

## VAT Procedures

If you wish to export purchased lots from the EU Country of purchase you must pay the VAT in advance unless you follow the correct procedure.

### VAT (Sales Tax) Procedure for Non-EU Buyers

VAT is taken as a deposit on all sales, unless using Cottrill & Co's suggested Logistic Suppliers. This can be refunded upon receipt of export documentation that fulfils the following requirements:

- An original copy of the paperwork is received Cottrill & Co, 401-407 Tyburn Road, Erdington, Birmingham, West Midlands, B24 8HJ, UK.
- The documentation clearly identifies the lots on our Sales Invoice.
- The lots have been exported from the country of purchase within three months
- The export documentation must show that the lots have left the EU. If the lots are remaining in the EU, VAT is chargeable at the invoiced rate.

#### ***IMPORTANT NOTE:***

If using one of the suggested freight forwarders then we can remove VAT prior to payment of the Invoice. The freight forwarder must confirm directly to Cottrill & Co.

Some sales can have specific forwarders or contractors that must be used. This will be noted on the sale page and/or winning bidder letter.

Cottrill & Co must not be listed as the Shipper on export documentation.

Cottrill & Co do not accept any liability for the goods in transit.

Cottrill & Co accounts for VAT at the close of each sale. Refunds requested two weeks after the sale date are likely to wait until the next tax quarter.

### VAT Procedure for EU Buyers

Buyers that are VAT registered within a EU Member State can obtain a zero-rated Invoice by completing the application form upon registration. Please Note: The company VAT Number is required at registration.

Cottrill & Co require this application completed for each sale. All sections must be completed and the form signed. Once the lots have been removed from the country of purchase, Cottrill & Co immediately require a copy of the transport documentation to support the application.

#### ***IMPORTANT NOTE:***

If the lots are to be exported from the EU, a letter is required from your freight forwarder.

Please contact Cottrill & Co for further details.

Cottrill & Co reserves the right to invoice for the VAT amount if paperwork proving dispatch from the country of purchase is not received within three months.

## **Why Cottrill & Co use these Procedures?**

Cottrill & Co are in most cases not the owner of the items being sold. Sales are Ex. Works and the export is indirect - the purchaser controls the method of export.

VAT is a sales tax on goods used and consumed within the EU. This includes goods remaining in the EU longer than three months after purchase.

VAT is not charged on goods purchased by a Non-EU individual or company who will be exporting their purchase within three months.

The company that raises a VAT free sales invoice is required to hold export paperwork to prove that the goods have left the EU. As Cottrill & Co are responsible for the tax but not responsible for the export, we must ensure that the correct rate is applied.

Cottrill & Co Terms & Conditions state that VAT is taken as a deposit on all sales. We will only waive this condition if the procedures above are followed.

## **What is valid Transport Paperwork?**

We can accept the following documents:

Road Freight -	CMR Consignment Note
Sea Freight -	Bill of Lading
Air Freight -	Airway Bill
Postal Freight -	Commercial Invoice
Private Vehicle -	Freight in Baggage Declaration (SAD Form C88)

## **Which can be supported by;**

Customs Declaration  
Freight Forwarders Certificate of Shipment  
Travel Invoice  
Packing List  
Delivery Receipt  
Self-Certification Letter

It is not necessary to provide every document that is listed above. We clearly identify the items on our sales invoice and clearly show dispatch from the country of auction.

Exporting purchased lots from the United Kingdom may require compliance with UK Export regulations and the obtaining of an Export Licence. Cottrill & Co accept no responsibility for compliance with any export requirements which remain your sole responsibility.

**For Further Information please Contact:**

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Cottrill & Co is the trade name for Cottrill & Associates Ltd of 401-407 Tyburn Road, Erdington, Birmingham, West Midlands, B24 8HJ (Registered No. 7453239)

