



## Application for an ETI Exemption Certificate Renewal

Name: \_\_\_\_\_

Personal Reference: \_\_\_\_\_

E.T.I. Reference: \_\_\_\_\_

I hereby apply for renewal of my E.T.I. Exemption Certificate number: \_\_\_\_\_

the current issue of which expires on: \_\_\_\_\_

I confirm that I understand my obligations under the Employees Tax Instalment Scheme and the circumstances in which an E.T.I. Exemption Certificate may be validly used.

I also understand that when calling to collect my new E.T.I. Exemption Certificate, the previous Certificate must be produced and surrendered at that time.

I enclose payment in respect of the fee chargeable of **£25 / £50** (*delete as appropriate*)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Please list below the names and addresses of all your current employees or gang members:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Fair Processing Notice:** The information you have provided on this form is required under the Income Tax (Guernsey) Law, 1975 for the purposes of the assessment and collection of income tax. This information will be processed in line with the Data Protection (Bailiwick of Guernsey) Law, 2017. For full details of our Fair Processing Notice and how we look after your data please visit: <https://www.gov.gg/revenueservice>. If you don't have access to the internet please contact us and a paper copy will be provided.

**Form 389(B)** (09/17)