



**The
Branford**
G R O U P
Equipment Auctions Worldwide

896 Main Street
Branford, CT 06405

P: 203.488.7020
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www.TheBranfordGroup.com

Thank you for your purchase in our recent online sale. Please see below the criteria that you must meet to receive a zero-rated or VAT exempt invoice.

- EU Buyers – You **MUST** have a valid VAT number and complete the zero-rated form in full including all contact details for you and your preferred shipper.
- Overseas Buyers (not including EU buyers) – You must either use an approved shipper or pay the VAT as a deposit which will be refunded to you when you provide proof of export. Please see below for the conditions that must be met in order to receive a VAT refund. If you use an approved shipper, please ask the shipper to contact The Branford Group with confirmation so that we can zero-rate your invoice
- VAT Exemption – We are able to VAT exempt UK buyers (only if the goods are in the UK) if you are a school or charity and/or using the equipment for medical research. Please complete the VAT exemption form that is attached. Please be sure to include your invoice number and/or a list of the goods that are being used for VAT exemption.

ALL buyers including EU Buyers must provide proof of export that the goods have been removed from the country of purchase. You must submit an original or certified copy of the following documents...

- CMR (road freight)
- Bill of Lading (sea freight)
- Air Waybill
- Commercial invoice (postal freight/courier)
- Packing list
- Customs clearance form
- Freight forwarders certificate of shipment

On all shipping documents you **MUST** show the following information...

- Shipper name and address
- Consignee name and address including country
- Destination address if different from the consignee address
- Port of loading
- Port of discharge
- Vessel, plane or boat number
- Date of arrival of goods
- Complete list of goods being exported. **Note that this paperwork must also clearly identify the items on our sales invoice, and terms like "Used Machinery" are not accepted by the tax office.**

If you are claiming a VAT refund, you need to meet the following conditions...

- The proof of export **MUST** be originals or certified copies and either posted to Branford Group or emailed by the shipper directly. We are **UNABLE** to accept email copies of documents for VAT refunds.
- You **MUST** export within three (3) months of the date of payment (except Spain) and send the documents to The Branford Group within three months after export. Please include a copy of your invoice or your invoice with all documentation.
- For Spain, you **MUST** export within one (1) month from the date of invoice.

The time limits are set by the tax office and not by The Branford Group

Application for EU Zero-Rate VAT

All sections must be complete and application signed by hand

All sections must be completed and faxed to 203-488-4577

**VAT Number
(EU Members Only)**

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Invoice Details

Buyer Company Details

Auction Name		Company Name	
Country of Auction		Address	
Invoice Number		COUNTRY	
Invoice Total		Phone	
VAT Amount		E-Mail	
		Contact Name	

Destination Address

You certify that the goods bought at the above auction will be exported to this location within the specified deadline of country of auction. If you are unsure of the deadline, please contact service@thebranfordgroup.com	Address	
	Country	

Method of Export

The Branford Group requires every export to be supported by valid export documents.	Transported By: (Air / Sea/ Road/ Courier)	
Otherwise the buyer may be liable for a further VAT Charge.	Date of Export (Estimated)	
If using private transport indicate here and supply the vehicle registration.	Transport Agent (or vehicle registration)	
	Contact Name (Required)	
	Phone Number (Required)	
	Email Address (Required)	

I certify that assets sold in the above invoice will be/have been exported as shown and original shipping documents will be supplied to The Branford Group.

Signed		Date	
Company Name		Job Title	

(Please Note: This must be signed by Hand)



VAT ZERO-RATE CERTIFICATE FOR SCHOOLS OR CHARITY

Purchase by an Eligible Body of Medical, Scientific Etc. Equipment

Declaration which must accompany an order to qualify for relief from Value Added Tax (VAT) by Zero Rating

Part 1

I, _____ (Full Name)
Of: _____ (School / Department)

Which is a research institution whose activities are not carried on for profit; declare that the above named organization is buying/importing from:

The following goods under University order number

Quantity	Description

Which I believe are:

Medical Equipment	<input type="checkbox"/>	Sterilizing Equipment	<input type="checkbox"/>
Scientific Equipment	<input type="checkbox"/>	Laboratory Equipment	<input type="checkbox"/>
Computer Equipment	<input type="checkbox"/>	Refrigeration Equipment	<input type="checkbox"/>
Video Equipment	<input type="checkbox"/>		

Parts or accessories of the equipment indicated above
Repairs or maintenance of the equipment indicated above

And is paying for this supply with funds provided entirely by a charity or from voluntary contributions.

I also declare that the goods are to be directly used by the above named organization solely for the purpose of:

Medical Research	<input type="checkbox"/>	Veterinary Research	<input type="checkbox"/>
Medical Training	<input type="checkbox"/>	Veterinary Training	<input type="checkbox"/>
Medical Diagnosis	<input type="checkbox"/>	Veterinary Diagnosis	<input type="checkbox"/>
Medical Treatment	<input type="checkbox"/>	Veterinary Treatment	<input type="checkbox"/>

Signed _____ Dated _____
(On Behalf of School / Department)

There are severe penalties for making a false declaration.

I have read the guidance in the Customs and Excise VAT Notice 701/6 and apply for zero-rating of the supply under Group 15, items 5 and 6 of the zero-rate Schedule to the VAT Act 1994

Signed _____ Dated _____

Note to Suppliers

You should retain this customer declaration for production to your VAT officer. The production of this certificate does not authorize the zero-rating of the goods. It is your responsibility to ensure that the goods supplied are eligible before zero-rating them.

Part 2

I have read the guidance in Customs & Excise VAT Notice 701/6 and agree that the goods / services supplied come within the category indicated above (or come within the alternative eligible category of _____ equipment).

Signed _____ Dated _____

Purchasing Departments must complete:

- The full name of the individual completing the form
- The name of the department concerned
- The name of the supplier being used
- The order number to which this certificate relates
- A description of the goods or services that are being purchased
- Tick boxes as necessary
- The individuals signature

The Finance Department must sign off that the certificate is being presented per the appropriate VAT legislation. Original form should be sent with the order for supplier to complete Part 2 and retain.