

Serial No (optional):		
1. ELIGIBLE BODY/INDIVIDUAL		
Designation/name		
Street and No		
Postcode, place		
(Host) Member State		
2. COMPETENT AUTHORITY RESPONSIBLE FOR STAMPING (name, address and telephone number)		
Federal Public Service FINANCE		
General Administration of TAXES SHAPE VAT OFFICE Building 210, Room 113 7010 SHAPE - BELGIUM E-mail : vat.shape@minfin.fed.be	Custom and Excise General Administration Douanes SHAPE Building 210, Room 111A 7010 SHAPE - BELGIUM E-mail : da.shape.mons@minfin.fed.be	
3. DECLARATION BY THE ELIGIBLE BODY OR INDIVIDUAL		
The eligible body or individual (1) hereby declares		
(a) that the goods and/or services set out in box 5 are intended (2)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> For the official use of <div style="margin-left: 20px;"> <input type="checkbox"/> foreign diplomatic mission <input type="checkbox"/> foreign consular representation <input type="checkbox"/> a European body to which the Protocol on the privileges and immunities of the European Union applies <input type="checkbox"/> an international organisation <input type="checkbox"/> the armed forces of a State being a party to the North Atlantic Treaty (NATO force) <input type="checkbox"/> the armed forces of a Member State taking part in a Union activity under the common security and defence policy (CSDP) <input type="checkbox"/> the armed forces of the United Kingdom stationed in the island of Cyprus </div> </div> <div style="width: 48%;"> <input type="checkbox"/> For the personal use of <div style="margin-left: 20px;"> <input type="checkbox"/> a member of a foreign diplomatic mission <input type="checkbox"/> a member of a foreign consular representation <input type="checkbox"/> a staff member of an international organisation </div> </div> </div>		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 48%;"> <input type="checkbox"/> For the use of the European Commission or any agency or body established under Union law, where the Commission or that agency or body executes its tasks in response to the COVID-19 pandemic </div> <div style="width: 48%; text-align: right;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (designation of the institution) (see box 4) </div> </div>		
(b) that the goods and/or services described at box 5 comply with the conditions and limitations applicable to the exemption in the host Member State mentioned in box 1, and		
(c) that the information above is furnished in good faith.		
The eligible body or individual hereby undertakes to pay to the Member State from which the goods were dispatched or from which the goods and/or services were supplied, the VAT and/or excise duty which would be due if the goods and/or services did not comply with the conditions of exemption, or if the goods and/or services were not used in the manner intended.		
Name and status of signatory		
Signature		
Place, date		
4. STAMP OF THE BODY (in case of exemption for personal use)		
<div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 100px;"> <div style="width: 30%; text-align: center;">Place, date</div> <div style="width: 30%; text-align: center;">Stamp</div> <div style="width: 30%; text-align: center;">Signature</div> </div>		

5. DESCRIPTION OF THE GOODS AND/OR SERVICES, FOR WHICH THE EXEMPTION FROM VAT AND/OR EXCISE DUTY IS REQUESTED

A. Information concerning the supplier/authorised warehousekeeper

(1) Name and address:

(2) Member State

(3) VAT/excise number or tax reference number

B. Information concerning the goods and/or services:

No	Detailed description of the goods and/or services (3) (or reference to the attached order form)	Quantity or number	Value excluding VAT and excise duty		Currency
			Value per unit	Total value	
Total amount					

6. CERTIFICATION BY THE COMPETENT AUTHORITIES OF THE HOST MEMBER STATE

The consignment/supply of goods and/or services described in box 5 meets:

- ☐ totally ☐ up to a quantity of (number) (4)
the conditions for exemption from VAT and/or excise duty

Name and status of signatory

Place, date

Stamp

Signature

7. PERMISSION TO DISPENSE WITH THE STAMP UNDER BOX 6 (only in case of exemption for official use)

By letter No:

Dated:

Designation of eligible institution:

Is by

Competent authority in host Member State:

Dispensed from the obligation under box 6 to obtain the stamp

Name and status of signatory

Place, date

Stamp

Signature

- (*) Delete as appropriate.
(1) Delete as appropriate.
(2) Place a cross in the appropriate box.
(3) Delete space not used. This obligation also applies if order forms are attached.
(4) Goods and/or services not eligible should be deleted in box 5 or on the attached order form.