



VAT Certificate Declaration – Charity non-business use

A VAT Certificate Declaration must be submitted for each site/premises that qualifies for reduced rate VAT relief. Please include all meters at the site/premises.

If we are not informed of any entitlement to reduced rate VAT relief, subject to any supplies that qualify for the relief through de minimis consumption, sites will be charged at the standard rate of VAT.

Customer name & address	Qualifying site/premises name & address
Charity number	All meter references MPAN (Electricity) or MPRN (Gas)
Fuel type (Dual fuel customers should tick both boxes and include all meter numbers)	
<input type="checkbox"/> Gas <input type="checkbox"/> Electricity	
Date VAT relief applicable from (Please note this cannot be earlier than your supply start date)	VAT registered: Yes – Y and No – N (If Y please provide VAT number, if N please add N/A)

Please select the option below to advise the reason the site/premises qualifies for VAT relief.

- 1) Place of worship
- 2) Qualifying school (please tick the appropriate box below).
Free school Academy school Voluntary/grant maintained school Faith school
Foundation/foundation special needs school Self governing school Further & higher education college
- 3) Hospice
- 4) Community centre (free use)
- 5) Museum (free entry)
- 6a) Other – please specify the type of organisation:

If box 6a has been completed, please provide specific details in 6b) of the non-business activities (for a definition and examples of non-business activities, please see the Engie VAT Guidance – please note that where your organisation charges customers, these will usually be considered to be non-qualifying business activities).

6b) Please provide specific details of your non-business activities:

Please declare the percentage of energy use which qualifies for the reduced rate of VAT. If the site/premises engages in both business and non-business activities, only the percentage of qualifying non-business use can be declared.

Gas – % of the energy usage which is for charity non-business use

Electricity – % of the energy usage which is for charity non-business use

Declaration:

I confirm that, by signing this VAT Certificate Declaration, I have read the information on Engie’s website at www.engie.co.uk/VAT-Declaration-Certification and the information provided above is accurate. I also confirm that the site/premises specified on this form is using the percentage declared above for charitable non-business purposes.

You should retain a copy of this VAT Certificate Declaration and related calculations, schedules and any other relevant documents, so that HMRC can see these if required. Anyone providing an incorrect VAT Certificate Declaration may be liable to a financial penalty.

If there is a change to the qualifying use percentage, I confirm that I will submit a new VAT Certificate Declaration.

Signature

Please print name

Position

Company name of person who is signing

Email address

Date signed (DD/MM/YY)

Please note that we will only accept VAT Certificate Declarations signed by a relevant person who works for the customer making the submission to Engie for reduced rate VAT relief. We will not accept a declaration signed by a Third-Party Intermediary that is representing the customer, because we need to have assurance that the customer is fully aware that the declaration has been made.

Please note HMRC rules govern that we cannot retrospectively apply VAT relief beyond 4 years from the date this VAT Certificate Declaration is processed. Any back dated relief will be applied subject to our discretion.

Once complete, please email the signed VAT Certificate Declaration to **customerdata@engie.com**, or post to the address at the bottom of this form. Please be aware, if the information is incomplete, and cannot be validated, there may be a delay in the relief being applied to your invoices.