

INFORMATION FOR INTERNATIONAL ARCHITECTS

While we welcome submissions from Architects based anywhere in the world there are additional considerations to bear in mind if you choose to submit from abroad. **Please read the following information carefully before making your submission.**

VAT REGISTRATION

All non-UK residents must register with HMRC (HM Revenue & Customs) and supply the gallery with a valid UK VAT number before they can sell work in the UK. You can register online for free at <https://www.gov.uk/vat-registration/how-to-register>.

If your work is pre-selected then please complete the registration as soon as possible. We must receive your VAT number, or a copy of your email from HMRC indicating the process is underway, by Friday 27 September 2019.

As stated in our Regulations, all work must be for sale, therefore, failure to supply a valid UK VAT number will lead to the rejection of work. Please note, it can take up to four weeks for the application to be processed so it is important to register as soon as you are pre-selected.

Further information on UK VAT registration and non-established taxable persons (NETPs) can be found at <https://www.gov.uk/government/collections/vat-notice-numerical-order> under the section 'VAT Notice 700/1: should I be registered for VAT?'

If you have any questions about VAT please contact HMRC's helpline on 0300 200 3700 (UK) or +44 2920 501 261 (abroad). **The RSA is unable to provide any support in this process.**

DELIVERY & COLLECTION

If you are unable to hand in your pre-selected work(s) in person then you will need to send/ship them to a local courier or acquaintance who can deliver/collect your work(s) on the official collection days and adhere to all the specifications listed in our Regulations. **It is the architects' responsibility to source a courier and make arrangements directly with them.**

Below is a list of couriers used by artists in previous years. Please note – the RSA is not affiliated with any couriers and it is at their discretion if they can assist. Many other couriers are also available.

Scotland

Van GoGo2 - vangogo2@gmail.com - 07867 501 778

John Lawrence - johnlawrence48@icloud.com - 07866 037 217

Lloyd Houston - lloydphouston@aol.com – 07835 548 698

Sam Adams - 07889 348 510

McAuley Fine Art - 07740 941 715

UK/Europe

Picture Post - collection points across UK including Edinburgh - www.picture-post.webnode.com

Aardvark Art Services - 01253 794 673

Constantine - 01236 750 055

Gallery Support Group – 02030 530 753

Central link Couriers - Covers all European countries - www.central-linkcouriers.co.uk

It is your responsibility to organise and pay for all shipping, declare the artwork on your international postage customs declaration form and pay any customs costs your country may impose; this also applies to the return shipping of your work. The RSA will not be responsible for any damage sustained to work while in transit.

LABELS

International architects will be emailed RSA labels to print out and attach to each work. Please complete the labels in full and attach securely. If you do not receive your labels in time for shipping please attach your own label that clearly states the following; **Name, Contact, Title, Medium, Price.**