

When to use this form

You should fill in this form if your business address is not in the United Kingdom (UK) and you may need to appoint someone in the UK to act as your MGD overseas representative.

Please write clearly in black ink and use capital letters.

If you need any help you can phone our helpline on **0845 010 9000** or go to hmrc.gov.uk and enter *Machine Games Duty* in the *Search* facility.

Send your completed form to:

HMRC
National Registration Unit
Portcullis House
21 India Street
GLASGOW
G2 4PZ

To find out what you can expect from us and what we expect from you go to www.hmrc.gov.uk/charter and have a look at *Your Charter*.

About the status of your overseas representative

1 Name of the business registered for Machine Games Duty (MGD)

2 Your MGD acknowledgment reference or MGD registration number

Your MGD acknowledgement reference will be provided to you when/if you applied for MGD registration online

Please tell us the legal entity of your Overseas Representative tick one box

Sole proprietor

Go to question 3

Partnership

Go to question 7

Corporate body registered in the UK

Go to question 12

Unincorporated body

Go to question 15

Sole proprietor

3 Full name of overseas representative

Title - enter MR, MRS, MISS, MS or other title

First name(s)

Surname

4 Date of birth DD MM YYYY

5 Does the sole proprietor have a National Insurance number?

Yes No

If Yes, give the National Insurance number

6 Is the sole proprietor registered for VAT in the UK?

Yes No

If Yes, give the VAT Registration Number

Go to question 17

Partnerships

7 Name of their partnership <input type="text"/> <input type="text"/>	9 Total number of partners within the partnership <input type="text"/>
8 If their partnership does not have a name please give the full names of all of the partners <i>continue on a separate sheet if necessary</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10 Unique Taxpayer Reference (UTR) of the partnership <input type="text"/>
	11 Is the partnership registered for VAT in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give the partnership VAT Registration Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>Go to question 17</i>

Corporate body registered in the UK

12 Company registration number <input type="text"/> <input type="text"/>	14 Is the corporate body registered for VAT in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give the corporate body VAT Registration Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>Go to question 17</i>
13 Date of incorporation DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Unincorporated body registered in the UK

15 Unique Taxpayer Reference (UTR) of the unincorporated body <input type="text"/>	16 Is the unincorporated body registered for VAT in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give the unincorporated body VAT Registration Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>Go to question 17</i>
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Appointment information

17 Please give the date you would like the appointment of your overseas representative to start DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Overseas representative contact information

18 Address	20 Mobile number
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Postcode	21 Fax number <i>if applicable</i>
Country, if not in the UK	<input type="text"/>
19 Phone number	22 Email address
<input type="text"/>	<input type="text"/>

Declaration

We, the persons named below, declare that to the best of our knowledge and belief the information given on this form and any accompanying documents is complete and correct.

Business owner details *please use capital letters*

Title

First name(s)

Surname

Position in company *tick one box*

- Proprietor
- Partner
- Director
- Company secretary
- Authorised official
- Trustee

Date *DD MM YYYY*

Overseas representative details *please use capital letters*

Title

First name(s)

Surname

Position in company *tick one box*

- Proprietor
- Partner
- Director
- Company secretary
- Authorised official
- Trustee

Date *DD MM YYYY*