



## **Tŷ Hafan Retail Gift Aid Agency Agreement Terms and Conditions**

By completing this form, you accept that you are entering into an agency agreement with Tŷ Hafan Trading Ltd and that this agreement forms a legally binding contract.

This agreement confirms that:

- Tŷ Hafan Trading Ltd will act as your agent to sell the goods you have brought to the Tŷ Hafan shops. A 4% commission fee + VAT will be deducted from the proceeds of sale, resulting in the 'net sale proceeds'.
- If the total net sales proceeds from your goods is less than £1,000 in a tax year, the total amount raised will be gifted to Tŷ Hafan automatically as a donation eligible for Gift Aid. Tŷ Hafan will not notify you of the total amount raised before it claims Gift Aid on this amount.
- If the net sales proceeds exceed £1,000, Tŷ Hafan will contact you to give you the opportunity to decide whether to donate the proceeds that are in excess of £1,000. You have 21 days to let Tŷ Hafan know if you wish to retain the additional amount. If you do not respond, the excess net proceeds will be donated to Tŷ Hafan and Gift Aid claimed on that amount.
- An annual End of Tax Year statement will be sent to you, as required by HMRC, detailing the net sale proceeds and Gift Aid claimed even if the cumulative net sales proceeds are less than £1,000 in a tax year.
- Tŷ Hafan Trading Ltd reserves the right to terminate this agreement at any time and may vary the terms of this agreement at any time by written notice.
- You will notify Tŷ Hafan of any change in your personal circumstances, such as name and address, or that you no longer pay UK Income or Capital Gains tax or wish to cancel the declaration.
- You are not acting as a business in bringing goods for sale to any shops belonging to Tŷ Hafan.
- Any of your unsold goods may be disposed of by Tŷ Hafan Trading Ltd as it sees fit.