



European
Joint
Support Unit

Shopping/Services

SHAPE





Shopping

Please call into the HIVE to pick up a guide on shopping locally.

The HIVE is located in Building 309 (next to the post office)

Email; shapehive@armymail.co.uk / hannah.smith174@mod.gov.uk

Phone; +32 (0) 471611678 <http://shapehive.blogspot.com/>

SHAPE

On SHAPE you will find; Carrefour, Rendezvous, the Rationed Item Store (RIS), Hairdressers & Barbers, The Press Shop, Flower shop, and Optician.

Opening hours for the above shopping facilities can be found at

<https://www.shape2day.com/community>

Tax Free Shopping

Personnel enjoying SHAPE privileges may purchase certain items free of Value Added Tax within the European Union. The TVA (VAT) is taken off automatically in the Carrefour so you have no form filling to do.

VAT Refunds for goods Bought in Belgium

The following procedure is applicable for the VAT Office:

1. Get an invoice (no sales slip or ticket) in the **sponsor's** name and private address in Belgium
2. Fill out two original [151 Form](#) for each invoice:
 - Box 1 Personal Information, name and address – same as the invoice.
 - Box 3 Check the Box 'For the personal use of staff member of an International Organization' + your name and signature
 - Box 4 Get the form stamped and signed by the authority – this is done via the CLO
- Box 5:
 - A. Store details including VAT number
 - B. Invoice number + Date + Price without VAT
3. Both 151 forms should be dropped off in the VAT Mailbox (Bldg. 210) for signature.
4. Once this is completed, the forms will be sent to your home address
5. You will then need to complete a [Demand of Re-Imbursement Form](#) and take this to the post office in Carrefour. (You can tick a box and pay 2.55Euro, to have the refund in your bank within 30 days otherwise you can wait up to 6 months). The money is then paid direct to your Belgian bank account.
6. Questions and information only by email vat.shape@minfin.fed.be / [List of Registered shops](#)

Tax Free Vehicles

To find out more about your entitlement to Tax Free vehicle purchases and registration please visit the Customs and VAT office located in building 210, SHIPPS Building.