

To apply for the release of your goods complete Part 1 and either Part 2 or 3 below and Part 4 or 5 overleaf as appropriate.

Note: Diplomats and missions are not entitled to purchase goods or services free of VAT within the UK.

Part 1 Declaration (You must complete this part in all cases)

Name of mission or international organisation Your ref. (if any)
Your EORI

I declare that the goods in this application are to be *imported/withdrawn from an excise/customs warehouse or in the case of a New Means of Transport, acquired from another EC Member State for

*the official use of the mission or organisation

*the personal use of..... (name of applicant)

*non-commercial use (e.g. exhibition) at,

and that the goods are the property of the government.

Signature of head or acting head of mission or organisation..... Date

Name of signatory (in capital letters) *Delete as necessary

Part 2 Release from excise/customs warehouse (Show details of goods in Part 4 or 5 overleaf)

Name of warehouse

Address

Part 3 Release from customs control at port/airport/inland clearance depot/National Clearance Hub
(Show details of goods in Part 4 or 5 overleaf)

Place of customs clearance..... Date of arrival.....

Name of vessel or flight number..... Bill of lading or airwaybill number

Container number and/or importing vehicle number (if appropriate)

Name of clearing agent

Address

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.

Part 4 Release of motor vehicle or acquisition of a New Means of Transport

Name of owner

Is the vehicle a New Means of Transport? (see VAT Notice 728 for a definition of a New Means of Transport) Yes No

Make..... Model..... Colour

Engine number Chassis number

Fuel type (petrol, diesel etc.) National type approval number

Date of manufacture Date of purchase

Registration number (if vehicle is not new)..... Country where purchased

Part 5 Goods (including all wines, beers, spirits, cigarettes, cigars, hand rolling tobacco and perfume) other than motor vehicles

For official use only

Full description and quantity of goods *	Entry or document number and date of release
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If cigarettes, cigars, hand rolling tobacco, wines, beers, spirits, perfumes or motor vehicles are shown in this application, send copies 1 and 2 to:

Diplomatic Missions and International Organisations Unit
Protocol Directorate
Foreign and Commonwealth Office
King Charles Street
LONDON SW1A 2PA

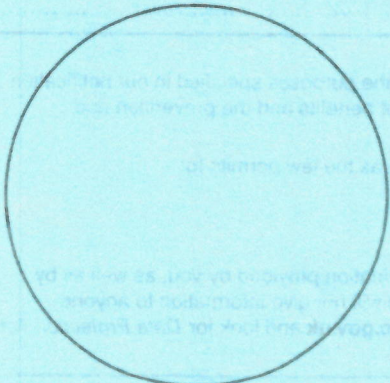
If other goods **only** are shown, send completed copies 1 and 2 direct to the relevant clearing agent or customs/excise warehouse. Copy 3 should always be kept by the applicant.

Note to HM Revenue & Customs

This copy (1) is the only copy valid for clearance purposes. If cigarettes, cigars, hand rolling tobacco, wines, beers, spirits, perfumes or motor vehicles are included in this application, the certificate below must be signed and stamped by the Foreign and Commonwealth Office (FCO) and a release number shown.

Foreign and Commonwealth Office certification

I certify that the applicant named overleaf is entitled to the release of the goods entered in this application free of duty and Value Added Tax under privilege. Details have been recorded by the Protocol Directorate of the Foreign and Commonwealth Office.



FCO release number.....

Signature.....
(Protocol Directorate)

Date.....

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and that the goods are the property of the government.

Signature of head or acting head of mission or organisation..... Date

Name of signatory (in capital letters) *Delete as necessary

Part 2 Release from excise/customs warehouse (Show details of goods in Part 4 or 5 overleaf)

Name of warehouse

Address

.....

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Part 3 Release from customs control at port/airport/inland clearance depot/National Clearance Hub
(Show details of goods in Part 4 or 5 overleaf)

Place of customs clearance..... Date of arrival.....

Name of vessel or flight number..... Bill of lading or airwaybill number

Container number and/or importing vehicle number (if appropriate)

Name of clearing agent

Address

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Name of owner
Is the vehicle a New Means of Transport? (see VAT Notice 728 for a definition of a New Means of Transport) Yes No
Make..... Model..... Colour.....
Engine number..... Chassis number.....
Fuel type (petrol, diesel etc.)..... National type approval number.....
Date of manufacture..... Date of purchase.....
Registration number (if vehicle is not new)..... Country where purchased.....

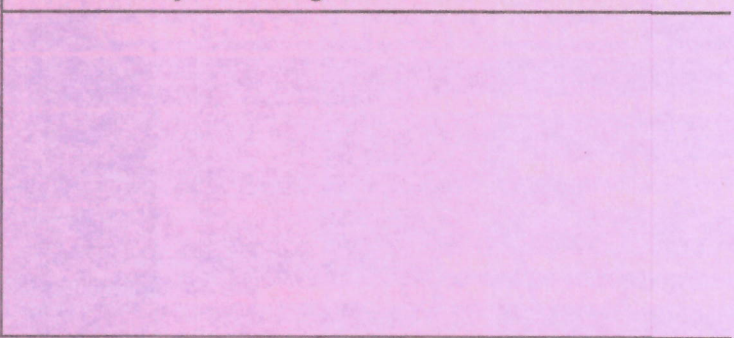
Part 5 Goods (including all wines, beers, spirits, cigarettes, cigars, hand rolling tobacco and perfume) other than motor vehicles

Full description and quantity of goods *
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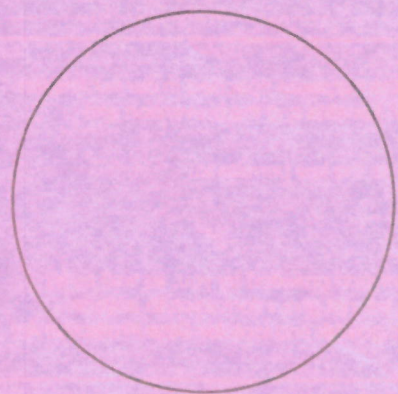
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Protocol Directorate
Foreign and Commonwealth Office
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LONDON SW1A 2PA
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For use by the Foreign and Commonwealth Office



Foreign and Commonwealth Office certification

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FCO release number.....
Signature.....
(Protocol Directorate)
Date.....

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Part 2 Release from excise/customs warehouse (Show details of goods in Part 4 or 5 overleaf)

Name of warehouse
 Address

**Part 3 Release from customs control at port/airport/inland clearance depot/National Clearance Hub/
Personal Transport Unit** (Show details of goods in Part 4 or 5 overleaf)

Place of customs clearance..... Date of arrival.....

Name of vessel or flight number..... Bill of lading or airwaybill number

Container number and/or importing vehicle number (if appropriate)

Name of clearing agent
 Address

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Full description and quantity of goods

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