

Ms Gena Helen Parrott
Grove Farm
Hollington
LEIGHTON BUZZARD
LU7 0DN

HM Revenue & Customs
Charities New Cases S0708
PO Box 205
BOOTLE
L69 9AZ

Phone 0845 3020203
Monday to Friday 8.00 am to 5.00 pm

Fax 0151 472 6067

Web hmrc.gov.uk

Date 3 July 2013
Our ref EW01088

Dear Ms Parrott

Action This Day Kenya

Thank you for your application.

I confirm that based on the information that you have provided, Action This Day Kenya is a charity for tax purposes in line with Paragraph 1 of Schedule 6 Finance Act 2010. This takes effect from 23 January 2013 and comes under our reference number EW01088. Please quote this reference number on all correspondence with us.

I also confirm that for tax purposes Action This Day Kenya is a charitable Company.

Ms Gena Helen Parrott is noted on our records as the charity's authorised official. This means that we will only accept repayment claims signed by her.

What you need to do

Keep this letter safe. It is the charity's evidence that it can claim the available tax exemptions.

Pass it on to your successor if you stop acting as the authorised official or responsible person. If you do stop, you must tell us on form ChV1. This is available from our website at hmrc.gov.uk

Use form ChV1 to tell us about any other changes to the charity. This includes changes to the other officers, charity name, nominee or banking details.

Gift Aid

Only donations you received after 23 January 2013 are eligible for the Gift Aid scheme. You can get all the forms you need to claim Gift Aid and detailed guidance from our website.

You must make claims for the repayment of tax under the Gift Aid scheme within four years of the end of the tax year, or the company accounting period, in which you receive the Gift Aid donations. We cannot repay claims outside those time limits.

Information is available in large print, audio and Braille formats.
Text Relay service prefix number – 18001

The enclosed helpsheet summarises the tax exemptions and reliefs available to charities.

Further information

For more information and guidance on tax reliefs and exemptions available to charities and their donors go to www.hmrc.gov.uk and select *Charities & Donors* under *Quick Links*.

Employees

If your charity has employees and you need advice on Pay As You Earn (PAYE), Income Tax, National Insurance contributions or Statutory Sick Pay, for example, phone our Employer Helpline on **08457 143 143**.

If your charity becomes a new employer, phone our New Employer Helpline on **0845 60 70 143**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cairan Kavanagh', with a long horizontal stroke extending to the right.

Cairan Kavanagh
Administrative Officer

To learn more about your rights and obligations go to hmrc.gov.uk/charter