



The purpose of this Form (F) is for you to give us the information necessary to assess whether you meet the criteria for a guarantee reduction or waiver in respect of your CCG application. Please complete this questionnaire honestly, HM Revenue and Customs (HMRC) will test the information supplied. Full answers or explanations are required.

The Union Customs Code allows for reductions in the amount of guarantee that applicants have to provide for potential debt. Any remaining amount of the reference amount not covered by the actual guarantee, must be met by net assets owned by the applicant. In order to meet the criteria for a full waiver (a 0% guarantee for potential debt), you will have to meet the standard for an Authorised Economic Operator (AEOC) authorisation. You should consider applying for an AEOC first as it brings additional benefits.

Business information

Please read the notes before filling in boxes.

Name of business or applicant

Economic Operator Registration and Identification (EORI) number

Address of principal place of business

Date of completion DD MM YYYY

Financial solvency of Applicant (A.95 (2) Code)

Please read the notes before filling in boxes.

Is the business or applicant subject to bankruptcy proceedings (including any insolvency or bankruptcy proceedings served on the company in the last 3 years)?

Yes No

Does the business or applicant have a good payment history with HMRC? If the applicant has any overdue debt due to HMRC at the time of the application, you may not qualify for guarantee reductions.

Yes No

The information you provide in the following table below will be used to assess whether the business or applicant has sufficient financial standing to meet its obligations and fulfill its commitments, including no negative net assets unless they can be covered. Explanatory notes, to assist in the completion of the table and the identification of any further information which is required, can be found at the end of the form.

				Column A	Column B	Column C	Column D	Column E	Column F
		Note reference	Information to be entered in Columns A to D (and E & F if applicable)	Management accounts	Financial Statements Yr -1	Financial Statements Yr -2	Financial Statements Yr -3	Financial Statements Yr -4 (if required, see Note 3b)	Forecasts (if required, see Notes 3a and 10)
1	Year / period end	1, 2, 3a, 3b	Date						
2	Length of accounting period	2	Number of months						
3	Date financial statements filed at Companies House	3	Date / Draft / N/A						
4	Audit report modified?	4	Yes / No / N/A						
5	Any going concern explanations?	5	Yes / No						
6	Profit / (loss) after taxation	6	Amount						
7	Net current assets / (liabilities)	7	Amount						
8	Net assets / (liabilities) [A]	8	Amount						
9	Goodwill [B]	9	Amount						
10	Net assets / (liabilities) excluding goodwill [A-B]	10	Amount						
11	Contingent liabilities	11	Amount						

Additional Notes:

Table row reference for example row 5	Please provide the additional information as set out in the Explanatory Notes

Checklist of documentation provided (please check applicable boxes, and identify each document provided using the reference number attributed to it below):

Documentation	Check	Reference	When this should be provided
Management accounts	<input type="checkbox"/>	D1	When 3 or more months have elapsed between the balance sheet date of your last financial statements and your CCG application date
Draft financial statements	<input type="checkbox"/>	D2	When the most recent financial statements are in draft form and not yet signed (see Note 1)
Financial statements for the previous 3 years (or 4 years if Column E is completed)	<input type="checkbox"/>	D3	When financial statements are not filed with Companies House (see Note 4)
Forecasts (profit and loss and balance sheet) for next 12 months	<input type="checkbox"/>	D4	When the financial information available does not cover a full 3 years prior to date of application (see Note 3a)
Copy of Auditor's Report(s)	<input type="checkbox"/>	D5	When there is a modification to the Auditor's Report (see Note 5)
Forecasts (profit and loss, balance sheet) for next 12 months	<input type="checkbox"/>	D6	When net liabilities or shortfall in assets are covered by undrawn finance (see Note 10.1)
Copy of facility / loan agreements in respect of existing finance	<input type="checkbox"/>	D7	When net liabilities or shortfall in assets are covered by undrawn finance (see Note 10.1)
Loan agreement or Joint Contractual Liability signed by entity providing support	<input type="checkbox"/>	D8	When net liabilities / entity assets are covered by support from another entity (see Note 10.2)
Latest financial statements of entity providing support	<input type="checkbox"/>	D9	When net liabilities / shortfall in assets are covered by support from another entity (see Note 10.2)

Checklist of documentation provided (please check applicable boxes, and identify each document provided using the reference number attributed to it below (continued)):

Documentation	Check	Reference	When this should be provided
Loan agreement signed by individual providing support	<input type="checkbox"/>	D10	When net liabilities / shortfall in assets are covered by support from another individual (See Note 10.2)
Statement of assets and individual providing support	<input type="checkbox"/>	D11	When net liabilities / shortfall in assets providing support are covered by support from an individual (see Note 10.2)
Reconciliation of management accounts to previous financial statements	<input type="checkbox"/>	D12	When the management accounts start financial statements with an opening net assets position which differs from that reported in your most recent financial statements (see Note 2)

Declaration

I declare that the information provided above is a true and accurate representation of my business and I have disclosed any irregularities or matters which could affect HMRC's assessment of my ability to meet the criteria. If it is found that the data given above is false, HMRC may revoke any authorisation given. Anyone who gives false information about goods imported under these arrangements may be liable to penalties under the Customs and Excise Management Act 1979. I understand the above.

