

Agency Agreement

By ticking the box overleaf and signing up to MyCard Gift Aid you are agreeing that:

- You are appointing Dove House Trading Ltd to act as your agent on your behalf in attempting to sell or dispose of the goods that you bring into the shop. Where goods are sold, a commission of 1% of the sale price + VAT will be charged for this service and deducted from the proceeds of sale.
- You own all of the goods that you bring into the shop for sale, you obtained them in a legal manner and you are not acting as a business. You agree that neither Dove House Trading Ltd nor Dove House Hospice Ltd (and henceforth known as The Charity) will be responsible for any loss or damage to any goods brought into the shop for sale.
- You confirm that Dove House Trading Ltd is instructed as your agent, to donate the net proceeds from the sale of your goods to The Charity and that it is not necessary to write to you to confirm these donations, provided that the total value of these net proceeds has not so far in that tax year exceeded £1,000 (or such increased limit as specified by the HMRC).
- Once a sale is made that brings the total value of the net proceeds of the sale of your goods to more than £1,000 (or such increased limit as specified by the HMRC), we must first write to you to confirm your consent to those funds over and above the initial £1,000 being donated.
- You may notify us in writing at any time at the address stated to the right if you no longer want this arrangement to stand. Following any notification should you wish to ask for your money you must contact us in writing within 21 days of the notification.
- You are a UK tax payer and would like Dove House Trading Ltd to make donations to The Charity on your behalf and you would like all donations that you make, or have made in the last four years, to be treated as Gift Aid donations (until you notify us otherwise or this agreement is terminated). You confirm that you have paid at least 25p income tax or capital gains tax in the UK during the applicable tax year for each £1 that you have donated in that tax year to all charities and Community Amateur Sports Clubs (CASCs). In order to cover the initial £1,000 that you have agreed to donate without further notification from us, you must have paid at least £250 income tax or capital gains tax in the UK during this tax year before you sign up to this agreement.

- If we are unable to sell any of your goods from the date on which you brought them into the shop, Dove House Trading Ltd is instructed, as your agent, to transfer ownership of those goods to The Charity who may then dispose of the goods.
- You will let us know of any change in your tax status and/or address and contact details.
- You waive the right to claim interest that may have accrued on any cash you decide to reclaim from the sale of the items.
- Either you or we may terminate this agreement at any time by written notice.
- We may vary the terms of this agreement at any time by written notice to you.
- You are a UK taxpayer and understand that if you pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all your donations it is your responsibility to pay any shortfall.
- We must write to you at the tax year end via letter or email of the total value of the net proceeds of the sale of your goods.