

TEXT OF 2007 LETTER TO DEBTORS OWING MORE THAN £10,000

ARREARS OF NATIONAL NON DOMESTIC RATES (NNDR)

I am writing to you in connection with arrears of the beneficial portion of the National Non Domestic Rates (NNDR) owed by your mission in respect of office premises.

The Diplomatic Section within the Valuation Office Agency, which is the Government Agency responsible for collecting the beneficial portion of the NNDR, informs me that the bill outstanding for your mission at 31 March 2007, is £XXXX.

I enclose a short explanatory note outlining the basis on which NNDR is calculated.

The Foreign and Commonwealth Office takes a serious view of diplomatic missions that do not settle their legitimate bills promptly. As you may know from previous letters on this subject, we are required to report to Parliament each year on debts owed by diplomatic missions in London. This exercise is due to take place shortly and details of arrears of NNDR will be included. As things stand, your mission will be named in the list given to Parliament.

I should therefore be grateful if you would give the outstanding debt your urgent personal attention and, assuming the account is not in dispute, please let me know by 18 May 2007 what action will be taken to settle it.

If you have any questions concerning the above, please contact XXXX XXXX on [REDACTED].