



Note No. A294/17

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all international organisations and has the honour to refer to a revised numbering system for all Protocol Directorate forms.

The Directorate wishes to advise missions that, following a review of its 'TX' forms, it has decided to renumber and, where possible, to dispense with separate forms for diplomatic missions, consulates and international organisations.

The following changes have been made:

<u>Existing Form</u>	<u>Purpose</u>	<u>New Form</u>
TX9	Notification of arrival, departure, change of circumstances	Form 1
TX12		
TX37		
TX2	FCO identity card application	Form 2
TX19	Occupation of premises	Form 3
TX31		
TX36		
TX20	Vacation of premises	Form 4
TX22	Deregister duty free vehicle	Form 5
TX23	Deregister duty paid vehicle	Form 6
TX26	Application to purchase UK manufactured vehicle	Form 7
TX13	Refund of VAT for foreign diplomatic missions	Form 8
TX14	Refund of VAT for Commonwealth missions	Form 9

TX10	Refund of VAT and duty on fuel	Form 10
TX15	Refund of VAT for international organisations	Form 11
TX16	Refund of APD and IPT for international organisations	Form 12

The revised forms will be available from the Protocol website <http://protocol.fco.gov.uk/> from 1 January 2018, and all international organisations are asked to begin using the new forms immediately. However, the Directorate will continue to accept the old forms until 28 February 2018, after which they will be returned to the international organisation with a request that the correct new forms be submitted.

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

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