



Note No. A057/18

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all diplomatic missions and international organisations and has the honour to refer to the exemption from the non-beneficial portion of National Non-Domestic Rates (NNDR).

The Directorate wishes to inform diplomatic missions and international organisations that, along with the Valuation Office Agency (VOA), it is undertaking a review of all premises that are in receipt of or entitled to exemption from the non-beneficial portion of NNDR. To assist with this review, and to ensure the both the Directorate's and the VOA's records are accurate, the Directorate requests that all diplomatic missions and international organisations submit a new Form 3 (occupation of premises) for each premises occupied for official use.

A separate Form 3 must be submitted for every individual address occupied for official diplomatic or consular use, including for separately housed storage buildings and offices, as well as consulates and international organisations based outside of London.

Where a diplomatic or consular mission, or international organisation does not occupy the entirety of an address, the Form 3 must specify which part of the premises is occupied for official use e.g. First Floor, Suite 3, Room 1 and 2.

Where a premises has been occupied for a considerable period and the precise date of occupation is not available, the year or approximate year of occupation will be acceptable.

The Directorate requests that diplomatic missions and international organisations submit a duly completed Form 3 for each official premises to Diplomatic Missions and International Organisations Unit by 31 March 2018.

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

FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1A 2AH

22 FEBRUARY 2018

