



Before you complete this form please read VAT Notice 700/11, 'Cancelling your registration', which will help you to decide if you want or need to cancel your VAT registration.

Do not complete this form if you are transferring your business or changing your legal entity and it has been agreed that the new owner/legal entity is to retain the VAT Registration Number, see Notice 700/11, 'Cancelling your registration'.

To complete this form please complete all the questions using **black ink** and **capital letters** - If you do not complete the form correctly it may delay the cancellation of your VAT registration.

Please note:

- if you fail to cancel your registration at the right time you may have to pay a penalty
- if you choose to deregister voluntarily you will be deregistered from the date we received your form unless you request a later date, see Notice 700/11, 'Cancelling your registration'
- if you are **required** to be deregistered you will be deregistered from the date that you ceased to have an entitlement to VAT registration, see Notice 700/11, 'Cancelling your registration'

<b>1</b> What is your VAT Registration Number?	Daytime phone number
6 0 9 7 6 3 1 2 2	0 1 1 7 9 1 6 5 6 1 5
<b>2</b> Please give your full name	Mobile phone number
<ul style="list-style-type: none"><li>• if your business is a limited company give your company name</li><li>• if your business is a partnership please give your trading name</li><li>• if the partnership does not have a trading name give the names of all of the partners</li></ul>	0 7 8 0 3 0 2 2 8 7 5 .
BOTD & LLOYD PENSION SCHEME	<b>5</b> Please give the address for correspondence if it is different from the address given at question 4
	Postcode
<b>3</b> Please give your trading name if it is different to the name given at question 2	Daytime phone number
	Mobile number
<b>4</b> Please give the address of your principal place of business (that is the address from which you normally trade)	
BRINKWOOD	
7 HEDGEMEAD CLOSE	
STAPLETON	
BRISTOL	
Postcode BS16 1ER	



- Page 2

c If you answered No please provide further information on the back of this form explaining why you believe you are entitled to exemption from registration.

Go to question 15

- 11 Remember: If you are changing your legal entity and transferring your VAT Registration Number to a new legal entity then do not complete this form. See Notice 700/11, 'Cancelling your registration'.

a Please enter the date the transfer or change of legal entity took place DD MM YYYY

b Describe the change of legal entity (for example, sole proprietor to partnership)

c Please give the name and address of the new owner (if different to question 2, 3, or 4)

Name
Address
Postcode

Please tick box if the details are still the same ☐

d Please give the new owner's VAT Registration Number (if known)

e Is the new owner a member of a VAT group?

No ☐ Yes ☐

f Were all stocks and assets transferred?

No ☐ Yes ☐

Go to question 15

- 12 a When did you join/will you join the VAT group? DD MM YYYY

b What is the name of the representative member?

c What is the VAT Registration Number of the group (if known)?

Go to question 15

- 13 Please give the date the VAT group disbanded DD MM YYYY

Go to question 15

- 14 Please provide the date you want to deregister from DD MM YYYY

Please give the reason why you want to deregister from this date on the back of this form.

Go to question 15

- 15 Do you have, or have you had, an option to tax on any property?

No ☐ Yes ☒

If you answered yes, please provide details on the back of this form

- 16 Do you use the Cash Accounting Scheme?

No ☒ Yes ☐

- 17 Please estimate the total VAT inclusive value of stocks and assets you have on hand on which VAT is due. This includes the value of the property on which an option to tax has been made and VAT has been reclaimed

You may have to account for VAT on these assets on your final VAT return. See Notice 700/11, 'Cancelling your registration' for further information.

- 18 If your business bank account details have changed please give the new details

Bank account number

Bank sort code

Please tick box if you have no account or your account has been closed ☐

Please use the space below to provide further information. Enter the question number you are answering. If you need more space, please use a separate sheet of paper and attach it to this form.

PROPERTY HELD  
WITHIN THE PENSON  
SCHEME, THAT WAS  
SUBJECT TO VAT  
WAS SOLD IN  
NO OTHER VATABLE  
ASSETS ARE HELD  
WITHIN THE SCHEME.

## Declaration

This section **must** be completed by:

- the sole owner of the business, or
- a partner
- a director or the company secretary
- an officer or official applying on behalf of an unincorporated body, for example, secretary, trustee
- an authorised agent (HM Revenue & Customs (HMRC) must be informed by the business that the agent has been authorised to act on their behalf)

I declare that the information on this form and contained in any accompanying document is true and complete.

Signature

Date DD MM YYYY

01 06 2017

Please print your full name (use capital letters)

MR D LLOYD

Please send the completed form to:

Grimsby Deregistration Unit  
Imperial House  
77 Victoria Street  
GRIMSBY  
Lincolnshire  
DN31 1DB

## After you apply for deregistration

You should receive a reply from HMRC within 3 weeks of sending your application form. If you do not, you should phone our Deregistration Department on **03000 523 234**.

## What will happen when you get my completed application?

If we are satisfied that your registration should be cancelled, we will send you a formal notice of cancellation which is a VAT35. However, you will still need to complete and submit a final VAT return.

**Remember, you must continue to charge VAT on any taxable supplies until you receive written confirmation of your deregistration.**

