces waste.

## 9.3 What must I do with the exemption certificate?

Pass the certificate to the landfill site operator. The operator will use it to claim a reduction on their landfill tax return. The operator must keep the original certificates for inspection by HM Customs and Excise.

## 10. Further Help and Advice

If you make supplies to visiting forces in other EU Member States, consult Notice 725 The Single Market and Notice 197 Excise Goods: Holding and Movement.

If you make supplies of goods to visiting forces outside the European Union, consult Notice 703 Exports and Removals of Goods from the UK.

## 11. Specimen Letter to be presented with Pro Card

(referred to in paragraph 3.4)

### AAFES

Army & Air Force Exchange Service  
UK Consolidated Exchange  
Unit 5280, Box 420  
APO AE 09464 – 0420  
or  
Building 975, RAF Lakenheath  
Brandon, Suffolk IP27 9PN

30 March 2002

UK CONSOLIDATED EXCHANGE GM

TO WHOM IT MAY CONCERN:

Dear Sir

This letter informs you that the Army and Air Force Exchange Service (AAFES) now uses the Master Card issued under the Wells Fargo Bank to purchase goods and services. Purchases made using this credit card are for official US Government use and are therefore exempt from value added tax (VAT).

This exemption is in accordance with the arrangements between the U.S. Government and HM Customs and Excise (Ref Priv 46/7) which states that goods/services listed on the invoice have been received in full and that the prices are correct.

Notice 431 Visiting Forces  
November 2003

If you have any questions pertaining to the VAT exemption of the AAFES Purchase Card please contact your Local VAT Office.

If you have any questions regarding the AAFES Purchase Card please do not hesitate to contact Graham Griffiths, telephone 01638 533931.

sincerely

ROBERT A SMITH  
General Manager

## **12. Specimen Claim for duty on road fuel used in the conveyance of personnel and school children**

(referred to in paragraph 3.5)

Month: May 2003    US Contract and/or    F 61775-82-C-0001  
 Delivery Order No    F 61775-82-M-0134

Route Number	Date of journeys	Number of days journeys were made	Allowable mileage per day		Total mileage
			Unloaded	Loaded	
1	3rd to 7th 10th to 14th 17th to 21st 24th to 28th	20	4	57	1220
2 (Serving English School)	3rd to 7th 10th to 14th 17th to 21st 24th to 28th	20	2	45	940
Total mileage					2160

Journeys not made on routes 1 and 2 on 31 May - Memorial Day, US public holidays and when school closed.

- Details of vehicle:
- a      SQF 330P
  - b      32 seats
  - c      2.7 miles per litre

**Refund claim**

$$\frac{2160 \text{ (total mileage)} \times \text{£}0.4499 \text{ (duty rate £ per litre)}}{2.6 \text{ (agreed miles per litre factor)}} = \text{£}359.92$$

I declare that the prices indicated in the attached copy invoices relevant to this claim are exclusive of excise duty paid on motor spirit and/or fuel.

I further declare that the unloaded and loaded mileages in this claim were necessarily performed for the fulfilment of the contract and that only fuel duty paid at the rebated rated of duty was used in all vehicles. I claim repayment of duty accordingly.

Signed: ..... (Contractor)

Date: ..... (Contractor)

**13. US forces' VAT-free Purchase Certificate**

(referred to in paragraph 3.9)

Check/Certificate Number: .....

The goods and/or services listed below are to be delivered at a price exclusive of Value Added Tax under arrangements agreed upon between the appropriate US Authorities and HM Customs and Excise (Reference: Priv 46/7). I hereby certify that the goods and/or services are being purchased for United States Visiting Force purposes only.

.....(Seal)

Government Representative

.....Date

On ..... the following item(s) were purchased by ..... (name)  
(date)

..... £..... (exclusive of VAT)

The TOTAL price exclusive of Value Added Tax was £.....

Shop/Store Address: .....

.....

.....

Shop/Store Phone: .....

.....

Supplier's printed name

.....

Supplier's signature

## 14. Glossary

**AAFES:** Army and Air Force Exchange Service

**Customs Procedure Code:** A six-digit code that must be entered on a C88 declaration form to indicate the type of import, export or other procedure. The Customs procedure codes to be used are listed and explained in the Customs and Excise Tariff.

**European Free Trade Area (EFTA):** The current members are Iceland, Liechtenstein, Norway and Switzerland.

**European Union (EU):** The current members are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom. More members will join in May 2004.

**GPC:** US Government-Wide Purchase Card

**NATO:** North Atlantic Treaty Organisation

**NATO Visiting Force:** A visiting force from a NATO country, when stationed outside its home country. The visiting forces referred to are those from Belgium, Canada, the Czech Republic, Denmark, France, Germany, Greece, Hungary, Iceland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Spain, Turkey and the United States of America.

**NATO Military Headquarters:** HQ organisations and outstations set up by NATO as part of its military structure. At the time of writing there are two NATO International Military Headquarters in the UK: HQ CinCEASTLANT in Northwood, and No 9 Combined Air Operations Centre at RAF High Wycombe.

**PRO Card:** Procurement Card

**USNX:** US Navy Exchange

**Visiting Force:** A body, contingent or attachment of the armed forces of a sovereign state stationed in another sovereign state on the invitation of the host state's Government, or a member of such a body. In this Notice this term includes civilian staff accompanying the force.

## Do you have any comments?

We would be pleased to receive any comments or suggestions you may have about this notice. Please write to:

**HM Customs and Excise International Tax Team  
1st Floor West  
New King's Beam House  
22 Upper Ground  
London  
SE1 9PJ**

Please note this address is not for general enquiries. You should ring our National Advice Service about those.

## **If you have a complaint or suggestion**

If you have a complaint please try to resolve it on the spot with our officer. If you are unable to do so, or have a suggestion about how we can improve our service, you should contact one of our Regional Complaints Units. You will find the telephone number under 'Customs and Excise - complaints and suggestions' in your local telephone book. Ask for a copy of our code of practice 'Complaints and putting things right' (Notice 1000). You will find further information on our website at <http://www.hmce.gov.uk>.

If we are unable to resolve your complaint to your satisfaction you can ask the Adjudicator to look into it. The Adjudicator, whose services are free, is a fair and unbiased referee whose recommendations are independent of Customs and Excise.

You can contact the Adjudicator at:

**The Adjudicator's Office**  
**Haymarket House**  
**28 Haymarket**  
**LONDON**  
**SW1Y 4SP**

**Phone: (020) 7930 2292**

**Fax: (020) 7930 2298**

**E-mail: [adjudicators@gtnet.gov.uk](mailto:adjudicators@gtnet.gov.uk)**

**Internet: <http://www.adjudicatorsoffice.gov.uk/>**