



**APPLICATION FOR THE REFUND OF MOTOR SPIRITS EXCISE TAX
UNDER DIPLOMATIC PRIVILEGE**

INSTRUCTIONS OVER THE PAGE

PURCHASER'S DECLARATION:

I, the undersigned, certify that the motor spirits listed below were obtained solely for my personal use or official use and were not sold or disposed of.

Purchaser's Name

Diplomatic Designation Signature:

Motor vehicle registration details:
(More than one vehicle may be listed provided they are owned by the same family)

Bank Account Details for Refunds:
(This is required for first refund only. Please see Instruction No. 7 overpage)

DATE	DETAILS/OCTANE	NO. OF LITRES
1. / /
2. / /
3. / /
4. / /
5. / /
6. / /
7. / /
8. / /

(If more than 8 receipts please continue on additional page. Please see Instruction No. 4 overpage))

CERTIFYING OFFICER:

Name: Signature:
(Note: Only authorised Certifying Officers who have filled in Form MFA 608 may approve refunds)

Date: / / Mission/Post Seal:

INSTRUCTIONS

1. A separate form must be completed by each diplomatic officer or Mission/Post seeking a refund from the New Zealand Customs Service.
2. For each purchase listed, refund requests must be supported by the supplier's original account or receipt showing the vehicle details, date, quantity and type of fuel purchased.
3. The form must be certified by the authorised certifying officer and have the Mission/Post seal stamped on the form.
4. If details of refunds extend beyond the space provided on this form an additional form should be completed and signed by the purchaser and the Mission/Post certifying officer.
5. The ORIGINAL forms with ORIGINAL receipts must be posted to the New Zealand Customs Service. Only when those forms/receipts are received by the New Zealand Customs Service will the application be processed for a refund.
6. The New Zealand Customs Service only makes payments via direct credit to a bank account. Please provide an email address so that a copy of the remittance advice can be sent to the diplomatic officer.
7. Please ensure that your **first** refund request includes details of your bank account and one of the following:
 - *A copy of the deposit slip for the relevant bank account;*
 - *A letter from your bank confirming the bank account number;*
 - *A copy of your statement;*
 - *A screenshot of your banking application showing your account number and name;*
 - *Any other bank form showing the relevant name and bank account number and stamped by the bank will also be acceptable.*

New Zealand Customs Service will input your bank account details to their payments system. For any subsequent refund requests you do not need to provide the bank account details.

8. Completed forms should be sent direct to:

Postal Address: New Zealand Customs Service
PO Box 2594
Wakatipu
Queenstown 9349

Courier Address: New Zealand Customs Service
C/- Airport Help
Queenstown Airport Corporation
Terminal Building
Sir Henry Wigley Drive
Queenstown 9300

Email Contact: Diplomatic.refunds@customs.govt.nz