

Value Added Tax

VAT Registration Notification

This notification form must only be filled in if you have to register because you are making relevant supplies in the UK and you have no place of business here. Section 7 of VAT Notice 700/4 *Registration for VAT: Non-established taxable persons* gives more information about this and will help you to answer the questions on the form.

Please answer all questions. Write clearly in black ink and use CAPITAL LETTERS

Name

- 1. Sole proprietors - please give your full name.
Partnerships - please give your trading name. If you do not have one, give the names of all partners (*partnerships must also complete form VAT 2*).
Corporate or unincorporated bodies - please give the name of the company, club, association etc.

- 2. Do you have a trading name? Yes No
Please give the trading name of the business.

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Business address

- 3. Please give the address of your principal place of business.

Postcode	<input type="text"/>	Phone number	<input type="text"/>
		Fax number	<input type="text"/>

Tax representative

- 4. If you have appointed a tax representative to deal with your VAT matters in the UK please give details below.

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Phone number	<input type="text"/>
Postcode	<input type="text"/>	Fax number	<input type="text"/>

Status

5. What is the structure/legal status of the business? *(Please tick)*

Sole proprietor

Partnership

Corporate body

(Please give your company incorporation details)

Certificate number Date

Unincorporated body

Please give details

Business activities

6. What does your business do or intend to do? Tell us about your current or intended business activities.

Bank details

7. Please give your UK bank details or your tax representative's bank details.

Sort code <input type="text"/>	Account number <input type="text"/>
	or
No bank account <i>(please tick)</i> <input type="checkbox"/>	Girobank account number <input type="text"/> <input type="text"/> <input type="text"/>

Computer accounts

8. Is your accounting system computerised?

Yes <i>(Give details below)</i> <input type="checkbox"/>	No <input type="checkbox"/>
Computer type <input type="text"/>	
Software <input type="text"/>	Version <input type="text"/>

Relevant supplies

9. Have you made any relevant supplies yet? *(Please tick one box)*

<input type="checkbox"/>	Yes, I made my first relevant supply on	<input type="text"/>
<input type="checkbox"/>	No, but I expect to make my first relevant supply on	<input type="text"/>

Declaration

16. I declare that the information given on this form and contained in any accompanying document is true and complete.

Signature <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
Full name <input style="width: 100%;" type="text"/>	

What is your position in the business? (*Please tick*)

Proprietor <input type="checkbox"/>	Partner <input type="checkbox"/>	Director <input type="checkbox"/>
Company Secretary <input type="checkbox"/>	Trustee <input type="checkbox"/>	Other <input type="checkbox"/>

If "Other", give details

Checklist

- Have you answered every question?
- Have you signed the form?
- Partnership? Remember to complete Form VAT 2
- Appointing a tax representative? Remember to complete Form VAT1TR

What to do next

When you have completed and signed the form, please send it to the VAT Registration Unit specified in VAT Notice 700/4 *Registration for VAT: Non-established taxable persons*. If you have any problems completing the form please contact the Registration Unit.

Usually we will register you and give you a VAT registration number within 15 working days of receiving your form, provided you have given all the necessary information.

For office use

Local office code and registration number <input style="width: 95%;" type="text"/>	D	M	Y	Stagger <input type="checkbox"/>	Status <input type="checkbox"/>
Name <input style="width: 100%;" type="text"/>	Trade classification <input style="width: 100%;" type="text"/>			Taxable turnover <input style="width: 100%;" type="text"/>	
Trade name <input style="width: 100%;" type="text"/>	Value of Sales to EC <input style="width: 100%;" type="text"/>			Value of Purchases from EC <input style="width: 100%;" type="text"/>	
Rept. <input type="checkbox"/>	Vol. <input type="checkbox"/>	Oversize name address <input type="checkbox"/>	Comp. user <input type="checkbox"/>	Group Div <input type="checkbox"/>	Intg. EC <input type="checkbox"/>
Registration	Obligatory/Voluntary	Exemption	Intending	Transfer of Regn No	
Approved - Initial/date					
Refused - Initial/date					
Form issued - Initial/date	VAT9/ other	VAT8	Letter	Approval letter	