

Please enter your company name and address in the space below.

1. Name

Address

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Please enter your Deferment Number (if applicable) in the space below.

2. DAN

3. Please enter your VAT Number.

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4. Please provide contact details for any enquiries.

Name

Address (if different to above)

Telephone

.....

Fax (optional)

.....

E-mail (optional)

.....

5. If you want your approval to be sent to the address in section 4, please tick

6. If you do not currently hold a deferment guarantee, you must send the last two sets of completed annual accounts for your business with this application to enable us to determine the financial liquidity of your business.

7. I certify that the information on this application is correct and wish to be approved for SIVA (nil security for the payment of deferred import VAT).

Signature

Date

Full name of signatory

Status

This application must be signed by the proprietor, or in the case of a partnership by a partner, or in the case of a limited or other incorporated body by a director, the company secretary or duly authorised person.

This form should be sent to:

SIVA Approvals Team
 HM Revenue & Customs
 Ruby House
 8 Ruby Place
 Aberdeen
 AB10 1ZP

Incomplete or illegible applications will be returned to the applicant unprocessed.

Notes

These notes correspond to the numbered sections on the front of this form.

1. Please complete your full company name and registered office address.
2. If you are the holder of a live deferment account, please insert your DAN. To avoid unnecessary processing, non-deferment holders should apply for SIVA prior to setting up any deferment facilities.
3. Please insert your nine digit VAT Number.
4. HM Revenue and Customs may wish to contact you in respect of your application. Please provide appropriate contact details.
5. The address completed in box 1 of this form is the address to which we would normally issue your approval letter. If you want your approval letter to be sent to the address in section 4, please tick the box.
6. **Delays in the processing of your application will occur if the accounts are not sent with this application.**
7. In signing this document, you are certifying that the information on the application is correct and that if approved, you will have sufficient funds available to meet any liabilities you incur under the deferment system. Only sign and return the form if this is true.

IMPORTANT

Approval for SIVA is dependent upon the applicant's continued compliance with the Duty Deferment Criteria. Please ensure you are familiar with these prior to applying to operate SIVA. These can be found in Public Notice 101 which is available on the HM Revenue & Customs website at www.hmrc.gov.uk/library.htm

Please note: SIVA will only relieve the requirement to guarantee the deferred payment of import VAT. It is **not** an authority to relieve the actual payment of import VAT.

Data Protection Act

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.