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| **NEW CUSTOMER DETAILS/VAT EXEMPTION ELIGIBILITY STATUS** |
| **DATE** |  |
| **Name of customer (official name)** |  |
| **Trading Name - Brand name: (if different)**  |  |
| **Centre Name** |  |
| **Customer Type** (Please indicate) | * Charity
* Education Establishment
* Government Department
* Limited Company
* Partnership
* Public Sector Organisation
* Sole Trader
 |
| **INVOICING and PURCHASE ORDER DETAILS** |
| **Customer Invoice Address** |  |
| **Finance Contact** | Name: |  |
| Email: |  |
| Tel No: |  |
| **Ordering Site (if different from above)** |  |
| **Ordering Site Contact** | Name: |  |
| Email: |  |
| Tel No: |  |
|  |  |
| **Do you require a Purchase Order number on the invoice?** | YES / NO |

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| **VAT** |
| **Confirmation of VAT Status****SFJ Awards** is required to charge and account for VAT on its sales of qualifications, certification services, and End Point Assessment unless it has evidence from its customer that it is an **‘eligible body’**. The **eligible body** conditions set out in HMRC Public Notice 701/30 (updated 12 July 2019) Paragraph 4 are in accordance with UK VAT legislation – VAT Act 1994, Schedule 9, group 6, note 1Where a customer can evidence it is an **eligible body** or an individual receiving education or training as per below, qualification, certification and closely related goods and services will qualify for **exemption from VAT**.**Failure to complete this form will result in VAT being charged at the standard rate (currently 20%).**  |

***Please confirm your status by placing a cross in the appropriate box below:***

 We are an eligible body as indicated below:

school, university, sixth form college, tertiary college or further education college or other centrally funded higher or further education institution (defined as such under the Educations Act)

The governing body of one of these institutions:

Local authority

Government department or executive agency

Non-profit making body that carries out duties of an essentially public nature similar to those carried out by a local authority or government department

Health Authority

Non-profit making organisation that meets certain conditions

I/We are not an eligible body and do not qualify under any of the above

|  |  |
| --- | --- |
| Authorised Signatory:  |  |
| Please Print Name: |  |
| Position in organisation: |  |
| Date: |  |