*Please cut/paste onto your letterheading.*

Dear Sirs,

**To whom it may concern**

Our EORI number is : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Duty deferment number is: \_\_\_\_\_\_\_\_\_\_\_\_ \_(if applicable)

Our Companies House Registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are UK established and confirm that we require the VAT liability on all of our importations to be completed using POSTPONED ACCOUNTING for VAT.

We understand that this means that we should account for the Import VAT on our VAT returns. This is to apply for both imports from the EU and non-EU countries.

We will inform you in writing should we want to change from these procedures. Please keep this letter on file until such time.

Yours faithfully,

Signed: Position:

Dated: Email: