



Note No. A141/18

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all diplomatic missions and has the honour to refer to the procedure for applying for refund of VAT and duty on purchases of petrol, diesel and heating oil.

The Directorate wishes to remind missions that the new Form 10 has replaced the TX10 and TX10(priv) forms, and that all claims for fuel tax refund, both for private and official vehicles, must now be submitted using the new form.

The Directorate further wishes to remind missions that only claims for refund of fuel tax for vehicles with diplomatic or consular registration will be accepted, unless otherwise agreed in advance by the Directorate.

The Directorate requests that Form 10 be completed in the same format as shown on the enclosed example. Claims received that are not set out in this format, along with any claims containing ineligible vehicles, purchases not attributed to an entitled mission or official, or with insufficient evidence of purchase, will be returned to the mission.

Further details of how to complete Form 10 and how to calculate the refund amount can be found in the 'Vehicle' section of the Protocol website <http://protocol.fco.gov.uk/>

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

FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1A 2AH

12 FEBRUARY 2018



Example Form 10 vehicle list and calculation table

Vehicle registration mark, name of registered keeper	Number of litres of fuel purchased	Type of fuel (petrol, diesel etc.)
123D123 (Given name Surname)	128	Diesel
123D127 (Given name Surname)	135	
123D125	311	
123D128 (Given name Surname)	113	Petrol
123D124 (Given name Surname)	160	
123D126	280	

QUANTITIES OF FUEL TO WHICH CLAIM RELATES	LITRES	DUTY		VAT	
		RATE	AMOUNT	RATE	AMOUNT
DIESEL	574	0.5795	£332.63	0.18	£103.32
PETROL	553	0.5795	£320.46	0.17	£94.01
HEATING OIL					
TOTAL CLAIMED		Total Duty Claimed	£653.09	Total VAT Claimed	£197.33
TOTAL REFUND CLAIMED £ _____ £850.42 _____					