



Note No. A205/16

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to diplomatic missions and international organisations and has the honour to inform them of changes to the process of the sale of diplomatic vehicles.

The Directorate wishes to inform diplomatic missions and international organisations that, from 1 September 2016, the TX22 process will change. The updated process is set out below.

#### Stage 1

- Completion of the TX22 form by the diplomat and stamped by the mission/organisation.
- Stamped form to be sent direct to Protocol Directorate at the FCO. Previously the form was sent to the DVLA.
- The form, now stamped by Protocol Directorate, is sent directly to Personal Transport Unit (PTU) at HMRC for vehicle valuation and an assessment of disposal charges.
- The TX22 form, including disposal charges, is returned directly to the mission/organisation.

At this point the diplomat has a period of three months in which to decide whether to continue with the disposal of the vehicle and pay the disposal charges. If the diplomat decides not to proceed or disposal is not completed within the three month period the process will start again.

#### Stage 2

- Charges paid by the diplomat to the FCO for UK manufactured vehicles. The TX22 form should be submitted and a receipt is issued to the diplomat. A copy of the TX22 will be returned to the diplomat to present to the DVLA.
- Charges paid by the diplomat to the PTU for non-UK manufactured vehicles;
  - Payment made by cheque and sent together with the completed TX22, which is stamped as a receipt and returned to the Embassy/Mission.
  - Payment made electronically is processed by HMRC's Direct Receipts Team within two working days and a copy of the TX22 (if the original has not been returned) is stamped as a receipt and returned to the Mission/Embassy.
- The receipted original or copy of the TX22 will be provided to the DVLA by the Diplomat.



We hope that these new improved arrangements will reduce delays to the process and inconvenience to the diplomat.

Protocol Directorate of the Foreign and Commonwealth Office avails itself of this opportunity to renew to diplomatic missions and international organisations the assurances of its highest consideration.

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19 AUGUST 2016