Signature

Full Name

Position in the company

Date DD MM YYYY

Explanatory notes

General

To qualify for a CCG reduction or waiver, you should have positive net assets excluding goodwill (figure in row 10 of the summary table) at the date of your application and in all of the preceding 3 years. You will also need to have positive net assets (after deducting goodwill) in both your management accounts and your last financial statements that are sufficient to cover the amount of the guarantee reduction / waiver that you are applying for.

If you do not have positive net assets (after deducting goodwill) in each of the last 3 years, or if your net assets (excluding goodwill) in your management accounts and last financial statements are not sufficient to cover the amount of the guarantee reduction / waiver that you have applied for (shortfall in assets), you will need to demonstrate that you can cover any negative position, plus the amount of the guarantee reduction / waiver that you are applying for. Note 10 below explains the options available to you.

Amounts should be recorded in the table in single units of currency (i.e. not rounded to thousands or millions), with the currency identified. Negative figures should be identified as such by stating them in brackets (for example ' (£1,000) ').

Note 1

We require financial information covering the period of 3 years up to the date of your application. Please enter the most recent financial information from your management accounts in the left hand column (Column A), working to the right for earlier periods on the basis of your financial statements. Please state the length of each accounting period in row 2. Illustrative examples are set out below.

Example 1:

You have a June year end and apply on 12 June 2019.

Please provide financial information from your management accounts for the 11 months ended 31 May 2019 (Column A) and your financial statements for the years ended 30 June 2018 (Column B), 30 June 2017 (Column C) and 30 June 2016 (Column D).

Example 2:

You have a December year end and apply on 12 June 2019. Your December 2018 accounts are currently in draft form.

Please provide financial information from your management accounts for the 5 months ended 31 May 2019 (Column A), your draft financial statements for the year ended 31 December 2018 (Column B) and your financial statements for the years ended 31 December 2017 (Column C) and 31 December 2016 (Column D). You will need to provide a copy of your draft financial statements for the year ended 31 December 2018 in addition to your recent management accounts.

Example 3:

You have a December year end and apply on 12 June 2019. You have not prepared your December 2018 accounts.

Please provide financial information from your management accounts for the 5 months ended 31 May 2019 (Column A)

and the 12 months ended 31 December 2018 (Column B), and your financial statements for the years ended 31 December 2017 (Column C) and 31 December 2016 (Column D).

Note 2

If 3 or more months have elapsed between the balance sheet date of your last financial statements (either draft or signed) and your CCG application date, please include a copy of your management accounts with your application, to include a profit and loss account and balance sheet as a minimum. The management accounts you provide must cover the period from your last financial statements up to a date that is within 2 months of the date of your application.

If you are part of a group, the management accounts must be:

- for the entity making the application and not the group (or any consolidated part of it)
- prepared on the same (comparable) basis as your financial statements.

The classification of assets and liabilities in the management accounts should be on the same basis as in the financial statements. If it is not, please adjust the figures in the table so that they are comparable to the financial statements, and provide an explanation in the 'Additional Notes' box.

For example, intercompany liabilities may be presented as long term liabilities or equity in the management accounts, but classified as current in the financial statements. The figures in the table should be adjusted to classify intercompany liabilities as current, and an explanation provided in the 'Additional Notes box'.

If the management accounts start with an opening net assets position which differs from that reported in your most recent financial statements, please provide a reconciliation to include an explanation for all reconciling items.

Note 3

a. If the financial information requested does not cover 3 full years prior to the date of your application because you commenced trading less than 3 years ago, you will need to provide profit and loss and balance sheet forecasts covering at least the next 12 months from the date of application and complete Column F. If your forecast balance sheet indicates that net assets excluding goodwill (row 10) are expected to be negative, you should follow Note 10 and provide the additional information and documentation required to show that you can cover the negative position

b. If the financial information requested does not cover 3 full years prior to the date of your application because one (or more) of your financial periods is for less than 12 months, you will need to provide financial statements for an additional year

Note 4

Please enter the date that your financial statements were filed at Companies House (if the application is in respect of a Company or LLP). If your accounts have not yet been filed, please enter 'draft' in the box and provide a copy.

If financial statements were not filed in line with statutory time limits (9 months after the year end for limited companies and 6 months for public companies), please explain the reason why in the 'Additional Notes' box, including details of any uncertainties regarding the financial position of the company.

If your financial statements are not filed at Companies House (if the application is not in respect of a Company or LLP), please state 'N/A'. You will need to provide copies of the full financial statements along with your application.

Note 5

If your financial statements are audited and there is a modification to the Auditor's Report, for example a qualified opinion or an emphasis of matter, please state 'Yes' in the appropriate column(s) of row 4 and include a copy of the Auditor's Report with your application. Please explain the current position regarding the issue in the 'Additional Notes' box. If the modification indicates that there are concerns about your ability to continue as a going concern we will take this into consideration when making a decision on your CCG application.

