

## Declaration of Eligibility by a Charity for VAT Relief

**Please note there are penalties for making false declarations**

If you are in any doubt as to whether you are eligible to receive goods or services zero-rated for VAT you should consult HMRC notice 701/7 - VAT reliefs for disabled people (visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and search for **701/7**) or contact HMRC National Advice Service on 0845 010 9000 before signing the declaration.

I (full name and status in charity) .....

of (name and address of charity) .....

.....

**declare that** the charity named above is receiving from PCD Maltron Ltd: -

(please tick and complete as appropriate)

the following goods which are to be made available to a disabled person or persons for their domestic or personal use:  
(description of goods);

.....

the following services to adapt goods to suit the condition of a disabled person:  
(description of services and goods);

.....

the following services of installation, repair or maintenance of goods made available to a disabled person or persons:  
(description of services and goods);

.....

**Signature:** .....

**Date:** .....

Please return this form to: PCD Maltron Ltd., Castlefields, Stafford ST16 1BU.

In order for us to successfully process this VAT exemption, please would you also supply us with proof of the client's disability or condition. For example, a letter from their GP, or letter of proof of Disability Living Allowance (DLA) eligibility – copies will be fine. *We are sorry to have to ask for this proof, but HMRC will not necessarily accept the exemption form on it's own as proof of eligibility.*  
Thank you.