

## BFG Vehicle OPA - Official Procurement Agency

### Procurement Conditions for Purchasing a Tax-Free Vehicle via a German Dealer

#### 1. Overview

The BFG Vehicle Official Procurement Agency (OPA) is administrated by NAAFI on behalf of HQ BFG to enable entitled members of our community to buy tax-free vehicles from German suppliers. OPA procedures are designed to ensure that you comply with the requirements of the Status of Forces Agreement (SOFA) and SO BFG 5203 Exemption From Value Added Tax.

The OPA will in general, only process purchases in euros. Processing purchases in sterling will only be done where we have a prior agreement with a supplier.

We charge an Administration Fee of €50.50 for the euro OPA service which covers both administration and our bank charges. The Administration Fee can only be paid in euros.

If you have any queries or concerns around your purchase you are strongly advised to seek guidance from BFG Customs and Immigration.

Please note that we have no involvement in setting the rules that we are required to follow and are not able to change them. It is critical that you ensure that you read the procedures carefully and ensure that they are followed.

**NB: If you do not follow these procedures you may become liable to pay German Tax.**

#### 2. OPA Process

Step 1 – Choose a Vehicle and Supplier

Identify the vehicle you want to purchase and the supplier.

Any queries you may have regarding delivery and specification must be directed to your supplier and not the OPA. The OPA will not as a matter of course discuss any arrangements around your purchase directly with the supplier.

All payments for a vehicle must be processed through the OPA. If you make part exchange arrangements you will need to make sure that the supplier will pay you the part exchange value and you then pass those funds on to the OPA.

**NB: DO NOT sign an order with the supplier at this point. If you sign any document prior to the supplier being in receipt of an OPA Local Purchase Order you will have committed to buying a Tax Paid Vehicle and we will not be able to help you relieve tax.**

Step 2 – Apply for an OPA Local Purchase Order

Complete an Application for an OPA Local Purchase Order. This form is used to confirm your status and must be signed by your Officer Commanding or equivalent. Send the form to the BFG Car Sales OPA by e-mail or post – See 4. Contact Details.

### Step 3 – Administration Fee

Pay the Administration Fee. Payment may be made by cash at any NAAFI shop. Simply:

- Ask for the supervisor and tell them you want to pay an OPA Admin Fee
- Your payment will be entered through the till and you will be given a receipt
- Forward a copy of the receipt to the OPA.

If you are not based within Westfalen Garrison, payment can be made by Bank transfer. See Section 3 Payment Methods

Please make sure that you include your surname and initials on the bank transfer or we will not be able to identify the payment.

**NB: We will not process any paperwork until we have received the Administration Fee.**

### Step 4 – The Purchase Order

OPA will raise an OPA Purchase Order and send it directly to your supplier, unless you have instructed us otherwise.

**NB: Please note that the OPA will not counter sign any suppliers order form.**

### Step 5 – Deposits

Some suppliers will require a deposit to secure your vehicle. All deposits must be paid to the OPA not directly to your supplier. If you need us to pay a deposit for you:

Pay the deposit to us by Bank Transfer into the appropriate bank account (See section 3 Payment Methods below).

E-mail the OPA an Offer Quote. The Offer Quote must include

- Supplier name and address
- Suppliers bank account details (including SWIFT and IBAN numbers)

### Step 6 – Pay us the purchase price of your vehicle

All payments to your supplier must be made from the BFG Car Sales OPA, this includes deposits, any part exchange funds, and any balance.

**NB: Payment must be made by bank transfer. See Section 3. Payment Methods.**

### Step 7 - Invoicing

Your supplier sends the OPA an invoice (Rechnung) for the vehicle. The invoice must be made out to "BFG OPA" and must show:

- Your name
- The OPA Local Purchase Order number
- The vehicle price
- The vehicle chassis number
- Tax must not be shown on the invoice

We will pay your supplier when we have received:

- An original invoice
- Full payment for the vehicle
- The administration fee
- A copy of your BFG Form 80. (Import License)

### Step 8 – Confirm Delivery

Return a signed and complete OPA Delivery Receipt to the OPA.

When we are in receipt of the Delivery Receipt we will send the dealer an Abwicklungsschein that they need in order to supply your vehicle free of tax. If you do not send us the delivery receipt you may become liable for German Tax.

### 3. Payment Methods

All payments for a vehicle purchased through the OPA must be made from a bank account in the name of the person requesting the purchase order (or a joint bank account with that person's name on it) or a recognised Finance Company. This requirement is part of our compliance policy with the Anti -Money Laundering Regulations and we are unable to make exceptions. All payments must be made by bank transfer.

**NB: It is a breach of SO BFG 5203 Section 30 to use Finance secured against the vehicle you purchase. Only unsecured loans are permitted.**

All transfers must include details of:

- Your Surname and initials
- Your OPA Purchase Order Number

## Administration Fee and Euro Invoiced Vehicles

Funds must be transferred to the following bank account:

<b>Bank Address</b>	Commerzbank AG Frankfurt Am Main Kaiser Strasse 16 60261 Germany
<b>Account Name:</b>	Navy Army and Air Force Institutes
<b>Account Number:</b>	31040015
<b>Sort Code:</b>	0152100406
<b>IBAN Number:</b>	DE36310400150152100406
<b>BIC CODE:</b>	COBADEFFXXX

Funds can be transferred direct from **your** UK account into this account. Your bank will be able to tell you what their current exchange rate is for the transfer. You will in effect be using sterling to buy euros at the bank rate current at the time of the transaction.

You can also transfer funds direct from **your** German account.

Please note that there may be bank charges involved which you should check with your bank.

## Contact Details

**NAAFI OPA;** [opa@naafi.co.uk](mailto:opa@naafi.co.uk)

<b>Post by BFPO to:</b>	<b>Post by German Post to:</b>
BFG Vehicle OPA HQ NAAFI, Block 1 Rochdale barracks BFPO 39	BFG Vehicle OPA HQ NAAFI, Block 1 Rochdale Kasere Oldentruper Straße 65 33604, Bielefeld

**BFG Customs and immigration** can be contacted via the contact form on BFG Net

<http://bfgnet.de/c-and-i/contact.html>

or via DII to the C&I Group mailbox

[bfg-hq-c&i-0gpmmailbox@mod.uk](mailto:bfg-hq-c&i-0gpmmailbox@mod.uk)