



HM Revenue
& Customs

Customer Name
Address

Ind and Small Business Compliance
ISBC
HM Revenue and Customs
BX9 1LE

Phone 03000 531795

Web www.gov.uk

Date
Our Ref

Dear Sir or Madam

Please check that your tax affairs are up to date

We're writing to you because you've been named in the Pandora Papers, the largest release of offshore data by the International Consortium of Investigative Journalists.

We've been reviewing the data in the Pandora Papers and writing to taxpayers to give them an early opportunity to update their tax affairs.

What you need to do now

Please check that you've told us about all your UK tax liabilities from all overseas income or gains by [date of letter + 30 days].

If you find that you need to update us about your tax affairs, go to GOV.UK and search 'tell HMRC about underpaid tax from previous years'.

If you're not sure, we recommend getting professional tax advice. It's important that you check because some people with assets overseas have found that earlier tax advice is out of date after changes to their circumstances or to tax laws.

If you think your tax affairs are correct and up to date, you don't need to do anything.

If you don't report all your overseas income or gains

We're continuing to review the data from the Pandora Papers and other information we have. As part of that review, we may investigate some people's tax records further.

If we find that you haven't reported all your overseas income or gains that you owe UK tax on, we may charge you penalties of up to 200% of any tax due. You could be prosecuted if we find that you have been dishonest.

About the Pandora Papers

During 2021 and 2022, the International Consortium of Investigative Journalists released more than 11 million records from 14 offshore service providers. These providers specialise in incorporating companies, trusts, foundations and other entities in low, or no tax, jurisdictions. This release is known as the Pandora Papers.

If you need extra support

If you have any health or personal circumstances that may make it difficult for you to deal with us, please tell us. We'll help you in whatever way we can.

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For more information about this, go to GOV.UK and search 'get help from HMRC if you need extra support'.

If you have a tax adviser, you should show them this letter.