

December 17, 2017

Value Added Tax (VAT) in the UAE

Dear Valued Customer,

As per UAE Federal Law No. 8 of 2017 on Value Added Tax ('VAT Law'), the Value Added Tax shall be applicable in the UAE starting from 1-Jan-2018.

Consequently, from 1-Jan-2018, HBL will be required to collect Value Added Tax (VAT) on certain services on behalf of the UAE government in line with the federal law in the UAE relating to VAT. HBL's schedule of charges will be amended from 1-Jan-2018 to include VAT, where applicable.

In order to ensure compliance with the law and to process any VAT invoices, we will need the following information from you:

1. Please fill-in the attached form, attach the required documents with the form (as applicable) and sign the form.
2. Submit the form to HBL by any of the following options:
 - a. From your email address registered with us, send the scanned form and document(s) to PhoneBanking.UAE@hbl.com. Please mention "VAT Information Form" and your account number in the email subject.
 - b. Submit the form and document(s) by visiting any of our branches

Please note that in the absence of the required information, HBL will not be able to include your TRN in the VAT invoices to be issued from 1-Jan-2018.

Sincerely,

Habib Bank Limited

Notices and Disclaimers

- This is a system generated letter and does not require a signature.
- This letter has been issued by the Bank to communicate and obtain information regarding implementation of VAT and contents of the letter should not be taken as a legal advice.



NOTE: This form is supposed to be filled electronically, otherwise the field options will not be shown. * Indicates mandatory field

Date * [D][D][M][M][Y][Y][Y][Y] Branch * [Code] [Name]

Account Details

Account Name * []
Account Number * [] Customer ID * []

Basic Information

Name * (As per ID / Passport) []
Mobile Number * [] Phone Number []
Email Address * []

VAT Registration Declaration

Please review and mark one declaration as applicable to you
 I/We hereby confirm that I/we are not required to be registered for VAT under the Federal Decree - Law No. (8) of 2017 on Value Added Tax.
 I/We hereby confirm that I/we have registered for VAT under the Federal Decree - Law No. (8) of 2017 on Value Added Tax. The VAT Information is given in the section below.

VAT Registration Information

Please fill-in the information below as per your Tax Registration Certificate issued by the Federal Tax Authority

Full Legal Name in English * []
Tax Registration Number * []
Tax Certificate Copy * Copy of Tax Registration Certificate issued by the Federal Tax Authority is attached with this form
Trade License Copy * Copy of Trade License is attached with this form
(Required for Business Banking Accountholders only)

Declaration

I/We declare and confirm to have filled the above information completely and accurately. I/We indemnify HBL and declare that HBL will not be liable for any loss/damages arising from incorrect information provided.

Name(s)	Signature(s)
[]	[]
[]	[]
[]	[]

For Bank Use only

Checklist	Description / Document Name / Additional Form Name	Completed and Submitted
	1) VAT Information Form	<input type="checkbox"/> Yes
	2) Tax Registration Certificate copy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	3) Trade License copy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signature(s) verified by	Name [] Signature [] Date []	
Reviewed by	[]	[]
Processed by	[]	[]