

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax, climate change levy), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

Send a copy of this form to: HM Revenue & Customs, CCL Unit of Expertise, Dobson House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3PF

Please note that you need to complete separate certificates PP10 and PP11 for **each** supplier account and commodity on which you wish to claim relief from CCL

This identifies the taxable commodity, customer details, and, most importantly, the total percentage relief, calculated on PP10, that the supplier will apply to energy bills.

Box	Notes on completion
Name and address of qualifying premises/ facility	The full name of your business and the postal address of the facility or premises covered by the supplier certificate. Where the billing details are different from the address to which the supply is made show that in the next box.
Name and address of business or organisation	(if different from above). Include full post code.
VAT registration number	If registered for VAT enter your VAT registration number. This is needed by Customs to co-ordinate the verification and audit programme.
Annual Value of energy commodity purchases	Enter gross value of all purchases, (not simply the amount relieved).
Horticultural claimant	Are you are a horticultural producer who is claiming relief at the 50% rate on qualifying uses? Tick the appropriate box.
Unique facility number	If you are a signatory to a climate change agreement with DEFRA you should insert the UFN or numbers relating to the facility or facilities covered by this energy account in this box.
CHPQA number, (if applicable)	If your CHP scheme qualifies for this exemption enter the number of the CHPQA certificate issued by the DEFRA CHPQA programme.
Supplier name	Enter your supplier's name and VAT registration number
Customer identifiers	These will be on your current energy bills, and identify the account to which the percentage relief will be applied. Enter the appropriate numbers in the boxes. <ul style="list-style-type: none"> • In the case of solid fuel or Liquid Hydrocarbon or Liquid Petroleum Gas, this is likely to be an account reference number. • For electricity it is an electricity supply number. • For gas it is the customer account number and/or the meter point number.
Commodity on which relief is claimed	Enter one of the following: <ul style="list-style-type: none"> • electricity; • natural gas; • Liquid Hydrocarbon or Petroleum Gas; or • Solid fuel.
Percentage of supply eligible for relief from CCL	Transfer Box 18 of the PP10. This box must not be used for domestic/charitable exclusions or for renewable energy purchased under contract. The domestic and charity CCL exclusions will be automatically applied by your supplier if you qualify as a domestic user or if you have provided a VAT certificate for the reduced rate of VAT. The figure in this box must be in the range 0% to 100%.
Signature and declaration	Supplier certificate should be signed by a responsible person in the business and so their name, signature, and position in the business should be provided. In addition the date of the completion and contact details should be provided. The latter will be useful as a contact point. Retain the PP10 and PP11 and any working papers to show an audit trail of calculations for possible verification by Customs.