



HM Revenue
& Customs

Value Added Tax
Uncashed Payable Order Advice

ROCKY ASSET MANAGEMENT LIMITED
PENSION SCHEME
VENTURE WALES BUILDING
PENTREBACH
MERTHYR TYDFIL
CF48 4DR

00466

VCU (PO)
Alexander House
21 Victoria Avenue
Southend-on-Sea X
SS99 1AU

Date. 06/05/20

Dear Sir/Madam

Registration number 321 7005 50

On 09/01/20 a payable order number 91660714 for £6353.58 was issued to you. This was **not** an advice of payment direct to your bank account, but was an HM C&E VAT Repayment, which must be paid into your bank.

According to our records, the payable order has not yet been presented to your bank. (If it has been presented within the last few days, please ignore this letter). If you have the payable order in your possession, please present it to your bank immediately. Otherwise, will you please tick the appropriate box below and return this letter to us as soon as possible. A replacement order will then be issued to you in due course.

Tick one box only

- a. ☐ I have never received this payable order.
- b. ☐ I received this payable order but have ~~*lost~~~~*mislaid~~~~*destroyed~~ it.
I have signed the agreement overleaf.
- c. ☐ I have received this payable order, but it is not acceptable in its present form. **I have given details in the space provided overleaf** and return the payable order herewith for re-issue.

Please note: If the missing payable order comes to hand **after** you have returned this letter to us, please **do not** attempt to pay it into the bank, as it will have been invalidated. Please return it to us with a covering letter.

Yours faithfully
VAT Central Unit

VAT 840

**Delete as necessary*

Agreement

To the Commissioners of HM Customs and Excise:

Whereas a payable order numbered
and dated issued in **my/our* favour in
the sum of £ has been lost or mislaid, and
cannot be found, now in consideration of your issuing to **me/us* another payable
order for £
**/We*
of
.....

hereby agree:

1. to return to you the original payable order, should it be found and come into **my/our* possession; and
2. to indemnify you in the sum of £
in the event of payment being made on presentation by any person of the original payable order.

Dated this day of 20

Signed

Note: This agreement must be signed by:

- the actual payee, if an individual;
- a partner, if the payee is a partnership;
- a director or secretary, if the payee is an incorporated company; or
- the secretary or other responsible officer, if the payee is a club, association or organisation.

As a matter of Company Law we are unable to make a payment in any form to a company which is dissolved "struck-off" the Companies House Register.

*(*Delete as necessary)*

Box C reply:—

Data Protection Act 1998

HM Customs and Excise 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), 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.