Appendix 7.3

Certificate to the University of Birmingham in Respect of Eligible Status

This information is required to ensure that the University of Birmingham is fully compliant with UK Tax regulations and should be completed by the requesting organisation.

This form must be completed for events where an external invoice is required to enable payment to be made.
(i.e. the organiser is NOT a University of Birmingham employee or the organiser has not provided an internal charge code to enable a charge to be made)
Please complete and return with your confirmation to: Birmingham Conferences and Events (address below)

Name of Organisation/Customer…….

A I…….on behalf of the above named organisation certify that it:

(a) Qualifies
(b) Does not qualify (please delete as appropriate)

as an eligible body under Schedule 9 of the Value Added Tax Act 1994.

B The organisation qualifies as an eligible body because (please tick as appropriate)

1. It is a school, college or university as defined relevant under UK Law ☐
2. It is a public body as described in Note (5) of Group 7 of Schedule 9 of the VAT Act 1994 ☐
3. It is a body which provided the teaching of English as a Foreign Language ☐
4. It is a body which is precluded from distributing and does not distribute any profit it makes and applies any profits from supplies of education, research or vocational training to the continuance or involvement of such supplies. ☐

C I also certify that the Conference/ Event will be of an educational /vocational training nature.

D I also certify that a charge will be made to delegates for attendance at this event

Signed…….

Name……..

Status in Organisation…….

Date…….

Note: The charges for the Conference facilities and services will be exempt from VAT providing that you are an eligible body, that the conference you are holding is of an educational or vocational training nature and that a charge is made for attendance.

Conference & Events address: Conferences & Events
University of Birmingham
Edgbaston
Birmingham B15 2TT