



You should use this form to tell us about any changes to the details you have previously given on form DS1 Duty Stamps Application to register.

You need to tell us about these changes within 7 days of the change.

You need to sign the Declaration on page 4 which states that the business is not disqualified from registration. You will commit an offence if this statement is untrue.

For more information about Duty Stamps, go to www.gov.uk and search for 'duty stamps'.

For more advice phone the VAT Helpline on 0300 200 3700 (+44 2920 501 261 outside the UK).

Duty Stamps registration number

About the business

1 Business name

For partnerships, give details of partners on the continuation sheet at appendix A on page 5

2 Trading name, if different from above

3 Address of registered office or residence

Postcode

Country

4 Address of principal place of business, if different from registered office or residence address

Postcode

Country

5 Business phone number, include country and area code

6 Business fax number

7 Website address

8 Email address

9 Legal status of your business, put an 'X' in one box

Corporate body

☐

Sole proprietor

☐

Partnership

☐

Other

☐

If Other, give details below

10 Incorporation number

11 Date of incorporation DD MM YYYY

12 Country of incorporation

About the business continued

13 UK VAT Registration Number, if applicable

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14 Excise ID number, if applicable

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15 Nature of business, put an 'X' in any box that applies

UK businesses

Authorised warehousekeeper ☐

Bottler of duty-paid spirits ☐

Compounder ☐

Holder of Excise licence to produce wine or made-wine ☐

Other importer ☐

Owner of goods in warehouse ☐

Non-UK businesses

Bottler ☐

Distiller ☐

Manufacturer ☐

Type of stamp

Freestanding Duty Stamps (Type A)

16 Do you seek authority to obtain freestanding Duty Stamps?

No ☐ Yes ☐

17 How many freestanding Duty Stamps do you expect to obtain during the 12 months following the date of your application for registration?

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18 If you had been required to get freestanding Duty Stamps in the 12 months preceding the date of application, how many would you have affixed to retail containers during that time?

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Label Stamps (Type B)

19 Do you seek authority to incorporate Duty Stamps into labels?

No ☐ Yes ☐

If No, go to question 27 on page 3.

20 Do you intend to authorise another business to incorporate Duty Stamps into labels on your behalf?

No ☐ Yes ☐

If Yes, go to question 21 on page 3.

Businesses incorporating Duty Stamps into labels

Only complete this section if you intend to authorise another business to incorporate Duty Stamp labels on your behalf

21 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

22 Business name

23 Trading name, if different from above

24 Address of registered office or residence

 Postcode

Country

25 Address of principal place of business, if different from registered office or residence address

 Postcode

Country

26 Business phone number, include country and area code

Additional information

27 Have you been notified of an assessment to a civil penalty in the last 5 years?

No ☐ Yes ☐

28 If Yes, were all such penalties subsequently paid, withdrawn or quashed?

No ☐ Yes ☐

If you answered Yes to box 27 and No to box 28, please tell us, for those penalties that were not paid, withdrawn or quashed:

- the dates that we notified you of the penalties
- the amount of the penalties
- the reason you were liable to the penalties, for example, failure to keep correct records as prescribed by regulations
- the dates the penalties were paid

Use the continuation sheet at appendix C on page 6.

29 Have you had anything that was in your custody or under your control seized in the last 5 years?

No ☐ Yes ☐

30 If Yes, were all items subsequently returned to you?

No ☐ Yes ☐

If you answered Yes to box 29 and No to box 30, please tell us, for those items that were not returned to you:

- the dates the items were seized
- the nature of the items seized
- the reason that the items were seized, for example goods prohibited from importation

Use the continuation sheet at appendix C on page 6.

To enter more businesses, go to the continuation sheet at appendix B on page 5.

Duty Stamps representatives

31 Do you intend to act as a Duty Stamps representative?

No ☐ Yes ☐

If No, complete the Declaration at question 42.

If Yes, you must give details of all the principals that you will represent. If you will act on behalf of more than one principal, complete the continuation sheet at appendix D on page 6.

32 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

33 Principal's full name including title

34 Principal's trading name, if different from above

35 Principal's address of registered office or residence

Postcode

Country

36 Principal's address of place of business, if different from registered office or residence address

Postcode

Country

37 Principal's phone number, include country and area code

38 Principal's website address

39 Box no longer in use

40 Principal's legal status, put an 'X' in one box

Corporate body ☐ Sole proprietor ☐

Partnership ☐ Other ☐

If Other, give details below

41 Principal's nature of business, put an 'X' in any box that applies

Non-UK businesses

Bottler ☐

Distiller ☐

Manufacturer ☐

Declaration

I declare that the information given on this form and in any accompanying document is true and complete and that the applicant is not disqualified from being registered for Duty Stamp purposes.

42 Full name including title

43 Capacity in which signed
For example, sole proprietor, director

44 Contact phone number, include country and area code

45 Signature

46 Date DD MM YYYY

Appendix A

Continuation sheet for 'About the business'.

- 1 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

Full name of partner, including title

- 2 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

Full name of partner, including title

- 3 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

Full name of partner, including title

- 4 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

Full name of partner, including title

- 5 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

Full name of partner, including title

- 6 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

Full name of partner, including title

- 7 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

Full name of partner, including title

Appendix B

Continuation sheet for 'Businesses incorporating
Duty Stamps into labels'.

- 1 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

- 2 Full business name

- 3 Full trading name, if different from above

- 4 Full address of registered office or residence

Postcode

Country

- 5 Full address of principal place of business,
if different from registered office or residence address

Postcode

Country

- 6 Business phone number, include country and area code

To enter more details, reprint this sheet.

To enter more than one business, reprint this sheet.

Appendix C

Continuation sheet for 'Additional information'.

Penalties that were not paid, withdrawn or quashed

- 1 Date we notified you of the penalty DD MM YYYY

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- 2 Amount of the penalty

£ .

- 3** Reason you were liable to the penalty
For example, failure to keep correct records as prescribed by regulations

Seizures that were not returned

- 4 Date the items were seized DD MM YYYY

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- ## 5 Description of the items seized

- 6 Reason the items were seized
For example, goods prohibited from importation

Appendix D

Continuation sheet for 'Duty Stamp representatives'.

- 1 Change of details, put an 'X' in one box

Additional ☐ Delete ☐

- 2 Principal's full name including title

- 3 Principal's trading name, if different from above

- 4 Principal's registered office or residence

Postcode

Country

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- 5 Principal's address of place of business,
if different from registered office or residence address

Postcode

Country

- 6 Principal's phone number, include country and area code

- 7 Principal's website address

- 8 Box no longer in use

To enter more than one penalty or seizure, reprint this sheet.

Appendix D continued

9

Principal's legal status, put an 'X' in one box

Sole proprietor

☐

Partnership

☐

Corporate body

☐

Other

☐

If Other, give details below

10

Principal's nature of business, put an 'X' in any box that applies

Non-UK businesses

Bottler

☐

Distiller

☐

Manufacturer

☐

To enter more than one business, reprint this sheet.

Send the completed form and additional forms to:
HM Revenue and Customs
Excise Processing Team
BX9 1GL

For HMRC use only

Reference

Registration number