



Dear Sir/Madam

**Tour Operators Marginal Scheme
The Walt Disney Company Limited (TWDCL)
Vat Reg No. 539 2938 08**

We are writing to advise that, the Walt Disney Company Limited would like to enter into a self billing arrangement with you under the Tour Operators Margin Scheme (TOMS).

As you may be aware self billing is an arrangement between a customer (Walt Disney) and a supplier (yourselves) in which we prepare your VAT invoice and forward you a copy. Therefore you are not required to issue us with any VAT invoices for the transactions covered by this self billing agreement and any VAT on the invoices we issue will be your output tax. A self billing agreement lasts 12 months and after such time another agreement needs to be entered into.

If a supplier is not VAT registered then they are not eligible to enter into the agreement or make any bookings with the Walt Disney Travel Company. Please use this letter as a guide and bear in mind that we are now operating under self billing arrangements and need to know if you do become registered in the future. Alternately, if you are currently VAT registered and your status changes in the future (you cease to be registered, change your registration number or sell all or part of your business) we also need to be advised.

For us to enter into a self billing agreement we require that you complete the agreement attached below. Before signing and returning the agreement to us, please enter your company name and VAT number in the space indicated. We also require a copy of your VAT certificate to be returned to us. Please return the agreement to the postal address below. Alternatively you can fax this to us on 020 8222 2810 or email a copy to wdtc-ukagents@disney.com.

We would appreciate if this agreement along with your VAT certificate could be returned to us as soon as possible as we are unable to practice self billing until we have received the relevant documentation from you.

If you have any questions please do not hesitate to contact us at wdtc-ukagents@disney.com

Thank you in advance for your co-operation.

Walt Disney Travel Company International Team

Self-Billing Agreement

This is an agreement to a self-billing procedure between:

Customer Name: The Walt Disney Company Limited
VAT Number: 539 2938 08

And

Supplier Name:
Abta/TTA Number: **VAT Number:**

The self-biller (the customer) agrees:

1. To issue self-billed invoices for all supplies made to them by the self-billee (the supplier) until at least one year from the date of this agreement, or at such time after one year from the date of this agreement that either party otherwise notifies the other in writing.
2. To complete self-billed invoices showing the suppliers name, address and VAT registration number, together with all the other details which constitute a full VAT invoice.
3. To make a new self-billing agreement in the event that their VAT registration number changes.
4. To inform the supplier if the issue of self-billed invoices will be out sourced to a third party.

The self-biller (supplier) agrees:

1. To accept invoices raised by the self-biller on their behalf until at least one year from the date of this agreement, or at such time after one year from the date of this agreement that either party otherwise notifies the other in writing.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the customer immediately if they:
 - Change their VAT registration number;
 - Cease to be VAT registered; or
 - Sell their business, or part of their business.

Signed by



Name: Justin Kliger
Position: Director, Walt Disney Travel Company International
On behalf of: The Walt Disney Company Limited

Signed by.....
Name (in block letters).....
Position: Director/Proprietor/Partner/Co. Secretary (delete as applicable)

On behalf of:

Date:.....