

Registering for Air Passenger Duty

Before you complete this form, please make sure you have read Notice 550 *Air Passenger Duty* (available on the website of HM Revenue and Customs or phone 648140.

You must register for Air Passenger Duty no later than seven days after you carry a chargeable passenger on a chargeable aircraft. If you fail to register on time you may be asked to pay a financial penalty.

Please complete this form using black ink and capital letters and send it to Isle of Man Customs & Excise, PO Box 6, Custom House, North Quay, Douglas, Isle of Man, IM99 1AG.

Within 7 working days of receiving your completed form we will send you a certificate of registration. The certificate will include your details, your APD reference number and the effective date of your registration. Check that your details are correct. If there are any errors contact us at the above address. **Your APD reference number is important**. Please quote it in all correspondence with us. **Any changes?** If any of the information given on this form changes, report them to us at the above address.

Registration details. Answer questions 1 to 8 and sign the declaration. Use capital letters and write in black ink.

1.	About your business			
	Name of business			
	Address of business			
		Postcode		
	Phone number			
	Fax number			
	Email address			
2.	Your trading name if different from above			
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3.	Are you registered for VAT in IOM/UK?	No 🗌	Yes	
	If `Yes', give your VAT Registration Number			

APD 1 MAN 1 **April 2015**

4.	What is the legal status of the business?		☐ PLC ☐ Limited Company ☐ Partnership ☐ Other				
	If Other, please give details.						
5.	Do you have a business or other fixed establishment in the United Kingdom/Isle of	Man?	No Yes		Give details below Go to box 6		
	About your fiscal or administrative represent	ntative					
	Surname						
	First name(s)						
	Name or business or trading name						
	Address of business in the UK/IOM						
		Postcode					
	Phone number						
	Fax number						
	Email address						
6.	Provide an estimate of the number of chargeable passengers that you will	Band A (0 – 2000 miles)					
	carry in each band from an IOM airport during the coming year:						
		Band B (Over 2000 miles)					
7.	When did you first carry (or when do	Date					
	you expect to carry) chargeable passengers in a chargeable aircraft?						
0	Have to marriage ADD						

8. How to pay your APD

By Credit Transfer. If you have arranged with Customs and Excise to pay your APD by credit transfer you must always use these methods until the agreement is terminated by either party.

By cheque. All cheques must be crossed 'A/C Payee Only' and made payable to IOM Government. Please write your APD reference number on the revers of the cheque.

By CHAPS. To pay by CHAPS transfer you will need our bank account details. We will send you these details with your Certificate of Registration. Payments made this way are more expensive than other payment methods but may be of more benefit if you are making large payments.

Declaration

Status (For example Director, Company Secretary, Sole Proprietor, Trustee)

You can avoid a financial penalty by applying for registration at the correct time. You have the right to appeal if we impose such a penalty.

I declare that the information given on this form is true and complete.

Name

Signature

Date

Privacy Notice

The Treasury collects information about you in order to administer taxation and carry out other functions for which it is responsible (e.g. National Insurance, customs and excise duties, property rates, social security benefits, state pensions and legal aid etc.), and for the detection and prevention of crime. Whilst that information will primarily be provided by you, where the law allows we may also get information about you from other organisations, or give information about you to them. This may be to check the accuracy of the information provided, prevent or detect crime or protect public funds in other ways. These organisations may include other government departments, the police and other agencies.

To find out more about how we collect and use personal information, contact any of our offices or visit our website at: https://www.gov.im/about-the-government/departments/the-treasury/privacy-notice/