

Customer VAT Relief Certificate

This certificate should be completed and returned to Valda Energy where any of the premises supplied by us qualify for the reduced rate of VAT.

As the percentage of qualifying use can vary between energy supplies and premises, a separate form must be provided for each type of energy and each premises supplied.

Please note that if the certificate is not fully completed, we may have to return it to you for further clarification.

For information on VAT applicable to energy supplies, please see HMRC Vat Notice 701/19 (Fuel and power), contact the HMRC VAT helpline on 0300 200 3700 or visit the HMRC website at hmrc.gov.uk.

A. Your Details

Customer name

Customer account number (if known)

Address of qualifying premises

Contact telephone number

Contact email address

VAT registration number (if you have one)

Charity Commission registration number (if you have one)

B. Qualifying Use Details

Fuel type

Electricity

Gas

Please note that a separate certificate is required for each fuel type.

Qualifying use

Details of your meter number(s) can be found on your bill. If you have more than 6 meters at your premises, details for those meters should be provided on a separate certificate.

Meter number (electricity MPAN or gas MPRN)

Consumption qualifying for reduced rate VAT

% (to the nearest whole number)

You must be able to demonstrate to HMRC (if required) that the percentage(s) on which you are claiming the reduced rate of VAT is for a valid qualifying use. You should retain a copy of this certificate and the related calculations in case these are requested by HMRC.

C. Basis of Claim

Please confirm the nature of the qualifying use on which you are relying for this certificate by ticking one of the following boxes and providing details below.

Charitable non-business use

If you do not have a Charity Commission registration number (see Section A), please use the space below, and provide any supporting evidence, to confirm your charitable status.

Domestic use

Please provide details below. As a supplier to non-domestic premises, we would only expect the following circumstances to be applicable:

- supply solely for domestic use by a third party (e.g. landlord's domestic supplies)
- residential home or hospice care
- combined business and domestic use

Supporting information

D. Declaration

Signature

Name of signatory

Position

Date

By signing and returning this certificate, you confirm to us that:

- you are authorised to provide this certificate;
- the information contained in this certificate is complete, correct and accurate;
- you understand that you must notify us if there is a change in the qualifying use;
- you have read and understood the guidance in HMRC Vat Notice 701/19 (Fuel and power); and
- you understand that any incorrect statement may make you liable for a financial penalty under the Vat Act 1994.

The information you provide in this certificate will be used by us to process your request to be charged VAT at a reduced rate. You can find more information about how we handle your information in our privacy notice, which can be found on our website at valdaenergy.com/privacy.

E. Submitting your certificate

Please return your completed and signed certificate to us using one of the methods below. You should keep a copy for your own records.

By DocuSign

If this form has been sent to you using DocuSign, you will be able to complete and sign your certificate electronically. The document will be automatically returned to us and you will receive an electronic copy for your records.

By email

If the form is completed or signed by hand, you can scan a copy of your certificate and upload it to our website at valdaenergy.com/contact.

By post

If this form is completed or signed by, you can send your certificate to us at Valda Energy, Operations, Unit 11, Talisman Business Centre, Talisman Road, Bicester, OX26 6HR.