If your financial statements do not require an audit, please state 'N/A' in row 4.

If there is any narrative explanation in either the Directors' Report (or other governance statement) or the notes to the financial statements which explains the basis of the going concern assumption, please state 'Yes' in the appropriate column(s) of row 5 and explain the current position regarding the issue in the 'Additional Notes' box so that we can take this into consideration when making a decision on your CCG application.

Note 6

You will find this figure at the bottom of your profit and loss account. Losses should be identified as a negative figure (see general explanatory note above).

Note 7

You will find this figure on your balance sheet, it is the total of current assets less the total of current liabilities. Net current liabilities should be identified as a negative figure (see general explanatory note above). If you have net current liabilities, we will review your application every year.

Note 8

You will find this figure at the bottom of your balance sheet, it is the total of all assets less the total of all liabilities. Net liabilities should be identified as a negative figure (see general explanatory note above).

Note 9

Goodwill is an intangible asset that may be included on your balance sheet as a result of the acquisition of a business.

Note 10

Deduct positive goodwill from your net assets / (liabilities) to arrive at the figure in row 10 (no adjustment should be made if goodwill is negative).

You will need to provide further information and documentation if the following apply:

a. This figure is negative in row 10 of one or more of the columns A to F. You will need to demonstrate that you can cover this negative position along with the amount of the guarantee reduction / waiver that you are applying for

For example, net assets excluding goodwill are (£100,000) in your management accounts (column A) and (£150,000) in your most recent financial statements (column B) and you apply for a guarantee reduction of £175,000. You will need to demonstrate that you can cover a total of £225,000, which is the total of the net liabilities figure of £150,000 (being the greater negative balance) plus £75,000 guarantee reduction applied for; or

b. The figure in row 10 of columns A, B or F is less than the amount of the guarantee reduction / waiver you have applied for. You will need to demonstrate that you can cover the difference.

For example if net assets excluding goodwill are £150,000 in your management accounts (column A) and £125,000 in your most recent financial statements (column B) and you apply for a guarantee reduction of £200,000, you will need to demonstrate that you can cover the shortfall of £75,000.

You can demonstrate that you can cover the positions at (a) and (b) above in two ways: (1) either by having sufficient finance that has not been drawn down, or (2) through support from another entity / individual. Further information on both these options is provided below. Please state either 'Sufficient undrawn finance' or 'Support from [name of entity / individual]' in the 'Additional Notes' box and provide copies of the supporting documents set out below.

1. Sufficient finance that has not been drawn down. You will need to demonstrate that you have sufficient finance available which has not been drawn down, the amount of which covers the negative position plus the amount of the guarantee reduction / waiver that you are applying for. This finance should be from a financial institution. For example, you have net liabilities of £40,000 excluding goodwill in one of the last 3 years and have applied for a guarantee reduction of £30,000. You have a bank financing facility of £100,000 of which you have drawn down £20,000. The £80,000 undrawn overdraft facility is sufficient to cover the net liabilities of £40,000 and the £30,000 guarantee reduction.

The facility must be at your sole disposal, and not shared with any other group companies (for example).

You will need to include the following with your application, for all undrawn sources of finance that you are relying on: (i) copies of the facility / loan agreements; (ii) copies of the business or applicant's latest forecasts for profit and loss, balance sheet and cash flow covering a period of at least 12 months from the date of application; and (iii) details of the current available facility and the amount utilised at the date of application (in the 'Additional Notes' box).

2. Support from another entity / individual. You will need to demonstrate both of the following:

(i) that another entity / individual is providing support to you which is legally binding

You will need to provide evidence of the support in a legally binding format. This can take the following forms:

- A signed loan agreement (either drawn or undrawn) from an entity or an individual if (i) the loan falls due for payment in more than 12 months following the date of application, and (ii) the amount of the loan covers the

negative position plus the amount of the guarantee reduction / waiver you are applying for; or

- A Joint Contractual Liability (JCL) from another entity. You can find the form, and further explanation of the circumstances in which a JCL may be provided, at [JCL](#)

(ii) that the other entity / individual which is providing support is able to do so

The entity / individual providing the support will need to have sufficient net assets itself to cover the negative position in row 10 plus the amount of the guarantee reduction / waiver that you are applying for.

- If an entity is providing support (either by way of loan or JCL), please provide a copy of that entity's latest financial statements which must include an entity-only (i.e. unconsolidated) balance sheet. In circumstances where an entity-only balance sheet is not prepared for financial reporting purposes (for example, under local company law), please explain in the 'Additional Notes' box and provide entity-only management accounts
- If an individual is providing support (by way of loan), please provide a schedule of the individual's assets and liabilities (including any mortgages or other loans)

If the entity providing support is doing so by way of a JCL and has given such an undertaking in respect of any other entities, please provide the names, Company registration number (if applicable) and the EORI number of the other entities (in the 'Additional Notes' box)

Note 11

Contingent liabilities are potential liabilities that should be disclosed in your financial statements. If you have a contingent liability that is more than 50% of your net current assets or you have net current liabilities, then we will review your application every year to monitor the position.