

Serial No (optional).....

1. ELIGIBLE BODY/INDIVIDUAL
Designation/Name:.....
Street and No:.....
Postcode, place:.....
(Host) Member State:.....

2. COMPETENT AUTHORITY RESPONSIBLE FOR STAMPING (name, address and telephone number)
.....
.....

3. DECLARATION BY THE ELIGIBLE BODY OR INDIVIDUAL
The eligible body or individual,¹ hereby declares
a) that the goods and/or services set out in box 5 are intended²
 For the official use of For the personal use of
 foreign diplomatic mission a member of a foreign diplomatic mission
 foreign consular representation a member of a foreign consular representation
 a European body to which the Protocol on the privileges and immunities of the European Union applies
 an international organisation a staff member of an international organisation
 the armed forces of a State being a party to the North Atlantic Treaty (NATO force)
 the armed forces of the United Kingdom Stationed in the island of Cyprus

(designation of the institution) (see box 4)
b) that the goods and/or services described at box 5 comply with the conditions and limitations applicable to the exemption in the host Member State mentioned in box 1, and
c) that the information above is furnished in good faith.
The eligible body or individual hereby undertakes to pay the Member State from which the goods were dispatched or from which the goods and/or services were supplied, the VAT and/or excise duty which would be due if the goods and/or services did not comply with the conditions of exemption, or if the goods and/or services were not used in the manner intended..

Place, date Name and status of signatory

Signature

4. STAMP OF THE BODY (in case of exemption for personal use)

Place, date stamp Name and status of signatory

Signature

5. DESCRIPTION OF THE GOODS AND/OR SERVICES, FOR WHICH THE EXEMPTION FROM VAT AND/OR EXCISE DUTY IS REQUESTED

A. Information concerning the supplier/authorised warehouse keeper

- 1) Name and address.....
 2) Member State.....
 3) VAT/excise number or tax reference number.....

B. Information concerning the goods and/or services

No	Detailed description of the goods and/or services ⁽³⁾ (or reference to the attached order form)	Quantity or number	Value excluding VAT and excise duty		Currency
			Value per unit	Total value	
Total amount					

6. CERTIFICATION BY THE COMPETENT AUTHORITIES OF THE HOST MEMBER STATE

The consignment/supply of goods and/or services described in box 5 meets the conditions for exemption from VAT and/or excise duty:

- totally up to a quantity of⁴
 (number)

_____ stamp _____
 Place, date Name and status of signatory

 Signature

7. PERMISSION TO DISPENSE WITH THE STAMP UNDER BOX 6 (only in case of exemption for official use)

By letter No dated

..... is by.....
 (designation of eligible institution)

..... dispensed from the obligation under box 6 to obtain the stamp.
 (competent authority in host Member State)

_____ stamp _____
 Place, date Name and status of signatory

 Signature

(*) Delete as appropriate
 (1) Delete as appropriate
 (2) Place a cross in the appropriate box
 (3) Delete space not used. This obligation also applies if order forms are attached.
 (4) Goods and/or services not eligible should be deleted in box 5 or on the attached order form.