



## VAT Certificate Declaration – Domestic 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.

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.

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

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

- 1) Residential ☐
- 2) Landlord supply ☐
- 3) Housing Association property/properties ☐
- 4) Residential care home ☐
- 5) Student accommodation ☐
- 6) Boarding school accommodation ☐
- 7) Holiday park accommodation ☐
- 8) Self catering accommodation ☐
- 9) Domestic accommodation as part of a business ☐
- 10) Other – please specify below:

Please declare the percentage of energy use which qualifies for the reduced rate of VAT.

Gas – % of the energy usage which is for domestic use	Electricity – % of the energy usage which is for domestic 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](http://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.

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

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.

<b>Signature</b>	<b>Please print name</b>
<b>Position</b>	<b>Company name of person who is signing</b>
<b>Email address</b>	<b>Date signed (DD/MM/YY)</b>

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.